



...making excellence a habit.

PUBLIC SUMMARY REPORT

ANNUAL SURVEILLANCE ASSESSMENT (ASA2)

SIME DARBY PLANTATION Sdn Bhd

Management Unit PT SIA

Sanggau District of West Kalimantan Province, Indonesia

Report Author

Charlie Ross – Revised November 2012

Tel: +61 417609026

BSi Group Singapore Pte Ltd (Co. Reg. 1995 02096-N)
3 Lim Teck Kim Road #10-02
Genting Centre
SINGAPORE 088934
Tel +65 6270 0777
Fax +65 6270 2777
Aryo Gustomo: Aryo.Gustomo@bsigroup.com
www.bsigroup.sg

BSi Services Malaysia Sdn Bhd (Co.Reg. 804473 A)
B-08-01, Level 8, Block B, PJ8
No. 23, Jalan Barat , Seksyen 8
46050 Petaling Jaya
SELANGOR MALAYSIA
Tel +03 79607801 (Hunting Line)
Fax +03 79605801

TABLE of CONTENTS**Page N^o**

SUMMARY	1
ABBREVIATIONS USED	1
1.0 SCOPE OF SURVEILLANCE ASSESSMENT	1–6
1.1 Identity of Certification Unit	1
1.2 Production Volume	1
1.3 Certification Details	1
1.4 Description of Fruit Supply Base	1
1.5 Progress against Time Bound Plan	6
1.6 Progress of Associated Smallholders/Outgrowers towards RSPO Compliance	6
1.7 Organisational Information/Contact Person	6
2.0 ASSESSMENT PROCESS	7
2.1 Assessment Team Members	7
2.2 Assessment Programme.....	7
2.3 Stakeholder Consultation	7
3.0 ASSESSMENT FINDINGS	7–17
3.1 Summary of Findings	7
3.2 Nonconformities and Noteworthy Positive and Negative Observations Identified (ASA2)	14
3.3 Status of Nonconformities (Major and Minor) Identified During Previous Assessments	16
3.4 Issues Raised by Stakeholders	17
4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY	17–18
4.1 Date of next Surveillance Visit.....	17
4.2 Date of Closing Nonconformities (Major and Minor).....	18
4.3 Sign-off of Surveillance Assessment Findings	18

LIST of TABLES

1	Mill GPS Location	1
2	Production Tonnages.....	1
3	FFB Tonnages Processed	1
4a	Age Profile of Palms.....	6
4b	Areas Planted	6
5	Status of Nonconformities.....	18

LIST of FIGURES

1	SOU PTSIA Location Map	2
2	West Estate Layout.....	3
3	East Estate Layout	4
4	Sei Mawang Estate Layout.....	5
5	BOD (mg/L) of Treated Mill Effluent August 2011 – July 2012	8
6	Average Annual OER (%) 2006 – 2012	9
7	Average Annual FFB Yield (t/ha/yr) 2006 – 2012	9
8	Annual Mill Water Usage (t/t FFB) 2006 – 2012.....	10
9	Mill Energy Usage (kWh/t CPO) 2006 – 2012	12

LIST of APPENDICES

A	Supply Chain Assessment
B	Sime Darby Time Bound Plan
C	CV for New Assessment Team Member
D	ASA2 Programme
E	List of Stakeholders Contacted
F	Evidence for Closing Nonconformities (CR17, CR18 and CR20) issued to Major Compliance Indicators

SUMMARY

BSi Group Singapore Pte Ltd (BSi) has conducted the Annual Surveillance Assessment (ASA2) of Sime Darby Plantation Sdn Bhd Management Unit SOU PT Sime Indo Agro (PTSIA) operations comprising Bukit Ajong Mill, three oil palm Estates, support services and infrastructure. BSi concludes that PTSIA operations comply with the requirements of RSPO Principles & Criteria : November 2007; RSPO Principles & Criteria : November 2007 and the Indonesian Indicators and Guidance (INA NIWG) : 2008; and RSPO Supply Chain Certification Standard : November 2011, Module E – CPO Mills : Mass Balance.

BSi recommends the continuation of the approval of PTSIA as a producer of RSPO certified sustainable palm oil.

ABBREVIATIONS USED

AMDAL	Environmental Impact Assessment Report
BOD	Biological Oxygen Demand
BPN	Badan Pertanahan Nasional (National Land Agency)
CPO	Crude Palm Oil
EFB	Empty Fruit Bunch
ESH	Environment Safety and Health
FFB	Fresh Fruit Bunch
HCV	High Conservation Value
HGB	Hak Guna Bangunan (Land Use Title for factory)
HGU	Hak Guna Usaha (Land Use Title)
HIRAC	Hazard Identification Risk Assessment Control
KUD	Koperasi Unit Desa (Village Cooperative Unit)
LTI	Lost Time Injury
MSDS	Material Safety Data Sheet
OER	Oil Extraction Rate
PK	Palm Kernel
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RKL	Environmental Management Plan
RPL	Environmental Monitoring Plan
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
SPKS	Serikat Petani Kepala Sawit (Organisation for Representing Smallholders)

1.0 SCOPE OF SURVEILLANCE ASSESSMENT

1.1 Identity of Certification Unit

PTSIA Mill and oil palm Estates are located in Sanggau District of West Kalimantan Province, Indonesia (Figure 1). More detailed information on the estates locations is shown in Figures 2 and 3. The GPS location of the Mill is shown in Table 1.

Table 1: Mill GPS Location

MILL	LONGITUDE	LATITUDE
Bukit Ajong (40t/hr capacity)	110° 29'0"E	0° 16' 0" N

1.2 Production Volume

The production tonnages for CPO and PK for the Estimate at Certification and the period from 01 August 2011 through to the 31 July 2012 and projected for the next twelve months are listed in Table 2.

Table 2: Production Tonnages

Bukit Ajong Palm Oil Mill	CPO	PK
Estimate at Certification	35,899*	9,521*
	33,609**	8,914**
ASA1 Actual	42,863 *	10,171 *
	41,773**	9,989**
ASA2 Actual 01/08/11 – 31/07/12	32,715 *	8,884 *
	31,342**	8,511**
ASA2 Projected 01/08/12 – 31/07/13	36,314 *	9,861 *
	34,789**	9,447**

* Includes FFB Trader tonnage

** = Certified Production (includes Smallholder tonnages)

1.3 Certification Details

Sime Darby RSPO Membership No: 035-04(O)

BSi RSPO Certificate No: SPO 541399

Initial Certification Assessment: 03 to 06 November 2008

Date of Certification: 18/08/2010

1.4 Description of Supply Base

Oil palm fruit is sourced from three company owned Estates, Scheme Smallholders and Outside Suppliers. The FFB production from company owned Estates, Scheme Smallholders and Outside Suppliers is listed in Table 3. PT SIA has advised that they expect a substantial increase of crop volume from the company Estates during 2011/12 as significant rehabilitation works have been carried out to the under-performing areas. Also, Sei Mawang Estate palms have reached maturity and harvesting of FFB commenced in July 2011.

Table 3: FFB Tonnages Processed

Source	Estimate at Initial Certification	Actual 01/08/11 – 31/07/12	Projected 01/08/11 – 31/07/12
PTSIA Estates			
East	16,314	26,248	36,200
West	38,905	40,622	52,032
Sei Mawang	–	2,413	7,136
Sub-total	55,219	69,283	95,368
Scheme Smallholders			
Himado	98,596	75,611	82,416
Sub-total	98,596	75,611	82,416
Outside Suppliers*			
	10,481	6,211	6,764
Sub-total	10,481	6,211	6,764
TOTAL	164,296	151,105	184,548

* The production from the Outside Suppliers is excluded from the RSPO Certificate for PT SIA



Figure 1: PTSIA Location Map

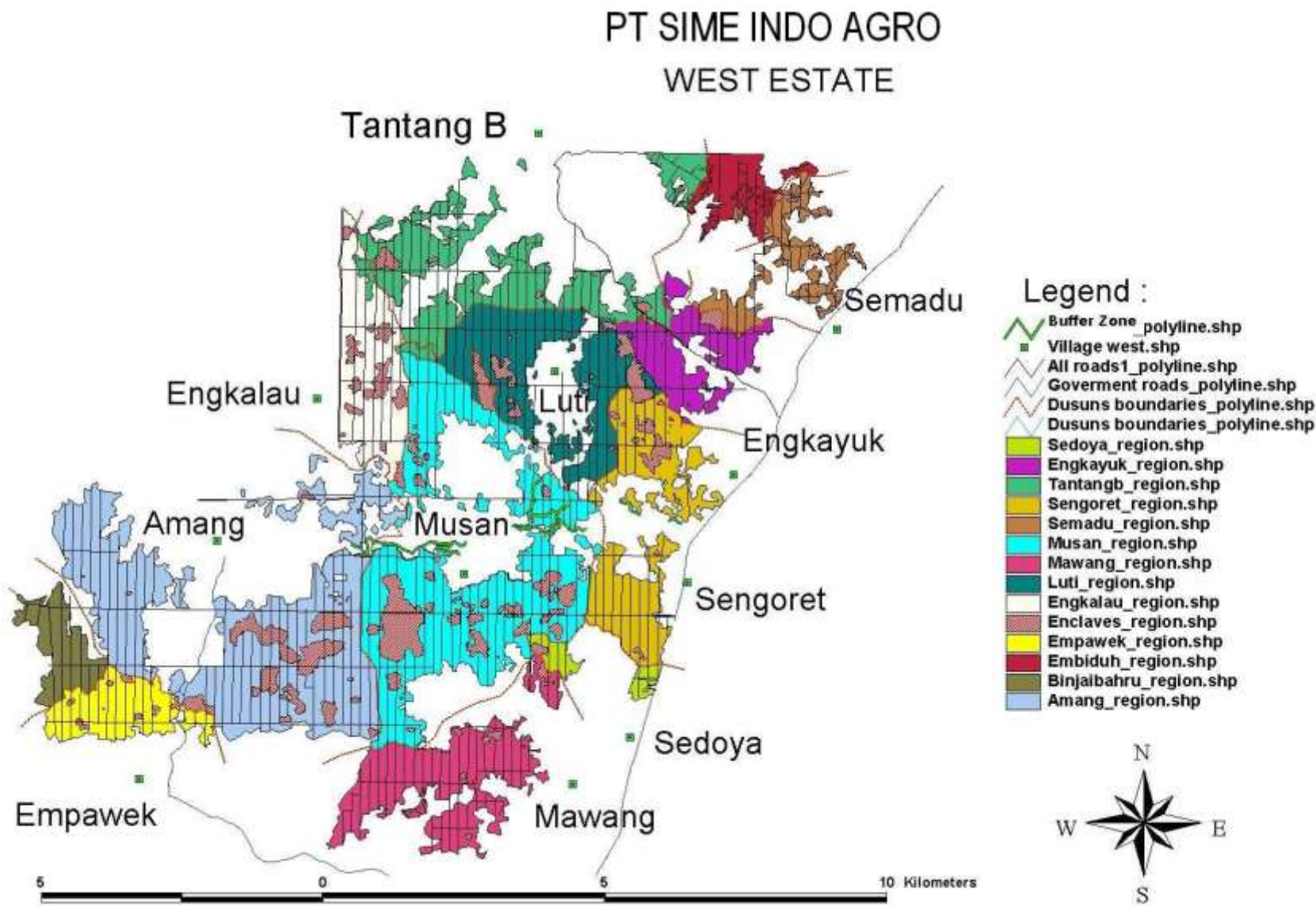


Figure 2: West Estate Layout

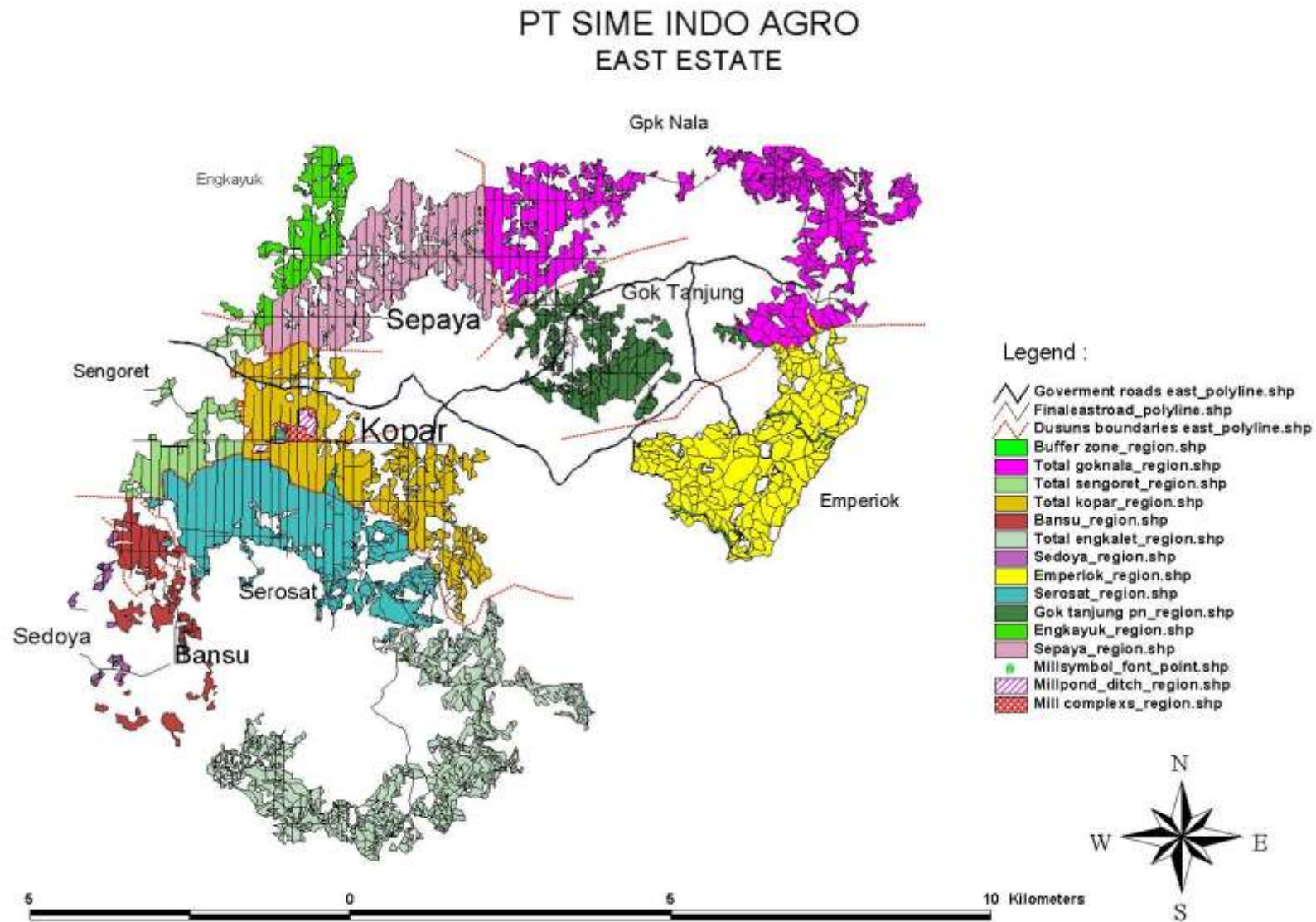


Figure 3: East Estate Layout

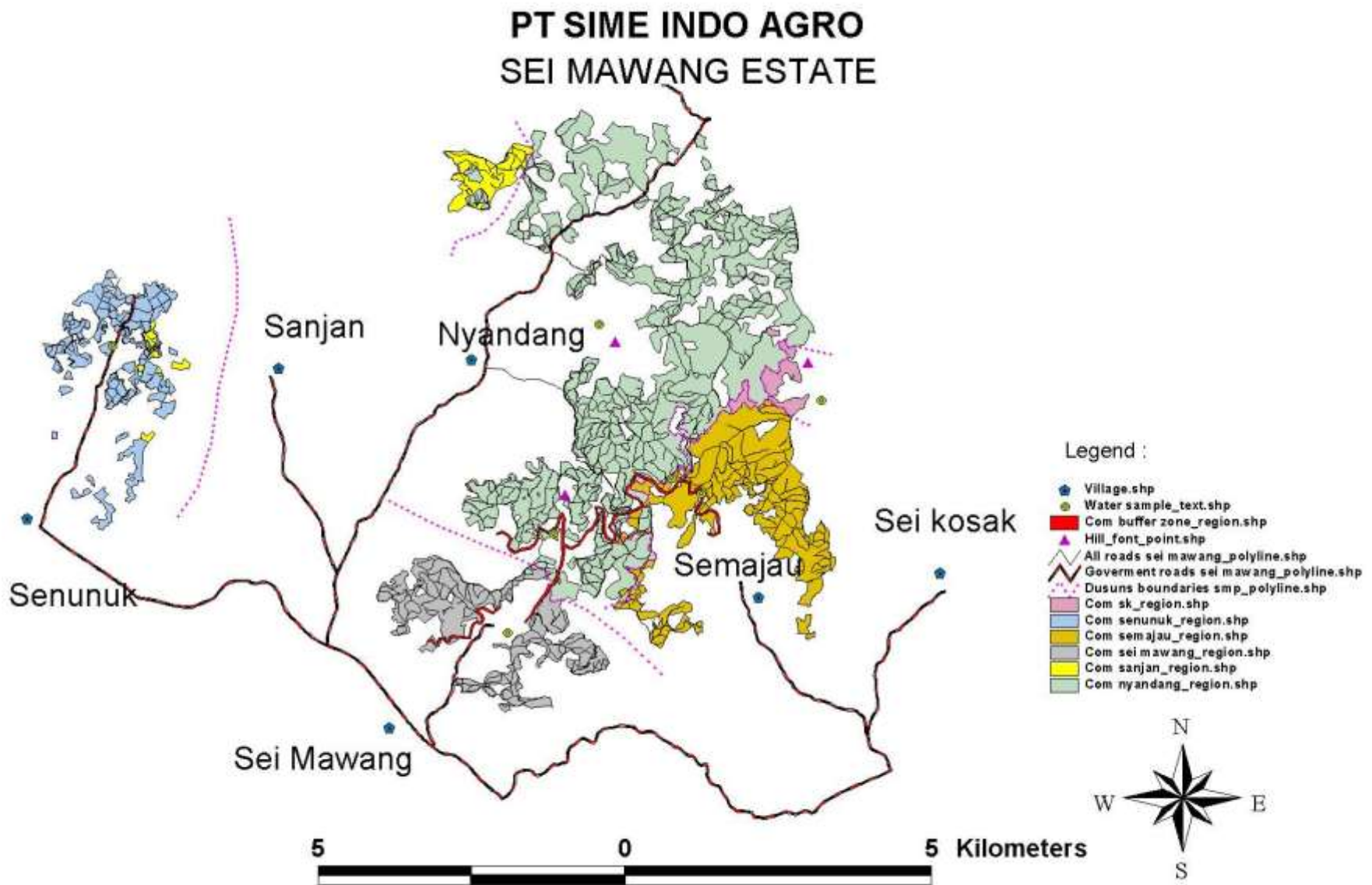


Figure 4: Sei Mawang Estate Layout

Scheme Smallholders supplied 75,611 t (50.0%) and Outside Suppliers 6,211 t (4.1%) of the total FFB processed by the Mill during the 01 August 2011 to 31 July 2012. The smallholder scheme was developed as a condition of PTSIA project approval. The scheme comprises one cooperative (KUD) whose smallholder members number 2,132 and have 4,264 ha planted to oil palm.

The age profile of the palms at East, West and Sei Mawang Estates and the Smallholder Himado is shown in Table 4a.

Table 4a: Age Profile of Palms

Age (years)	% of Planted Area			
	East Estate	West Estate	Sei Mawang Estate	Smallholder Himado
11–20	44	100	–	100
4–10	56	–	100	–
0–3	–	–	–	–

The areas planted are shown in Table 4b.

Table 4b: Areas Planted

Estate	Mature (ha)	Immature (ha)	Total
East	2,549	–	–
West	2,768	–	–
Sei Mawang	1,837	–	–
Total	7,154		7,154
Smallholder Himado	4,264	–	4,264
TOTAL	11,418	–	11,418

Supply Chain

PT SIA uses the mass balance mechanism for the supply chain. All deliveries of FFB to the Mill are issued with a weighbridge docket that records the details of the supplier, truck registration number, driver's name and the tonnage. The weighbridge system is computerised and the FFB delivery and product despatch records are used as the basis for payment for deliveries and invoicing for shipments, respectively. PT MINAMAS Commodities Trading Marketing Department, located at Jakarta, manages all of the purchases of crop and sales of product. During the previous 12 months there was no sale of either Certified Sustainable Palm Oil or Certified Palm Kernel from Bukit Ajong Mill. Inspection of documents confirmed that PT SIA maintains all of the documentation required for verification of implementation of the RSPO Supply Chain Certification Standard : November 2011, Module E – CPO Mills : Mass Balance – Refer to Appendix A for details.

1.5 Progress against Time Bound Plan

Sime Darby Time Bound Plan (updated July 2012) is included as Appendix B. Sime Darby has achieved RSPO Certification of all 39 of the Management Units in Malaysia, and 12 of the 23 in Indonesia. Sime Darby has completed the Initial Certification Assessments for the remaining 11 Management Units in Indonesia and the assessment reports are pending review by the RSPO. Upon certification of the remaining 11 Management Units, Sime Darby will have achieved the Time Bound Plan.

BSi has continued involvement with assessments of 13 of the Sime Darby Management Units during the 2011/12 period. During this time, Sime Darby has kept BSi informed of issues and claims made against it, as indicated in Appendix B. At the time of preparation of this Report, BSi is not aware of:

- (1) any unresolved significant land disputes;
- (2) any replacement of primary forest or loss of HCVs;
- (3) any labour disputes that are not being resolved through an agreed process;
- (4) any evidence of noncompliance with any law at any of the landholdings.

BSi considers that Sime Darby meets the RSPO requirements for Partial Certification.

1.6 Progress of Associated Smallholders/ Outgrowers towards RSPO Compliance

The Lead Assessor visited the cooperative during ASA2 and interviewed the Manager and staff to evaluate their progress with implementing the RSPO P&C. The BSi Assessors also inspected a sample of Smallholder blocks and interviewed Smallholders. PTSIA has assigned a full time Assistant Manager Plasma and Mandors for training and awareness of Smallholders on RSPO. Interview of a sample of smallholders confirmed that PTSIA was providing assistance and training. Although only a small sample of oil palm blocks was inspected, overall the field condition was good and the palms were appropriately maintained. The scheme smallholders' general understanding of the RSPO requirements had improved and BSi recommends the continuation of inclusion of their production in the Certificate.

1.7 Organisational Information / Contact Person

PT Sime Indo Agro
 Bukit Ajong
 Dusun Kopar
 Desa Dosan Kec Parindu Kab
 SANGGAU WEST KALIMANTAN INDONESIA
 Contact Person: Mr Mohd Amri B. Baharudin
 Head Zone Sanggau
 Phone: +62 0542 59384
 Fax: +62 0542 59385
 Email: mohd.amri@simedarby.com

2.0 ASSESSMENT PROCESS

2.1 Assessment Team Members

Charlie Ross – Lead Assessor RSPO

B.App.Sc. M.Sc (Env.Studies)

Lead Auditor EMS RABQSA Cert N°14370

Topics assessed: Legal, Environment, Agricultural Practices, Social, Sustainability

Iman Nawireja – Assessor RSPO

B.Ag.Sc. M.Sc. (Comm)

Topics assessed: Legal, Environment, Agricultural Practices, Social, Sustainability

Robyn Ross – Social Assessor RSPO

Topics assessed: Legal, Social, Women and Families, Sustainability

Dian Ekowati – Facilitator

A CV for Ms Ekowati, a new team member, is included at Appendix C.

2.2 Assessment Programme

The ASA2 was carried out 7 – 9 August 2012. The Assessment Programme is included as Appendix D.

The Programme included assessments of the Mill and two Estates (East and Sei Mawang) against all of the RSPO P&C and applicable RPSO indicators, and the Supply Chain Standard : 2011 for Mass Balance Mechanism. The Estates were selected for assessment on the basis of alternate years.

The nonconformities that were assigned during previous assessments (CR01 – CR15) were followed up to check the effectiveness of corrective actions (Refer Section 3.3 Page 16).

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. Checklists and questionnaires were used to guide the collection of information. The ASA2 findings are detailed in Section 3.2 Page 14.

This report is structured to provide a summary for each Principle, together with details for selected indicators. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

Mr Aryo Gustomo, BSi RSPO Scheme Manager, has reviewed this report for conformance with BSi Procedures and the RSPO Certification System requirements.

2.3 Stakeholder Consultation

Internal and external stakeholders were consulted to obtain their views on PTSIA environmental and social performance and any issues of concern that they may have. External stakeholders were interviewed at their premises where practical or they were invited to the Mill or the Estate. Internal stakeholders were interviewed in groups in the

workplace and at their housing. Company officers were not present at any of the stakeholder meetings. A list of Stakeholders contacted is included as Appendix E.

3.0 ASSESSMENT FINDINGS

3.1 Summary of Findings

During this ASA2, nonconformities were assigned against Major Compliance Indicators 2.1.1, 4.7.1 and Supply Chain (1.1, 2.2, 3.3, 3.4, 4.1 and 5.1) and Minor Compliance Indicator 6.1.5. Six (6) Observations/Opportunities for improvement were identified. PT SIA prepared a Corrective Action Plan for addressing the identified Nonconformities, which BSi reviewed and accepted. Refer Section 3.2 Page 14 for details of Nonconformities and Corrective Actions.

Review of the Nonconformities assigned during previous Assessments (CR01 – CR15) found the corrective actions were being effectively and consistently implemented and the nonconformities remain closed. In addition, the Nonconformity that was also assigned during ASA1 against Minor Compliance Indicator 6.1.5 (CR16) and the four (4) Observations/Opportunities for Improvement were followed up to check the effectiveness of corrective actions. Refer Section 3.3 Page 16 for details.

BSi recommends continuation of Certification for PT SIA as a producer of RSPO Certified Sustainable Palm Oil.

PRINCIPLE 1: Commitment to Transparency

The Mill and Estates have maintained the system for receiving and responding to written requests for information. Records showed that requests were processed within 30 days. PTSIA holds up to date copies of the important documents that the RSPO requires to be made available to the public.

Criterion 1.1: Oil palm growers and millers provide adequate information to other stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages & forms to allow for effective participation in decision making.

The Estates and Mill have maintained the filing system for responding to written requests for information, together with the company's reply. For example, a letter from Sanggau District Environment Office was received on 16 May 2012 for a surveillance visit to the mill. A record was held on file signed by the meeting attendees at the mill.

Criterion 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.

PTSIA holds copies of each of the management documents that are required by RSPO and these have been kept available, for example the Environment Policy signed by the CEO of MIINAMAS on 27 August 2010. The management documents are available on request and details are available in this report for the relevant Principle.

PRINCIPLE 2: Compliance with Applicable Laws and Regulations

PTSIA has implemented systems for documentation, checking and assessment of legal compliance with applicable laws and regulations. Inspection of records confirmed that the Mill and the Estates visited have maintained legal compliance with statutory requirements relating to factories and machinery, health and safety, and the environment. A Nonconformity was assigned for exceedance of the limit on the number of overtime hours worked. The boundaries of the Estates are being re-surveyed and block markers have been maintained so they are clearly visible. Interview of local community representatives did not identify any land tenure issues.

Criterion 2.1 – There is compliance with all applicable local, national and ratified international laws and regulations.

The Testing Laboratory of the Institute for Industrial Research and Standardisation of Pontianak tested the Mill boiler emissions and ambient air quality on 14 January 2012 and 26 June 2012 (Report No 1152/AL/VI/2012) and the results confirmed compliance with emission limits. The Mill monitors the effluent treatment system daily and forwards samples to the independent Sucofindo Laboratory monthly for testing. Review of the previous 12 months data (Figure 5) showed the maximum BOD was 411 mg/L in June 2012, which was well within the license limit for land application of treated POME (5,000 mg/L, issued by Bupati Sanggau, 17 January 2011).

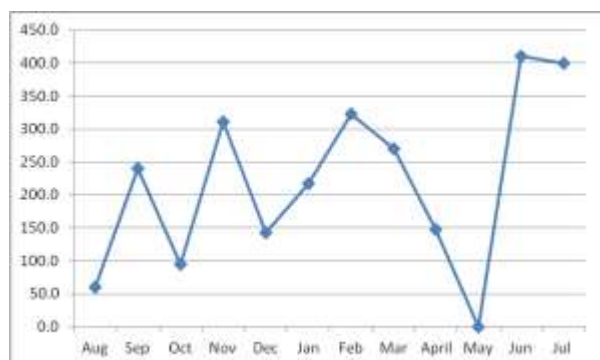


Figure 5: BOD (mg/L) of Treated Mill Effluent August 2011 – July 2012

PTSIA holds copies of relevant licences for operation of plant and equipment such as the mill boiler (License No 17/ED.051A, current to 28 December 2012) and the sterilisers that were tested on 10 March 2011 and are current to 10 March 2015. The equipment licences were displayed at the mill office. Inspection of a sample of licences confirmed that these were current at the time of the Certification Assessment. A copy of the operators' certificates, such as the fireman (P.198/PNK3-PUBT/B-1/09), and drivers' licences were kept on personnel files.

Inspection confirmed the housing meets the minimum standard. The new housing at the Mill and the Estates has rainwater tanks installed for drinking water. Water for potable use at West estate is supplied from a groundwater bore. PTSIA maintains up to date a legal register that

includes a list of all licences and expiry dates, a list of applicable laws and a summary of compliance requirements for the licences and legislation. Inspection of the electronic copy of the "Checklist of Legal Register" showed the information was kept up to date, with the last review 30 June 2012.

CR17 – Inspection of a sample of pay records found there is still an issue with excessive overtime hours. For example inspection of a sample of pay records showed excess overtime hours worked (May 2012 60% of workers; June 2012 63% and July 65%). PT SIA has been unsuccessful with its application to Labour Department for an extension of the limit on the number of overtime hours per fortnight – refer Section 3.2 Page 14.

Criterion 2.2 – The right to use the land can be demonstrated and is not legitimately contested by local communities with demonstrable rights.

PTSIA has not acquired any additional land and as advised in the Initial Certification Assessment, the company holds HGU for the Estates and a HGB for the Mill.

Field inspection of a sample of boundary stones found that PTSIA has maintained a marker peg painted red and white next to the concrete BPN boundary stones to make them clearly visible. **Observation 01 – PT SIA has re-surveyed the Estates boundaries and has provided survey data to BPN for verification – refer Section 3.2 Page 16.**

PTSIA has continued to engage in dialogue with SPKS following the first meeting of the parties held on 13 January 2009 at Sanggau. Interview of an SPKS representative indicated there was no dispute between SPKS and PTSIA. There was no disputed land ownership at any of the PT SIA Estates.

Criterion 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.

PTSIA has not acquired an additional land since the Initial Certification and there has been no change to the information reported in the Initial Certification Public Summary Report.

PRINCIPLE 3: Commitment to Long Term Economic and Financial Viability

The Mill and Estates report monthly to head office on the production performance in relation to targets. The Mill OER has improved to 22.53% in 2011/12, but further improvement is expected through more consistent control of smallholder crop quality. The FFB Yield has remained relatively unchanged over the past several years.

Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.

The Mill OER over the past 5 years decreased from a high of 22.37% in 2007 to 21.7 in 2008. The OER has increased and reached a new high of 22.53 in 2011/12 due to improved FFB quality (Figure 6). However, the quality of crop from

smallholders and outside suppliers still is variable and further improvement is being followed up.

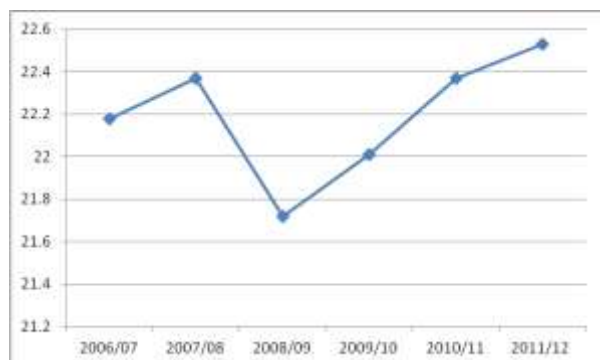


Figure 6: Average Annual OER (%) 2006 – 2012

West Estate FFB yield decline (Figure 7) was stated to be related to the hand-over of land to plasma farmers, who selected the best land. In addition, there is some uncertainty over the hectareage of the company land, which was recently re-surveyed and this is likely to affect yield per hectare. The plasma blocks are scattered among the company estates and there are issues of crop security. PT Minamas has a Research Department that communicates information regularly to the Estates and Mills on new and improved practices. Sei Mawang average FFB yield was 4.5 t/ha/yr and budget for 2012/13 is 8 t/ha.

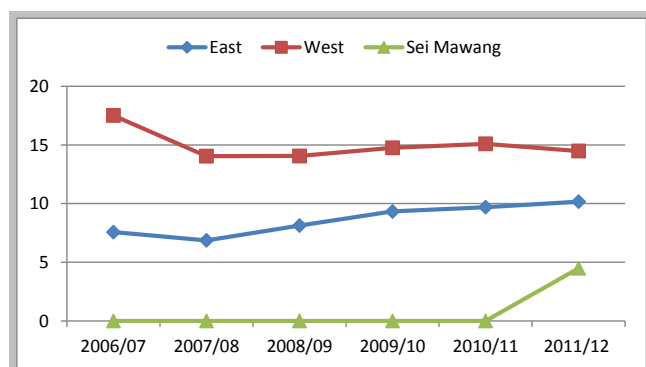


Figure 7: Average Annual FFB Yield (t/ha/yr) 2006 – 2012

Replanting is not due until 2022 and a Replanting Programme has not been prepared as it is not applicable at this time.

PRINCIPLE 4: Use of Appropriate Best Practices by Growers and Millers

PTSIA has implemented the best practices developed by Sime Darby for managing and improving the oil palm production and yield. The Estates have protected the riparian buffer zones from disturbance and these remain clearly demarcated. Groundcover vegetation within the estates has been maintained, which is very important for soil conservation. The Mill maintained average annual water usage at 1.14 t/t FFB. The Estates continued to expand the establishment of beneficial plants along roadsides, and to

date there has not been an outbreak of leaf-eating palm pests. The management has continued to give high priority to health and safety and the accident rate has remained low.

Criterion 4.1: Operating procedures are appropriately documented and consistently implemented and monitored.

PTSIA came under PT Minamas management in August 2010 and has adopted the PT Minamas Agriculture SOPs Issued 01 December 2009. The SOPs are in Bahasa Indonesia and cover all Estate operations. The SOPs are based upon the Best Practices from each of the companies and were available in the workplace. **Observation 02 – The SOPs throughout the Mill and Estates had been replaced with MINAMAS SOPs, but these could be improved by including document control information – refer Section 3.2 Page 16.**

The Plantation Advisor visits the Estates twice yearly and inspects all operations. The most recent visit was 18-20 July 2012 and the main issues identified related to the shortage of labour for upkeep and harvesting. Estate Manager has responded to issues raised by the Plantation Advisor with an action plan to improve implementation of field practices.

Mill Operators carry out hourly checks on the operations during each shift and record operating parameters on shift log sheets. The Shift Supervisors report on any abnormal operating conditions and notify the workshop of the need for any repairs or maintenance. The Mill Engineer and Mill Manager carry out daily checks of the shift log sheets as well as condition monitoring. The PT Minamas Mill Advisor carries out approximately six-monthly inspections, with the most recent report 07-09 March 2012. The Mill Manager has responded to the Mill Advisor's findings with corrective actions and target dates for implementation. A number of these require capital expenditure, such as a De-oiling Tank to reduce oil losses to sterilizer condensate and effluent.

Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.

The PT Minamas Agronomist carries out annual inspections of palms and leaf sampling for tissue analysis on each block at the company's Estates. The Estate holds copies of the Agronomist leaf tissue analysis reports, with the most recent visit was in February 2012 with fertiliser recommendations made for the 2012-13 year. The Minamas Research Centre carried out soil sampling during a soil survey of the Estates in 2007.

Treated POME is applied to 75 ha of land using a flat bed system. The Mill maintains daily records of the volume of treated effluent disposed by land application and the tonnage of EFB recycled to the palms at the Estates and to plasma.

Criterion 4.3: Practices minimise and control erosion and degradation of soils.

Field inspection showed the groundcover vegetation was consistently good throughout Sei Mawang Estate, which is especially important as 95% of the area is terraced.

The three Estates have their own grader and have an annual road maintenance programme that includes grading the

main roads as first priority, followed by the FFB collection roads, compacting and resurfacing with gravel. In addition, a gang carries out manual patching of potholes on an “as required” basis. Inspection indicated the roads were adequately maintained and greater emphasis has been placed on improving drainage.

Criterion 4.4: Practices maintain the quality and availability of surface and groundwater

Inspection confirmed the riparian buffer zones were being consistently maintained and the areas visited were set aside to the correct width. The vegetation at buffer zones was mainly secondary regrowth with some mature trees remaining.

PTSIA has installed rainwater tanks at new housing that was built over the past year and at Sei Mawang. The water supply at Sei Mawang is extracted from a groundwater bore. The Water Management Plan includes collection of rainwater at existing buildings, for example, at West Estate rainwater is collected from the Store Building and the Office and used for general purposes and for cleaning.

The Mill has carried out additional work to improve the effluent treatment ponds, under the control of the Minamas Engineering Department. Additional work approved for the current financial year is construction of a desilting pond (document No 132/PTSIA-BAF/X/2011).

Inspection of the Mill effluent treatment ponds found that repairs to strengthen and increase the height of the walls had been completed and groundcover of grasses established to prevent soil erosion.

The Mill water usage over the past 5 years has decreased from a high of 1.36 t/t FFB in 2007 to 1.13 t/t FFB in 2009 and remained at 1.14 t/t FFB in 2011/12 (Figure 8). **Observation 03** – There were two water leaks at steam traps and one steam pipe was leaking, which indicates insufficient awareness of the associated water and energy losses. The leaks were repaired during the next day shift. – refer Section 3.2 Page 16.

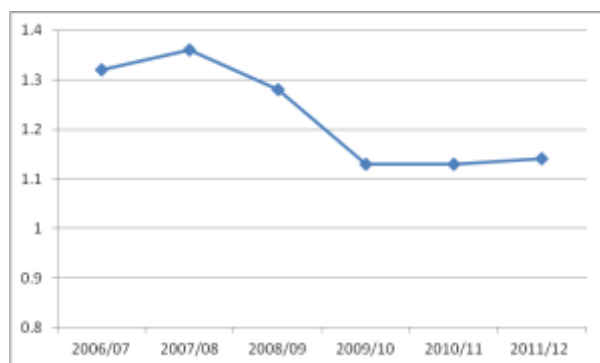


Figure 8: Annual Mill Water Usage (t/t FFB) 2006-2012

Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate integrated Pest Management (IPM) techniques.

The Estates have continued with the programme of establishing beneficial plants along roadsides. The Estates

have established a nursery for propagation of beneficial plants. *Cassia cobanensis* has been found to be the most successful in terms of ease of establishment, growth and maintenance. Sei Mawang Estate is located among undeveloped land with mainly secondary vegetation and rats are not problematic. PTSIA has not had an outbreak of leaf-eating palm pests.

Criterion 4.6: Agrochemicals are used in a way that does not endanger health or the environment. There is no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. Where agrochemicals are used that are categorised as World Health Organisation Type 1A or 1B, or are listed by the Stockholm or Rotterdam Conventions, growers are actively seeking to identify alternatives and this is documented.

The Estates have continued to use only 3 herbicides, all of which are registered and approved by the Department of Agriculture.

The Senior Assistant determines the daily spray work program with reference to the Annual Weeding Program and inspection of field conditions. He prepares a “Stores Issue Chit” that includes the quantity of pre-mix chemical to be prepared for the day’s spraying. The Estates record pesticide usage on a daily “Stores Issue Chit” and the information is transferred to the “Bin Card” for each chemical and includes the field where the treatment was carried out and quantity applied. The Bin Card data are entered to computer for preparation of a monthly Stores Summary.

Inspection of the Sei Mawang Estate Pesticide Store confirmed that it meets the requirements in relation to safe storage, such as security, ventilation, spill containment, labeling of chemicals and availability of appropriate PPE. **Observation 04** – At Sei Mawang Estate, 20 Litre containers of glyphosate were stored securely in a separate storeroom, but without spill containment. It was stated this was due to a recently received large consignment. Initially a Nonconformity was assigned but work was carried out within 24 hours to install concreted spill containment for the store. – refer Section 3.2 Page 16.

Interview of sprayers indicated they were aware of appropriate safety precautions and the product label instructions.

Used pesticide containers are triple rinsed, marked with red paint to indicate previously used for storage of chemicals, punctured and are kept in a secure store and a stocktake updated at the end of each month. PTSIA has arranged the return of used pesticide containers to the registered chemical supplier.

PTSIA has not used any World Health Organisation Type 1A or Type 1B chemicals for control of palm pests. Inspection of the Chemical Store at East Estate and examination of Bin Cards confirmed nil stock of World Health Organisation Type 1A and Type 1B Chemicals. Inspection of the monthly printouts of the Chemical Store Stock Records showed that PTSIA previously used paraquat but usage ceased before the merger of the companies in November 2007.

Medical surveillance of pesticide operators is carried out, for example on 02/08/12 for 15 operators at Sei Mawang Estate by Pusat Kesehatan Masyarakat Sanggau (Centre for Community Health). The Report confirmed all operators were fit to work with pesticides.

Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented.

PT MINAMAS Chief Operating Officer has approved a Safety and Health Policy dated 27 August 2010. The Policy was displayed prominently at the Office and at the Muster areas on Notice Boards. Health and Safety information is communicated to staff and workers at morning muster briefings and training.

CR18 – A nonconformity was assigned as inspections revealed inadequate implementation of the OSH Policy for a number of reasons – refer Section 3.2 Pages 14/15.

Field inspections and observation of harvesting and upkeep tasks, such as fertiliser application and spraying, indicated safe work practices were implemented. The Mill and Estates have continued to hold quarterly safety committee meetings, involving staff and worker representatives.

All workers are covered by Insurance (JAMSOSTEK), for example, payment made by company 30 July 2012 for June JAMSOSTEK for 98 mill workers.

The Mill and Estates reviewed the HIRAC in mid-year, but **there** had been no change to the Mill process or equipment and therefore there was no significant change to the hazard risk rankings.

The Mill and Estates have a Safety Training Schedule and briefings are made daily at the Estate muster and at the Mill during Monday morning briefings. Safety information is included as part of the SOP training for each work station at the Mill and field task at the Estates. Records are held of training, for example Indo Safe, an OSH consultant, carried out between 11 and 17 June 2012 training for 39 participants including Health Risk & Management, chemical use, chemical handling, stress and stress management, heat thermal stress, painful working condition, and ergonomic

The Mill has kept the Emergency Response Plan up-to-date, for example, in June 2012 it was revised with the latest information such as emergency contact phone numbers. First Aid training was carried out on 25 May 2011 by a medical doctor for 23 supervisors from the Mill and the Estates.

The last Estate accident was recorded on 15 April 2010. The Mill and Estate accident statistics are reported monthly to Head Office who reviews and advises on further action that may be required. The most recent Mill LTI was April 2011.

Criterion 4.8: All staff, workers, smallholders and contractors are appropriately trained.

The Estate and Mill have maintained training records, including the training topic, names of attendees with signatures and trainer.

The Mill has maintained the “Permit to Work” system for hazardous tasks, such as confined spaces, hot work, electrical repairs and work at height. The mill provides

safety induction training for contractors and holds a “Pre-job Safety Meeting” and competence assessment before issuing a Permit to Work.

PRINCIPLE 5: Environmental Responsibility and Conservation of Natural Resources and Biodiversity

The HCV within PTSIA landholdings is limited to riparian vegetation along the small streams that drain the estates, and the steep land set aside for conservation at Sei Mawang Estate. The company has continued to conduct awareness programmes to educate workers and smallholders on the need to protect flora and fauna.

The Mill and Estates complied with regulations relating to the segregation, storage and disposal of scheduled wastes. The recycling of EFB to the palms had been disrupted by breakdown of the load-out equipment and a contract machine had been hired to catch up with the stockpiled material.

PTSIA maintained compliance with its zero burning policy and continued to focus on pollution reduction through soil conservation to minimise soil erosion and sediment discharge in rainfall runoff.

Criterion 5.1: Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.

The Environmental Aspects and Impacts Register was reviewed, but there was no significant change to the risk assessment because the operations were unchanged.

PTSIA has prepared six monthly environmental monitoring RPL reports to Government in accordance with relevant regulations. The most recent RPL report was February 2012 for the July-December 2011 period.

Criterion 5.2: The status of rare, threatened or endangered species and 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 their conservation taken into account in management plans and operations.

PTSIA has maintained signboards and the awareness program to communicate information to workers and local communities on the need to protect fauna, riparian buffer zones and remnant patches of forest.

Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.

The Mill recycles EFB to the Estates and disposes of treated effluent by land application in a furrow system in the adjacent palms. The Mill and Estates have established Registers for stock-take of B3 hazardous wastes. The Estates transfer scheduled wastes to the Mill which holds a B3 License issued by Bupati Sanggau. Used pesticide containers are returned to the Supplier.

Observation 05 – Inspections identified several Opportunities for Improvement against Indicator 5.3.2 – refer Section 3.2 Page 16.

Criterion 5.4: Efficiency of energy use and use of renewable energy is maximised.

The Mill maintains records of the quantities of fibre and nut shell used as fuel in the boiler and the quantity of electricity generated by the steam turbine. The Mill has optimised the use of the steam turbine to generate electricity and the diesel genset is used only for standby power. The renewable energy usage initially declined between 2006 and 2008, but has increased since that time to maximise the use of the steam turbine for generation of electricity outside of processing hours (Figure 9).

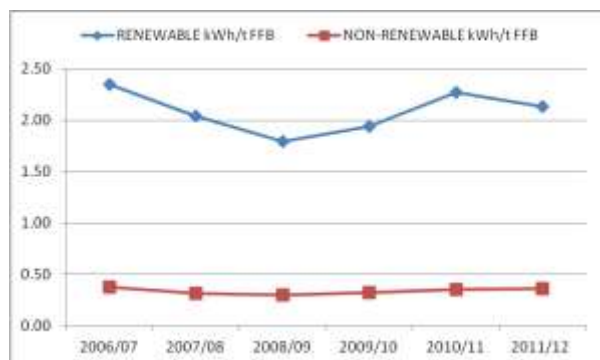


Figure 9: Mill Energy Usage (kWh/t CPO) 2006 – 2012

Criterion 5.5: Use of fire for waste disposal and for preparing land for replanting is avoided except in specific situation, as identified in the ASEAN guidelines or other regional best practice.

There has been no new development carried out at East and West Estates since 2005 and Sei Mawang since 2007. Inspections during the ASA2 visit did not find any evidence of the use of fire for waste disposal at any of the Estates, indicating consistent implementation of the zero burning policy.

The Estates have maintained their capacity to make an emergency response to land burning such as the trained fire team and mobile equipment for fighting fires. Site inspections confirmed the fire-fighting equipment was located at the Mill and Estate workplaces, stores, workshops, offices and housing and was in serviceable condition. There was no incident involving fire for more than one year due to the regular rainfall that has maintained moist conditions.

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

PTSIA has maintained the equipment for ensuring point sources of pollution are well controlled. Within the Estates the priority is to maintain adequate groundcover of vegetation to protect the soil from erosion by rainfall runoff. Additional considerations are the use of IPM techniques to reduce pesticide usage.

PTSIA makes EFB freely available to smallholders, who transport the material by back-loading from the Mill.

Observation 06 – The Emergency Pond at the POME system was filled with rainwater at the time of the inspection, which is different from the SOP that requires it to be kept empty – refer Section 3.2 Page 16.

PRINCIPLE 6: Responsible Consideration of Employees and of Individuals and Communities by Growers and Millers

PTSIA maintains communication with local communities by means of the monthly meetings with the Smallholder Cooperative and with the Adat Council, as required. Interviews of stakeholders found there was no land dispute with the company or any new issue. Staff and workers confirmed there was no discrimination and the company recognised their right to freedom of association. Workers' terms and conditions were consistent with the latest Collective Labour Agreement.

Contractors stated the contract terms and conditions were favourable and that payments were made in a timely manner. PTSIA responded positively to local community requests for assistance and these were considered appropriate for the local socio-economic setting.

Criterion 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 continuous improvement.

There has been no change to the scope or size of PTSIA operations comprising Bukit Ajong Mill, East, West and Sei Mawang Estates and Smallholder Scheme. Sei Mawang Estate planting of all of the available land has been completed. Harvesting of FFB has commenced at Sei Mawang Estate.

PTSIA has prepared and submitted six monthly environmental management and monitoring reports to Government and the Mining and Environment Impact Management Agency of Sanggau Sub-district, and the most recent report was June 2012. **CR19** – PT SIA engaged a Consultant to prepare the January – June 2012 RKL/RPL Report on the intention of including more comprehensive information on environmental and social impacts. Examination of the Report showed it contained only the information on biophysical environmental impacts and social impacts were not addressed – refer Section 3.2 Page 15.

Criterion 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.

PTSIA meets with the KUD each month and uses this process for maintaining dialogue with local communities. Interview of the KUD manager and local community representatives confirmed there was a good relationship with the company

and they did not have any unresolved issues with the company.

Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.

PTSIA has continued to involve the local Adat Council in the dispute resolution process.

Criterion 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.

PTSIA did not acquire any additional land during the past year and there was no negotiation concerning compensation for loss of land.

Criterion 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.

PTSIA provides information on pay and conditions to staff in letters of appointment. The pay rates of “daily rated” workers and “piece rated” workers are displayed on notice boards at the Estates and the Mill. Interview of Staff and Workers indicated that they are able to make small savings but working overtime provides additional income. Working conditions are detailed in the Collective Labour Agreement that is available for all permanent workers.

PTSIA housing meets the minimum standard and residents are provided with free electricity, water (each house has a tank for storage of rainwater), medical treatment, places of worship and recreation areas. Residents are allowed to maintain small vegetable gardens near houses, with produce also available for purchase from local traditional markets. Primary School is located at Layau and Secondary Schools are at Bodok and Sanggau. The company provides transport to Schools at no cost to families. The company provides worker families with 15kg of rice each month. Workers and their families requiring medical treatment attend a clinic in nearby Bodok and PTSIA reimburses the costs.

Criterion 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.

When interviewed, workers stated they are free to join a union and most are members of SPSI.

Criterion 6.7: Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision, and when not interfering with education programmes. Children are not exposed to hazardous working conditions.

New hires are required to provide their identity card for proof of age. Inspection of personnel records confirmed that age checks have been made at time of hire and a copy

was held of identity cards. Underage workers were not observed at any of the Mill or Estate locations inspected.

Criterion 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.

PTSIA displays on noticeboards the Social Policy signed by top management, that includes a statement on the prevention of any form of discrimination. Interview of staff and workers indicated there were no issues related to discrimination and that they received equal treatment in relation to working opportunities. Inspection of a sample of pay records did not find any disparity in relation to persons employed on the same classification level.

Criterion 6.9: A Policy to prevent sexual harassment and all other forms of violence against women and to protect their reproductive rights is developed and applied.

The PTSIA Social Policy includes a statement on the prevention of sexual harassment and violence. In addition, the policy is supported by disciplinary procedures that are documented in the Collective Labour Agreement.

When interviewed, staff and workers confirmed awareness of the PTSIA Sexual Harassment Policy. Female staff and workers stated they understood the policy and what action should be taken if there was a situation involving sexual harassment or violence. A Gender Committee has been formed to facilitate the processing of any grievances raised but the process has not been used as no issues have been raised.

Criterion 6.10: Growers and mill deal fairly and transparently with smallholders and other local businesses.

Interview of contractors found that they are treated fairly by the company and that they had the opportunity to bid for other PT Minamas work that was managed from head office. The bidding process was understood and they stated that payments were made on time.

Criterion 6.11: Growers and millers contribute to local sustainable development wherever appropriate.

PTSIA is in a relatively remote rural location and access to government services is limited. PTSIA responds to local community requests for assistance where possible. The majority of requests are in relation to assistance with road works.

PRINCIPLE 7: Responsible Development of new Plantings

PTSIA has not carried out any new oil palm developments and there are no plans for expansion of plantings. Principle 7 is therefore not applicable to this Assessment.

PRINCIPLE 8: Commitment to Continuous Improvement in Key Areas of Activity

PTSIA has made gradual improvements on environmental and social issues since the Initial Certification. The estate FFB yields remained static, but the mill OER increased

slightly, which is a good indicator for more sustainable production. This has been achieved by improving the implementation of FFB harvesting quality control practices.

Groundcover vegetation was well established at Sei Mawang Estate and improvements are gradually being made to water management of roads for control of soil erosion. The Mill and Estates have maintained the good safety record. The good relationship with external stakeholders was maintained through regular engagement with community representatives and the Adat Council when necessary.

Criterion 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.

PTSIA has not used any World Health Organisation Type 1A or Type 1B pesticides and ceased using paraquat in November 2007.

The Estates environmental improvement program continues to focus on improvement of FFB yields through consistent implementation of field practices and harvesting standards for fruit quality.

The Estates have continued to improve control of the use of herbicides and the associated hazardous wastes are well controlled for recycling and to prevent soil contamination. The Estates are continuing to emphasise to local communities the importance of eliminating the use of fire for waste disposal.

PTSIA has continued to maintain roads through the company's estates as well as access for the villages located within the estate.

PTSIA has continued to work within the customary framework of the Adat Council for addressing applicable issues raised by smallholders and local communities.

3.2 Nonconformities and Noteworthy Positive and Negative Observations (ASA2)

Nonconformities were assigned to Major Compliance Indicators 2.1.1, 4.7.1 and Supply Chain (1.1, 2.2, 3.3, 3.4, 4.1 and 5.1) and Minor Compliance Indicator 6.1.5. Six (6) Observations/Opportunities for improvement were identified. PTSIA has prepared a Corrective Action Plan for addressing the identified Nonconformities, which BSi has reviewed and accepted.

CR17: Major Indicator 2.1.1 Evidence of compliance with relevant legal requirements.

A Nonconformity was assigned because inspection of a sample of pay records found there is still an issue with excessive OT hours. For example inspection of a sample of pay records showed excess OT hours worked (May 2012 60% of workers; June 2012 63% and July 65%). PT SIA has been unsuccessful with its application to Labour Department for an extension. They received the verbal response "provided the company has an Agreement with its workers there is no limit to the number of OT hours worked".

(Interview of Officers at Sanggau Labour Department during ASA2 they advised limit of 3 hours OT each day – 14 hours OT each week (only calculated week days – Saturday and Sunday excluded as OT) = 56 hours month maximum). They also advised it was acceptable to work overtime above the limit for short periods, such as during equipment failure or peak processing, but not for extended periods.

Corrective Action:

To liaise with the Provincial Labour department with regards to the issue of excessive overtime hours as PTSIA has been unable to obtain a clear understanding from Sanggau Labour Department. To resubmit application for specific job and units to strictly observe working hours to prevent noncompliance.

PTSIA provided the following Objective Evidence:

PTSIA implemented administrative controls to limit the amount of overtime worked until clarification could be obtained. PTSIA wrote to the Provincial Labour Department on 24 September 2012 and submitted an application for extension of overtime limit for specific jobs at the mill. Refer Appendix F(1).

BSi Assessors considered the corrective actions and the objective evidence provided were satisfactory and appropriate. Implementation of corrective actions will be checked during ASA3.

The Nonconformity was closed 10/10/2012

CR18: Major Indicator 4.7.1 Evidence of a documented occupational safety and health (OSH) policy and its implementation

A nonconformity was assigned as inspections revealed inadequate implementation of the OSH Policy for the following reasons:

MILL

- A fitter was working on replacing a bearing and the equipment had been isolated at the electrical switchboard, but was not "locked and tagged out".
- An LPG pressure regulator gauge was broken, but was changed immediately this was pointed out.
- Full oxygen bottles were stored without an appropriate restraint, but this was corrected immediately this was pointed out.
- The power lead on one of the electric arc welders was damaged and needed repair.
- An emergency shut-down procedure was not available at the boiler.
- A Mandor was standing in the cab of the excavator while it was operating, but immediate action was taken when this unsafe act was pointed out.
- One of the chemical mixing tanks at the water treatment plant was unlabelled and another was not labelled clearly.
- Although MSDS were available at the chemical store, none was available at the water treatment plant.

SEI MAWANG ESTATE

- A pesticide operator was using a knapsack sprayer with a leaking pump, but the worker was requested to cease spraying immediately this was pointed out;
- At the Workshop, the eye protection PPE for welding was damaged, but two new sets were purchased in Sanggau immediately this was pointed out.

- *There was inadequate awareness of the need to prevent chemical contact with skin – leaking spray pump and operator did not stop spraying until Auditor pointed this out.*
- *No clean water was taken into the “field” for sprayers to wash their hands.*

Corrective Actions:

MILL

- To ensure that safety inspection being carried out daily by the assigned safety officer. A standard safety inspection checklist has been used for the inspection purpose.
- To carry out training and simulation on work safety to all mill employees with emphasis being given to “locked and tagged out “
- To replace the damaged lead of the arc welder immediately.
- To place the shut-down procedure at the boiler and carry out training to the boiler operator.
- To ensure that safety briefing being done daily during morning muster to ensure that all employees are always alert on safety, sanction will be imposed for non compliance.
- To immediately clearly label all of the chemical mixing tanks at the water treatment.
- To immediately place the MSDS for all the chemical used at the water treatment plant.

SEI MAWANG ESTATE

- To immediately replace/repair the leaked knapsack sprayer.
- Mandor to inspect daily all the equipment before and after work.
- To ensure that safety inspection being carried out daily by the assigned safety officer. A standard safety inspection checklist has been used for the inspection purpose.
- To carry out training and simulation on work safety to all estate employees with emphasis being given to the use of PPE and chemical safety.
- To ensure that clean water is taken to the field daily for sprayers to wash their hand.

*PTSIA provided the following Objective Evidence:
Refer Appendix F.*

- The Safety Officer was instructed to implement the daily safety inspection checklist as well as routine workplace inspections (Appendix F2)
- Lock-out Tag-out awareness was conducted at morning toolbox briefings and information posted on notice boards (Appendix F3)
- The damaged lead of the electric arc welder was replaced immediately (Appendix F4)
- An emergency shut-down procedure was displayed at the mill boilers and safety briefing conducted for the operators, as per the example (Appendix F5)
- The Mill implemented safety briefings at each daily muster, for example, the record shown for 19 August 2012 (Appendix F6).

- The Mill immediately labelled the water treatment plant mixing tanks to show the contents (Appendix F7)
- The Mill immediately made copies of MSDS and placed these in the water treatment plant chemical mixing area (Appendix F8).

Sei Mawang Estate

- The Estate immediately replaced the leaking spray pump and implemented daily checks of spray equipment carried out before and after completion of spraying (Appendix F9).
- The Estate implemented daily safety inspections before starting spraying, as per the example from 08 August 2012 (Appendix F10)
- The Estate carried out sprayer training on 17 August 2012 to improve worker understanding of safe work practices for chemicals use (Appendix F11)
- The Estate included on the pre-start checklist for spraying, the need for the spray team to take a container of clean water into the field for washing hands.

BSi Assessors considered the corrective actions and the objective evidence provided were satisfactory and appropriate. Implementation of corrective actions will be checked during ASA3.

The Nonconformity was closed 10/10/2012

CR19: Minor Indicator 6.1.5 Particular attention paid to the impacts of outgrower schemes (where the plantation includes such a scheme)

PT SIA engaged a Consultant to prepare the January – June 2012 RKL/RPL Report on the intention of including more comprehensive information on environmental and social impacts. Examination of the Report showed it contained only the information on biophysical environmental impacts and social impacts were not addressed.

Corrective Actions:

- To amend the current RKL/RPL by the consultant for the present report.
- To ensure that the consultant includes information on social impacts for the January – June 2013 RKL/RPL.

BSi Assessors considered the corrective actions satisfactory and appropriate and progress toward resolution of the issue will be followed up during the next Annual Surveillance Assessment (ASA3).

CR20: Supply Chain (Major Compliance)

The Mill presently does not meet the following RSP0 requirements:

- 1.1 A current SOP was not available that includes all elements of the Supply Chain.***
- 2.2 The Mill was not aware of the requirement to inform the CB immediately if there is a projected overproduction.***
- 3.3 The Stock Balance Reports do not include details of despatch of CSPO and CSPK.***
- 3.4 Information was not available on the use of the prefix MB on sales contracts and invoices.***

4.1 Information was not available on the details that are included on sales invoices issued for CSPO and CSPK.

5.1 Training on the Supply Chain Requirements had not been carried out.

Corrective Actions:

1.1 To immediately obtain the current SOP that includes all elements of Supply Chain.

2.2 The Mill will immediately inform Plantation Operation, PSQM and Marketing Dept. and they will forward the information to BSI if there is a projected overproduction.

3.3 To ensure that details of despatch CSPO and CSPK being included in the Stock Balance Reports.

3.4 To liaise with marketing department to ensure that information on the use of the prefix MB on sales contracts and invoices are made available.

4.1 To liaise with marketing department and PSQM to ensure that information on the details that are included on sales invoices issued for CSPO and CSPK are available.

5.1 To immediately conduct training on the Supply Chain Requirements at the mill.

PTSIA provided the following Objective Evidence:

1.1 PT SIA obtained a copy of the supply chain SOP from PT Minamas Document Reference 500/SIA-SPC-01/12 (Appendix F12)

2.2 The Mill implemented an internal procedure to immediately inform the Marketing Department who will then advise BSi of a projected overproduction, compared to the Certified volume.

3.3 The Mill amended the stock balance reports to show the volumes of CSPO and CSPK held in stock (Appendix F13)

3.4, 4.1, 5.1 The Mill carried out training on 13 August 2012 (Appendix F14) for the staff involved in supply chain implementation and also followed up with Marketing Department to ensure they were aware of the requirements relating to the use of the prefix MB and to include this information on sales contracts and invoices for CSPO and CSPK.

BSi Assessors considered the corrective actions and the objective evidence provided were satisfactory and appropriate. Implementation of corrective actions will be checked during ASA3.

The Nonconformity was closed 10/10/2012

Observations/Opportunities for Improvement (ASA2)

Six (6) Observations/Opportunities for Improvement were identified:

01 (2.2.2) PT SIA has re-surveyed the Estate boundaries and has provided survey data to BPN for verification.

02 (4.1.1 & 4.1.2) The SOPs throughout the Mill and Estates had been replaced with MINAMAS SOPs, but these could be improved by including document control information.

03 (4.4.4) There were two water leaks at steam traps and one steam pipe was leaking, which indicates insufficient

awareness of the associated water and energy losses. The leaks were repaired during the next day shift.

04 (4.6.3) At Sei Mawang Estate, 20 Litre containers of glyphosate were stored securely in a separate storeroom, but without spill containment. It was stated this was due to a recently received large consignment. *Initially a Nonconformity was assigned but work was carried out within 24 hours to install concreted spill containment for the store.*

05 (5.3.1) An Observation was identified for the following reasons:

- At the Mill a large stockpile of EFB had accumulated due to the failure of the excavator and a contract machine had only recently started loading out the EFB.
- At the Mill, decanter cake had overflowed from the containment bund and was at risk of entering the stormwater drain.
- There was a minor leak that was uncontained at the Mill fuel dispensing equipment, but a drip tray was put in place immediately this was pointed out.
- Litter from FFB transport trucks beside the road near the mill gates is unsightly.
- At East Estate minor spillage of oil was noted at the workshop.

06 (5.6.3) The Emergency Pond at the POME system was filled with rainwater at the time of the inspection, which is different from the SOP that requires it to be kept empty.

Noteworthy Positive Components

- Mill has improved OER to 22.53%.
- Groundcover vegetation has improved for preventing soil erosion.
- Safety performance has improved and there was no work related lost time accident over the past year.
- The good relationship with local communities has been maintained.

3.3 Status of Nonconformities (Major and Minor) Previously Identified during Previous Assessments

The Nonconformities that were identified and “closed” during previous assessments (CR01 and CR15) were followed up to check and confirm implementation of corrective actions had been maintained and all Nonconformities remain closed.

ASA1 CR16: Indicator 6.1.5 Particular attention paid to the impacts of outgrower schemes (where the plantation includes such a scheme)

PTSIA had engaged a consultant to conduct an SIA for PTSIA, but the report had not been finalised and as a consequence information on the impact of the smallholder scheme had not yet been included in the RKL/RPL Report

ASA2 Findings: PT SIA revised the RKL/RPL (August 2011) to include social impacts and consultation with stakeholders.

BSi Assessors considered the corrective actions appropriate and the Nonconformity was closed 09/08/2012.

Review of Progress with Observations/ Opportunities for Improvement Previously Identified (ASA1)

01 (4.6.4) At West Estate used 20 L containers for transporting pre-mixed herbicide to the field were inadequately marked to warn of the contents.

ASA2 Findings: *Photographic evidence showed pre-mix containers were marked appropriately*

02 (4.7.1) Inspection of the Mill and Sei Mawang Estate indicated that PPE hearing protection was not being worn consistently by persons working in 'high noise' areas.

ASA2 Findings: *Appropriate PPE, such as hearing protection was worn consistently at all mill workstations and for the various operations in the Estates.*

03 (5.1.1) The Environmental Aspects Register had not been updated to include, for example, the residual risk associated with the improvement to the effluent ponds, following the recent accident involving discharge of effluent.

ASA2 Findings: *The Environmental Aspects and Impacts had been updated and the risk revised.*

04 (5.1.1) PTSIA needs to consult with the Ministry of Environment to clarify the status of the Sei Mawang AMDAL, which was approved after the Sei Mawang oil palm development had been completed.

ASA2 Findings: *PT MINAMAS Zone Head wrote to Ministry of Environment and received a reply stating an Environmental Audit by Ministry of Environment is required.*

05 (5.2.2) At Sei Mawang *Mucuna bracteata* has encroached the buffer zone and needs to be eradicated from the riparian vegetation.

ASA2 Findings: *The Mucuna Bracteata was being controlled by manual weeding.*

06 (5.5.2) An instance of fire being used for disposal of 'garden waste' was observed at West and Sei Mawang Estates housing.

ASA2 Findings: *Inspections of the Mill and the housing areas did not find use of fire for disposal of wastes at any location visited.*

07 (6.2.3) The Mill and Sei Mawang Estate list of stakeholders was incomplete because it did not include contact details and it had not been updated since the Initial Certification Assessment. West Estate List of Stakeholders was undated to show it was current.

ASA2 Findings: *Review of the Mill and Estates Lists of Stakeholders confirmed these had been updated appropriately in July 2012.*

08 (6.5.3) Presently there is no Clinic, Crèche or Kindergarten on site. However, an arrangement is in place with Puskesmas, located in Bodok, to provide medical services. Funding has been approved to construct a Clinic and Crèche 2011/12 and funding will be requested for a Kindergarten in the 2011/12 budget.

ASA2 Findings: *PTSIA has completed the construction of a new Polyclinic and Crèche buildings, which have yet to undergo a final inspection for approval. They are expected to be operational once medical staff has been recruited.*

09 (6.5.3) Presently there is no formal system for residents to register requests for repairs to housing as some "verbal" requests are not being actioned.

ASA2 Findings: *Requests for repairs are recorded and inspection of "Registers" showed details of date, requested repair and actions taken.*

10 (6.5.4) Presently the agreements with contractors do not specify the requirement to comply with Labour Laws.

ASA2 Findings: *Inspection of a sample of contracts showed the requirement was not consistently implemented. The Observation remains open.*

3.4 Issues Raised by Stakeholders

The issues raised by stakeholders during ASA1 were followed up during this Assessment and found to have been actioned appropriately by the company. Additional clarification was requested by the Pastor of the Catholic Church as outlined below.

Issues Identified during ASA2

The majority of stakeholders had positive comments about PTSIA. For the situations where stakeholders raised issues, the company's response is included.

Mill workers interviewed stated they were not aware of the insurance benefits available.

Company Response: *PT SIA will arrange for the JAMSOSTEK Officer to visit and present information to the workers.*

The Sei Mawang Catholic Church Pastor stated that PT SIA previously agreed to maintain the access road but this is limited to "patching". His concern is that PT SIA trucks continue to use the road, which continues to deteriorate. He understands PT SIA has developed a new access road and would like to know when it will be open and the trucks cease to use the road past the Chapel.

Company Response: *PT SIA expects to have the new access road in use when the surface is gravelled and then will cease using the road by the Chapel.*

4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY

4.1 Date of Next Surveillance Visit

The next Surveillance Assessment (ASA3) will be scheduled within twelve months of RSPO approval of continuation of Certification.

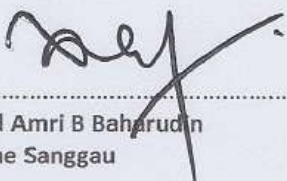
4.2 Date of Closing Nonconformities (Major and Minor)**Table 5: Status of Nonconformities**

CAR	CLASS	ISSUED	STATUS
CR01 4.7.1	Major	06/11/2008	Closed 31/01/2009
CR02 5.3.2	Major	06/11/2008	Closed 31/01/2009
CR03 7.1.1	Major	06/11/2008	Closed 24/08/2009
CR04 7.3.1	Major	06/11/2008	Closed 31/01/2009
CR05 7.3.2	Major	06/11/2008	Closed 30/04/2009
CR06 4.4.2	Minor	06/11/2008	Closed 30/04/2009
CR07 4.4.4	Minor	06/11/2008	Closed 31/01/2009
CR08 5.2.5	Minor	06/11/2008	Closed 31/01/2009
CR09 5.6.3	Minor	06/11/2008	Closed 30/04/2009
CR10 6.1.2	Minor	06/11/2008	Closed 30/09/2011
CR11 7.4.2	Minor	06/11/2008	Closed 31/01/2009
CR12 2.1.1	Major	01/06/2011	Closed 25/08/2011
CR13 4.4.1	Major	01/06/2011	Closed 16/08/2011
CR14 5.1.2	Major	01/06/2011	Closed 16/08/2011
CR15 5.3.2	Minor	01/06/2011	Closed 16/08/2011
CR16 6.1.5	Minor	01/06/2011	Closed 09/08/2012
CR17 2.1.1	Major	09/08/2012	Closed 10/10/2012
CR18 4.7.1	Major	09/08/2012	Closed 10/10/2012
CR19 6.1.5	Minor	09/08/2012	"Open"
CR20 Supply Chain	Major	09/08/2012	Closed 10/10/2012

4.3 Sign-off of Surveillance Assessment Findings

Please sign below to acknowledge receipt of the assessment visit described in this report and confirm the acceptance of the assessment report contents including assessment findings.


Signed for on behalf of:
Sime Darby Plantation Sdn Bhd (PT SIA)



Mr Mohd Amri B Baharudin
Head Zone Sanggau

Date: 22 October 2012

Signed for on behalf of
BSi Group Singapore Pte Ltd



Mr Charlie Ross
Lead Auditor

Date: 23 October 2012

Appendix “A”

Supply Chain Assessment

APPENDIX A – SUPPLY CHAIN ASSESSMENT REPORT – PT SIA – MASS BALANCE**BUKIT AJONG OIL MILL****Certified Mill Production – 01 August 2011 – 31 July 2012**

MILL	CAPACITY	CPO	PK
Bukit Ajong	40 t/hr	31,342	8,511

Sales of Certified (Greenpalm Certificates) Mill Products – 01 August 2011 – 31 July 2012

MILL	CPO	PK
Bukit Ajong	21,611	3,955

Sales Certified (Greenpalm Certificates) CPO**01 August 2011 – 31 July 2012**

Company	Tonnes
Conagra Foods Inc	1,000
Daudruy van cauwenberghe et fils	200
Develey Senf & Feinkost Gmb	25
Europe Snacks	100
Frieslandcampina	1,250
GFA Brands Inc	1,400
Goodman Fielder Consumer Foods	643
Greencore Group (UK)	500
Henkel Ag * Co KGAA	500
Inter-Continental Oils & Fats Pte	1,000
Interbake Foods	300
Lantmannen Unibake Sweden AB	465
Ludwig Schokolade Gmbh & Co Kg	25
Mifa Ag Frenkendorf	821
Munsterlandeische Margarine-Werk	150
Senna Nahrungsmittel Gmbh & Co	32
Unilever Supply Chain Company Ag	12,500
Walter Raulebensmittelwerke Gmbh	700
TOTAL	21,611

Sales Certified (Greenpalm Certificates) PK**01 August 2011 – 31 July 2012**

Company	Tonnes
Beiersdorf AG	500
Cilag Gmbh International	3,000
Lindt & Sprungli (Int'l) AG	430
Pidy Gourmet N.V.	25
TOTAL	3,955

Certified FFB Received Monthly - 01 August 2011 – 31 July 2012

Month	East	West	Sei Mawang	Total FFB/Month
Aug-11	1,955.13	3,455.57	154.25	5,564.95
Sep	2,150.12	3,481.82	153.76	5,785.70
Oct	2,453.53	3,796.94	144.72	6,395.19
Nov	2,077.06	3,764.64	161.58	6,003.28
Dec	2,225.22	3,653.94	165.97	6,045.13
Jan-12	2,160.32	3,121.71	156.95	5,438.98
Feb	2,042.00	3,907.13	186.72	6,135.85
March	2,034.82	3,237.73	233.66	5,506.21
April	1,864.48	3,016.61	169.66	5,050.75
May	2,158.92	2,732.59	318.02	5,209.53
Jun	2,420.84	2,867.65	264.91	5,553.40
July	2,705.96	3,585.55	302.50	6,594.01
TOTAL	26,248.40	40,621.88	2,412.70	69,282.98

Certified Company Details

Sime Darby Plantation Sdn Bhd
Management Unit PT Sime Indo Agro
Bukit Ajong
Dusun Kopar
Desa Dosan Kec Parindu Kab
SANGGAU WEST KALIMANTAN INDONESIA

Contact Person: Mr Mohd Amri B. Baharudin
Head Zone Sanggau
Phone: +62 0542 59384
Fax: +62 0542 59385
Email: mohd.amri@sime-darby.com

RSPO Membership No: 035-04(O)

RSPO Supply Chain Certification System for Sime Darby Plantation (SDP)

No	Business Unit	RSPO SCCS Certification Y/N	Date of SCCS Certification Process	Certification Body	Certification Date
1	Unimills B.V.	Yes	Jan – March 2009	Control Union	Certified on 28 June 2011
3	SD Biodiesel	Yes	Jan – March 2010	SIRIM	Certified on 25 March 2011
4	SD Jomalina	Yes	Oct – Dec 2010	SIRIM	Certified on 10 March 2011
5	SD Kempas	Yes	Jul- Sept 2011	SIRIM	Certified on 19 Aug 2011.
6	SD Austral	Yes	Jan – March 2012	SIRIM	Certified on 13 April 2012.
7	NURI – SD Jomalina	Yes	Jan – March 2012	SIRIM	Certified on 13 April 2012.
8	Kernel Crushing Plant – Carey Island (KCP)	Yes	Jan – March 2012	SIRIM	Certified on 13 April 2012.

Certification Body Details

BSi Group Singapore Pte Ltd
 (Co. Reg. 1995 02096-N)
 3 Lim Teck Kim Road #10-02
 Genting Centre
 SINGAPORE 088934

Contact Person: Mr Aryo Gustomo
 BSi RSPO Scheme Manager
 Phone: +65 6270 0777
 Fax: +65 6270 2777
 Email: Aryo.Gustomo@bsigroup.com

Summary

Supply Chain assessment was made at Bukit Ajong Mill that is owned and operated by Sime Darby. The assessment included site visits to Bukit Ajong Oil Mill and East and Sei Mawang Estates, the Smallholder KUD, review of records and interviews of staff. PT SIA consigned the Certified CPO to 18 buyers and Certified PK to 4 buyers (Greenpalm Certificates). The Assessor assigned a Major Nonconformity (CR20) because of weaknesses in the system relating to an SOP, records and training in the supply chain requirements. PTSIA worked with the PT MINAMAS Marketing Department to implement corrective action to meet the documentation and training requirements. Following the provision of objective evidence of the documentation and training, the assessor concluded PT SIA has implemented an appropriate management system for controlling the purchase of certified FFB, processing of same and sales of certified CPO and PK. PT SIA now maintains adequate records for confirming compliance with the RSPO supply Chain requirements and staff have been trained in the supply chain requirements.

Conclusion

The PT SIA management system and records meet the requirements of the RSPO supply chain requirements, November 2011 for the Mass Balance mechanism.

Sime Darby Commodities Trading Marketing Department manages all sales of CPO and PK on behalf of the Sime Darby Mills. The system is computerised and when the Mill inputs the code for a Buyer, the RSPO Supply Chain information is generated automatically for the despatch note and the sales invoice. Inspection of documents confirmed that PT SIA maintains the appropriate documentation (quantities of FFB received and palm products despatched) required for verification of implementation of the RSPO Supply Chain Certification Standard : November 2011, Module E – CPO Mills : Mass Balance.

Certificate Details

Background to the Report

- (a) **Report authors**
 - Assessor**
Mr Charlie Ross, BSi RSPO Lead Auditor
 - CB Management Representative**
Mr Aryo Gustomo, BSi RSPO Scheme Manager
- (b) **Previous assessments** *Not Applicable*
- (c) **On-Site Visits**
 - Visit Itinerary**

Tuesday 7 August 2012 – Bukit Ajong Mill – Opening Meeting held at Mill Meeting Room; Weighbridge Station; examined weighbridge records; daily records of FFB deliveries, CPO and PK production; CPO Bulk Tank and PK Silo records; shipments of CPO and PK. Closing Meeting Thursday 09 August.

People consulted: Mohd Amri B Baharudin (Head Zone Sanggau); Satnauli Bangun (Senior Assistant Mill Manager); Khairul Nizam Idris (Manager West Estate); Weighbridge Operator, Himado KUD Manager.

Scope

The scope of the assessment covered the Bukit Ajong Palm Oil Mill and the supply base of Sime Darby owned East, West and Sei Mawang Estates and Scheme Smallholders. The Supply Chain mechanism used is Mass Balance. PT SIA operations were assessed against the RSPO Supply Chain Standard : November 2011 Module E – CPO Mills : Mass Balance.

Description of Operation's Management System

PT SIA uses the mass balance mechanism for the supply chain. All consignments of FFB despatched from the Estates to the Mill are accompanied by a Consignment Note with a unique consecutive number and includes details of: Field Number Harvested; block Number; No of Bunches; Date Harvested; Estimated Tonnage; Vehicle Registration Number; Driver's Name and Bin Number.

All deliveries of FFB received at the Mill are issued with a Weighbridge Docket that records the Name of the supplier, Truck Registration No, Driver's Name and the Tonnage. The weighbridge system is computerised and delivery records are used as the basis for payment for FFB deliveries. A sample of weighbridge dockets was checked at the Mill against the summaries of FFB deliveries from East and Sei Mawang Estates and the Scheme Smallholders. This confirmed the details of the source and quantity of FFB were recorded accurately and could be verified by tracking. The source of the FFB can be traced back to the Estate and the oil palm block from which it was harvested. For Scheme Smallholders, the source of the FFB can be traced back to the village farmer group.

The Mill summarises and reports daily to Sime Darby Head Office: the quantity of FFB received from the Estates; the tonnage of FFB processed; the tonnages of CPO and PK produced; shipment tonnages; and the quantities of materials held in storage. The Mill and Estates also report the above quantities monthly to Sime Darby Head Office.

Checks of records confirmed the RSPO Certified (Greenpalm Certificates) CPO and PK produced by Bukit Ajong Mill during the preceding 12 months (01 July 2011 – 30 June 2012) was sold to 18 CPO buyers and 4 PK buyers, respectively. Inspection of documents confirmed that PT SIA maintains all of the documentation required for supply chain verification (RSPO Supply Chain Certification Standard : November 2011, Module E – CPO Mills : Mass Balance).

Certified Volume Purchased and Claimed

The following certified FFB material was received from PT SIA Estates during the 01 August 2011 – 31 July 2012 year and processed at Bukit Ajong Mill: 69,282.98 t/FFB

Main Report Details

1. Documented procedures

- 1.1 The facility shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:
- Complete and up to date procedures covering the implementation of all the elements in these requirements. – *At the start of the assessment, the Mill did not hold a copy of the Supply Chain SOP.*
 - The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the facilities procedures for the implementation of this standard. *Complies – The Mill Manager has responsibility for the Supply Chain aspects of FFB receipts, processing and shipping of palm products. Interview confirmed their knowledge of the RSPO Supply Chain requirements for the respective areas of the operations.*
- A Nonconformity **CR20** was assigned because the Mill did not hold a copy of the Supply Chain SOP – refer Section 3.2 Pages 15/16.

- 1.2 The facility shall have documented procedures for receiving and processing certified and non-certified FFB. *Complies – the Mills Weighbridge SOP covers the receiving of FFB and recording details of the Supplier and Transporter. All deliveries of FFB are subject to verification of documentation and quality checks. For example, MQMS/V1:2008/Level 3/Standard Operating Procedure/Station No. 1/Reception Station/1.3.1:Weighbridge MQMS/V1:2008/Level 3/Standard Operating Procedure/Section V:Introduction/Crop Quality Standards.*

2. Purchasing and goods in

- 2.1 The facility shall verify and document the volumes of certified and non-certified FFBs received. *Complies – the Mill records tonnages received at the weighbridge and these are reported daily to Head Office.*
- 2.2 The facility shall inform the CB immediately if there is a projected overproduction. **CR20** – *The Mill was not aware of the requirement to inform the CB immediately if there is a projected overproduction – refer Section 3.2 Pages 15/16.*

3 Record keeping

- 3.1 The facility shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these requirements. *Complies – Inspection of records at the Mill confirmed these were updated daily.*
- 3.2 Retention times for all records and reports shall be at least five (5) years. *Complies – Records are archived and stored for > 5 years.*
- 3.3 a) The facility shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO, PKO and palm kernel meal on a three-monthly basis. *Complies – these are updated monthly and reported to Head Office.*
- b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO. *Complies*
- c) The facility can only deliver Mass Balance sales from a positive stock. However, a facility is allowed to sell short. **CR20** – *The Stock Balance Reports do not include details of despatch of CSPO and CSPK – refer Section 3.2 Pages 15/16.*
- 3.4 The following trade names should be used and specified in relevant documents, e.g. purchase and sales contracts, e.g. *product name*/MB or Mass Balance. The supply chain model used should be clearly indicated. **CR20** – *Information was not available on the use of the prefix MB on sales contracts and invoices – refer Section 3.2 Pages 15/16.*
- 3.5 In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement. *Complies – The company has signed contracts with the Kernel Crushing Mills.*

4. Sales and good out

- 4.1 The facility shall ensure that all sales invoices issued for RSPO certified products delivered include the following information:
- The name and address of the buyer;
 - The date on which the invoice was issued;
 - A description of the product, including the applicable supply chain model (Segregated or Mass Balance)
 - The quantity of the products delivered;
 - Reference to related transport documentation.

CR20 – *Information was not available on the details that are included on sales invoices issued for CSPO and CSPK – refer Section 3.2 Pages 15/16.*

5 Training

- 5.1 The facility shall provide the training for all staff as required to implement the requirements of the Supply Chain Certification Systems. *Interviews of Mill Staff confirmed knowledge of only part of the Supply Chain requirements.* **CR20** – *Training on all aspects of the Supply Chain Requirements had not been carried out – refer Section 3.2 Pages 15/16.*

6 Claims

- 6.1 The facility shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules for Communications and Claims. *Complies – Review of documents did not identify any claims made by the company outside of the RSPO rules for Communications and Claims.*

Appendix “B”

SIME DARBY PLANTATION Sdn Bhd

Time Bound Plan

RSPO Certification Timebound Plan for Sime Darby Plantation (SDP)

Financial year (July – June)	Targeted	Achieved
June 2008	5 SOUs	Sime Darby Plantation has had all its SOUs (Malaysian & Indonesian) completing the RSPO Main Assessment.
2008/2009	20 SOUs (from Malaysia and Indonesia)	
2009/2010	20 SOUs (from Malaysia and Indonesia)	
2010/2011	17 SOUs (from Malaysia and Indonesia)	

Status	Malaysia	Indonesia	Total	Remarks
Certified	39*	16	55**	*Effectively only 36 SOUs (starting July 2012) : Jeleta Bumi POM and Mostyn POM have been closed down. Sepang POM has been converted to third party oil mill and not included in the RSPO Certification timebound plan. **Total SOUs certified 52 SOUs.
RSPO EB Review	0	7***	7***	<ul style="list-style-type: none"> Pending review by RSPO EB. *** Effectively only 6 SOUs as Tamiang POM had ceased operation & combined with Blang Simpo POM.
Total SOUs	39*	23	62****	**** Revised number of SOUs for SDP is 58 beginning FY 2012/2013.

Appendix “C”

CV for New Team Member

CURRICULUM VITAE

PERSONAL INFORMATION

Name : Dian Ekowati
 Place/ Date of Birth : Wonogiri, West Java/ May 8th 1983
 Current Address : Perumahan Nuansa Asri Laladon, Jalan Raya Pagelaran, Kec. Ciomas, Kab. Bogor. Blok F no.9, Bogor (16610), West Java – Indonesia
 Gender : Female
 Mobile/ Email : +62 812 2219 162/ dee.ekowati@gmail.com

EDUCATIONAL BACKGROUND**Formal**

1989 – 1995 : SD Negeri Manjung I, Desa Manjung, Wonogiri, Central Java
 1995 – 1998 : SMP Negeri I Wonogiri, Wonogiri, Central Java
 1998 – 2001 : SMU Negeri I Wonogiri, Wonogiri, Central Java
 2001 – 2006 : Communication and Community Development Study Program, Social Economic Department, Agricultural Faculty, Bogor Agricultural University (Bachelor Degree).
 2008 - Now : Rural Sociology Study Program, Department of Communication and Community Development Sciences, Faculty of Human Ecology, Bogor Agricultural University (Master Degree).

Informal

1998 – 2000 : English Course, Pre Basic – Advanced Level, San Diego English Course, Wonogiri, Central Java, Indonesia

ACTIVITIES**A. Organizations**

1. Reporter for Students Profile Column, Buletin T.Tik, Social Economic Department, Agricultural Faculty, Bogor Agricultural University (2001 – 2006).
2. Secretary of Students Affair Department, Agricultural Faculty - Students Executive Board, Bogor Agricultural University (2003 – 2004).
3. *Public Relation* Department Staff, Social Economic Students Association, Bogor Agricultural University (2003 – 2004).
4. Vice Director, Foreign Language Association (FLAT), Bogor Agricultural University (2003 – 2004).

5. Community Development Department, International Association of Agricultural Students and Related Sciences (IAAS) (2004 – 2005).

B. Academics

1. Lecture Assistant in General Sociology Course, Social Economic Department, Agricultural Faculty, Bogor Agricultural University (January – May 2004)
2. Lecture Assistant in Mass Communication Course, Department of Communication and Community Development Sciences, Human Ecology Faculty, Bogor Agricultural University (2007)
3. Lecture Assistant in Plantation Sociology Course, Diploma Program for Palm Plantation Employees' Class, Bogor Agricultural University (2009 – Now).

C. Community Organizing

Facilitating community to establish and manage their own Community Radio, LATIN NGO (Lembaga Alam Tropika Indonesia), West Lampung (June – August 2004).

D. Trainings

1. Public Relation Training, Social Economic Students Association, Bogor Agricultural University (2003).
2. Facilitator Techniques Training, LATIN NGO, WALHI (Wahana Lingkungan Hidup Indonesia) and West Lampung Government (2004).

E. Seminars

1. Participant in the Seminar "Another Indonesia is Possible", LSM Cindelas, Yogyakarta (2005).
2. Presenter in the Meeting of Petani Repong Damar (P2RD), West Lampung Government, Title of Paper Presented: "The Potency to Develop Community Based Ecotourism; Pekon Pahmungan, Krui, West Lampung" (2005).
3. Participant in Workshop on Character Building – Teacher Institute, Sampoerna Foundation, Jakarta (2007).
4. Presenter in the 2nd IRSA (Indonesian Regional Science Association) International Institute (July 2009), held By IRSA and IPB. Title of Paper Presented: "Poverty and Disparity between Upland and Lowland; Indonesian Case".
5. Presenter in the International Seminar on Achieving resilient-agriculture to climate change through the development of Climate-Based Risk Management Scheme, on November 2009, held by Indonesian Association of Agricultural Meteorology, Title of Paper Presented: "Return to Local Knowledge to Achieve Resilient Agriculture to Climate Change".
6. Presenter in International Workshop on Agrarian Transition in Indonesia, Department of Anthropology, Faculty of Cultural Science, Gadjah Mada University, Jogjakarta, June, 21-22, 2010, Title of Paper Presented: "Gender and Fertility in Plantation".

7. Presenter in Yale International Forum: Interdisciplinary Conference, Social Justice and Rule of Law: Addressing the Growth of a Pluralist Indonesian Democracy, Diponegoro University and Yale University, Semarang, Indonesia, July 14-15 2010, Title of Paper Presented: "Negotiating Space of Critical Collaboration"

RESEARCH ACTIVITIES

1. Research on Rural Community's Social Economic Potency, Kecamatan Pamijahan, Bogor (2003)
2. Research on Community Agribusiness Potency (2004).
3. Research on Local Participative Technology, Petungkriyono, Pekalongan, Central Java (January 2005).
4. Research on the Potency to Develop Community Based Ecotourism as an Effort in Empowering Rural-Agroforest Community, LATIN NGO, West Lampung (March – June 2005).
5. PT. Aqua Transportation Impact in Social Economic Aspect of the Community, Part of PT. Aqua CSR Research, Sukabumi, West Java (2008).
6. Study on Adaptation and Ecological Conflict: Kasepuhan Sinar Resmi (Abah Asep), Desa Sirna Resmi, Kecamatan Cisolok, Kab. Sukabumi, West Java (2008).
7. Agrarian Systematic Research; "Agricultural Institution of Production and Distribution in Rural Households Post Land Reform in Gender Perspective: a Case Study in Banjarnayar and Pasawahan Village, Ciamis, West Java." Sajogyo Institute and National Land Academy (2009).
8. Research on Community Satisfaction on PT Antam Tbk's Community Development Program. Bogor, West Java. (2009-2010).
9. Agrarian Systematic Research;"HGU and its Implications: Desa Tajau Pecah, Kec. Batu Ampar, Kab. Tanah Laut and Desa Hayup, Kec. Haruai, Kab. Tabalong, South Kalimantan Province. Sajogyo Institute and National Land Academy (2010).
10. Impact Study of Government Assistance on Farmers: Superior Rice and Corn Seedlings, Chemical and Organic Fertilizer, Kab. Pasuruan and Kab. Situbondo, East Java, Indonesia (2010)
11. Study on Women Participation in Government Program aimed for Women Empowerment (Program Pemberdayaan Wanita Keluarga Sehat Sejahtera), Research Institution of IPB, Kab. Bogor, West Java.

AFFILIATION

Sajogyo Institute (2007 – Now).

Appendix “D”

ASA2 Programme

ASA2 PROGRAMME – 07 – 09 AUGUST 2012

TEAM: CR: Charlie Ross; RR: Robyn Ross; IN: Iman Nawireja; DE: Dian Ekowati
--

DATE	TIME	ACTIVITY	CR	IN	RR	DE
Tuesday 7 August	AM	Opening Meeting	√	√	√	√
		Document Review including Supply Chain and Weighbridge Interview Male Workers Interview Contractors/External Stakeholders Phone Contacts – Govt Depts, NGOs, Union Officials, etc Interview Female Office Staff/Workers Review Pay Documentation	√	√	√	√
MILL	PM	Inspect Mill, Effluent Ponds, Land Application, Stores, Landfill Follow-up any Stakeholder Issues (SPKS Issues re PTMAS, PLN/Oxfam) Visit Clinic, Interview Staff Inspect Housing, Interview Residents Visit any Local Communities Closing Briefing	√	√	√	√
			√	√	√	√
Wednesday 8 August	AM	Opening Briefing Inspect Estate & Work Tasks (ie Harvesting, Spraying, Upkeep, Fertiliser Application), Inspect Riparian Buffer Zones & Conservation Areas, Landfill, Stores, Workshop Interview Contractors/External Stakeholders Interview Female Fieldworkers Interview Female Staff/Workers Inspect Pay Documentation	√	√	√	√
			√	√	√	√
TEAM 1 SEI MAWANG ESTATE	PM	Document Review Visit Clinic Interview Staff Inspect Housing Interview Residents Closing Briefing	√	√	√	√
			√	√	√	√
Wednesday 8 August	AM	Opening Briefing Inspect Estate & Work Tasks (Harvesting, Spraying, Upkeep, Fertiliser Application, Stores, Workshop), Riparian Buffer Zones & Conservation Areas, Landfill, Land Application Inspect Housing Interview Contractors/External Stakeholders	√	√	√	√
			√	√	√	√
TEAM 2 EAST ESTATE	PM	Visit any Local Communities Document Review Closing Briefing	√	√	√	√
			√	√	√	√
Thursday 9 August	AM	Smallholder KUD/Smallholder Blocks	√	√	√	√
	PM	Prepare Visit Report and Closing Presentation Closing Meeting	√	√	√	√

Appendix “E”

List of Stakeholders Contacted

LIST OF STAKEHOLDERS CONTACTED

<p>Internal Stakeholders</p> <p>3 Female Mill Staff/Workers 3 Female Sei Mawang Estate Staff/Workers 5 Male and 2 Female Pesticide Sprayers Sei Mawang 2 Residents at Sei Mawang Estate Housing</p>	<p>Internal Stakeholders</p> <p>6 Harvesters East Estate 5 Male Mill Staff/Workers 6 Residents at Mill Housing 5 Residents at East Estate Housing</p>
<p>Contractors</p> <p>General Contractor Transport Contractor FFB Supplier</p>	<p>Local Communities</p> <p>Serosat, Hibun village (Customary Leader) Sg Sengoret Sei Mawang KUD Representative Sanggau Catholic Church (Gua Maria) Himado Smallholders Cooperative 16 Scheme Smallholders</p>
<p>Government Departments</p> <p>District Labour Office</p>	<p>NGOs and Others</p> <p>Serikat Petani Kepala Sawit (Organisation for Representing Smallholders) Links (PT MAS Consultant)</p>

Appendix “F”

***Evidence for Closing Nonconformities CR17,
18 and 20***

CR17 – Corrective Action Implemented and Objective Evidence Provided: Liaise with the Provincial Labour department with regards to the issue of excessive overtime hours as PTSIA has been unable to obtain a clear understanding from Sanggau Labour Department. To resubmit application for specific job and units to strictly observe working hours to prevent noncompliance.

Appendix F(1): Copy of Letter to Provincial Labour Department 24 September 2012



SIME DARBY PLANTATION
KALIMANTAN BARAT

PT.SIME INDO AGRO

Jalan Untung Suropati No.2
Kompleks Palapa, Pontianak 78121
Kalimantan Barat, Indonesia

Telp: 0561 748898 / 748696/766502
Fax : 0561 741310

PERSETUJUAN BERSAMA

Menimbang :

Pasal 1 Kepmen 102 Tahun 2004 tentang kerja lembur adalah waktu kerja yang melebihi 7 jam sehari dan 40 jam seminggu untuk 6 hari kerja

Mengingat :

1. Undang-Undang Nomor 13 Tahun 2003 Tentang Ketenagakerjaan
2. Keputusan Menteri Tenaga Kerja dan Transmigrasi Nomor 102 Tahun 2004 Tentang Waktu Kerja Lembur dan Upah Kerja Lembur

Memperhatikan :

Adanya pekerjaan tertentu yang memerlukan kelebihan jam kerja lembur

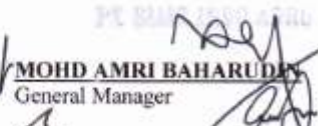
Memutuskan :

1. Bahwa Pihak Perusahaan dan Pihak Serikat Pekerja sepakat adanya jam kerja lembur yang melebihi ketentuan khusus untuk pekerjaan tertentu di perusahaan
2. Mekanisme pelaksanaan sebagaimana point adalah adanya perintah tertulis dari pengusaha dan persetujuan tertulis dari pekerja yang bersangkutan
3. Persetujuan bersama ini ditandatangani masing-masing pihak diatas materai selanjutnya menjadi pedoman bagi masing-masing pihak

Demikian persetujuan bersama ini dibuat untuk dipergunakan sebagaimana mestinya

Dibuat di : Bukit Ajong
Pada Tanggal : 24 September 2012

PIHAK PERUSAHAAN


MOHD AMRI BAHARUDIN
General Manager



PIHAK SERIKAT PEKERJA


R. HERMAN, S
Ketua Umum

MENGETAHUI DAN MENGESAHKAN
KEPALA DINAS TENAGA KERJA DAN TRANSMIGRASI
KABUPATEN SANGGAU



**PT SIME INDO AGRO
BUKIT AJONG FACTORY**

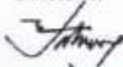


LAPORAN SAFETY OFFICER (Acting)
Bulan: Agustus 2012

CHECKLIST AUDIT TEMPAT KERJA

No		Status		Keterangan
		Ya	Tidak	
MATERIAL				
1	Wadah penyimpanan bahan dalam kondisi baik (tidak bocor/nusak)	✓		
2	Wadah penyimpanan bahan memiliki label yang jelas	✓		
3	Tempat penyimpanan bahan bersih dari ceceran/spill bahan	✓		
4	Tabung gas disimpan dalam posisi berdiri tegak	✓		
5	Tabung gas kosong diletakkan terpisah (diberi label)	✓		
6	MSDS tersedia di ruang penyimpanan bahan	✓		
7	Disediakan bahan penyerap tumpahan di ruang penyimpanan	✓		
8	APD dan kotak P3K disediakan dalam ruang penyimpanan	✓		
9	Disediakan tempat untuk pengumpulan oli bekas	✓		
10	Disediakan tempat untuk pengumpulan material bekas lainnya	✓		
PEKERJA & CARA KERJA				
1	Pekerja menggunakan APD yang dipersyaratkan	✓		
2	Pekerjaan dilakukan sesuai dengan instruksi kerja yang telah ditetapkan/SOP	✓		
3	Menggunakan peralatan kerja dengan benar	✓		
4	Mengoperasikan mesin sesuai dengan persyaratan teknis	✓		
5	Adanya rambu-rambu peringatan yang jelas	✓		
6	Adanya pembatasan ijin masuk pada daerah-daerah berbahaya/risiko tinggi	✓		
7	Pekerja telah mendapat pelatihan sesuai tugasnya	✓		
8	Pekerja bekerja dengan serius/tidak bercanda	✓		
9	Posisi tubuh benar saat mengangkat beban	✓		
MESIN				
1	Alat pengaman mesin terpasang pada tempatnya	✓		
2	Mesin dalam kondisi baik dan telah diperiksa sebelum dioperasikan	✓		
3	Kondisi sekitar mesin bersih dari ceceran oli/cairan lain	✓		
4	Mesin yang dalam perbaikan diberi penandaan (Tag Out) yang jelas	✓		
5	Tombol darurat tersedia dan berfungsi dengan baik	✓		
6	Instruksi pengoperasian mesin terpasang	✓		
LINGKUNGAN KERJA				
1	Lantai bersih dari ceceran oli atau tumpahan lainnya	✓		
2	Jalur untuk jalan bebas dari halangan/benda-benda (mis: produk, dll)	✓		
3	Penempatan barang sesuai dengan lokasi yang telah ditentukan	✓		
4	Tempat kerja memiliki penerangan yang memadai	✓		
5	Tempat kerja memiliki ventilasi udara yang memadai	✓		
6	Tempat kerja telah disediakan APAR	✓		
7	APAR terletak pada tempat yang mudah dicapai dan tidak terhalang	✓		
8	APAR yang terpasang telah diperiksa	✓		
9	Dilakukan Briefing safety setiap <u>Minggu</u> <u>Setiap hari</u>	✓		

Diketahui



Satnadi Bangun
Pjs. Manajer Pabrik

PKS Bukit Ajong, 08 Agustus 2012



safety officer

CEKLIST INVENTARIS K3


NO	ITEM	Jumlah	Keterangan
1	Tabung pemadam (APAR)	36 + spare	
2	Terminal hydrand	8	
3	Selang Hydrand	8	
4	Karung goni	> 100	
5	Drum potong	10	
6	Kaos tangan kulit	> 100	
7	Ember	4	
8	Jerigen minyak	7/10	
9	Pagar visitor	~	Mempunyai dari hand rail
10	Line visitor	~	Mempunyai dari A.L.R - Compliance
11	Safety corn		
12	Tandu P3k	4	
13	Nozelle selang hydrand	8	
14	Conector selang hydrand	8	
15	Gantungan sekrup	4	
16	Oxy	4	
17			
18			
19			
20			
21			
22			
23			
24			
25			

PKS Bukit Ajong, 08 Agustus 2012

Diketahui,


Satnauki Bangun
Pjs. Manager Pabrik

Diperiksa,


Made Arthy
Kasie Adm

Dibuat,



safety officer

CR18 Cont'd – Corrective Actions Implemented and Objective Evidence Provided

Appendix F(3): Lock-out Tag-out awareness was conducted at morning toolbox briefings and information posted on notice boards

PROSEDUR LOCK OUT TAG OUT SYSTEM
KRF SYSTEM (KEY RILEY FUSE)

SISTEM KRF ADALAH SISTEM KEAMANAN DENGAN CARA MELEPASKAN RILEY DAN FUSE DARI PANEL SWITCH CONTROL. MENGAPA HARUS MELEPASKAN RILEY DAN FUSE ?..

" KARENA DENGAN MELEPASKAN RILEY DAN FUSE AKAN MEMUTUSKAN ARUS LISTRIK DARI POWER SUPPLY SEHINGGA KONDISI AMAN UNTUK MELAKUKAN KERJA PERBAIKAN DAN PENGECEKAN".

SISTEM/PROSEDUR KERJA KRF :

FUSE

KUNCI :
BOX BIRU
BOX MERAH
PANEL SWITCH
PINTU INSPEKSI

RILEY

1. BOX BIRU
KOLOM YANG PERTAMA UNTUK MENYIMPAN RILEY, DIKUNCI OLEH ASISTEN/MANDOR MEKANIK

2. BOX MERAH
KOLOM YANG KEDUA UNTUK MENYIMPAN FUSE, DIKUNCI OLEH ASISTEN/MANDOR/TEKNIISI ELEKTRIK

3. BOX KUNING
KOLOM YANG KETIGA UNTUK MENYIMPAN :

1. KUNCI BOX BIRU (RILEY)
2. KUNCI BOX MERAH (FUSE)
3. KUNCI MASTER BOX PANEL SWITCH CONTROL
4. KUNCI PINTU INSPEKSI

DIKUNCI OLEH : MILL ASISTEN
ASISTEN/MANDOR MEKANIK
ASISTEN/MANDOR ELEKTRIK
LEADING HAND (KEPALA KERJA)

DAN PASTIKAN PADA BOX PANEL SWITCH BOARD DIGANTUNGAN WARNING PLATE/PELAT PERINGATAN : " **JANGAN DIHIDUPKAN SEDANG DALAM PERBAIKAN**"



APPENDIX F4



MEMASTIKAN SELURUH KABEL LAS TIDAK ADA KEBOCORAN

Training & Pengambatan 7 Agustus

DAFTAR HADIR RAPAT PANITIA HUT RI KE 67

PT. SIME INDO AGRO

* Rapat Panitia
* Refresh Boiler Safety
for

Siswa Mandor

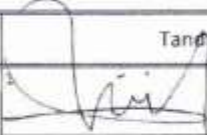






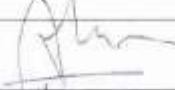



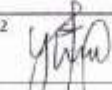
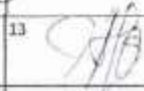

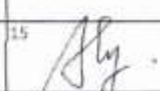

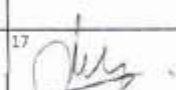
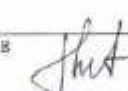


Bukit Ajong, 15 Agustus 2012

NO	NAMA	INSTANSI	TANDA TANGAN
1	Bambang	BAP	1 
2	Immanuel	Grading	2 
3	Damianus L	Proses Shift 'B'	3 
4	Adi. S	W/skop	4 
5	John Kenedi	Proses Shift 'A'	5 
6	Marsia Nola	Gubang	6 
7	Adi	Security	7 
8	Alwan Chaniago	BAP	8 
9			9
10			10

Appendix F(6): The Mill implemented safety briefings at each daily muster, for example the record shown for 19 August 2012

DAFTAR HADIR SAFETY MEETING
BUKIT AJONG FACTORY

Hari / tanggal : 19/8/2012
Tempat :

No.	Nama	Stasiun/Bagian	Tanda Tangan
1	P. Ricky-RM	Boiler	
2	Ridho	Laboratory	
3	F. Mbong	Steriliser	
4	Rambing	Printing	
5	John Kenaldi	Mauder "A"	
6	Lahong	Boiler	
7	Aloy	WTP	
8	Alwan Chaniago	Asst.	
9	Josmir	ASST.	
10	AKONG	Tr. Asst	
11	Dominus L	Mandor "B"	
12	YEREMIA TUCET	OPERATOR BOUNDAR	
13	Pipi	Security	
14	Jonius	Lab	
15	S.L. Yansen	Pembelian	
16	S. Pardi	SNS HAP	
17	Abi Sedawo	W/Shop	
18	H. Mues	Electrical	
19	Santalah Akbar	Tr. Asst. from A	
20	Marcia wala	Gubang	

CR18 Cont'd – Corrective Actions Implemented and Objective Evidence Provided

Appendix F(7): The Mill immediately labelled the water treatment plant mixing tanks to show the contents



Appendix F(8): The Mill immediately made copies of MSDS and placed these in the water treatment plant chemical mixing area.



Appendix F(9): Sei Mawang Estate immediately replaced the leaking spray pump and implemented daily checks of spray equipment carried out before and after completion of spraying.



CR18 Cont'd – Corrective Actions Implemented and Objective Evidence Provided

Appendix F(10): Sei Mawang Estate implemented daily safety inspections before starting spraying, as per the example from 08 August 2012

PT. SIME INDO AGRO - SEI.MAWANG ESTATE
CHECKLIST PENGECEKAN ALAT-ALAT PANEN

APPENDIX 10

Tanggal Pengecekan : 8 Agustus 2012

No	Nama	Gang	Alat Panen							Keterangan	
			Dodos	Gancu	Angkong	Jarai	Penggaruk	Egrek	Gerobak		Tonjok
1	MARDONIUS EWIN	0107	√	√	√	√	0	x	x	x	
2	HERKULANUS YOYOK	0107	√	√	√	√	√	x	x	x	
3	VINCENSIUS AGATO	0107	√	√	√	√	√	x	x	x	
4	ALEKSANDER	0107	√	√	√	√	√	x	x	x	
5	FRANCISKUS RIO	0107	√	0	√	√	√	x	x	x	
6	R. AYUB	0108	√	√	√	√	0	x	x	x	
7	ANSELMUS ERIK	0108	√	√	√	√	√	x	x	x	
8	STEPANUS EBIT	0108	√	0	√	√	√	x	x	x	
9	ROPINUS ROPI	0108	√	√	√	√	0	x	x	x	
10	ROHMAN	0108	√	√	√	√	√	x	x	x	
11	MUHAMAD RAJEL ARCMIJI	0109	√	√	√	√	√	x	x	x	
12	YOSEP ASUN	0109	√	0	√	√	√	x	x	x	
13	HERMANUS BUDI YANTO	0109	√	√	√	√	0	x	x	x	
14	WILIBRODUS DOLANG	0109	√	√	√	√	√	x	x	x	
15	BELASIUS NO	0109	√	√	√	√	√	x	x	x	
16											
17											
18											
19											
20											

Not: √ Ada digunakan
0 Ada tapi tidak digunakan
x Tidak ada

Ket: Egrek tidak ada karena kondisi Pokok yang dipanen Belum layak untuk menggunakan Egrek (Sawit berumur 4-5 Tahun)
Gerobak Tidak ada karena Areal yang 95% berbukit dan Terrace sehingga tidak bisa menggunakan Gerobak
Tonjok Tidak ada, sementara hanya dibgikan kepada Tenaga Loader.

Di cek Oleh:



Diketahui Oleh:





Asisten Divisi

Menyetujui:



Manager Estate

	PT. SIME INDO AGRO SUNGAI MAWANG ESTATE	TOOL BOX Matrik Training Tim Semprot	
---	--	---	---

A. Hari /Tanggal	: Jum'at, 17 Agustus 2012
B. Tempat	: Sungai Mawang Estate
C. Waktu	: Jam 15.00 s/d 17.00 WIB
D. Pemberi materi	: Winokus
E. Peserta	: Tim Semprot SWE
F. Materi	: Pelatihan Pelaksanaan Penyemprotan

1. Aspek Keselamatan Kerja pada karyawan, meliputi : Tenaga kerja, alat kerja lingkungan / lokasi kerja. Tenaga kerja merupakan factor yang utama untuk Keselamatan

2. Prosedur cara penyemprotan yang benar
 - a) Karyawan penyemprot harus berbadan sehat, tidak mempunyai kelainan kulit atau luka terbuka, maupun penyakit saluran pernafasan.
 - b) Anak-anak, wanita hamil atau menyusui dan yang kurang sehat, tidak diperbolehkan ikut bekerja.
 - c) Sebelum bekerja, harus makan dan minum secukupnya dan saat bekerja tidak boleh sambil makan, minum, atau merokok.
 - d) Karyawan harus mandi dan membersihkan badannya sebelum bekerja.
 - e) Karyawan harus memakai pakaian pelindung khusus yang berlempang dan bertali panjang, sarung tangan, sepatu boot tinggi, topi dan pelindung muka.
 - f) Supervisi mengisi checklist APD karyawan semprot dan melengkapi jika ada kekurangan APD atau ada yang rusak.
 - g) Alat semprot yang digunakan harus dalam keadaan baik, bersih dan tidak bocor. Alat Semprot yang digunakan untuk herbisida harus khusus dan tidak boleh digunakan untuk jenis pestisida lain (fungisida atau insektisida).
 - h) Penakaran, pengenceran, dan pencampuran pestisida dilakukan di tempat terbuka atau di ruangan yang berventilasi baik.

	PT. SIME INDO AGRO SUNGAI MAWANG ESTATE	TOOL BOX	
		Matrik Training Tim Semprot	

- i) Pencampuran pestisida sesuai dengan takaran yang dianjurkan. Untuk pengenceran gunakan air yang bersih. Pengadukan dilakukan sampai rata secara hati-hati agar tidak tumpah atau memercik. Gunakan Alat Pelindung Diri saat pencampuran.
- j) Penyemprotan tidak dilakukan pada waktu akan turun hujan, angin bertiup kencang dan arah semprot searah dengan arah angin.
- k) Karyawan memasuki hancak tetap yang telah diarahkan oleh supervisi.
- l) Penyemprotan harus pada guirna sasaran.
- m) Dilarang keras menyemprot daerah bibir dan dinding parit atau sungai, batas minimal 25 m dari pinggir parit atau sungai.
- n) Bila pada waktu bekerja pestisida mengenai pakalan, kulit, mata atau bagian tubuh lainnya, bersihkan segera dan cuci dengan air bersih dan sabun.
- o) Bila terjadi gejala keracunan, segera berhenti bekerja dan beri pertolongan pertama atau dibawa ke poliklinik/dokter bila perlu.
- p) Bersihkan selalu muka dan tangan dengan air bersih dan sabun sebelum beristirahat untuk makan, minum atau merokok.
- q) Alat-alat yang digunakan setelah bekerja pakalan, sepatu boot dan perlengkapan kerja lainnya supaya dicuci dengan air bersih.
- r) Setelah selesai bekerja, karyawan wajib membersihkan Knap sack di tempat khusus agar sisa cucian dan sisa racun mengalir ke safety tank khusus " Water trap" bekas cucian.
- s) Karyawan wajib membersihkan badannya dengan sabun di ruang mandi.
- t) Karyawan kembali pulang kerumahnya masing-masing dengan kondisi bersih dan sehat.
- u) Supervisi mengisi administrasi prestasi kerja hari itu.

	PT. SIME INDO AGRO SUNGAI MAWANG ESTATE	TOOL BOX	
		Matrik Training Tim Semprot	



 PT.SIME INDO AGRO PROSEDUR : IDENTIFIKASI PRODUK DAN KEMAMPUAN TELUSUR PRODUK	No. Policy	500/SIA-SPC-01/12
	No. Revisi	00
	Tanggal	01 Januari 2012
	Halaman	1 of 12

REFERENSI

- Pedoman Teknik Pabrik Kelapa Sawit – I Minamas Plantation
- Prosedur Pengendalian Catatan.
- Pedoman Kerja Asisten Lapangan TQEM
- Supply Chain Certification Requirements.




No. Copy :
 Tanggal Distribusi :
 Document Control :

Rute Persetujuan	NAMA	JABATAN	T. TANGAN	TANGGAL
Disiapkan oleh	Khairul Nizam Idris	EM WSE		2/1/12.
	Iwan Suryawan	EM ESE		2/2/12
	R Denny Kurniawan	EM SWE		8/01-12
	Sintauli Bangun	Pjs.FM BAF		02/01-12
Diperiksa oleh	Khairul Nizam Idris	Ketua SOU-14		2/1/12.
Disetujui oleh	Mohd Amri Baharuddin	Head Zone Sanggau		2/1/12
	Mohlis Ahmad Milatu	GM Mill Kalbar		2/1/12

PT.SIME INDO AGRO
PKS BUKIT AJONG FACTORY

BERITA ACARA PRODUKSI

HARI	:	selasa		
TANGGAL	:	02,OKTOBER 2012		
TBS TERIMA	:			
		BERSERTIFIKAT RSPO	:	16,538,741 KG
		TANPA SERTIFIKAT RSPO	:	492,477 KG
TBS PROSES	:			
		BERSERTIFIKAT RSPO	:	16,082,299 KG
		TANPA SERTIFIKAT RSPO	:	497,390 KG
CPO PRODUKSI	:			
		BERSERTIFIKAT RSPO	:	3,592,786 KG
		TANPA SERTIFIKAT RSPO	:	111,117 KG
KERNEL PRODUKSI	:			
		BERSERTIFIKAT RSPO	:	981,020 KG
		TANPA SERTIFIKAT RSPO	:	6,778 KG

Dibuat oleh	Diperiksa	Diketahui
 Yasipa Kr produksi	 Made Artathy Kasie	 Satneuli Bangun Mill Manager

02.10.2012 18:20

BERITA ACARA PRODUKSI CPO DAN KERNEL

Appendix F(14): 3.4, 4.1, 5.1 The Mill carried out training on 13 August 2012 for the staff involved in supply chain implementation and also followed up with Marketing Department to ensure they were aware of the requirements relating to the use of the prefix MB and to include this information on sales contracts and invoices for CSPO and CSPK.



PT. SIME INDO AGRO
DAFTAR HADIR



Supply Chain

Bukit Ajong Factory, Tgl 13 Agustus 2012

No.	Nama	Jabatan	Tanda Tangan
1	S. BANGUN	Pjs. Mgt. BAF	
2	BUDI UTOMO	ST. ASST. L & D	
3	GUNAWAN	ASST. PSSM/LAB.	
4	PIPTAH	Kr. Pertumbuhan	
5	JAMMARDI	Ka-lab	
6	M. LATI	QIT	
7	S. L. YANSEN	KR. Produksi	
8	Made Artathy	Kasie	
9			
10			
11			
12			
13			
14			
15			