

**RSPO PRINCIPLE AND CRITERIA  
– ANNUAL SURVEILLANCE ASSESSMENT 4  
Public Summary Report**

<b>PT. Agro Indomas (Central Kalimantan)</b>
Client company Address: <b>Menara Global, 16<sup>th</sup> Floor, JI. Jenderal Gatot Subroto Kav.27, Jakarta – Indonesia</b>
Certification Unit: Sungai Purun Palm Oil Mill – PT. Agro Indomas (Central Kalimantan)
Location of Certification Unit: KM.75 Sampit – Pangkalan Bun, Seruyan Regency, Kalimantan Tengah Province Indonesia

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## Section 1: Scope of the Certification Assessment

1. Company Details			
<b>RSPO Membership Number</b>	No.1-0175-14-000-00	<b>Date</b>	2 <sup>nd</sup> December 2014
<b>Company Name</b>	PT. Agro Indomas (Central Kalimantan)		
<b>Address</b>	Head Office: Menara Global, 16 <sup>th</sup> Floor, Jl. Jenderal Gatot Subroto Kav.27, Jakarta – Indonesia  Site: KM.75 Sampit – Pangkalan Bun, Seruyan Regency, Kalimantan Tengah Province, Indonesia		
<b>Subsidiary of (if applicable)</b>	Goodhope Asia Holdings Ltd.		
<b>Contact Name</b>	Mr. Wilton Simanjuntak		
<b>Website</b>	<a href="http://www.goodhopeasia.com">www.goodhopeasia.com</a>	<b>E-mail</b>	<a href="mailto:wiltons@goodhope-id.com">wiltons@goodhope-id.com</a>
<b>Telephone</b>	+62 21 52892260	<b>Facsimile</b>	

2. Certification Information			
<b>Certificate Number</b>	RSPO 569265	<b>Date</b>	18/09/2012
<b>Scope of Certification</b>	Production of CPO and PK at Sungai Purun Palm Oil Mill with Sungai Purun Estate, Sungai Rungau Estate and smallholders as supply base. The Palm Oil Mill capacity is 90 tons FFB/hour.		
Other Certifications			
<b>Certificate Number</b>	Standard(s)	Certificate Issued by	Expiry Date
EMS 556263	ISO 14001	BSI	02/10/2016
OHS 556265	OHSAS	BSI	14/01/2018

3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Easting	Northing
Sungai Purun POM	KM. 75 Sampit – Pangkalan Bun, Seruyan Regency, Kalimantan Tengah Province -	112° 22' 38.00" E	02° 28' 49.00" S

	Indonesia		
Sungai Purun Estate	KM. 75 Sampit – Pangkalan Bun, Seruyan Regency, Kalimantan Tengah Province - Indonesia	112°25'19.078" E	2°30'1.195" S
Sungai Rungau Estate	KM. 75 Sampit – Pangkalan Bun, Seruyan Regency, Kalimantan Tengah Province - Indonesia	112°22'20.624" E	2°30'0.441" S
Terawan Plasma	KM. 75 Sampit – Pangkalan Bun, Seruyan Regency, Kalimantan Tengah Province - Indonesia	112°25'49.569" E	2°33'9.832" S
Bangkal Plasma	KM. 75 Sampit – Pangkalan Bun, Seruyan Regency, Kalimantan Tengah Province - Indonesia	112°27'42.190" E	2°35'0.672" S

#### 4. Description of Supply Base

Estate	Mature (ha)	Immature (ha)	Infrastructure & Other (ha)	HCV (Ha)	Total Planted (ha)	Total Hectarage	% of Planted
Sungai Purun Estate	4,055	0	198.26	84.74	4,055	4,338	42.37
Sungai Rungau Estate	4,110	0	560.14	130.86	4,110	4,801	42.95
Terawan Plasma	370	0	0	0	370	370	3.86
Bangkal Plasma	60	0	0	0	60	60	0.63
Total	8,595	0	758.40	215.6	8,595	9,569	89.82

#### 5. Plantings & Cycle

Estate	Age (Years)						Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Total	Estimated (Sept'15-Aug'16)	Actual (Sept'15-Aug'16)	Forecast (Sept'16-Aug'17)
Sungai Purun Estate	0	520	3535	0	0	4,055	110,839	82,326	89,161
Sungai Rungau Estate	0	113	3997	0	0	4,110	110,268	79,421	90,622
Terawan Plasma	0	310	60	0	0	370	1,512	994	1,230
Bangkal Plasma	0	0	60	0	0	60	1,482	892	1,200
<b>Total Certified from Own Supply Base</b>	<b>0</b>	<b>943</b>	<b>7,652</b>	<b>0</b>	<b>0</b>	<b>8,595</b>	<b>224,100</b>	<b>179,917</b>	<b>182,213</b>
Terawan Estate*	0	256	3,082	0	0	3,338	0	6,913	0
Lampasa Estate*	0	0	3,105	0	0	3,220	0	5,964	0

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Teluk Ulin Estate*	0	9	3,090	0	0	3,099	0	3,496	0
Lampasa Plasma*	0	399	0	0	0	399	0	81	0
RIM Capital*	0	2,068	0	0	0	2,068	0	99	0
<b>Total Certified</b>	<b>0</b>	<b>943</b>	<b>7,652</b>	<b>0</b>	<b>0</b>	<b>8,595**</b>	<b>224,100</b>	<b>182,317</b>	<b>182,213</b>

\*) From Terawan POM, certified supply bases.

\*\*) Only from Sungai Purun POM supply bases.

<b>6. Certified Tonnage</b>									
Mill	Estimated (Sept'15-Aug'16)			Actual (Sept'15-Aug'16)			Forecast (Sept'16-Aug'17)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Sungai Purun POM	224,100	51,506	11,758	182,317	38,792	9,326	182,213	41,453	10,477
<b>Total</b>	<b>224,100</b>	<b>51,506</b>	<b>11,758</b>	<b>182,317</b>	<b>38,792</b>	<b>9,326</b>	<b>182,213</b>	<b>41,453</b>	<b>10,477</b>

<b>7. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)</b>			
Independent FFB Supplier	Tonnage / year		
	Estimated (Sept'15-Aug'16)	Actual (Sept'15-Aug'16)	Forecast (Sept'16-Aug'17)
Third-party FFB suppliers/contractors	12,425	12,143	15,212
<b>Total</b>	<b>12,425</b>	<b>12,143</b>	<b>15,212</b>

## Section 2: Assessment Process

### Certification Body:

BSI Services Malaysia Sdn Bhd,  
(ASI Accreditation Number: RSPO-ACC-19)  
Unit 3, Level 10, Tower A  
The Vertical Business Suites, Bangsar South  
No. 8, Jalan Kerinchi  
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BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (RSPO-ACC-19) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Singapore, Jakarta, Bangkok and Australia which involve in RSPO Certification Program.

### Assessment Methodology, Programme, Site Visits

The on-site initial assessment was conducted from 25/08/2016 – 30/08/2016. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The 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. RSPO P&C Generic 2013 and RSPO SCCS 2014 were used as Checklists and questionnaires were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix E.

All the previous nonconformities are remains closed. The assessment findings for the initial assessment are detailed in Section 3.3.

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This report is structured to provide a summary of assessment finding as attached in the Appendix A. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

This report was externally reviewed by RSPO approved Certification Reviewer prior to certification decision by BSI.

**The following table would be used to identify the locations to be audited each year in the 5 year cycle**

<b>1. Assessment Program</b>					
<b>Name (Mill / Supply Base)</b>	<b>Year 1 (Certification)</b>	<b>Year 2 (ASA 1)</b>	<b>Year 3 (ASA 2)</b>	<b>Year 4 (ASA 4)</b>	<b>Year 5 (ASA 5)</b>
Sungai Purun POM	x	x	x	x	X
Sungai Rungau Estate	x	x	x	x	X
Sungai Purun Estate	x	x	x	x	x
Terawan Plasma	x	x	x	x	X
Bangkal Plasma	x	x	x	x	x

**Tentative Date of Next Visit: August 4, 2017 - August 9, 2017**

**Total No. of Mandays: 12**

**BSI Assessment Team:**

**Pratama Sedayu – Auditor (Lead Auditor)**

He graduated from University of Jenderal Soedirman on 2008, majoring in Social Economic of Agriculture. He involved in RSPO certification since 2009 as a team member subsequently as a Lead Auditor, covering assessment against RSPO P&C in Indonesia, Malaysia, Thailand, Papua New Guinea, and Liberia. He completed the ISO 9001, ISO 14001, OHSAS 18001 Lead Auditor Course, HCV Identification and Management; ISPO Lead Auditor endorsed Course and RSPO P&C and RSPO SCCS Lead Auditor endorsed Courses. During this assessment, he assessed on the aspects of estate best practices, environment, OHS, and Smallholder audits. He is fluently speaking in English and Bahasa Indonesia.

**Bukti Bagja – Auditor (Team member)**

He graduated from Bogor Agriculture University on 2000, Forestry Faculty and a Master of Science degree from University of Indonesia majoring in Environmental Sains on 2011. He involved in RSPO certification since 2010 as a team member covering assessment against RSPO P&C in Indonesia and Malaysia. He completed the ISO 9001 Lead Auditor Course, ISPO Lead Auditor endorsed Course, RSPO Lead Auditor Course, AMDAL A and B Course. During this assessment, he assessed on the aspects of OHS and EMS as well as scheme smallholder assessments.

**Nanang Kualib – Auditor (Team member)**

He holds a Bachelor degree in Forestry Technology from Bogor Agriculture University, 1999. He has 4 years experience worked in the Forest plantation company in Indonesia, and has experiences involves in the several RSPO certification audits as team member. He has attended the 5 days RSPO P&C Certification System Assessment Training held by PT Mutuagung Lestari on 2009 as well as 5 days ISO 9001 auditor training on 2009. He has been approved as an HCV Assessor under RSPO Scheme. He has been involved in many assessment related to the Forestry and Sustainable oil palm certification in Indonesia. He has experienced involves in RSPO certification assessments more than 15 different oil palm organizations (including mills and estates) in Indonesia. He is also familiar with RSPO P&C Certification assessment and qualified as audit team member. During this assessment, he assessed on the aspect of Legal, HCV identification and management, and also social community engagement and stakeholder consultation as well as smallholder audits.

**Accompanying Persons: Nil**



### Section 3: Assessment Findings

#### 3.1 Details of audit results are provided in the following Appendix:

- Goodhope Asia Holdings Ltd. Time Bound Plan
- RSPO Group Certification Standard 2010 Checklist
- RSPO Independent smallholders INA-SWG 2010 Checklist
- RSPO P&C for Smallholders TH-WG 2012 Checklist
- RSPO P&C GN-NIWG 2010 Checklist
- RSPO P&C Generic 2013 Checklist
- RSPO P&C PNG-NIWG 2008 Checklist
- RSPO P&C SI-NIWG 2010 Checklist
- RSPO P&C TH-WG 2011 Checklist
- RSPO Scheme Smallholders INA-SWG 2009 Checklist
- RSPO Smallholders Guidance MY-NIWG 2010 Checklist
- RSPO Supply Chain Certification Checklist on November 2014
- RSPO P&C MYNI- 2014 endorsed by BOG on March 2015

#### 3.2 Progress against Time Bound Plan

Time Bound Plan		
Requirement	Remarks	Compliance
<b>Summary of the Time Bound Plan</b>		
Does the plan include all subsidiaries, estates and mills?	Goodhope Asia Holdings Ltd. has include all subsidiaries, including estates and mills.	Comply
Is the time bound plan challenging? <ul style="list-style-type: none"> <li>• Age of plantations.</li> <li>• Location.</li> <li>• POM development</li> <li>• Infrastructure.</li> <li>• Compliance with applicable law.</li> </ul>	Goodhope Asia Holdings Ltd.'s time bound plan was found to be sufficiently challenging. A number of problems identified, mainly related to review on RSPO New Planting Procedure.	Comply
Have there been any changes since the last audit? Are they justified?	Yes, there are changes to the time bound plan. This was due to delays in RSPO New Planting Procedure.	Comply
If there have been changes, what circumstances have occurred?	Goodhope Asia Holdings Ltd. has changed the time bound plan and in communication with RSPO secretariat to resolve the RSPO New Planting Procedure.  There has been changes in last minute, whereby PT. Agro Bukit South Kalimantan was being sold to another company, therefore excluded from time bound plan.	Comply

Have there been any stakeholder comments?	Yes, there are comments and complaint made by stakeholders to a number of subsidiaries of Goodhope. Goodhope Asia Holdings Ltd. has communicating the progress to BSI. BSI has reviewed that company demonstrate progress in RSPO complaint panel.	Comply
Have there been any newly acquired subsidiaries?	No.	Comply
Have there been any isolated lapses in implementation of the plan?	No lapse noted.	Comply
<b>Un-Certified Units or Holdings</b>		
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	Yes. Goodhope Asia Holdings Ltd. are conducting internal audit. Companies are implementing corrective action plan.	Comply
No replacement after dates defined in NIs Criterion 7.3: <ul style="list-style-type: none"> <li>• Primary forest.</li> <li>• Any area identified as containing High Conservation Values (HCVs).</li> <li>• Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3.</li> </ul>	Criterion 7.3 is applicable. LUC for some companies are under review.	Comply
Any new plantings since January 1 <sup>st</sup> 2010 must comply with the RSPO New Plantings Procedure.	Goodhope Asia Holdings Ltd. are applying RSPO New Planting Procedure for majority of its subsidiaries.	Comply
Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.	Goodhope Asia Holdings Ltd. are using RSPO Grievance Procedure and Dispute Settlement Facility.	Comply
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	There was no labour dispute noted.	Comply
Any Legal non- compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	No legal non-compliance noted.	Comply

### 3.3 Details of findings

The nonconformity is listed below. The summary report of the assessment by criteria is listed in Appendix A.

During the Certification Assessment there were three (3) Major & three (3) Minor nonconformities raised. The PT. Agro Indomas (Central Kalimantan) – Sungai Purun Palm Oil Mill Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted. The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment.

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1367039M1	<p><b>Requirements:</b>            RSPO P&amp;C Generic 2013 Indicator 4.7.3            All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p><b>Evidence of Nonconformity:</b>            - Based on field visit to Sungai Purun POM, at Empty Fruit Bunch/EFB loading station of Sungai Purun POM, audit team found crane operator has not been provided with competence training to operate crane machine;            - Based on field visit to Sungai Rungau Estate, some harvesters (Mr. AN, Mr. AI, and Mr. GM) admitted has not been provided appropriate protective equipment (shoes) from company.</p> <p><b>Statement of Nonconformity:</b>            Not sufficient evidence crane operator in Sungai Purun POM has been provided with adequate training; not sufficient evidence harvesters in Sungai Rungau Estate provided with appropriate protective equipment.</p> <p><b>Corrective Action:</b>            PT. Agro Indomas - Sungai Purun POM and its supply bases has conducted a thorough review upon the health and safety management system implemented in their operation in order to find root cause to the problem. Palm oil mill and plantation department reviewed their operation and activities.            - Sungai Purun and Sungai Rungau Estate has identify all crane operators that have not received adequate training. There was only one operator in Sungai Purun Estate and Sungai Rungau Estate that has not received training but performing work.            - Sungai Purun Estate sent the operator for Overhead Crane training on 1-3<sup>rd</sup> September 2016. The operator has granted with certificate and license to operate overhead crane. Audit team has seen the certificate and license for Mr. K*****, No.Ser.1314-OPK3-LT-PAA/IX/2016, dated 7<sup>th</sup> September 2016. In addition, EHS team updated the health and safety inspection to ensure all crane to be operated by trained operator, and equipped with appropriate protective equipment.            - Monitoring on 27<sup>th</sup> September 2016, EHS team didn't found any non-conformity related to the crane operation.            - Sungai Rungau Estate and Sungai Purun Estate has identified all harvesters</p>	Major

	<p>that have no standard protective equipment as required in risk assessment, such as shoes and hard hat. Estate management distributed shoes and hard hat to all harvesters. Audit team sampled "Berita Acara Tanda Terima PPE" documenting that on 17<sup>th</sup> September 2016, Sungai Rungau Estate provided rubber boot to 16 harvesters. Confirmed that harvesters received.</p> <p>In addition, EHS team updated the health and safety inspection form to ensure all harvesters are provided and using with appropriate protective equipment. Monitoring on 22<sup>nd</sup> September 2016, EHS team and mandor didn't found harvester in Sungai Rungau and Sungai Purun Estate without appropriate protective equipment.</p>	
	<p><b>Status:</b>          Audit team has reviewed and accepted the corrective action plan prepared by company. Audit team has reviewed and accepted the evidence provided by the company, i.e. training certificate for the workers; provision of PPE by company, and the documentation of PPE use by workers; furthermore audit team review the monitoring of PPE use as part of corrective action. Audit team concluded that the correction, corrective action and evidences are sufficient. NC Major closed on 24<sup>th</sup> October 2016.</p>	
<b>Non-Conformity</b>		
NCR #	Description	Category (Major / Minor)
1367039M2	<p><b>Requirements:</b>          RSPO P&amp;C Generic 2013 Indicator 5.2.2          Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan.</p> <p><b>Evidence of Nonconformity:</b>          Based on visit to HCV2 area in Sungai Purun Estate block EF106, the field condition shows illegal activity in form of timber extraction by surrounding community, especially iron wood/Eusideroxylon zwageri. PT. Agro Indomas (Central Kalimantan) - Sungai Purun Estate has not been able to demonstrate management plan and escalated effort to prevent illegal timber extraction to occur in the future.</p> <p><b>Statement of Nonconformity:</b>          PT. Agro Indomas (Central Kalimantan) - Sungai Purun Estate has not been able to demonstrate management plan and escalated effort to maintain and enhance HCV area where illegal timber extraction occurred.</p> <p><b>Corrective Action:</b>          PT. Agro Indomas - Sungai Purun POM and its supply bases has conducted a thorough review upon the HCV management plan to maintain and enhance HCV area. Sungai Purun Estate reviewed and updated the management plan to maintain and enhance HCV area, indicating the plan to protect HCV area from illegal timber extraction. Conservation staff also prepared a plan to review the HCV management plan on annual basis, and to ensure such threat are consistently monitored.          PT. Agro Indomas prepared HCV management plan: "Rencana Pengelolaan dan Pemantauan Kawasan Bernilai Konservasi Tinggi PT. Agro Indomas dan PT. RIM Capital period tahun 2015-2020". The HCV management plan has included external threat such as illegal timber extraction/cutting, illegal poaching, the use</p>	Major

	<p>of hazardous substance for fishing, etc.  HCV management plan has indicates effort to prevent timber extraction, such as communicating to reiterate the importance of HCV area, prevention of illegal timber extraction/timber cutting, conducting patrol to monitor the area.  Company has also updated the timetable to accommodate the effort to improve HCV management plan.</p> <p><b>Status:</b>  Audit team has reviewed and accepted the corrective action plan prepared by company. Audit team has reviewed and accepted the correction provided by the company, i.e. HCV management plan document review exercise, and preparation of revised HCV management plan document. This includes plan for HCV management plan review on regular basis and patrol as part of corrective action. Audit team concluded that the correction, corrective action and evidences are sufficient. NC Major closed on 24<sup>th</sup> October 2016.</p>	
<b>Non-Conformity</b>		
NCR #	Description	Category (Major / Minor)
1367039M3	<p><b>Requirements:</b>  RSPO P&amp;C Generic 2013 Indicator 5.3.2  All chemicals and their containers shall be disposed of responsibly.</p> <p><b>Evidence of Nonconformity:</b>  Sighted during site visit to Housing Complex of Sungai Purun Estate and Sungai Rungau Estate:  - A numbers of household keep ex-chemical container (with red/yellow mark) at their house. Some of the ex-chemical container were used as water tank.</p> <p><b>Statement of Nonconformity:</b>  Lack of appropriate and responsible control on ex-chemical container use by household at housing complex. The use of ex-chemical container was not in accordance to Standard Operation Procedure of hazardous material handling and applicable standard, whereby stating all ex-chemical container should be placed and controlled in temporary storage (TPS) or reused in accordance to the characteristic.</p> <p><b>Corrective Action:</b>  PT. Agro Indomas - Terawan POM and its supply bases has conducted a thorough review upon the use of ex-chemical container in the worker housing. Management indicated failure to communicating the hazard on the use of ex-chemical container for clean water purpose. Company takes immediate action to extract/taking all ex-chemical container from Sungai Purun Estate and Sungai Rungau Estate's housing and from other places that are used to hold clean water. Confirmed that as of 10<sup>th</sup> September 2016, all ex-chemical container has been withdrawn from housing; whereby EHS, clinic, security seized 8 ex-chemical containers and 2 ex-lubricant containers. These containers categorized as hazardous waste and sent for temporary hazardous waste storage.  Company then issued a memorandum which prohibit the use of ex-chemical container for clean water container, as in Internal Memo No.005/AICK-RCCK/HR/IX/2016 dated 16<sup>th</sup> September 2016 related to "Larangan Penggunaan Jerigen Bekas Bahan Kimia" - prohibit use of ex-chemical container in housing for any reason. In addition, housing mandor will conduct monitoring on regular basis.</p>	Major

	<p><b>Status:</b> Audit team has reviewed and accepted the corrective action plan prepared by company. Audit team has examined and reviewed the correction provided by the company, in form of Internal Memo No.005/AICK-RCCK/HR/IX/2016 dated 16<sup>th</sup> September 2016 related to "Larangan Penggunaan Jerigen Bekas Bahan Kimia" - prohibit use of ex-chemical container in housing area; documentation on extraction of all ex-chemical container from Sungai Rungau Estate and Sungai Purun Estate's housing and from other places. This includes plan for monitoring and housing patrol as part of corrective action. Audit team concluded that the correction, corrective action and evidences are sufficient. NC Major closed on 24<sup>th</sup> October 2016.</p>	
<b>Non-Conformity</b>		
NCR #	Description	Category (Major / Minor)
1367039N1	<p><b>Requirements:</b> RSP0 P&amp;C Generic 2013 Indicator 2.1.2 A documented system, which includes written information on legal requirements, shall be maintained.</p> <p><b>Evidence of Nonconformity:</b> PT. Agro Indomas (Central Kalimantan) – Sungai Purun POM has not identified and evaluated:  <ul style="list-style-type: none"> <li>- Regulation related to labour, such as "Undang-undang No.13 tahun 2003";</li> <li>- Regulation related to minimum wage, social insurance and Badan Penyelenggara Jaminan Sosial (BPJS), industrial relationship, trade union, etc.;</li> <li>- Ratified ILO Conventions No.105 concerning the abolition of forced labour based on "Undang-undang No.19 tahun 1999 tentang Penghapusan Kerja Paksa";</li> <li>- Ratified ILO Convention No.138 concerning Minimum Age based on "Undang-undang No.20 tahun 1999 tentang Usia Minimum untuk Pekerja";</li> <li>- Ratified ILO Convention No.100 concerning equal remuneration, based on "Undang-undang No.80 tahun 1957 tentang Pengupahan bagi laki-laki dan wanita untuk pekerjaan yang sama nilainya",</li> <li>- Ratified ILO Convention No.98 concerning right to organize and collective bargaining, based on "Undang-undang No.18 tahun 1956 tentang berlakunya dasar-dasar dari hak untuk berorganisasi dan untuk berunding bersama";</li> <li>- Regulations related to legal ownership of the land and spatial planning, such as "Undang-Undang Agraria No.5 tahun 1960", "Peraturan Menteri Pertanian No.98 tahun 2013 tentang Pedoman Perizinan Usaha Perkebunan", "Peraturan Pemerintah No.40 tahun 1996 tentang Hak Guna Usaha", "Peraturan Menteri Negara Agraria No.5 tahun 2015 tentang Izin Lokasi", etc.</li> <li>- Regulations related to social aspects such as "Undang-undang No.30 tahun 2007 tentang Perseroan Terbatas", etc.</li> </ul> </p> <p><b>Statement of Nonconformity:</b> PT. Agro Indomas (Central Kalimantan) – Sungai Purun POM has not identified, evaluated and maintained a number of legal requirements such as manpower regulations, legal ownership of the land, regulation related to social.</p> <p><b>Corrective Action:</b> PT. Agro Indomas – Sungai Purun POM has submitted the corrective action plan. BSI has accepted the corrective action plan.</p>	<b>Minor</b>

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	Effective implementation of corrective action plan will be reviewed during subsequent Re-Certification Assessment.	
	<b>Status:</b> Open	

**Non-Conformity**

NCR #	Description	Category (Major / Minor)
1367039N2	<p><b>Requirements:</b> RSPO P&amp;C Generic 2013 Indicator 4.7.5 Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p><b>Evidence of Nonconformity:</b> - During field visit, audit team found oral medicine (paracetamol) inside first aid box in Spare part and chemical store of Sungai Purun Estate and Sungai Rungau Estate. - The oral medicine has been expired. - Company is encouraged to improve land fire emergency preparedness by better arrangement and access on fire suppression equipment.</p> <p><b>Statement of Nonconformity:</b> During field visit, audit team found oral medicine (paracetamol) inside first aid box in Spare part and chemical store of Sungai Purun Estate and Sungai Rungau Estate. Furthermore, the oral medicine has been expired.</p> <p><b>Corrective Action:</b> PT. Agro Indomas – Sungai Purun POM has submitted the corrective action plan. BSI has accepted the corrective action plan. Effective implementation of corrective action plan will be reviewed during subsequent Re-Certification Assessment.</p> <p><b>Status:</b> Open</p>	<b>Minor</b>

**Non-Conformity**

NCR #	Description	Category (Major / Minor)
1367039N3	<p><b>Requirements:</b> RSPO P&amp;C Generic 2013 Indicator 6.6.2 Minutes of meetings with main trade unions or workers representatives shall be documented.</p> <p><b>Evidence of Nonconformity:</b> Not sufficient evidence on minutes of meeting between company and worker union. Based on interview with management and with representative of the worker union, stated company has no meeting schedule with worker union. Furthermore, worker union does not have representation in the bi-partite organization.</p>	<b>Minor</b>

	<p><b>Statement of Nonconformity:</b> Workers in PT. Agro Indomas (Central Kalimantan) has established worker union "Serikat Pekerja Sinar Fajar" and has been registered in manpower office "Dinas Tenaga Kerja Kabupaten Seruyan". Not sufficient evidence on minutes of meeting between company and worker union.</p>	
	<p><b>Corrective Action:</b> PT. Agro Indomas – Sungai Purun POM has submitted the corrective action plan. BSI has accepted the corrective action plan. Effective implementation of corrective action plan will be reviewed during subsequent Re-Certification Assessment.</p>	
	<p><b>Status:</b> Open</p>	

Observation	
OBS #	Description
1	<p>RSPO P&amp;C Generic 2013 Indicator 1.3.1 PT. Agro Indomas (Central Kalimantan) has established a documented policy titled Standards of Business Conduct, released in March 2013. The policy comprise of code of ethical business conduct and company view against things such as whistle blowing, entertainment and gifts, conflict of interest, political activity, employment, ethical behavior, protection of company assets, confidentiality and information security, insider dealing, etc. Based on interview with workers in Sungai Purun Estate, Sungai Rungau Estate and Sungai Purun Palm Oil Mill, the worker's understanding with regard to the policy is good. The organization may benefit the standards of business conduct in local language.</p>
2	<p>RSPO P&amp;C Generic 2013 Indicator 4.1.4 PT. Agro Indomas (Central Kalimantan) - Terawan POM has demonstrated a procedure for "FFB Purchases and Transport SOP-PLID-FIN-FFB", list of third party FFB suppliers and FFB supply contracts. The FFB supply contract, in one of the clause stated prohibit supply of stolen FFB. Enhancement need to be taken for prevention of FFB supply from illegal sources.</p>
3	<p>RSPO P&amp;C Generic 2013 Indicator 4.6.5 PT. Agro Indomas (Central Kalimantan) - Lampasa Estate and Teluk Ulin Estate has a joint-chemical store. The chemical store was in good condition. Chemical storekeeper provides Material Safety Data Sheet/MSDS for each chemical stored in the premise. Chemical stored in the store such as Abolisi (active ingredient: Glyphosate), Dalopir (active ingredient: Triclopyr), Primafluron (active ingredient: Methyl metsulfuron), etc. Enhancement need to be taken on better awareness of storekeeper in observant of all precautions attached to products.</p>
4	<p>RSPO P&amp;C Generic 2013 Indicator 4.7.2 PT. Agro Indomas (Central Kalimantan) - Sungai Purun Estate, Sungai Rungau Estate and Sungai Purun POM have prepared a Hazard Identification Risk Assessment Determining Control (HIRADC) registers. The HIRADC has considered routine-non routine activities, normal-abnormal activities, risk, location - for both palm oil mill and estate operation. HIRADC has also taking into consideration new hazard and risk from new activities, new location and/or new tools and machinery. Enhancement need to be taken to consider risk determination from muscle and tissue disease in HIRADC. Further, company may wish to consider a thorough analysis on work related disease based on patient database/top ten disease databases.</p>
5	<p>RSPO P&amp;C Generic 2013 Indicator 5.2.3 PT. Agro Indomas (Central Kalimantan) - Sungai Purun Estate has identified and established HCV areas inside the plantation. Company may wish to consider more sign board in HCV area with risk of illegal timber extraction.</p>



<b>6</b>	<p>RSPO P&amp;C Generic 2013 Indicator 6.1.4</p> <p>PT. Agro Indomas (Central Kalimantan) has prepared a social impact assessment. The social impact assessment identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement. The organization may benefit social impact review upon issues from internal stakeholder, consideration on participatory engagement with regards to increasing employee turnover.</p>
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<b>Positive Findings</b>	
<b>PF #</b>	<b>Description</b>
<b>1</b>	PT. Agro Indomas (Central Kalimantan) is very concerned with prevention of forest and land fire. A team offire fighting has been trained, equipped with fire fighting equipments and ready to action.

<b>Issues raised by Stakeholders</b>	
<p>Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss PT. Agro Indomas (Central Kalimantan) – Terawan Palm Oil Mill Certification Unit’s environmental and social performance, legal and any known dispute issues.</p> <p>Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. These have been incorporated into the assessment findings.</p> <p>Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix E.</p>	
<b>IS #</b>	<b>Description</b>
<b>1</b>	<p><b>Issues</b></p> <p>Badan Lingkungan Hidup Kabupaten Seruyan</p> <ul style="list-style-type: none"> <li>- Communication between environmental body and company is relative good.</li> <li>- No environmental pollution reported with regards to company's activity.</li> <li>- PT. Agro Indomas (Central Kalimantan) has relevant environmental permits: Izin Lingkungan – environmental permit, Izin Penyimpanan Sementara LB3 – permit for temporary hazardous waste storage, Izin Land Aplikasi – POME land application permit.</li> <li>- Company has reported environmental management and monitoring activity reports, hazardous waste storage management reports, forest and land fire reports, POME management reports on three-monthly basis.</li> <li>- Company has consistently performed water and air testing/monitoring. Based on the test report, the result is within standard.</li> <li>- There was once community reporting the presence of water hyacinth in Danau Sembuluh Lake; company has assisted by plowing the plant out of the lake.</li> </ul> <p><b>Management Responses</b></p> <p>The presence of water hyacinth in Danau Sembuluh lake has been followed up on EHS/CSR meeting with the head of villager (Kepala Desa) and Pak Camat (head of district). Effort has been conducted for example ordering several villager to clean up the water hyacinth by using company budget. Besides, PT. Agro Indomas Central Kalimantan also has been destroying the wood bridge which were blocking the</p>

	<p>water hyacinth. However, Due to the huge quantity of water hyacinth and Camat’s statement to invite stakeholders to resolve this water hyacinth matters; several companies near PT. Agro Indomas Central Kalimantan will be invited for discussion to solve this matter. Camat will set up short term and long term target to solve this issues.</p> <p><b>Audit Team Findings</b> Audit team will follow up and review company’s communication and cooperation with local authorities to resolve the matter during subsequent visit.</p>
<p><b>2</b></p>	<p><b>Issues</b> Dinas Tenaga Kerja, Transmigrasi dan Pariwisata Kabupaten Seruyan</p> <ul style="list-style-type: none"> <li>- Company has sending the manpower report “Laporan Ketenagakerjaan” on regular basis to Seruyan government.</li> <li>- Company has a health and safety committee. The committee has regularly report to manpower office.</li> <li>- Company has established a company regulation, approved by manpower office in June 2016 and valid until 2018.</li> <li>- Company has trained operators for heavy machineries, steam vessels, power generators, and welding operators.</li> <li>- Company has implemented the latest minimum wage standard, in Seruyan Regency.</li> <li>- Company has registrating all employees under social insurance scheme.</li> <li>- For the past one year, there was no industrial dispute between employee and company. However, there was a report related to resigning employee and work termination.</li> </ul> <p><b>Management Responses</b></p> <ul style="list-style-type: none"> <li>- Company is always committed to comply rules and regulation</li> <li>- Resignation of employees in plantation company is normal, because people are looking for the best payment for better welfare. Company can not retain if employees would like to resign on their own.</li> </ul> <p><b>Audit Team Findings</b> Audit team will follow up and review implementation of company’s policy related to industrial relationship during subsequent visit.</p>
<p><b>3</b></p>	<p><b>Issues</b> Kantor Pertanahan Kabupaten Seruyan</p> <ul style="list-style-type: none"> <li>- PT. Agro Indomas (Central Kalimantan) has Hak Guna Usaha/JGU – land title, and a proportion where still in measurement process. While for PT. RIM Capital, it was still under measurement process.</li> <li>- Palm oil mills of PT. Agro Indomas (Central Kalimantan) was located inside land title.</li> <li>- Land office did not receive complaints related to land dispute from stakeholders.</li> </ul> <p><b>Management Responses</b></p> <ul style="list-style-type: none"> <li>- The company has obtained Hak Guna Usaha/HGU for 12,104 Ha (HGU No.07 dated 06/08/1998) and 3,760 Ha (HGU No.08 dated 09/10/2003). Progress been made. Some of area measured and mapped/cadasteral has been completed and “Komite B” recommendation obtained (1,576 Ha, 906 Ha, and 956 Ha).</li> <li>- PT. Agro Indomas Central Kalimantan has 2 mills (Sungai Purun Mill &amp; Terawan Mill). Sungai Purun Mill located inside HGU No.7 and Terawan Mill has HGB (HGB No.2 dated 30/10/1999).</li> <li>- PT. RIM Capital has been measured and cadasteral map has been completed. Awaiting process at Ministry of Forestry.</li> </ul> <p><b>Audit Team Findings</b> Audit team has reviewed and confirmed. Audit team will continue to review the progress in obtaining the land title during subsequent assessment visit.</p>
<p><b>4</b></p>	<p><b>Issues</b> Local Contractor and Villager of Terawan village</p> <ul style="list-style-type: none"> <li>- Has a long history of cooperation with PT. Agro Indomas (Central Kalimantan), providing building materials and construction of worker housing. There has been no payment problem.</li> <li>- PT. Agro Indomas (Central Kalimantan) provides administrative training to handle book-keeping for local contractors.</li> </ul>

	<ul style="list-style-type: none"> <li>- PT. Agro Indomas (Central Kalimantan) has communicated the health and safety policy, procedures, use of PPE in working area, no use of child/underage worker, etc.</li> <li>- The contractor was also supplying FFB to company's palm oil mill. The FFB price refers to price sets by Dinas Perkebunan Kalimantan Tengah Province.</li> <li>- Company has explained the requirements to become supplier of third-party FFB.</li> <li>- The contractor heard about land dispute, but not of significant level.</li> <li>- During the early stage of plantation development. Company has paid the compensation to the local communities.</li> <li>- Currently, there was no use of force/coercive from company to traditional land owner in order to give the land to be developed.</li> <li>- FFB grading in palm oil mill was very strict, therefore FFB sales becomes limited.</li> </ul> <p><b>Management Responses</b></p> <ul style="list-style-type: none"> <li>- PT. Agro Indomas policy that all contractors shall undergo EHS induction prior commencing their jobs. Day to day and monthly EHS monitoring have been carried out to make sure that all safety standard have been followed up accordingly.</li> <li>- No more land dispute in PT. Agro Indomas Central Kalimantan, all issues have been already explained and solved with the coordination of local stakeholders</li> </ul> <p><b>Audit Team Findings</b> Audit team verifies further about land dispute</p>
<p><b>5</b></p>	<p><b>Issues</b> Committee of Koperasi Unggul Jaya Sejahtera</p> <ul style="list-style-type: none"> <li>- The land for smallholder plantation was coming from land that has been compensated by company to the previous landowners.</li> <li>- Cooperative has a valid work agreement between PT. Agro Indomas (Central Kalimantan) and Koperasi Unggul Jaya Sejahtera.</li> <li>- The management of the oil palm plantation was handed over from scheme smallholder to be fully-managed by company.</li> <li>- FFB price was in accordance to "Penetapan Harga TBS Dinas Perkebunan"</li> <li>- There was no complaint with other party.</li> <li>- The land for plantation will be granted with land title for cooperative.</li> <li>- The target for development was for 150 Ha, whereby 110 Ha has been developed since 2013.</li> </ul> <p><b>Management Responses</b> Plasma/smallholder planting will continue based on target and company budget availability.</p> <p><b>Audit Team Findings</b> Audit team will review the progress during subsequent visit.</p>
<p><b>6</b></p>	<p><b>Issues</b> Committee of Koperasi Berkah Maju Jaya Bersama</p> <ul style="list-style-type: none"> <li>- The land for smallholder plantation was coming from land that has been compensated by company to the previous landowners.</li> <li>- The cooperative has 313 smallholder members with planted area of 332 Ha.</li> <li>- Koperasi Berkah Maju Jaya Bersama was assisted by company, outside smallholder plantation of 60 Ha that has already developed in Lampasa village.</li> <li>- Cooperative has a valid work agreement between PT. Agro Indomas (Central Kalimantan) and Koperasi Unggul Jaya Sejahtera.</li> <li>- The management of the oil palm plantation was handed over from scheme smallholder to be fully-managed by company.</li> <li>- FFB price was in accordance to "Penetapan Harga TBS Dinas Perkebunan Kabupaten Seruyan".</li> <li>- There was no complaint with other party.</li> <li>- The land for plantation will be granted with land title for cooperative.</li> </ul> <p><b>Management Responses</b> PT. Agro Indomas will always be committed to comply with the Agreement with Koperasi.</p>

	<p><b>Audit Team Findings</b> Audit team will review the consistent implementation of company's cooperation with cooperative during subsequent visit.</p>
<p><b>7</b></p>	<p><b>Issues</b> Serikat Pekerja Sinar Fajar – Worker union</p> <ul style="list-style-type: none"> <li>- Company has a policy to workforce rationale.</li> <li>- Worker union was not involved to talked about the workforce rationale policy.</li> <li>- Objection from worker union related to section 69 of Peraturan Perusahaan with regards to sanction.</li> <li>- There was request from security officer whose work on double shift to have extra fooding, but no response from company.</li> </ul> <p><b>Management Responses</b></p> <ul style="list-style-type: none"> <li>- The company's policy on termination of employment with some specific employees in the company are based on mutual agreement between the company and the employees and this has been discussed by the company in the Pengadilan Hubungan Industrial – Palangkaraya (Industrial trial – Palangkaraya). The Company has implemented a process of termination in accordance with prevailing regulations.</li> <li>- Union parties not involved in the termination of employment relationship with the employee or assisting employees because the employees who came alone to the company/management to do a deal with the company without intimidation or coercion on the part of companies.</li> <li>- The provisions set out in Article 69 in the Company Regulations are following to Article 168 in Labor Law No. 13 of 2003.</li> <li>- Related to demand extra fooding of 34 members of the security is being processed with the Disnaker – Kabupaten Seruyan.</li> </ul> <p><b>Audit Team Findings</b> Audit team takes comment from worker union and considers the feedback from company. Audit team understands the company situation and will review the progress in subsequent assessment visit.</p>
<p><b>8</b></p>	<p><b>Issues</b> Workers and harvesters</p> <ul style="list-style-type: none"> <li>- Workers of Sungai Purun Estate and Sungai Rungau Estate complaining the electric current in housing was not stabile;</li> <li>- Harvester complaining related to late provision of harvesting tool;</li> <li>- Harvester complaint related to harvesting tools with poor quality.</li> </ul> <p><b>Management Responses</b> Management provide the best harvesting tools available in the market to result the highest productivity for employees.</p> <p><b>Audit Team Findings</b> Audit team will review the progress during subsequent visit.</p>
<p><b>9</b></p>	<p><b>Issues</b> From ASA3 it was noted that there are some of employees has not registered in "BPJS Kesehatan" / New Indonesian Health Insurance program for worker.</p> <p><b>Management Responses</b> The company has proposed all workers in BPJS Kesehatan Program, some of them have not registered yet due to not fulfill the requirement of National ID-Card has not registered in Central Government yet. The company will assist them and target it the "BPJS Kesehatan" for all workers will be done at the end of August 2015.</p> <p><b>Audit Team Findings</b> Company has registered all the workers into BPJS Program. Based on verification as recorded in this report RSPO P&amp;C indicator 4.7.6. Audit team found that basically all workers have been registered, however there are small number of workers who has not been registered, for various reason; in Sungai Purun Estate, ten (10) workers was not registered due to have been registered with "Jamkesda" and seven (7) workers was not yet registered due to the worker missing their demographic data. Audit team</p>

concluded the progress was sufficient and acceptable.
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**3.3.1 Status of Nonconformities Previously Identified and Observations**

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1220771N1	<p><b>Requirements:</b>            RSPO Generic Standard 2013 - Indicator 4.8.2            Records of training for each employee shall be maintained.</p> <p><b>Evidence of Nonconformity:</b>            Based on document review upon individual training record at Training center, training record for each employee from Sungai Purun POM, Sungai Rungau Estate and Sungai Purun Estate has not been updated. There are numbers of worker have joined training, but their training record has not being updated.</p> <p><b>Statement of Nonconformity:</b>            Training record for each employee has not been updated.</p> <p><b>Corrective Action:</b>            Learning and Development Department has improved the training record database. The training database for each employee in Central Workshop, Terawan POM, Terawan Estate, Lampasa Estate whose participated in training has been recorded. Audit team took names during audit and check the training recorded in Learning and Development Department's database.</p> <p>Sungai Purun Estate:</p> <ul style="list-style-type: none"> <li>- Supandi (harvester): wild flora and fauna monitoring training dated 06/13/2016;</li> <li>- Jami (sprayer): Safe pesticide application and handling dated 06/21/2016;</li> <li>- Manisah (sprayer): Safe pesticide application and handling dated 06/21/2016;</li> </ul> <p>Sungai Rungau Estate</p> <ul style="list-style-type: none"> <li>- Isak Lappy (supervisor): Fire fighting training training dated 07/19/2016;</li> <li>- Andri (harvester): Safe harvesting and loading training dated 06/10/2016;</li> <li>- Hendrinus (genset operator): Opearation and Maintenance Genset training dated 06/25/2014.</li> </ul> <p>Sungai Purun POM:</p> <ul style="list-style-type: none"> <li>- Yuli Setiadi (boiler operator): Mandatory training on Operator K3 Pesawat Uap Kelas II No.Ser.1295/OPK3/B.II/VIII/2014 dated 08/18/2014;</li> </ul> <p><b>Status:</b>            Audit team has reviewed and accepted the corrective action plan prepared by company from previous annual surveillance assessment. Audit team has examined and reviewed the correction provided by the company. Company has updated the training record database to demonstrate training has been provided to workers, in accordance to training program. Training assisstant was responsible to collect all training record from each palm oil mill and each estate and stored in training center database, on monthly basis. This includes monthly sampling to ensure the</p>	Minor

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	training record is up-to-date. Audit team concluded that the correction, corrective action and evidences are sufficient. NC Major closed on 30 <sup>th</sup> August 2016.	
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Observation	
OBS #	Description
1	RSPO P&C Generic 2013 Indicator 4.7.2 The company to consider re-painting visitor walk ways in Sungai Purun POM. Action taken: Walk ways in Sungai Purun POM has been repaired.

**3.3.2 Summary of the Nonconformities and Status**

CAR Ref.	CLASS	ISSUED	STATUS
A701839/1	Minor	17/03/2012	Closed 21/09/2013
A 701839/2	Minor	17/03/2012	Closed 21/09/2013
970468M3	Major	21/09/2013	Closed 20/11/2013
970468M4	Major	21/09/2013	Closed 20/11/2013
970468M5	Major	21/09/2013	Closed 20/11/2013
970468M6	Major	21/09/2013	Closed 20/11/2013
970467N1	Minor	21/09/2013	Closed 13/09/2014
109824M1	Major	13/09/2014	Closed 22/10/2014
109824N1	Minor	13/09/2014	Closed 14/08/2015
109824N2	Minor	13/09/2014	Closed 14/08/2015
1220771N1	Minor	14/08/2015	Closed 30/08/2016
1367039M1	Major	30/08/2016	Closed 24/10/2016
1367039M2	Major	30/08/2016	Closed 24/10/2016
1367039M3	Major	30/08/2016	Closed 24/10/2016
1367040N1	Minor	30/08/2016	"Open"
1367040N2	Minor	30/08/2016	"Open"
1367040N3	Minor	30/08/2016	"Open"

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**Assessment Conclusion and Recommendation:**

<p>Based on the findings during the assessment Sungai Purun Palm Oil Mill Certification Unit and supply base complies with the RSPO P&amp;C 2013, and the RSPO Supply Chain Certification Standard (Nov 2014) for CPO Mill. It is recommended that the certification of PT. Agro Indomas (Central Kalimantan) – Sungai Purun Palm Oil Mill Certification Unit is approved and continued.</p>	
Acknowledgement of Assessment Findings	Report Prepared by
<p><b>Name:</b> Wilton Simanjuntak</p>	<p><b>Name:</b> Pratama A Sedayu</p>
<p><b>Company name:</b> PT. Agro Indomas</p>	<p><b>Company name:</b> on behalf BSI Services Malaysia Sdn Bhd</p>
<p><b>Title:</b> Certification Manager</p>	<p><b>Title:</b> Lead Auditor</p>
<p><b>Signature:</b></p>  <p><b>Date:</b> 24<sup>th</sup> October 2016</p>	<p><b>Signature:</b></p>  <p><b>Date:</b> 24<sup>th</sup> October 2016</p>

**Appendix A: Summary of Findings**

Criterion / Indicator	Assessment Findings	Compliance
<b>Principle 1: Commitment to Transparency</b>		
<p><b>Criterion 1.1:</b>            Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSP0 Criteria, in appropriate languages and forms to allow for effective participation in decision making.</p>		
<p><b>1.1.1</b></p>	<p>There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSP0 Criteria to relevant stakeholders for effective participation in decision making.</p> <p>- Minor compliance -</p>	<p>Observed that PT. Agro Indomas maintains list of stakeholders both internal and external under document "Stakeholder List PT. Agro Indomas Central Kalimantan". The list is updated regularly (annual) by CSR and EHS deptment. The latest update available for April 2016, which contains 138 stakeholder records (name, contact, address), categorized into: District Government, Province Government, Local parliament, Justice court, Sub District Government, Village officers, internal parties, Media, NGOs, University, Company, School, and neighbouring companies.</p> <p>Protocol of information sharing between stakeholders, company has a mechanism for information request and response as per SOP Communication Doc.No.EMS-P05, rev.03 dated 24<sup>th</sup> February 2012. The exchanged information with stakholder covers all aspect of plantation such as labour issue, corporate social responsibility (CSR) programme, social and conflict issues, legal aspect, environmental and occupational health and safety.</p> <p>According to public consultation with local government, internal stakeholders, and surrounding villages, all stakeholders are aware on the the type of information available at the company including the procedures for accessing it.</p> <p>Information exchange mostly disseminated through formal way such as report or letter (hardcopy). However, a few informations can also be disseminated verbally such as response to donation request or opportunities.</p>



Criterion / Indicator		Assessment Findings	Compliance
1.1.2	<p>Records of requests for information and responses shall be maintained.</p> <p>-Major compliance</p>	<p>To ensure constructive response to stakeholders request and communication, company has a communication procedure under SOP document number EMS-P05, rev.03 dated 24<sup>th</sup> February 2012. According to the SOP, all informations exchanged with stakeholders should be recorded under log book "Buku Komunikasi dan Permintaan Informasi" available at CSR department, EHS department, and HRD department. Time frame for response to request is maximum 14 days, while life time of information request and responds maintained for 3 years.</p> <p>Each Head Department Head responsible in providing and updating information under coordination and supervision of General Manager. PIC in communication (in coordination with GM) for year 2016 are:</p> <ol style="list-style-type: none"> <li>1. For EHS is Mr. Syaipul Bahri (EHS Department Head)</li> <li>2. For social issue and CSR is MR. Beswendri</li> <li>3. For HRD issue is MS Marcellinus H. Ranteallo</li> </ol> <p>In addition to that, each unit maintains all infomration exchange through "communication log book" which records the date of request incoming, recipient, content, type of information request (wither from internal or external), means of communication (letter or direct message or telephone call), company response, person in charge, and date of response.</p> <p>Example: Request for information from Principle of Local Highschool on January 5, 2016 regarding on the job training programme for high school student. The request had been responded on January 6, 2016.</p>	Comply
<p><b>Criterion 1.2:</b></p> <p>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.</p>			

Criterion / Indicator	Assessment Findings	Compliance
<p><b>1.2.1</b></p> <p>Publicly available documents shall include, but are not necessary limited to:</p> <p>Land titles/user rights (Criterion 2.2);</p> <ul style="list-style-type: none"> <li>• Occupational health and safety plans (Criterion 4.7);</li> <li>• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8);</li> <li>• HCV documentation (Criteria 5.2 and 7.3);</li> <li>• Pollution prevention and reduction plans (Criterion 5.6);</li> <li>• Details of complaints and grievances (Criterion 6.3);</li> <li>• Negotiation procedures (Criterion 6.4);</li> <li>• Continual improvement plans (Criterion 8.1);</li> <li>• Public summary of certification assessment report;</li> <li>• Human Rights Policy (Criterion 6.13).</li> </ul> <p><b>- Major compliance -</b></p>	<p>The Company has identified documents that can be accessed by the public as per procedure of Communication and Control of Records Procedure (document number EMS-P11) which was approved on 01/07/2010. Among informations which are available for public are Legal aspect, Social and Environmental, OHS and Employment aspect, such as:</p> <ul style="list-style-type: none"> <li>- Legal aspect; permits and land title that can be accessed by public upon request. The company holds copies of HGUs in estate and originals are in Head Office in Jakarta. In addition, copy of IUP (Business Permit).</li> <li>- Environmental Impact Assessment (AMDAL) available under document "Revision of AMDAL" compiled on dated 22 June 2007. The document has been approved by Governor of Central Kalimantan and has been socialized to surrounding community and had been discussed in and inter-agency EIA commission at provincial government. Copy of EIA document available at site and available for public upon request, while implementation of EIA are reported periodically (every six month) to local government.</li> <li>- Human right policy, code of conduct, and OHSAS policy and programmes are available at every unit (estate or mill) and available for public and has been socialized to employee and contractors.</li> </ul> <p>The company OHS Policy is available on the website and is mounted on notice boards widely available throughout the company operations. The company had a Health and Safety Plan for the years of 2016/2017. The Plan provided details of strategic objectives, target, and an Action Plan for their implementation and achievement. The policy which is available is now widely accessible in all work areas and circulated to all employees and contractors. (1.2.5).</p> <ul style="list-style-type: none"> <li>- Continuous improvement plan prepared as a result of all internal audits and inspections which are monitored to determine progress against set targets. All records of requests for information are kept for a minimum of three years. The Continuous Improvement Plan is documented in the ISO 14001 EMS.</li> <li>- Copy of HCV assessment document available at EHS department and has been socialized to relevant stakeholder through public consultation.</li> <li>- Detail of complaint and grievance available at CSR department and available for relevant stakeholder upon request. For any unsolved dispute, there is report or request for mediation to local government.</li> </ul>	<p>Comply</p>

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	<ul style="list-style-type: none"> <li>- Negotiation procedure available at CSR departement and has been made available for relevant stakeholder through socialization and outreach.</li> <li>- Public summary of certification assessment report has been published throuh website.</li> <li>- Some documented report to relevant government offices are:               <ul style="list-style-type: none"> <li>• RKL-PPL Implementation Report reported periodically to BLH every six month, latest report for semester 1 2016 was on July 14, 2016.</li> <li>• Plantation Development Status, reported quarterly to Plantation Agency. Latest was on June</li> <li>• Hazardous waste handling, reported quarterly to District, Province, and Central Environmental Office; Most recent report was on July 12, 2016.</li> <li>• POME application. Quarterly reported to BLH Kabupaten, Province, and Central Environmental Office. Most recent report was on July 14, 2016.</li> <li>• Report on OHS Committee, reported quarterly to Local Manpower Office. Latest report was on July 14, 2016.</li> <li>• Investment Status Report to Central Governemnt (BKPM). Reported annually, most recent report available on July 15, 2016;</li> </ul> </li> </ul>	
<p><b>Criteria 1.3:</b>            Growers and millers commit to ethical conduct in all business operations and transactions.</p>		

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1.3.1	<p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p> <p>-Minor compliance</p>	<p>A written policy that shows commitment on code of ethical conduct and integrity in all operations and transactions available in a printed book "Standards of Business Conduct" issued by Goodhope Asia Holdings Limited on March 2013. The book contains the following: whistle blowing, entertainment &amp; gifts, conflict of interest, political activity, employment, ethical behaviour, protection of company's asset, accurate record keeping, confidentiality &amp; Information security, insider dealing, environmen, health and safety, and declaration. Code of conduct book has been distributed to all staffs in english language. The book is not yet available in Indonesia.</p> <p>The company has also "Code of ethical conduct and integrity in business, 2015", which states that: the ethical behaviour, integrity, honestly, trusted, and prohibition of all forms of corruption, bribery in the conduct or transaction of business practices. Code of conduct publication through leaflet / poster / flyer of company policy.</p> <p>Verbal socialization and communication on Code of Conduct has been done to all workers including contractor. e.g, socialization on 11<sup>th</sup> July 2015 (attended 18 workers), on 5 - 6 August 2015 (attended 45 workers and contractors) and 11<sup>th</sup> August 2015 (attended 30 workers). Based on interview with sample of workers in mill and estate, most of them are aware on the ethical code.</p>	Comply
<b>Principle 2: Compliance with applicable laws and regulations</b>			
<b>Criterion 2.1:</b>			
There is compliance with all applicable local, national and ratified international laws and regulations.			

Criterion / Indicator		Assessment Findings	Compliance
2.1.1	Evidence of compliance with relevant legal requirements shall be available. - Major compliance -	The company hold the legal permit, such as: 1. Izin Lokasi (Location permit): <ul style="list-style-type: none"> <li>- No. 178.482, dated 12<sup>th</sup> January 1995, jo. No. 08.460.42, Dated 16<sup>th</sup> December 1996 (<math>\pm</math>12,000 ha), approved by by BPN Kab. Kotawaringin Timur.</li> <li>- No. 02.460.42, dated 3<sup>rd</sup> February 1999 (<math>\pm</math> 3,860 ha), approved by BPN Kotawaringin Timur.</li> <li>- No. 102, 2005, dated 30<sup>th</sup> April 2005 (<math>\pm</math> 3,000 ha), approved by BPN Kab. Kotawaringin Timur.</li> <li>- No. 211.460.42, dated 5<sup>th</sup> March 2005 (<math>\pm</math> 1,000 ha), approved by Bupati Kotawaringin Timur.</li> <li>- No. 04, 2005, dated 17<sup>th</sup> January 2006 (<math>\pm</math> 1,300 ha), approved by Bupati Kotawaringin Timur.</li> <li>- No 92 Tahun 2007, dated 19<sup>th</sup> April 2007, jo No. 88, dated 4<sup>th</sup> March 2013, jo No. 188.45/170/2014, dated 14<sup>th</sup> April 2014 (Seluas <math>\pm</math> 752 ha), approved by Bupati Seruyan.</li> </ul> 2. Izin Usaha Perkebunan/IUP (Operational Permit) <ul style="list-style-type: none"> <li>- No.77, year 2004, dated 22nd June 2004 (+ 17,500 ha), approved by Bupati Kotawaringin Timur, addendum IUP No. 77, Year 2014 as Decision Letter No. 525/342/EK. 2007, dated 31<sup>st</sup> October 2007 become + 20,500 ha with 2 Palm Oil Mill, the capacity each mill is 90 Ton FFB/hour from Bupati Seruyan (This addendum issued due to separation of Seruyan Regency from Kotawaringin Regency).</li> <li>- No.525.26/469/VIII/EKBANG/2007, dated 28<sup>th</sup> August 2007 (+ 1,000 ha), approved by Bupati Kotawaringin Timur.</li> </ul> 3. Hak Guna Usaha/HGU (Land Tittles) <ul style="list-style-type: none"> <li>- No.12/HGU/BPN/1998, dated 6<sup>th</sup> April 1998 "tentang Pemberian HGU atas nama PT. Agro Indomas di Kabupaten Seruyan, Prov. Kalimantan Tengah", Land Certificate no. 07 dated 6<sup>th</sup> August 1998 (12,104 ha).</li> <li>- No.24/HGU/BPN.2000/A/20, dated 8th August 2003 "tentang Pemberian HGU atas nama PT. Agro Indomas di Kabupaten Seruyan, Prov. Kalimantan Tengah", Land Certificate No.08, dated 9<sup>th</sup> October 2003 (3,760.24 ha).</li> </ul>	Comply

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Criterion / Indicator	Assessment Findings	Compliance
	<p>4. Izin Pelepasan Kawasan Hutan (Forest Conversion Permit) for some areas of PT. Agro Indomas which included in forest area No.499/Kpts-II/1997 from Forestry Ministry Republic of Indonesia for ± 11,930 ha.</p> <p>5. AMDAL (SEIA); The initial Environmental Impact Assessment - AMDAL approved by Minister of Agriculture through letter No.20/ANDAL/RKL-RPL/BA/VI/1998 for the development of ± 12,000 Ha oil palm estate and a POM of capacity 60 tonnes FFB per hour. Renewal AMDAL in 2006 for areas ± 19.860 ha and increasing mill capacity from 60 tonnes FFB/ hour to 90 tonnes FFB/hour, it was approved by The Governor of Central Kalimantan through letter No.188.44/281/2007 dated 22<sup>nd</sup> June 2007 and SEIA "Dokumen Pengelolaan Lingkungan Hidup - DPLH" No.660/14/BLH/X/2011 for area of 2,052 Ha under Terawan village.</p> <p>Based on document verification and field visit, it was known that in principle, PT. Agro Indomas (Central Kalimantan) has comply with laws and regulation.</p> <ul style="list-style-type: none"> <li>- Legal ownership of the land: Company can demonstrate legal ownership of the land, in chronological manner; Izin Lokasi – Location Permit, Izin Pelepasan Kawasan Hutan – Permit for Forest Area Release; Izin Hak Guna Usaha/HGU – land title; and implementation of land compensation to previous owners.</li> <li>- Permits; Company can demonstrate Akte pendirian dan perubahan terakhir, didaftarkan di Kementerian Hukum dan Hak Asasi Manusia – Deed of establishment, registered in Ministry of Law; Izin Usaha Perkebunan/IUP – Plantation Business Permit; Tanda Daftar Perusahaan/TDP – Company registration; Nomor Pokok Wajib Pajak/NPWP – Tax account number; etc.</li> <li>- Environmental and Social; PT. Agro Indomas (Central Kalimantan) can demonstrate Izin Lingkungan – Environmental permit; Izin Land Aplikasi – POME Land Application Permit; Izin Penyimpanan Sementara Limbah Bahan Berbahaya Beracun/LB3 – Permit for temporary storage for hazardous waste; effluent management; regular monitoring upon environmental and social impacts such as waste water/effluent quality, surface water quality, ambient air quality, etc.</li> <li>- Labour law: company has provided regular health monitoring, registering all employees in social insurance (BPJS), freedom to organize, protection of reproductive rights, prevention of sexual harassment, implementation of minimum wage, implementation of working hour and overtime, - in accordance to laws.</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
<p><b>2.1.2</b></p> <p>A documented system, which includes written information on legal requirements, shall be maintained.</p> <p>- Minor compliance -</p>	<p>There is a documented system registering all relevant legal requirements to which the company must comply, and also there is a document of "Legal Register" edition April 2012 has been established, which includes relevant Environmental regulation, Plantation permit, etc. The list would be reviewed once a year by the EHS Department and all relevant department, updated as necessary.</p> <p>Evaluation of compliance for all regulation and other requirement related to environment, health and safety, manpower and land tenure has been performed "Evaluation of Compliance". Latest update was 02/02/2016 by EHS Department, for example:</p> <ul style="list-style-type: none"> <li>- 5 types of act such as "Undang-Undang seperti No.32 tahun 2009 tentang Perlindungan dan Pengelolaan Lingkungan Hidup", Undang-Undang No.5 tahun 1990 tentang Konservasi Sumberdaya Alam Hayati", "Undang-Undang No.1 Tahun 1970 tentang Kesehatan dan Keselamatan Kerja", etc.</li> <li>- 31 types of Minister regulation, for example: "Peraturan Menteri Lingkungan Hidup No18 tahun 2009 tentang Tatacara Perizinan Pengelolaan Limbah Bahan Berbahaya dan Beracun"; "Peraturan Menteri Lingkungan Hidup No.14 tahun 2013 tentang Simbol dan Label Limbah Bahan Berbahaya dan Beracun"; "Peraturan Menteri Tenaga Kerja No.13 tahun 2011 tentang Nilai Ambang Batas Faktor Fisika dan Kimia di Tempat Kerja", etc.</li> <li>- 11 types of "Peraturan Pemerintah/PP" - Government Regulation, for example "PP No.27 tahun 2012 tentang Izin Lingkungan", "PP No.82 tahun 2001 tentang Pengelolaan Kualitas Air dan pengendalian Pencemaran Air", "PP No.7 tahun 1973 tentang Pengawasan atas Peredaran Penyimpanan dan Penggunaan Pestisida", "PP No.50 Tahun 2012 tentang penerapan Ssistem Manajemen Kesehatan dan Keselamatan Kerja", etc.</li> <li>- 3 types of Decree from Badan Pengendalian Lingkungan/Bapedal, such as "Keputusan Bapedal No.1 tahun 1995 tentang Tatacara dan Persyaratan Teknis Penyimpanan dan Pengumpulan Limbah Bahan Berbahaya dan Beracun", "Keputusan Bapedal No.2 Tahun 1995 tentang Dokumen Limbah Bahan Berbahaya dan Beracun", etc.</li> <li>- 2 types of Kalimantan Tengah's regional regulations, such as "Peraturan Daerah/Perda No.1 tahun 2012 tentang Pengelolaan Air Tanah" dan "Peraturan Daerah/Perda No.5 tahun 2011 tentang Pengelolaan Usaha Perkebunan secara Berkelanjutan".</li> </ul>	<p><b>NC Minor</b></p>

Criterion / Indicator		Assessment Findings	Compliance
		<p><b>NC Minor:</b> PT. Agro Indomas (Central Kalimantan) - Terawan POM has not identified, evaluated and maintained a number of legal requirement such as manpower regulations, legal ownership of the land, regulation related to social.</p> <p><b>Objective Evidence:</b> PT. Agro Indomas (Central Kalimantan) - Terawan POM has not identified and evaluated:</p> <ul style="list-style-type: none"> <li>- Regulation related to labour, such as "Undang-undang No.13 tahun 2003";</li> <li>- Regulation related to minimum wage, social insurance and Badan Penyelenggara Jaminan Sosial (BPJS), industrial relationship, trade union, etc.;</li> <li>- Ratified ILO Convention No.105 concerning the abolition of forced labour based on "Undang-undang No.19 tahun 1999 tentang Penghapusan Kerja Paksa";</li> <li>- Ratified ILO Convention No.138 concerning Minimum Age based on "Undang-undang No.20 tahun 1999 tentang Usia Minimum untuk Pekerja";</li> <li>- Ratified ILO Convention No.100 concerning equal remuneration, based on "Undang-undang No.80 tahun 1957 tentang Pengupahan bagi laki-laki dan wanita untuk pekerjaan yang sama nilainya",</li> <li>- Ratified ILO Convention No.98 concerning right to organize and collective bargaining, based on "Undang-undang No.18 tahun 1956 tentang berlakunya dasar-dasar dari hak untuk berorganisasi dan untuk berunding bersama";</li> <li>- Regulations related to legal ownership of the land and spatial planning, such as "Undang-Undang Agraria No.5 tahun 1960", "Peraturan Menteri Pertanian No.98 tahun 2013 tentang Pedoman Perizinan Usaha Perkebunan", "Peraturan Pemerintah No.40 tahun 1996 tentang Hak Guna Usaha", "Peraturan Menteri Negara Agraria No.5 tahun 2015 tentang Izin Lokasi", etc.</li> <li>- Regulations related to social aspects such as "Undang-undang No.30 tahun 2007 tentang Perseroan Terbatas", etc.</li> </ul>	
2.1.3	<p>A mechanism for ensuring compliance shall be implemented.</p> <p>- Minor compliance -</p>	<p>The EHS department receives regular updates of any legal changes which may affect company operation. There are staffs nominated to ensure that any changes are noted and acknowledged by management. The company receives information of changes in regulations from a number of sources. This includes company lawyers, Manpower office, Agriculture and Plantation service and Forestry service and others. This is then circulated and cascaded to relevant department within the company, which might affected by these changes. Latest updated was 2nd February 2016 for 51 types of laws and regulations.</p>	Comply



Criterion / Indicator		Assessment Findings	Compliance
2.1.4	<p>A system for tracking any changes in the law shall be implemented.</p> <p>- Minor compliance -</p>	<p>There is a rigorous internal audit process which includes a review of laws and their compliance. There is no evidence of critical legal non compliance as a result of internal audit. Each department has to demonstrate evidence of compliance and/or effort in complying with these legal/regulatory requirements. This includes manpower regulation fulfilment, environmental reporting, health and safety reporting and other legal/regulatory requirements. Evidence of documented mechanism on the compliance with relevant regulation was sighted in terms of Legal Requirements and Evaluation Compliance, It was verified that list of legal requirement is updated regularl</p>	Comply
<p><b>Criterion 2.2:</b></p> <p>The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</p>			

Criterion / Indicator	Assessment Findings	Compliance
<p><b>2.2.1</b></p> <p>Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.</p> <p>- Major compliance -</p>	<p>PT Agro Indomas (Central Kalimantan) received legal ownership of the land, covering: legal permit based on Izin Lokasi – location permit, Izin Usaha Perkebunan – plantation business permit, and Hak Guna Usaha/HGU – land title; as follows:</p> <p>Izin Lokasi PT. Agro Indomas (Central Kalimantan):</p> <ul style="list-style-type: none"> <li>- "Izin Lokasi berdasarkan Surat Keputusan Kepala Badan Pertanahan No.178.482", dated 12<sup>th</sup> January 1995 with permitted area of ±12,000 Ha. Which subsequently updated on 12<sup>th</sup> December 1996 through "Surat Keputusan No.08.460.42" for area of ±12,000 Ha.</li> <li>- "Izin lokasi yang diterbitkan oleh Kepala BPN melalui SK No.102 Tahun 2005", dated 30<sup>th</sup> April 2005 with permitted area of ±3,000 Ha.</li> <li>- "Izin Lokasi yang diterbitkan oleh Kepala BPN No.04 Tahun 2005", dated 17<sup>th</sup> January 2006 with permitted area of ±1,300 Ha.</li> <li>- "Izin Lokasi yang diterbitkan oleh Kepala BPN melalui Surat Keputusan No.19.460.42" dated 30<sup>th</sup> September 1997 with area of 770 Ha.</li> <li>- "Izin Lokasi yang diterbitkan oleh Kepala BPN melalui Surat Keputusan No.02.460.42", dated 3<sup>rd</sup> February 1999 with permitted area 3,860 Ha.</li> <li>- "Izin Lokasi yang diterbitkan oleh Bupati Kotawaringin Timur melalui Surat Keputusan Bupati No. 211.460.42", dated 5<sup>th</sup> March 2005 with area ±1,000 Ha.</li> <li>- "Izin Lokasi yang diterbitkan oleh Bupati Seruyan melalui SK.Bupati No.92 Tahun 2007" dated 19<sup>th</sup> April 2007 of 752 Ha.</li> <li>- "Persetujuan Prinsip Arahkan Lokasi yang diterbitkan oleh Bupati Seruyan pada tanggal 13 Juni 2014 melalui Surat Bupati No.500/597/EK/VI/2014 Perihal Persetujuan Prinsip Arahkan Lokasi Areal Perkebunan Kelapa Sawit a.n PT Agro Indomas, seluas ±1,541.08 Ha".</li> </ul> <p>Izin Usaha Perkebunan/IUP PT. Agro Indomas (Central Kalimantan):</p> <ul style="list-style-type: none"> <li>- "Izin Usaha Perkebunan yang diterbitkan oleh Bupati Seruyan melalui SK No.77 Tahun 2004", dated 22<sup>nd</sup> June 2004 for ±17,500 Ha. Subsequently revised based on "Surat Keputusan Bupati No.525/342/EK.2007", dated 31<sup>th</sup> October 2007 for area of ±20,500 Ha and development of 2 palm oil mills with capacity each 90 tons FFB/hour.</li> <li>- Additional permit "Surat Keputusan Bupati Kotawaringin Timur No.525.26/469/VIII/EKBANG/2007 tentang Tambahan Izin Usaha Perkebunan", dated 28<sup>th</sup> August 2007 with scope ±1,000 Ha.</li> </ul> <p>---</p>	<p>Comply</p>

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	<p>Hak Guna Usaha/HGU PT. Agro Indomas (Central Kalimantan):</p> <ul style="list-style-type: none"> <li>- "Surat Keputusan Kepala BPN No.12/HGU/BPN/1998 tentang Pemberian HGU atas nama PT. Agro Indomas di Kabupaten Seruyan, Provinsi Kalimantan Tengah", dated 6<sup>th</sup> April 1998 which subsequently issued via "Sertifikat HGU oleh Kepala Kantor Pertanahan Kabupaten Seruyan No.07 dengan luas 12,104 Ha", dated 6<sup>th</sup> August 1998.</li> <li>- "Surat Keputusan Kepala BPN No.24/HGU/BPN.2000/A/20, tentang Pemberian HGU atas nama PT. Agro Indomas di Kabupaten Seruyan, Provinsi Kalimantan Tengah" dated 8<sup>th</sup> August 2003. And followed up with "Sertifikat HGU oleh Kepala Kantor Pertanahan Kabupaten Seruyan No.08, dengan luas 3,760.24 Ha" dated 9<sup>th</sup> October 2003.</li> </ul> <p>The land compensation:  Land compensation record has been documented by Personnel Assisstant, in form of approved copy for each individual that has been compensated. Based on verification upon Personnel assisstant record, up to 2014, company has compensated for the land and for the plantings to 1,870 individuals for area of 11,378 Ha.  Currently, company has completed the compensation process for area inside the Hak Guna Usaha/HGU, and based on public consultation with village communities and relevant authorities, stated that no report from stakeholders related to land grievance in the area HGU of PT. Agro Indomas (Central Kalimantan).</p>	

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2.2.2	<p>Legal boundaries shall be clearly demarcated and visibly maintained.</p> <p>- Minor compliance -</p>	<p>PT. Agro Indomas (Central Kalimantan) demonstrates effort ensure all legal boundaries to be clearly demarcated and maintained in the form of boundary pegs. These pegs are also mapped with the relevant marker number in each estate along with GPS tracking. The company was maintaining all operating unit consistently carry out monitoring of boundary markers regularly and this is recorded.</p> <p>Sungai Purun Estate:            Based on document verification upon "Laporan Pembersihan Area Tugu dan Label Ulang Nomor Tugu HGU Sungai Purun Estate Juni-Juli 2016", the boundary peg maintenance carried out in 25-29<sup>th</sup> July 2016 by GIS Department for 160 boundary pegs in Sungai Purun Estate. Based on field visit to HGU pegs No.BSK29-BSK34 which boundary between PT. Agro Indomas with PT. Bumi Sawit Kencana – in good condition. Based on field visit to HGU pegs No.HMBP 103 - 107 which boundary between PT. Agro Indomas with PT. Hamparan Massawit Bangun Persada – in good condition.</p> <p>Sungai Rungau Estate:            Based on document verification upon "Laporan Pembersihan Area Tugu dan Label Ulang Nomor Tugu HGU Sungai Rungau Estate Juni-Juli 2016", the boundary peg maintenance carried out in 19-23<sup>rd</sup> July 2016 by GIS Department for 43 boundary pegs in Sungai Rungau Estate. Based on field visit to HGU pegs No.AIM 06, 07, 31 and BPN poles No.01, 105, 104, 102 – in good condition.</p>	Comply

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Criterion / Indicator		Assessment Findings	Compliance
<b>2.2.3</b>	<p>Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC).</p> <p>- Minor compliance -</p>	<p>PT. Agro Indomas, through Personnel Assistant (PA) is documenting all land disputes. The documentation and resolution process covers claimant document, resolution process, verification result, participative land measurement, agreement between parties (if come to consensus). The map of land disputed is available with PA and Public relation officer, inscribing the location and block location of disputed area, claimant identity, hectare claimed, etc. Record of land compensation, such as "Berita Acara Kompensasi", receipt, and photograph are available in premises.</p> <p>Based on verification upon Personnel assistant record, up to 2014, PT. Agro Indomas (Central Kalimantan) has compensated for the land and for the plantings to 1,870 individuals for area of 11,378 Ha.</p> <p>Currently, company has completed the compensation process for area inside the Hak Guna Usaha/HGU, and based on public consultation with village communities and relevant authorities, stated that no report from stakeholders related to land grievance in the area HGU of PT. Agro Indomas (Central Kalimantan).</p>	Comply
<b>2.2.4</b>	<p>There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</p> <p>-Major compliance</p>	<p>PT. Agro Indomas (Central Kalimantan) has settled most of the area under HGU moments back. The company has not acquired any new land recently apart from some approaches for land of customary owners to turn their land into the plasma scheme. The company holds a copy of the land compensation paid to the landowners, including the amount paid for the commercial land (e.g. commercial-rubber tree) with the recipient and witness signatures. Since 2003, the company implements a new policy which required more detailed documents including photographs of the recipients and witnesses.</p>	Comply

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<p><b>2.2.5</b></p> <p>For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable).</p> <p>-Minor compliance</p>	<p>Procedure of identification, calculation and compensation for the loss of legal or customary rights is available in place.</p> <p><b>Land identification procedures as follows:</b>            Claims incoming from the local community, Inventory and identification of land, document verification, field visit. map overlapping. If it is not compensated yet, then continued to negotiation and payment will be made after both parties are agree.</p> <p><b>Compensation calculation procedure: as follows:</b> The land compensation team socialize the compensation rate as per the local regulation rates among the landowner, the compensation date may vary on the vegetation/crops/ planting on the land, compensation rates are agreed per ha basis land and planting area to be provided to the land compensation team, the land compensation team may agree for a rate within the range approved by the local regulation and company (If required to pay more than approval amount special approval should be received from the Plantation Director, bu If the villagers agree with proposed rate, the SOP LCD.3.1 measurement of land for compensation should be followed.</p> <p><b>Compensation procedure as follows:</b>            Identification of land status/legal ownership, field visit, mapping with the landowner using GPS which witnessed by neighbouring and local government officer and result is signed by them, preparing land compensation document, and payment documents, such as: Berita Acara Ganti Rugi, maps, statement letters, receipt, photograph as evidence</p> <p>Based on interview with Lampasa village, Terawan village and consultation with Badan Pertanahan Kabupaten Seruyan and Dinas Perkebunan Kabupaten Seruyan, there was no more conflict between PT.Agro Indomas (Central Kalimantan) and other party, including surrounding communities. Company has documented all land conflict through Personnel Assisstant. Disputed land has been documented including claim document, settlement process, participatory field check and field measurement, mutual agreement between company and claimant. Map of disputed land is well organized, available with public relation officer and personnel assisstant, describing the disputed land location, block location, name of claimant, the hectarage of disputed land.</p> <p>Audit team seen the settlement process for land dispute by claimant, Mr.A****/H**** for 8 Ha in block G20 and T**** in block D16b.</p>	<p>Comply</p>

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Criterion / Indicator		Assessment Findings	Compliance
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations.  -Major compliance	Based on interview with Lampasa village, Terawan village and consultation with Badan Pertanahan Kabupaten Seruyan and Dinas Perkebunan Kabupaten Seruyan, there was no more conflict between PT.Agro Indomas (Central Kalimantan) and other party, including surrounding communities.	Comply
<b>Criterion 2.3:</b> Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.			
2.3.1	Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities)..  - Major compliance -	The company development is 95% on Government land which is leased under HGUs or Recommendations where HGU has not yet been issued – see above indicator 2.2.1 Under the Plasma scheme for example, they have around 180 Ha which totally manage the plasma scheme for the local villagers. They are not leasing the land rather they are operating on behalf of the local people.  Records of negotiated agreements are available at the GM's office. In all the sample estates visited, it was confirmed during interviews with the local community that there are only a small number of minor land disputes in the company. A compensation payment was made based on an agreed amount following negotiations	Comply

Criterion / Indicator	Assessment Findings	Compliance
<p><b>2.3.2</b> Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include:</p> <p>a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making;</p> <p>b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken;</p> <p>c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land.</p> <p>- Minor compliance -</p>	<p>Maps are available in appropriate scale in term of GIS database showing extent of all land resolution process with clear demarcation which area are still being resolved and which have been completed. These agreements are available for each village. (2.3.2)</p> <p>The local people have initial meetings with the company representative which are minuted. These meetings explain to the local people how the system works and the benefits and any negative issues associated with the scheme. The company holds individual land compensation payment records – see detail above indicator 2.2.3.</p> <p>PT. Agro Indomas (Central Kalimantan) Land compensation record has been documented by Personnel Assisstant, in form of approved copy for each individual that has been compensated. Based on verification upon Personnel assisstant record, up to 2014, company has compensated for the land and for the plantings to 1,870 individuals for area of 11,378 Ha. And in each land compensation documents, completed with mutual agreement and statement to release interest on land and plantings - <i>Surat Pernyataan Melepaskan Hak dan Kepentingan atas Tanah dan Tanam Tumbuh</i>; Agreement on compensation amount - <i>Surat Kesepakatan Nilai Ganti Rugi</i>; Map based on participatory mapping and measurement upon compensated land - <i>Peta hasil pengukuran bersama atas tanah yang diganti rugi</i>; payment receipt - <i>Bukti Pembayaran GRTT</i>. All documents are acknowledged by village authorities and witnesses including all boundary neighborhood to the land.</p> <p>Currently, company has completed the compensation process for area inside the Hak Guna Usaha/HGU, and based on public consultation with village communities and relevant authorities, stated that no report from stakeholders related to land grievance in the area HGU of PT. Agro Indomas (Central Kalimantan).</p>	<p>Comply</p>



Criterion / Indicator		Assessment Findings	Compliance
2.3.3	<p>All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p> <p>-Minor compliance</p>	<p>As explained in 2.3.2 above, PT. Agro Indomas (Central Kalimantan) does not perform any more land compensation. However, land compensation for all land under Hak Guna Usaha/HGU – land title has been well-documented by Personnel Assisstant and Public Relation department. All land compensation documents are available in Bahasa Indonesia.</p> <p>Company has presented both positive and negative impacts from the development of oil palm plantation and palm oil mill to all relevant and interested parties,with regards to preparation on social and environmental impact assessment report, through presentation of AMDAL document.</p>	Comply
2.3.4	<p>Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel.</p> <p>-Major compliance</p>	<p>Based on verification on land compensation, management statement and interview with villagers, it was known that the land compensation conducted directly between company and landowners. And in each land compensation documents, completed with mutual agreement and statement to release interest on land and plantings - <i>Surat Pernyataan Melepaskan Hak dan Kepentingan atas Tanah dan Tanam Tumbuh</i>; Agreement on compensation amount - <i>Surat Kesepakatan Nilai Ganti Rugi</i>; Map based on participatory mapping and measurement upon compensated land - <i>Peta hasil pengukuran bersama atas tanah yang diganti rugi</i>; payment receipt - <i>Bukti Pembayaran GRTT</i>.</p> <p>All of these documentation has been acknowledged by village authorities and witnesses, as well as neighboring entities of the land.</p>	Comply
<p><b>Principle 3: Commitment to long-term economic and financial viability</b></p>			
<p><b>Criterion 3.1:</b></p> <p>There is an implemented management plan that aims to achieve long-term economic and financial viability.</p>			

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<p><b>3.1.1</b></p> <p>A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders.</p> <p>- Major compliance -</p>	<p>PT. Agro Indomas holds a long term working plan for at least three years i.e. PT Agro Indomas 3 (three) year's Business Plans and Budgets; this includes crop projection, Oil Extraction Rate, Cost of Production, Price forecasts, financial indicators, including People Engagement and Recognition cost to speed up workers housing repair and maintenance. The cost of production has been reviewed and compared against expenditure each year with projects in place for future years. This includes production costs per tonne of Crude Palm Oil. The plan is reviewed on a yearly basis at least. The plan includes: Ensuring sourcing best quality planting materials with improved yields, FFB trends taking into consideration replanting, crop maturity and future extraction rates.</p> <p>Sungai Purun POM:  PT. Agro Indomas (Central Kalimantan) was able to demonstrate the budget for Sungai Purun POM financial year started April 2016 – March 2017, April 2017 – March 2018, April 2018 – March 2019. The budget describes the FFB process from company-owned estate, smallholder and third party FFB contractor. The budget was also describing the plan for CPO production, OER, plan for PKP production and KER.  Sungai Purun POM was receiving FFB from Plasma Terawan and Plasma Bangkal.  The budget was also putting the list of third party FFB contractor.</p> <p>Sungai Purun Estate:  The budget crop for 3 years from Sungai Purun Estate was evident.</p> <p>Sungai Rungau Estate:  The budget crop for 3 years coming out from Sungai Rungau Estate was evident. For 12 months period September 2016 up to August 2017, the FFB crop estimated at 89,161 tons (22.54 ton/Ha).  There was a parameter budget for Sungai Rungau Estate upkeep: circle and path weeding, selective chemical weeding, lalang eradication, weeding VOP, barn owl nest, rat baiting, Oryctes control, Road maintenance manual, upkeep bridges less than 6 meters, culvert maintenance, palm supplying, boundry marking and sign boards, water structure sand bag news, empty bunch application, etc.</p> <p>---</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance																
		<p>Terawan Plasma:            Smallholder area for Terawan in Sungai Purun Estate comprises of Koperasi Maju Jaya Terawan, 12.3 Ha and Kelompok Tani Karya Bakti Desa Terawan, 60 Ha. Budget FFB for 12 months 2016/2017 in Koperasi Maju Jaya Terawan (12.3 Ha) to have 100 tons. Budget FFB for 2016/2017 in Kelompok Tani Karya Bakti Desa Terawan (60 Ha) to have 1,230 tons.</p> <p>Smallholder area for Terawan in Sungai Rungau Estate comprises of Koperasi Maju Jaya Terawan, 12.8 Ha. Budget FFB for 2016/2017 in Koperasi Maju Jaya Terawan (12.8 Ha) to have 112 tons.</p> <p>Bangkal Plasma;            Smallholder area for Terawan in Sungai Purun Estate comprises of Kelompok Tani Sangumang Desa Bangkal, 60 Ha. Budget FFB for 2016/2017 in Kelompok Tani Sangumang (60 Ha) to have 1,200 tons.</p>																	
3.1.2	<p>An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available.</p> <p>- Minor compliance -</p>	<p>The plantation age profile consists of relatively young oil palm. Replanting programme is long way. Wherever possible PT. Agro Indomas makes attempts to improve practices based on any information on developments and improvements in the industry. This is to help improve and increase yields and ongoing viability.</p> <p>Sungai Rungau Estate:            Sungai Rungau Estate is in first planting generation. The planting years describes as follows:</p> <table border="1"> <thead> <tr> <th>Year of Planting</th> <th>Total Ha</th> </tr> </thead> <tbody> <tr> <td>1998/1999</td> <td>1,708.00</td> </tr> <tr> <td>1999/2000</td> <td>1,226.30</td> </tr> <tr> <td>2000/2001</td> <td>322.00</td> </tr> <tr> <td>2004/2005</td> <td>478.70</td> </tr> <tr> <td>2005/2006</td> <td>158.60</td> </tr> <tr> <td>2011/2012</td> <td>62.50</td> </tr> <tr> <td></td> <td>3,956.10</td> </tr> </tbody> </table> <p>The replanting for Sungai Rungau Estate planned for 2023.</p>	Year of Planting	Total Ha	1998/1999	1,708.00	1999/2000	1,226.30	2000/2001	322.00	2004/2005	478.70	2005/2006	158.60	2011/2012	62.50		3,956.10	Comply
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<p><b>Principle 4: Use of appropriate best practices by growers and millers</b></p>																			
<p><b>Criterion 4.1:</b>            Operating procedures are appropriately documented, consistently implemented and monitored.</p>																			

Criterion / Indicator		Assessment Findings	Compliance
4.1.1	<p>Standard Operating Procedures (SOPs) for estates and mills are documented</p> <p>- Major compliance -</p>	<p>PT. Agro Indomas (Central Kalimantan) is referring to Agricultural Policies. These Agricultural Policies divided for policies for nursery, land clearing and development, upkeep of immature and mature palm. Each policy developed into Standard Operating Procedures for estate from land clearing to harvesting. This is in the form of a document which includes all relevant SOPs as required. The SOPs are available to all managers and assistants in the estate office, the SOPs covering nursery, land clearing, road system, water management, planting density, soil and water conservation, LCC application, planting technique, immature maintenance, ablation, yield projection, canopy management, fertilizer application, fertilizer sampling, field sampling for nutrient analysis, palm census, infilling palm, thinning out, weeding, POME application, oil palm planting on organic soil, fire prevention, terrace planting, transport FFB, harvesting, etc. All SOP also defines the safe working practices and environmentally friendly method in each activity to be performed.</p> <ul style="list-style-type: none"> <li>- "Agro Plantations Pembibitan OP/C1/06/01" dated 06/01/2006 for nursery operation;</li> <li>- "Agro Plantations Hutan menjadi Perkebunan Kelapa Sawit OP/C2/06/01" dated 06/01/2006 for land clearing through underbrushing, felling, stacking. Zero burning is company policy;</li> <li>- "Agro Plantations Tata Letak Sistem Jalan Perkebunan OP/C3/06/01" dated 06/01/2006 for design and construction of road network for oil palm plantation. This including drainage and harvesting path;</li> <li>- "Agro Plantations Manajemen Air dalam Perkebunan Kelapa Sawit OP/C4/06/01" dated 06/01/2006 for drainage system and water management; consideration given to organic soil and sulphur acid soil;</li> <li>- "Agro Plantations Kerapatan Tanaman OP/C5/06/01" dated 06/01/2006 for planting density, planting method for coastal area, area with slope, etc. No planting on area with slope &gt; 25°;</li> <li>- "Agro Plantations Konservasi Tanah dan Air OP/C7/06/01" dated 06/01/2006 for soil conservation and water conservation, through terrace contour, platform, silt pits, bund and conservation trench, legume cover crop and vetiver grass planting;</li> <li>- "Agro Plantations Teknik Penanaman OP/C8/06/01" dated 06/01/2006 for planting method, planting hole size.</li> </ul> <p>---</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>- "Agro Plantations Ablasi OP/C10/06/01" dated 06/01/2006 for castration/cutting male and female flower during immature phase;</li> <li>- "Agro Plantations Panen OP/C11/06/01" dated 06/01/2006 for harvesting. This procedure including preparation of harvesting path, pre-harvest sanitation, preparation of market place, harvesting round, harvesting quality (ripe, undersipe, overripe, empty bunch, etc.), FFB quality monitoring, FFB transport, etc.;</li> <li>- "Agro Plantations Pemangkasan Daun Kelapa Sawit OP/C13/06/01" dated 06/01/2006 for pruning oil palm frond – based on age of palm.</li> <li>- "Agro Plantations Pemupukan OP/C14/06/01" dated 06/01/2006 for fertilizer regime: type of nutrient, type of fertilizer, dosage, timing, placement, etc.;</li> <li>- "Agro Plantations Pengambilan Sampel di Lapangan untuk Analisis Hara dan Penentuan pertumbuhan OP/C16/06/01" dated 06/01/2006 explains the leaf sampling unit and vegetative measurement;</li> <li>- "Agro Plantations Pengendalian Gulma di Areal Tanaman Menghasilkan OP/C20/06/01" dated 06/01/2006 for control of weed. This procedure also explains the type of chemical/active ingredients, the dosage for particular/targeted weed;</li> <li>- "Agro Plantations Manajemen Hama dan Penyakit OP/C21/06/01" dated 06/01/2006 for control of pest and disease: type of pest, means of control, type of chemical, dosage and targeted species;</li> <li>- "Agro Plantations Digested Palm Oil Mill Effluent Land Application" OP/C13/05/01 dated 05/15/2004 for POME land application.</li> <li>- "Agro Plantations Oil Palm Planting on Organic Soils" OP/C8Organic Soil/01/07 dated 07/01/2007 explains company policies for planting on organic soil: no planting on organic soil over 3 meters depth or with dense alan forest vegetation – left as conservation area; periphery and main drains should be constructed and connected to main outlet 6 months before commencement of land clearing and stacking; no field planting should be carried out &lt; 6 months after land clearing; planting density 160 palms/Ha.</li> <li>- "Agro Plantations Fire Prevention and Management System" defined the policy for fire prevention programmes through zero burning policy during land clearing, construction offire break, prepare manpower for fire patrol and fire fighting;</li> </ul> <p>---</p>	

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	<p>Sungai Purun POM:            There are standard operating procedures under Palm Oil Operation Manual, indicating all operational areas and station in the mill. The manual consist of:</p> <ul style="list-style-type: none"> <li>- Standar Operasional Prosedur SOP/01 Weighbridge dated 04/20/2007, explains the CPO dispatch procedure, PK dispatch procedure.</li> <li>- Standar Operasional Prosedur SOP/02 Loading Ramp dated 04/20/2007 explains the operational procedure of loading ramp, FFB conveyor, FFB lorries, use of rail track, transfer carriage, undertow – including checking of oil level, lorry condition, chain condition, hydraulic leakage, electrical connection before working.</li> <li>- Standar Operasional Prosedur SOP/03 Sterilizer dated 04/20/2007, explains the operational of sterilizer, including the safety aspects. Purpose of steam, checking prior to operating sterilizer, sterilizer tool, critical safety device, opening sterilizer door, emergency shutdown.</li> <li>- Standar Operasional Prosedur SOP/04 Thresher Station dated 04/20/2007, explains the operational of thresher station.</li> <li>- Standar Operasional Prosedur SOP/05 Press station dated 04/20/2007, explains the operational of press station: MDP conveyor, top fruit distribution conveyor, digester, screw press, overflow chute, crude oil gutter, sand trap tank, sand disposal conveyor, oil vibrating screen, screen waste conveyor, crude oil tank, de-sanding system, hot water tank.</li> <li>- Standar Operasional Prosedur SOP/06 Klarifikasi dated 04/20/2007, explains the operational of clarification.</li> <li>- Standar Operasional Prosedur SOP/07 Kernel Station dated 04/20/2007, explains the operational of machinery kernel station.</li> <li>- Standar Operasional Prosedur SOP/08 Boiler Station dated 04/20/2007, explains the operational of boiler station.</li> <li>- Standar Operasional Prosedur SOP/09 Engine Room Station dated 04/20/2007, explains the operational of engine room station.</li> <li>- Standar Operasional Prosedur SOP/10 Water Treatment Plant dated 04/20/2007, explains the operational of water treatment.</li> <li>- Standar Operasional Prosedur SOP/11 Palm Oil Mill Effluent dated 04/20/2007, explains the operational and treatment of palm oil mill effluent.</li> </ul> <p>---</p>	

Criterion / Indicator		Assessment Findings	Compliance
		They are strategically placed in the specific work areas. These SOPs include all operational areas from reception of FFB to dispatch of CPO. These include reference pictures and photographs demonstrating correct techniques for each area of operations. There are mechanisms in place to ensure all SOPs are followed. With regards to mills, evidences for implementation of SOPs are provided by the completion of log books and operating records which are collected and reviewed by the Mill Engineer.	
4.1.2	<p>A mechanism to check consistent implementation of procedures shall be in place.</p> <p>- Minor compliance -</p>	<p>There are specific department performing control and monitoring over field work quality and SOP implementation. Each department do focus on different aspect/activity. Agronomy department carries out daily inspection for all aspects related to oil palm plantation upkeep. Quality Control team is to monitor the quality of operational activities such as fertilizer application quality, weeding regime, harvesting quality, FFB ripeness and pruning quality. Records are maintained of all the implementation in the form of upkeep records, pruning, fertiliser application, harvesting method and all relevant applications of these SOPs. The company has EHS team to monitor the OHS and EMS performance.</p> <p>In addition, Field walk report from Plantation Manager covering harvesting ration, frond placing, FFB loses, upkeep, pruning is performed on regular basis. Records are maintained of any scheduled inspection to ensure each area is operating efficiently and that any breakdowns or other operating issues are reported</p> <p>Agronomy conducted daily inspection on crop quality and block inspection.</p>	Comply

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<p><b>4.1.3</b> Records of monitoring and any actions taken shall be maintained and available, as appropriate.</p> <p>- Minor compliance -</p>	<p>Sungai Purun POM:  Laboratory is responsible to monitor the quality of process. Record seen: Daily Lab Report and Comment dated 08/24/2016: FFB processed 724.51 tons; Processing hours: 16.9 hours; Mill throughput: 40.84 tons/hour; Press throughput: 18.50 tons/hours; CPO stock: 356.9 tons; CPO produced: 144.96 tons; OER 20.01%. CPO Quality: FFA sample 3.96%; moisture 0.21%; dirt 0.02%; DOBI 2.41. Oil losses: unstripped bunch 0.0029%; spillage 0.09%. Kernel stock: 104.45 tons; kernel production: 33.69 tons; KER 4.65%. Kernel quality: FFA 1.31%; dirt 6.31%; moisture 6.03 %; broker kernel 20.33%. Kernel losses: unstripped bunches 0.0029; fibre cyclone 0.21%.</p> <p>Progress Report for July 2016:  The report indicating the crop input – FFB, from company-owned estate 45,746 tons; from Plasma 427.73 tons; outside supplier 1990.71 tons. FFB processed 9,047.50 tons. Mill throughput 45.30 ton/hour. CPO production 1,870 tons – OER 20.68%. PK production 498 tons – KER 5.5%.  Regular visit from Senior Mill Manager on 07/19/2016 to Sungai Purun POM. Latest visit with report and pictures of mill condition dated 07/19/2016. The action plan taken by Sungai Purun POM management covering repair of choked condensate sampling point, leaking and polluting the soil below – repaired and cleaned 07/20/2016; dirty ripple mill platform – cleaned on 07/20/2016; drain in front of sterilizer choked – cleaned on 07/20/2016;  Realisasi mechanical preventive maintenance Sungai Purun Mill 2016 – 2017, indicating the monthly preventive maintenance planning in the mill. The preventive maintenance planning was divided per station/mill machineries. Sample: For sterilizer station, on 07/11/2016 replace inlet pipe packing for sterilizer No.2 and replace sterilizer door packing for sterilizer No.4.</p> <p>Sungai Purun Estate:  General upkeep monitoring 2016/2017, period July 2016, general comment stating the rat attack was high and weed control requires attention. Action plan was to conduct chemical weeding and to implement better land sanitation as well as introduction of Tyto alba faster (ration 1:60 Ha).</p> <p>Sungai Rungau Estate:  “Inspeksi Panen Sungai Rungau Estate” – harvesting inspection in Sungai Rungau Estate, dated 08/27/2016 for block A17, A18, B20; result of inspection: loose fruit collection in block A17, A18 and B20 was fair; over pruning high, rat attack high (5-9%), etc. Follow up by manager.</p> <p>---</p>	<p>Comply</p>



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		<p>Terawan Plasma: Terawan plasma in Sungai Purun Estate. From 60 Ha, FFB production 674.4 tons for period September 2015 – March 2016</p>	
4.1.4	<p>The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB).</p> <p>- Major compliance -</p>	<p>Sungai Purun POM: PT. Agro Indomas (Central Kalimantan) has identified a number of third-party FFB suppliers: PT. Gading Sawit Kencana, PT. Multipersada Gatramegah, Mr.Bambang Aminarso, Koperasi Maju Jaya Terawan, Koperasi Berkat Maju Jaya Bersama. Between periods of September 2015 – August 2016, Sungai Purun POM received and process 13,921 tons of third-party FFB.</p> <p>Document seen: "Perjanjian Jual Beli Tandan Buah Segar (TBS) No.Mill/GMO/TBS/XI/2014/00007" as sales agreement between Mr.Bambang Aminarso and PT. Agro Indomas, dated 11/24/2014 – valid for 2 years. "Perjanjian Jual Beli Tandan Buah Segar (TBS) No.Mill/GMO/TBS/VI/2014/00012" as sales agreement between PT. Multipersada Gatramegah and PT. Agro Indomas, dated 06/08/2016 – valid for 2 years.</p> <p>Standard requirements applied. The agreement explains the delivery, price, grading criteria, etc. One of the statements: the FFB supplier guarantee the FFB belongs to the supplier, not from stealing.</p> <p><b>Observation:</b> PT. Agro Indomas (Central Kalimantan) - Terawan POM has demonstrated a procedure for "FFB Purchases and Transport SOP-PLID-FIN-FFB", list of third party FFB suppliers and FFB supply contracts. The FFB supply contract, in one of the clause stated prohibit supply of stolen FFB. Enhancement need to be taken for prevention of FFB supply from illegal sources.</p>	Comply
<p><b>Criterion 4.2:</b> Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>			

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4.2.1	<p>There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible.</p> <p>- Minor compliance -</p>	<p>Agricultural Policies Chapter 14 – Pemupukan. The policies including fertilizer application on immature area, EFB application (50 MT/Ha/year), fertilizer application at mature area, timing, placing, methods, etc.</p> <p>The procedure including precaution on quality and standard, environmental and health and safety concerns.</p>	Comply

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<p><b>4.2.2</b> Records of fertiliser inputs shall be maintained.</p> <p>- Minor compliance -</p>	<p>Each estate managed to demonstrate Fertilizer Recommendation and Application Schedule. Fertilizer application refers to dosage and time of application lined out within the fertilizer recommendation. Terawan Estate and Lampasa Estate shows records of all fertiliser application for all areas including amounts and types of fertiliser used. EFB is also applied – there are records available of where it is applied and amounts for estates near to the mill, e.g.</p> <p>Sungai Purun Estate: Block C7: Recommendation to apply Urea 3 kg/palm in April and October 2016, total 10.97 tons; to apply TSP 0.75 kg/palm in January 2017, total 2.74 tons; to apply MOP 3.75 kg/palm in April and October 2016 total 13.72 tons; Kiesreite 1.5 kg/palm in July 2016 total 5.49 tons. Application: block C7, 27.8 Ha, recommendation to apply TSP 0.75 kg/palm in April 2016, totalling 2.74 tons – applied TSP 0.75 kg/palm, totalling 2.74 tons in May 2016; recommendation to apply MOP 2 kg/palm in April 2016, totalling 7.32 tons – applied MOP 2 kg/palm in August 2016, totalling 7.30 tons. No plan for application of EFB, however there was 429.56 tons applied. Another application 83.98 tons EFB for block K02 in July 2016.</p> <p>Sungai Rungau Estate: Block A16, 22 Ha; was recommended to apply Urea 2.25 kg/palm in April and October 2016, total 6.31 tons; to apply TSP 0.75 kg/palm in January 2017, total 2.1 tons; to apply MOP 3.75 kg/palm in April and October 2016, total 10.52 tons; to apply Kieserite 1.5 kg/palm in July 2016, total 4.21 tons. Actual application: block A16, 22 Ha; recommendation to apply Urea 1.25 kg/palm, totalling 3.51 tons in April 2016 – applied Urea 1.25 kg/palm total 3.51 tons in 05/11/2016; recommendation to apply MOP dosage 2 kg/palm, totalling 5.61 tons in April 2016 – applied MOP 2 kg/palm, total weigh 5.61 tons in 06/23/2016.</p> <p>Terawan Plasma in Sungai Purun Estate: Block I03 has recommendation to apply Urea 2.25 kg/palm totalling 7.02 tons for application in April and October 2016; to apply MOP 3.5 kg/palm totalling 10.92 tons for application in April and November 2016; to apply Borate 0.05 kg/palm in April 2016 with total 0.16 tons; to apply Dolomite 2.25 kg/palm, with total 7.02 tons, in August 2016. Application: block I03, 30 Ha, recommendation to apply Urea 1.25 kg/palm, totalling 3.9 tons in April 2016 – applied Urea 1.25 kg/palm total 3.9 tons in April 2016; recommendation to apply TSP 0.4 kg/palm totalling 1.25 tons in April 2016 – applied TSP 0.4 kg/palm totalling 1.25 tons in May 2016.</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
<p><b>4.2.3</b></p> <p>There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status.</p> <p>- Minor compliance -</p>	<p>A full soil analysis was completed in May 1997, done by PARAM Agricultural Soil Survey, Malaysia. The report titled "Soils of the PT. Agro Indomas Plantation Kecamatan Danau Sembuluh Kabupaten Kotawaringin Timur, Propinsi Kalimantan Tengah – May 1997". The area of study covers 14,160 Ha. The elevation in the plantation ranges from 15 meter to less than 100 meters. Slopes in the area range from level undulating to rolling (0-24%) or 0-12° slopes. The main problem with the plantation has been the low fertility status and poor drainage. A few recommendation made: Use of EFB as organic mulches, monitor soil erosion on rolling land, cover crop terracing, stacking oil palms fronds. The results have been received for each estate. Maps have been produced indicating soil types on each estate in term of detail soil map.</p> <p>The organic soil identified under soil type Gali/organosol hemic, description: dark brown partly decomposed organic soil material about 70 cm deep overlying clay. Very poorly drained organic deposit.</p> <p>The sandy soil identified under soil type Jambu-Arenosol kwarsik, description: deep white sand, structureless, loose. Excessively drained soils on sand deposit.</p> <p>The soil analysis report completed with soil map.</p> <p>Agronomy Team conducted foliar and rachis sample taking to be sent for analysis in order to prepare fertilizer recommendation. Foliar and rachis sample analysis for fertilizer recommendation 2016/2017 was carried out in October 2015 and analysis report dated November 2015. Foliar and rachis sample analysis carried out by ChemVi Laboratory Sdn. Bhd. titled: Oil Palm Leaf (Foliar) and Rachis Sample Analysis Year 2015 No.LS/1015/0384. The foliar and rachis samples were taken from each plantation blocks:</p> <p>Sungai Purun Estate: Block C7 – AICK/LC/C07/15 identified the results: N 2.59%; P 0.19%; K 1.19%; Mg 0.32%; Ca 0.71%; B 19.45ppm;</p> <p>Sungai Rungau Estate: Block A16 – AICK/LC/A16/15 identified the result: N 2.8%; P 0.17%; K 1.17%; Mg 0.27%; Ca 0.7%; B 18.05ppm;</p> <p>Terawan Plasma: In Sungai Purun Estate Block F37 – AICK/LC/F37/15 identified the result N 2.81%; P 0.18%; K 1.19%; Mg 0.38%; Ca 0.54%; B 21.44ppm</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance
4.2.4	<p>A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting.</p> <p>- Minor compliance -</p>	<p>Sungai Rungau Estate: Estate applied EFB for plantation blocks. . Application of EFB for block B38, applied with 569.71 tons EFB. Application of EFB for block D21, applied with 333.4 tons EFB.</p> <p>Terawan Plasma: Terawan Plasma located in Sungai Rungau (12.8 Ha) block G16 applied with EFB 248.87 tons.</p>	Comply
<p><b>Criterion 4.3:</b> Practices minimise and control erosion and degradation of soils.</p>			
4.3.1	<p>Maps of any fragile soils shall be available.</p> <p>- Major compliance -</p>	<p>PT. Agro Indomas shows soil survey in the beginning of oil palm development. The soil survey report produced in May 1997. Based on the soil survey report, the main problem identified was low fertility and poor drainage. The detailed map identifying soil type is made available. Compared to the conservation status/HCV, the peat area falls under <i>Gali</i> type while heath forest falls under <i>Jambu</i> type. PT Agro Indomas shows map for each estates, all with relevant soil type, topographic condition and river/waterways location. The plantation is relatively flat.</p>	Comply
4.3.2	<p>A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific).</p> <p>- Minor compliance -</p>	<p>In general, there is no plantation sets on area with steep slope. Agronomy department made recommendation to implement silt pit and platform for estate block with certain slope.</p> <p>Sungai Rungau Estate: The predominant soil type in the plantation <i>Kyg, Cht</i> and <i>Jht</i>. Sungai Rungau soil management unit identified. Sample: Unit A2 mineral; issues identified high P fixation, poor nutrition; special management attention: high single dose P input. Unit E organic; issues identified such as high K input, water management, poor root anchorage; special management attention: regulate water table, compaction at planting, high MOP input. Unit F sandy; issues identified such as root impediment (hard pan), high leeching, poor water holding capacity, poor nutrition; special management attention: aeration drainage (break hard pan), EFB mulching, small dose fertilizer but in frequent application.</p>	Comply

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Criterion / Indicator		Assessment Findings	Compliance
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	Road Maintenance Programme is available. Sungai Purun Estate: Target for 2016/2017 was to re-surface and re-grading 56,300 meters boundary road; 125,300 meters collection road; 28,400 meters main road. Progress to date shows Road grading and compacting performed for 1,841 meter main road and 15,420 meters collection road. Company also performed maintenance for 7,025 meters road side drain for main road and 16,795 meters road side drain in collection road.  Sungai Rungau Estate: Sungai Rungau Estate has defined road maintenance plan into re-surfacing and re-grading/compacting. Re-surfacing for main road targeting 25,000 meters; re-surfacing for collection road targeting 30,000 meters. Re-grading/compacting for collection road targeting 116,600 meters – actual work for period April up to July 2016 was 10,000 meters; re-grading/compacting for main road targeting 32,900 meters – actual work for period April up to July 2016 recorded at 9,100 meters.	Comply
4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	PT. Agro Indomas Central Kalimantan and PT. RIM Capital: Agricultural Policy Chapter 4 – Water management at oil palm plantation No.OP/C4/06/01 dated 1 <sup>st</sup> June 2006. SOP explains drainage dimension (upper x lower x depth) Main drain - 4m x 1m x 2m; Collection drain - 2,0m x 0,6m x 1,75m; Field drain - 1m x 0,3m x 1m; it is also explaining positioning of drain, intensity, maintenance and water management (to maintain water level at 60-90cm for non-acid sulphate soil and 45-60cm for acid sulphate soil).	Comply

Criterion / Indicator		Assessment Findings	Compliance
4.3.5	<p>Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing.</p> <p>- Minor compliance -</p>	<p>There has been no planning for replanting on organic soil. However, company has lined out company policy for organic soil and best management practice to meet critical parameter. "Agro Plantations Oil Palm Planting on Organic Soils" OP/C8Organic Soil/01/07 dated 07/01/2007 explains company policies for planting on organic soil: drainability (detail topography map, particularly over the low-lying area first) and organic soil profile study must be done prior organic soil development, with the aim to determine its long term drainability (by gravity) and the economic life span of organic soil for oil palm cultivation; no planting on organic soil over 3 meters depth or with dense alan forest vegetation – left as conservation area; periphery and main drains should be constructed and connected to main outlet 6 months before commencement of land clearing and stacking; no field planting should be carried out &lt; 6 months after land clearing; planting density 160 palms/Ha. Critical parameter has been set: effective drainage, water management, adequate (bulk density &gt;0.2 gram/cm<sup>3</sup>) organic soil compaction and balance nutrient input are vital.</p>	Comply
4.3.6	<p>A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils).</p> <p>- Minor compliance -</p>	<p>Agronomy Department made recommendation for area with poor drainage, for instance in Mineral soil: through balanced fertilizer regime; for sandy soil: through application of empty fruit bunch.</p>	Comply
<p><b>Criterion 4.4:</b> Practices maintain the quality and availability of surface and ground water.</p>			

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4.4.1	<p>An implemented water management plan shall be in place.</p> <p>- Minor compliance -</p>	<p>PT. Agro Indomas (Central Kalimantan) demonstrate Water Management Plan OP.EHS.WMP-01 dated 1<sup>st</sup> May 2012, explains water management plan for nursery; pre-mixing of chemical spraying; prohibition of spraying in riparian zone, training for sprayer gang to minimize pollution risk; road maintenance with silt pit and planting water grass; in field water management with water dam, drainages and regular maintenance of water body, riparian management regime through conservation zone marking, rehabilitation and manual upkeep.</p> <p>Management demonstrates number of effort to monitor the water quality, erosion control practices and maintenance of water-drainage infrastructure. Monitoring and analysis result of water quality reported regularly through Environmental management and monitoring report - "Laporan Pelaksanaan RKL/RPL periode Semester I 2016". The report comprises of ground water and surface water quality test, river water quality test, phytoplankton-zooplankton-benthos analysis; all found within allowed level.</p>	Comply
4.4.2	<p>Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated.</p> <p>- Major compliance -</p>	<p>Based on field visit to Purun river, Sungai Purun Estate, Block A6 – A7 and riparian of Pekayung river in Sungai Rungau Estate, Block B21/C21, showing that company has demonstrating effort to protect water source, through:</p> <ul style="list-style-type: none"> <li>- Installing boundary marker in Landau river in form of poles and incorporated into GIS coordinates, and install signboard to warn workforce and community that company prohibit fish poisoning, electrocuting fish, cutting trees in river buffer zone;</li> <li>- Company warned workforce that no chemical and fertilizer can be applied on the river buffer zone.</li> <li>- Company maintained the natural vegetation cover in the river buffer zone.</li> <li>- Company told harvesters to do frond stacking in U shape and to maintain ground cover (Neprolepis) as effort to minimize erosion to water body.</li> </ul>	Comply



Criterion / Indicator	Assessment Findings	Compliance
<p><b>4.4.3</b> Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6).</p> <p>- Minor compliance -</p>	<p>Sungai Purun POM: POME from recovery tank pumped into basculator, into cooling pond (capacity 105,000 m3), into anaerobic pond (capacity 165,000 m3), transferred to aerobic pond (capacity 60,000 m3), onto facultative pond (capacity 60,000 m3), from facultative pond pumped out for land application. BOD of effluent is monitored with regards to land application and in accordance to government regulation "Peraturan Menteri Lingkungan Hidup No.28 tahun 2003". BOD sample is taken regularly and tested by an independent laboratory. Company has consistently monitored the water quality, both for surface water (river), water that utilized by worker (wells), water source utilised by local communities (lake and community's well), including the waste water quality based on government regulation:</p> <ul style="list-style-type: none"> <li>- Purun river water testing "Uji Kualitas air Sungai Purun bulan April 2016 bekerjasama dengan PT. Unilab Perdana (Akreditasi KAN; LP-195-IDN)" test result in Report of Analysis No.03892-51/LHP/V/2016 dated 4<sup>th</sup> May 2016. The result are meeting the regulation "Peraturan Pemerintah No. 82 Tahun 2001 tentang Pengelolaan Kualitas Air dan Pengendalian Pencemaran Air (Kelas II)".</li> <li>- Pekayung river water testing "Uji Kualitas air Sungai Pekayung bulan April 2016 bekerjasama dengan PT. Unilab Perdana" test result in Report of Analysis No.03892-50/LHP/V/2016 dated 4<sup>th</sup> May 2016. The result are meeting with standard "Peraturan Pemerintah No.82 Tahun 2001 tentang Pengelolaan Kualitas Air dan Pengendalian Pencemaran Air (Kelas II)".</li> <li>- Air Kuning river water testing "Uji Kualitas air Sungai Air Kuning bulan April 2016 bekerjasama dengan PT. Unilab Perdana" test result available in Report of Analysis No.03892-49/LHP/V/2016 dated 4<sup>th</sup> May 2016. The test result meets the regulation "Baku Mutu berdasarkan Peraturan Pemerintah No.82 Tahun 2001 tentang Pengelolaan Kualitas Air dan Pengendalian Pencemaran Air (Kelas II)".</li> <li>- Sembuluh Lake water testing in "Uji Kualitas air Danau Sembuluh bulan April 2016 bekerjasama dengan PT. Unilab Perdana" the result in Report of Analysis No.03892-43/LHP/V/2016 date 4<sup>th</sup> May 2016.</li> <li>- Terawan village well water test "Uji Kualitas air sumur di Desa Terawan bulan April 2016 bekerjasama dengan PT. Unilab Perdana" as reported in Report of Analysis No.03892-36/LHP/V/2016 date 4<sup>th</sup> May 2016. The result meet "Permenkes No.416/Menkes/Per/IX/1990 tentang Kualitas Air Bersih".</li> </ul>	<p>Comply</p>

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Criterion / Indicator		Assessment Findings				Compliance																																																
4.4.4	<p>Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored.</p> <p>- Minor compliance -</p>	<p>The water usage report for Sungai Purun mill available under “Daily Mill Production Report”, covers: water use for FFB processing, domestic use, office use, central workshop, etc. The target sets at 0.9 m<sup>3</sup> water use per tonne FFB processed. Data seen:</p> <table border="1"> <thead> <tr> <th>Month</th> <th>FFB Process</th> <th>Water usage in mill Process (Upkeep + Boiler)</th> <th>Water usage m<sup>3</sup>/ton FFB processed</th> </tr> </thead> <tbody> <tr> <td>September 2015</td> <td>14,834.68</td> <td>10,629.45</td> <td>0.72</td> </tr> <tr> <td>October 2015</td> <td>21,764.4</td> <td>14,962.65</td> <td>0.69</td> </tr> <tr> <td>November 2015</td> <td>24,538.46</td> <td>17,501.40</td> <td>0.71</td> </tr> <tr> <td>December 2015</td> <td>22,902.08</td> <td>15,909.85</td> <td>0.69</td> </tr> <tr> <td>January 2016</td> <td>17,166.12</td> <td>11,510.60</td> <td>0.67</td> </tr> <tr> <td>February 2016</td> <td>16,370.54</td> <td>12,511.79</td> <td>0.76</td> </tr> <tr> <td>March 2016</td> <td>15,229.69</td> <td>9,326.68</td> <td>0.61</td> </tr> <tr> <td>April 2016</td> <td>14,170.52</td> <td>8,805.70</td> <td>0.62</td> </tr> <tr> <td>May 2016</td> <td>12,867.56</td> <td>9,218.92</td> <td>0.72</td> </tr> <tr> <td>June 2016</td> <td>12,340.80</td> <td>9,743.70</td> <td>0.79</td> </tr> <tr> <td>July 2016</td> <td>9,047.50</td> <td>5,432.57</td> <td>0.59</td> </tr> </tbody> </table> <p>Management explained the water use/tonne FFB processed in January 2016 was above target, due to mill machinery breakdown, resulted in mill processing less FFB but remained using same water volume for process.</p>				Month	FFB Process	Water usage in mill Process (Upkeep + Boiler)	Water usage m <sup>3</sup> /ton FFB processed	September 2015	14,834.68	10,629.45	0.72	October 2015	21,764.4	14,962.65	0.69	November 2015	24,538.46	17,501.40	0.71	December 2015	22,902.08	15,909.85	0.69	January 2016	17,166.12	11,510.60	0.67	February 2016	16,370.54	12,511.79	0.76	March 2016	15,229.69	9,326.68	0.61	April 2016	14,170.52	8,805.70	0.62	May 2016	12,867.56	9,218.92	0.72	June 2016	12,340.80	9,743.70	0.79	July 2016	9,047.50	5,432.57	0.59	Comply
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<p><b>Criterion 4.5:</b></p> <p>Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.</p>																																																						

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4.5.1	<p>Implementation of Integrated Pest Management (IPM) plans shall be monitored.</p> <p>- Major compliance -</p>	<p>The company has a procedure Pest and Disease Management under the Agronomy Manual to control the pest, "Manajemen Hama dan Penyakit" Doc.No.OP/C21/06/01. IPM plan covers the monitoring of pest attack through census on rat, leaf eating caterpillar, rhinoceros beetle and disease attack (<i>ganoderma</i>). Planting of beneficial plant such as <i>Turnera subulata</i>, <i>Antigonon leptosus</i>, <i>Cassia torra</i>.</p> <p>Agronomy gives recommendation to implement beneficial plant with composition 60% <i>Cassia cobanensis</i>; 20% <i>Turnera Subulata</i>; 20% <i>Antigonon leptopus</i> to be placed in area with history of leaf eating caterpillar. Barn owl installation to control rat attack, monitoring of barn owl box occupancy 8 box, ratio 1:240 Ha, planned to have 12 new barn owl box; pheromone trap for rhino beetle, monthly monitoring of rhino beetle trap; Monitoring of leaf eating caterpillar.</p> <p>Sungai Purun Estate: Barn owl box monitoring, latest on 07/16/2016 indicated Sungai Purun Estate has 9 inhabited boxes from 11 boxes. There are 14 eggs, 6 hatches. Upkeep of beneficial plant Casia cobanensis and Turnera, in block E3 – E10 and F9 during July 2016. Black Bunch Census for quarter July – October 2016 evident.</p> <p>Sungai Rungau Estate: Black Bunch Census was evident. The record shows no rat attack (0%) during period of July 2016. Barn owl nest boxes existing: 39 barn owl boxes, whereby 92% boxes were occupied by <i>Tyto alba</i>.</p> <p>Terawan Plasma: Black Bunch Census for block G16b was evident. The record shows no rat attack (0%) during period of July 2016. Barn owl nest boxes existing: 34 barn owl boxes, planning to have additional 28 barn owl boxes by September 2016.</p>	Comply

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4.5.2	<p>Training of those involved in IPM implementation shall be demonstrated.</p> <p>- Minor compliance -</p>	<p>Field assistant provide briefing to worker on pest and disease attack. Training Centre accommodates the Integrated Pest Management training for field officer. Training records made available and maintained by the Training Centre. Trained field officer performed pest and disease census as part of early warning system. Record of pest and disease census is maintained. The implementation is monitored and includes rat damage census or any beetle attack. The extent of planting of beneficial plants is also noted and recorded, continuous program in Lampasa estate. Field inspection to Lampasa Estates confirmed there has been no large/major pest and disease infestation, or other disorders at this stage.</p> <p>Sungai Rungau Estate:            Training on black bunch census provided for 9 upkeep workers, on 07/19/2016.</p>	Comply
<p><b>Criterion 4.6:</b>            Pesticides are used in ways that do not endanger health or the environment</p>			

Criterion / Indicator		Assessment Findings	Compliance
4.6.1	<p>Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available.</p> <p>- Major compliance -</p>	<p>The justification provided under the agricultural policy. Inspection of records confirmed only registered and approved chemical are used. Company refer to a list from Ministry of Agriculture to update the current registered and approved herbicide, along with date of registration validity. The company using approved agrochemical such as: Supretox 276 AS (active ingredient Paraquat dichloride) register No.RI.01030120042037 valid up to 17<sup>th</sup> October 2017;</p> <p>Abolisi 865 SL (active ingredient 2,4D Dimetil amina) register No.RI.01030120124196 valid up to 23<sup>rd</sup> April 2017;</p> <p>Best Up 480 SL (active ingredient Isopropil Amina Glifosat) register No.RI.01030120042050 valid up to 31<sup>st</sup> December 2018;</p> <p>Dalopir (active ingredient Triclophyr) register No.RI.0103012002256 valid up to 6<sup>th</sup> September 2015;</p> <p>Supremo 480 S (active ingredient Isopropil amina glyphosate 480 gr/litre) registers No.RI.01030120021712, valid up to 17<sup>th</sup> October 2017.</p> <p>PT. Agro Indomas (Central Kalimantan) conducting Volatile Oil Palms/VOPs Control Trial to evaluate <i>glyphosate</i> as alternative to <i>paraquat</i> controlling volatile oil palms. The trial carried out in December 2011. The designed trial was for colony of VOPS replicates 3 times; a different rate/Ha was put on trial: <i>Glyphosate</i> 2.8 liters/Ha, <i>Glyphosate</i> 3.5 liters/Ha, <i>Glyphosate</i> 4.2 liters/Ha, <i>Glyphosate</i> 4.9 liters/Ha, <i>Glyphosate</i> 5.6 liters/Ha and <i>Paraquat</i> 2.8 liters/Ha. Mean of assessment through visual assessment of percentage of weed killed and weed regeneration at 2 week interval up to 12 weeks. The result showed dosage of <i>Glyphosate</i> 5.6 liters/Ha – 400 ml/16 liters knapsack have similar effect (percentage of weed killed and weed regeneration) as <i>Paraquat</i> 2.8 liters/Ha – 200 ml/16 liters knapsack.</p>	Comply
4.6.2	<p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided.</p> <p>- Major compliance -</p>	<p>Data on pesticide usage are recorded by each estate and compiled by EHS team. All estates are now recording pesticide used including active ingredients used, area treated, amounts used per ton FFB, hectare of application and number of application for each area. These records are re-captured in the Estate Monthly Report.</p>	Comply

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<p><b>4.6.3</b> Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines.</p> <p>- Major compliance -</p>	<p>Based on record, there is no use of pesticide. The use of herbicide is generally reduced.</p> <p>The application each type of agrochemical for each estate is based on Agronomy Department recommendation, as lined out under Parameter budget. The parameter budget defines the time of application (round per year), targeted Ha man-day, dosage per hectare, chemical to use (including active ingredient), percentage of application and target species (to be treated). The parameter budget implemented and recorded in Daily Plantation Work Order Plan.</p> <p>No prophylactic use of pesticide.</p> <p>In PT. Agro Indomas (Central Kalimantan), has a research for rat population, Based on rat trapping, it was found that the rat population was high. Agronomy suggesting rat baiting to "Menekan populasi Tikus".</p> <p>Agronomy has a correspondence to all estate manager related to establishment of barn owl nest boxes. The planning explained "For better systematic establishment over a large area, it is recommended to set up boxes density 1 box per 120 Ha initially, over the entire estate. When the population of barn owl increase, the density of nest boxes should be increase accordingly. 1<sup>st</sup> phase 1 box per 4 blocks (120 Ha); 2<sup>nd</sup> phase 2 box per 2 blocks (60 Ha); 3<sup>rd</sup> phase 1 box per 1 block (30 Ha) and 4<sup>th</sup> phase 1 box per 15 Ha.klerat</p> <p>Racumin, active ingredient coumatetreyli (0.04 w/w) used as it was using anti-coagulant second generation; less dangerous to barn owl.</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
<p><b>4.6.4</b> Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances.</p> <p>- Minor compliance -</p>	<p>Paraquat is not banned in Indonesia. Company has a commitment to minimise the use of paraquat, limited to specific target species. The application paraquat for each estate is based on Agronomy Department recommendation, as lined out under Parameter budget. The parameter budget defines the time of application (round per year), targeted Ha man-day, dosage per hectare, chemical to use (including active ingredient), percentage of application and target species (to be treated).</p> <p>PT. Agro Indomas (Central Kalimantan) conducting Volatile Oil Palms/VOPS Control Trial to evaluate <i>glyphosate</i> as alternative to <i>paraquat</i> controlling volatile oil palms. The trial carried out in December 2011. The designed trial was for colony of VOPS replicates 3 times; a different rate/Ha was put on trial: <i>Glyphosate</i> 2.8 liters/Ha, <i>Glyphosate</i> 3.5 liters/Ha, <i>Glyphosate</i> 4.2 liters/Ha, <i>Glyphosate</i> 4.9 liters/Ha, <i>Glyphosate</i> 5.6 liters/Ha and <i>Paraquat</i> 2.8 liters/Ha. Mean of assessment through visual assessment of percentage of weed killed and weed regeneration at 2 week interval up to 12 weeks. The result showed dosage of <i>Glyphosate</i> 5.6 liters/Ha – 400 ml/16 liters knapsack have similar effect (percentage of weed killed and weed regeneration) as <i>Paraquat</i> 2.8 liters/Ha – 200 ml/16 liters knapsack.</p> <p>Sungai Purun Estate and Sungai Rungau Estate shows there was no use of paraquat since January 2016.</p>	<p>Comply</p>
<p><b>4.6.5</b> Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7).</p> <p>- Major compliance -</p>	<p>Training on limited pesticide: Lampasa Estate: "Pelatihan Penyemprotan yang Baik dan Benar" dated 07/12/2016, attended by 21 sprayers and supervisor – located in block Q35/Q36.</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance
4.6.6	<p>Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3).</p> <p>- Major compliance -</p>	<p>Storage of pesticides found to be in accordance with hazard identification and risk assessment and national guideline for limited pesticide use. Empty chemical containers had been used for mixing chemicals for spraying pesticides in the field.</p> <p>The management of waste material from empty pesticide container regulated as per "SOP Pengelolaan Limbah" No.SOP-WM-01 rev.04 dated 21<sup>st</sup> April 2012, chapter 4. Hazardous Waste Management. LPE demonstrate hazardous waste production record – "Catatan Produksi Limbah B3". The company has temporary hazardous waste storage with license, where all hazardous waste from all estates and mills collected. Storage keeper maintains the balance of incoming and outgoing hazardous waste. Hazardous wastes were sent for licensed contractor for appropriate disposal.</p>	Comply
4.6.7	<p>Application of pesticides shall be by proven methods that minimise risk and impacts.</p> <p>- Minor compliance -</p>	<p>Pesticides had been applied using the Best Management Practices that minimize risk and impacts. The agrochemical storekeepers, supervisors and sprayers found to understand use of the correct pesticide type, dosage, nozzle, spray factor, spray quality and spray techniques.</p> <p>Lampasa Estate: Calibration of sprayer knapsack/tank; dated 07/12/2016 where it was found that it would require 141 liters/Ha or similar to 9 tanks per Ha.</p>	Comply
4.6.8	<p>Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.</p> <p>- Major compliance -</p>	<p>There is no aerial application of pesticides in all operating units.</p>	Comply
4.6.9	<p>Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8).</p> <p>- Minor compliance -</p>	<p>Periodic training on pesticide handling had been carried out for the workers. Information on the pesticides displayed on the agrochemical storage.</p>	Comply



Criterion / Indicator		Assessment Findings	Compliance
4.6.10	<p>Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3).</p> <p>- Minor compliance -</p>	<p>Empty pesticide containers had been used for mixing chemical for spraying in the fields. Others containers had been triple rinsed and punctured and disposed off through licensed contractor approved by Ministry of Environment. Records of hazardous waste had been verified to be satisfactory.</p>	Comply
4.6.11	<p>Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.</p> <p>- Major compliance -</p>	<p>There are medical checks provided for pesticide sprayer and chemical handlers - this is conducted at least annually. PT. Agro Indomas (Central Kalimantan) called the medical test as "Biomonitoring" – program for pesticide exposure control in form of cholinesterase test for sprayers, fertilizer applicator and upkeep worker.</p> <p>Sample taken for Sungai Purun Estate: Biomonitoring test was conducted on 05/30/2016 for sprayers and fertilizer applicator. The result for Scolastika, Nurhayati, Jami, Tuminah, Suryati, Suminah B was fit for work, signed by company doctor.</p>	Comply
4.6.12	<p>No work with pesticides shall be undertaken by pregnant or breast-feeding women.</p> <p>- Major compliance -</p>	<p>Record of maternity check as early warning system implemented. Record show the "Form pemeriksaan Kehamilan dan Menyusui" is completed for every week. Should a female worker pregnant and/or breastfeeding, company placed the worker onto light-work area with no exposure to chemical substances. Record seen: "Form Pemeriksaan Kehamilan PT Agro Indomas" dated back since 2012.</p> <p>Terawan Estate: "Form Pemeriksaan Kehamilan dan Menyusui" – period 07/26/2016 – 08/18/2016. Record shows no pregnant and/or breast-feeding female worker performing spraying and/or fertilizer application. On 07/26/2016 identified Mrs. Ni Kade Suarti, ticked as pregnant. Demonstrated doctor recommendation dated 05/02/2016, to light work.</p> <p>Sungai Purun Estate: "Form Pemeriksaan Kehamilan" dated 08/22/2016 conducted for sprayers in Division I and II. Based on the form, it is known Scolastika, Nurhayati, Jami, Tuminah, Suryati, Suminah B were not pregnant of breast-feeding.</p>	Comply
<p><b>Criterion 4.7:</b></p> <p>An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:</p>			

Criterion / Indicator		Assessment Findings	Compliance
4.7.1	<p>A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.</p> <p>- Major compliance -</p>	<p>The company has been implementing Occupational Health and Safety System at Terawan mill and its supply-base (certified OHSAS 18001:2007 since year 2009). General policy on Environmental, Health and Safety available under Decree of Chief Operating Officer of PT. Agro Indomas on 4<sup>th</sup> May 2015 (Mr. SU). The policy covers mitigation on all risks to health and safety at all workplace (mill and estate), as follows:</p> <ul style="list-style-type: none"> <li>- Implement the principles of sustainable palm oil by including environmental, health and safety, social, and economic consideration in all management decisions;</li> <li>- Prevent pollution and contamination to air, land and water</li> <li>- Prevent occupational accident, injury &amp; ill health caused by working condition</li> <li>- Comply with all applicable environmental, health and safety legislation, and other applicable requirement.</li> <li>- Set and review objectives, targets, and programs for environmental, health and safety performance,</li> <li>- Conduct accident investigations and audit programmes to ensure continues health and safety improvement.</li> <li>- Allocate sufficient resources for implementation of the policy</li> <li>- Provide appropriate information, instruction and training to ensure awareness of employees and contractors</li> <li>- Communicate the policy to employees, contractors and suppliers and make it available to interested parties.</li> </ul> <p>The policy available has been made available in Indonesian language as appropriate language and has been socialized to all employees through regular briefing and poster. Field visit in mill confirmed that the policy has been made available at public area and all workers has aware on the policy.</p> <p>The company has had Intergrated Management System (IMS) Manual under document number IMS.M-01 dated May 4, 2015, covering all aspect of Environmental, Health, and Safety Implementation: planning, implementation and operations, checking, management review. Identification of EHS legal requirement and other requirement has been done as seen under document number IMS.P02 dated May 2015.</p> <p>---</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>Health and Safety Programmes available under document OHS "Objective Target and Programme (OTP)" for Terawan Mill and its supply base. The document has been updated regularly, latest revision was on March 24, 2016 signed by General Manager (Mr. GK).</p> <p>The OTP has covered the ILO convention 184 as seen in the by following objectives: improvement of occupational health and safety, establish safety culture at all employees level, decrease accident cases related to mill operation, prevent work related illness, prevent general disease, prevent water and soil pollution, achieve zero fire incident. The document elaborates programmes for each objectives, responsible department, and target of completion date.</p> <p><b>Sungai Purun Mill:</b> Sighted in document verification evidences of OHS implementation and monitoring under following records:</p> <ul style="list-style-type: none"> <li>- Hazard Identification, Risk Assessment and Control (HIRAC) under document "Risk and Environment Impact Assesment", recently updated for year 2016 on April 30 2016.</li> <li>- Records / documentation of routine safety talk (morning briefing) as confirmed by interview with workers and assistant during field visit at Sungai Purun POM.</li> <li>- Record book of Provision of PPE for all workers in year 2016 including: gloves, eyeglass, earplug, masker, helmet, shoes, etc. The book is kepted by safety officer and store officer (helmet and shoes).</li> <li>- Appointment of EHS inspector (Mr. Sbr) and EHS officer (Mr. STKN) who responsible in EHS implementation and monitoring.</li> <li>- Records of monthly OHS inspection in SPM by EHS inspector (Mr. Sbr). monthly inspection for July, held on July 26, 2016. The inspection checklist covers 143 point of check. Two points was not comply (floor cleanness and storm water cleanness). Action plan has been made and finding has been closed out.</li> <li>- Work permit and safety inspection by safety officer for work in specific area such as hot workplace or height. Inspection paper available completely and well documented.</li> <li>- Safety campaign records in the form of safety signboard and sticker</li> <li>- Periodic maintenance and insepction of machinery by licensed inspector. Latest inspection was on August 8, 2015 and August 16, 2016.</li> <li>- Report of periodic medical check for workers and operators</li> </ul> <p>---</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	<p><b>Sungai Purun &amp; Sungai Rungau Estate:</b> OHS has been implemented in Estate as seen in the following documents:</p> <ul style="list-style-type: none"> <li>- Daily safety briefing documentation in each division to check worker PPE discipline. Supervisors fill PPE compliance check form.</li> <li>- Risk and Environmental Impact Assessment (HIRAC) for estate. Most recent update available for year 2015, compiled on August 10, 2015.</li> <li>- Structure of OHS Committee (P2K3) at PT. Agro Indomas and OHS unit at each estate. P2K3 in PT. Agroindomas is headed by Mr. GK, vice head is Mr. SB, Secretary is Mr. AS. In Sungai Purun Estate OHS unit is headed by Mr. WDY (manager) while for Sungai Rungau Estate headed by Mr. YP.</li> <li>- Evidence of Provision of adequate at each estate (shoes, helmet, glass, gloves, masker)</li> <li>- Appointment of 4 EHS inspector for whole PT. Agro Indomas and one EHS officer for each unit to ensure implementation of OHS programmes, namely: Mr. Abdul Badik for Sungai Purun Estate and Mr. Nurholis Fauzan for Sungai Rungau.</li> <li>- Records of monthly OHS inspection by EHS inspector:               <ul style="list-style-type: none"> <li>• At Sungai Purun Estate, latest inspection was held on July 27th, 2016 by Mr. Sbrn covers: housing and landfill area, spraying block, Chemical store, genset room, etc. There was no negative finding raised in the inspection.</li> <li>• At Sungai Rungau Estate, latest inspection was held on July 27th, 2016 covers clinic, emplacement, pesticide application, store, etc. July 28, 2016 at fertilizing, harvesting, and loading.</li> </ul> </li> <li>- Report of periodic medical check for workers including those with and high risk (chemical) latest check was November 2015 – January 2016.</li> <li>- OHS audit by EHS department.               <ul style="list-style-type: none"> <li>• Latest audit for Sungai Purun Estate was held on July 27, 2016 with 1 observation findings related to communication log book. Improvement has been made.</li> <li>• Latest audit for Sungai Rungau Estate was held July 28, 2016 with 4 observation findings. All findings are on progress of improvement.</li> </ul> </li> </ul> <p>Annual management review on ISO 14001 and OHSAS 18001 at PT. Agro Indomas and PT. RIM. The recent was on February 29, 2016, attended by 1,6 officer (manager and assistant) chaired by Plantation Manager of PT. AICK (Mr. IS).</p>	

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<p><b>4.7.2</b></p>	<p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>- Major compliance -</p>	<p>Sungai Purun Mill:  Observed that Sungai Purun Mill has a procedure of hazard identification and risk assessment, including its periodic review under document IMS.P01 dated May 4, 2015. The latest update of Risk and Environment Impact Assessment (HIRAC) was on April 30, 2016.</p> <p>Risk and Environment Impact Assessment (HIRAC) document has included more than 200 routine and non-routine activities of all stations and locations of Sungai Purun Mills, starting from weighbridge, grading, loading ramp, until storage tank, WWTP, public area, and even abnormal situation. The HIRADC incorporates the following information: location, activities / material. Type of aspect (health /safety), operating condition (N/AN/E), Hazard, Risk, Positif or negatif, Controlled or Influenced, Regulation, Control, Possibility, Consequence, Value of environment impact, Environmental Importance Value, Further control (E/S/T/M/A). HIRAC has also spotted for electrical engineering, construction and engineering, vehicle workshop, office compound, etc. Those Risk assessments found to be satisfactory.</p> <p>Sungai Purun &amp; Sungai Rungau Estate  HIRAC for Sungai Purun and Sungai Rungau Estate has been revised on February 2016 covers more than 170 activities in estate starting from land development, harvesting, spraying, fertilizing, until workshop, office, and housing. The document covers the following information: location, activities / material. Type of aspect (health /safety), operating condition (N/AN/E), Hazard, Risk, Positif or negatif, Controlled or Influenced, Regulation, Control, Possibility, Consequence, Value of environment impact, Environmental Importance Value, Further control (E/S/T/M/A). The Risk assessments found to be satisfactory.</p> <p>HIRAC has consider the accident records to calculate possibility of accident and consequence. E.g.: according to clinic data, some of relatively frequent accident cases were: struck down by frond, hit by axes when cutting the stalks, muscle and tissue ache, eye injury. Most of them have been marked with "3" or moderate (&lt;10 cases per year).</p> <p>---</p>	<p>Comply</p>
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		<p><b>Observation:</b>  PT. Agro Indomas (Central Kalimantan) – Sungai Purun POM and estates have prepared a Hazard Identification Risk Assessment Determining Control (HIRADC) registers. The HIRADC has considered routine-non routine activities, normal-abnormal activities, risk, location - for both palm oil mill and estate operation. HIRADC has also taking into consideration new hazard and risk from new activities, new location and/or new tools/machinery. Enhancement need to be taken to consider risk determination from muscle and tissue disease in HIRADC. Further, company may wish to consider a thorough analysis on work related disease based on patient database/top ten disease databases.</p>	
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<p><b>4.7.3</b></p>	<p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Minor compliance -</p>	<p>Evidence are in place that all workers have been adequately trained in safe working practices. In addition, Personal Protective Equipments (PPEs) are available for all workers including those who work at hazardous operation area such as pesticide applicator, machine operator, harvesting, etc. Records of training/refreshment/awareness that have been delivered during year 2016 and PPE distribution are as follows:</p> <p><b>Sungai Purun Mill</b></p> <ol style="list-style-type: none"> <li>1. Regular OHS safety refreshment and awareness (annually) or when there are new materials or changes in operating procedure.</li> <li>2. Periodic fire drill led by EHS. Most recent at Sungai Purun Mill was on August 12, 2016.</li> <li>3. First aid training for first aider and supervisor. There is 1 licensed first aider for Sungai Purun Mill on behalf of Mr. STKN (560/08/Disnakertranspar/P3K/II/2015)</li> </ol> <p><b>Sungai Purun Estate</b></p> <ol style="list-style-type: none"> <li>1. Regular OHS safety refreshment and awareness (annually) or when there are new materials or changes in operating procedure. e.g.: <ul style="list-style-type: none"> <li>• Upkeep worker at SPE 5 on June 25, 2016 attended by 13 workers; at SPE 1 &amp; 2 on June 18, 2016 attended by 14; at SPE 5 on June 25, 2016 attended by 13 workers, at SPE 1 &amp; 2 on June 18, 2016 attended by 14.</li> <li>• Harvester at SPE 5 on June 27, 2016 attended by 22 workers; Harvester and loader at SPE 5 on June 21, 2016 attended by 24 workers; at SPE 3 on July 27, 2016 attended by 17 workers; at SPE 3 (gang 2) on August 23, 2016 attended by 20 workers; at SPE4 on June 27, 2016 attended by 7 workers;</li> <li>• Sprayer team at SPE 5 on April 20, 2016 attended by 10 workers; at SPE 1 &amp; 2 on June 18, 2016 attended by 16.</li> </ul> </li> <li>2. Periodic fire drill; most recent at Sungai Purun - Sungai Rungau was on March 17, 2016.</li> <li>3. First aid training for first aider and all supervisors. There are 2 licensed first aider for Sungai Purun Estate: Mr. DN (560/17/Disnakertranspar/P3K/II/2015)</li> </ol> <p>---</p>	<p>Comply</p>
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	<p>Records of PPE distribution available under form of "PPE distribution form" (shoes, helmet, glass, gloves, masker) signed by store officer and worker. Some of the most recent PPE distribution records at Sungai Purun Estate are: on August 23, 2016 (apron and gloves to spraying supervisor); August 12, 2016 (shoes and helmet to 1 person); August 6, 2016 (shoes and helmet to 3 workers); August 2, 2016 (shoes and helmet to 3 workers); July 22, 2016 (shoes and helmet to 3 workers); June 30, 2016 (shoes and helmet to 19 workers); June 17, 2016 (shoes and helmet to 16 workers); June 18, 2016 (shoes and helmet to 16 workers);</p> <p><b>Sungai Rungau Estate</b></p> <ol style="list-style-type: none"> <li>Regular OHS safety refreshment and awareness (annualy) or when there are new materials or changes in operating procedure. e.g.:             <ul style="list-style-type: none"> <li>Upkeep worker on August 18, 2016 attended by 21 workers; fertilizer team on August 18, 2016 attended by 18 workers.</li> <li>Harvester on August 16, 2016 attended by 13 workers; August 19, 2016 attended by 12 workers, on July 21, 2016 attended by 21 workers, on June 30, 2016 attended by 20 workers (OTP), on June 30, 2016 attended by 24 workers (OTP), etc.</li> <li>Sprayer team on June 16, 2016 attended by 16 workers; on August 16, 2016 attended by 21 workers, on June 30, 2016 attended by 11 workers (OTP),</li> <li>Loader workers on June 30, 2016 attended by 3 workers (OHS),</li> <li>Emplisement on June 30, 2016 attended by 25 workers (OTP),</li> </ul> </li> <li>Fire drill and emergency simulation; most recent at Sungai Purun- Sungai Rungau was on March 17, 2016.</li> <li>First aid training for first aider and all supervisors. There are 1 licensed first aider for Sungai Rungau Estate Mr. NI (560/14/Disnakertranspar/P3K/II/2015)</li> </ol> <p>Records of PPE distribution available under form of "PPE distribution form" (shoes, helmet, glass, gloves, masker) signed by store officer and worker. Some of the most recent PPE distribution records at Sungai Rungau Estate are: on July 26, 2016 (gloves to 11 spraying workers); June 28, 2016 (apron and shoes to 14 fertilizing team); June 20, 2016 (shoes, maskerm apron and gloves to 14 fertilizing team); June 18, 2016 (apron and shoes to 11 Spraying workers); June 12, 2016 (gloves, apron, masker and shoes to 12 fertilizing workers), etc. Site visit at E18 Division II found that spraying team has been equipped with appropriate PPE.</p>	
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<p><b>4.7.4</b></p>	<p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p> <p>- Major compliance -</p>	<p>PT Agro Indomas has appointed safety committee (P2K3) at central level, and has been approved by Local Manpower Office as per “Surat Kepala Dinas Tenaga Kerja, Transmigrasi dan Pariwisata Kabupaten Seruyan No.560/255/Kep/Disankertranspar/II/2015 tentang Pengesahan Panitia Pembina Keselamatan dan Kesehatan Kerja dan Unit Penanggulangan Kebakaran PT Agro Indomas” dated 26<sup>th</sup> April 2015.</p> <p>The central committee PT AGRO INDOMAS responsible for implementation, inspection, monitoring and internal audit. On monthly basis, the safety committee conduct safety meeting to discuss health and safety performance – from inspection, result from monitoring and internal audit, accident record and investigation, status of non-conformities and corrective action. In 2016, the central committee is headed by Mr. GK, Vice head Mr SB (OHS certified), and secretary Mr. AS (OHS certified).</p> <p>In addition, there are sub safety committee at unit level (estate and mill) headed by manager assisted by one trained safety officer for each unit. The officers are:</p> <ul style="list-style-type: none"> <li>- Safety officer at Sungai Purun Mill is Mr. ISMY (OHS trained)</li> <li>- Safety officer at Sungai Purun Estate is Mr. AB (OHS trained)</li> <li>- Safety officer at Sungai Rungau Estate is Mr. NF (OHS trained)</li> </ul> <p>There are regular Safety Committee Meetings (monthly) both at central level (PT. Agro Indomas) and at unit level (estate or mill). The minutes of meeting of central Safety committee has been reported regularly to Local Manpower Office. The most recent meeting was on July 29, 2016 attended by 18 members. Agenda: Accident review, EHS inspection, SMS nearmiss, safety driving, signboard and facility.</p> <p>In addition, there are routine OHS meeting at unit level (estate or mill), e.g:</p> <ul style="list-style-type: none"> <li>- Recent OHS meeting at SPM on June 16, attended by 17 mill officer, agenda covers: PPE, work accident, safety riding, broken machinaries, safety awareness to community.</li> <li>- Recent OHS meeting at Sungai Purun Estate was on June 17, 2016 attended by 15 officer, agenda covers: extra fooding, PPE, dengue fever, work accident review, drainage an sanitation, and HCV area.</li> </ul> <p>Recent OHS meeting at Sungai Rungau Estate was on July 12, attended by 23 officer, agenda covers: PPE provision and discipline of harvester, safety riding, accident, sign board, extra fooding.</p>	<p>Comply</p>
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<p><b>4.7.5</b></p>	<p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>Accident and emergency procedures had been written under the following documents:</p> <ol style="list-style-type: none"> <li>1. SOP IMS.P-08 dated May 04, 2016 regarding Emergency Preparedness and Responses, approved by Director of Plantation and Director of Engineering.</li> <li>2. SOP EHS.ERP-03 dated May 04, 2016 regarding Fire and Spillage Emergency Response, approved by Director of Plantation and Director of Engineering.</li> <li>3. SOP EHS.ERP-02 dated May 04, 2016 regarding Accident Emergency Response, approved by Director of Plantation and Director of Engineering. The SOP has included investigation and action taken to prevent recurrences and reporting of accident record to local authorities.</li> <li>4. Safety and Emergency procedures as described in Material Safety Data Sheet (MSDS) at Store. MSDS available for all all Chemical / hazardous material in store.</li> </ol> <p>The SOPs have covered major potential emergencies such as: fire, natural disaster, spillage, etc. All SOPs available in Indonesian language and have been communicated and/or trained to staff, workers, and contractors.</p> <p><b>Sungai Purun Mill</b></p> <p>One licensed first aider has been assigned for Sungai Purun Mill: Mr. STKN (license number 560/08/Disnakertranspar/P3K/11/2015). First aid training has also been made for all supervisors. Records of first aid training available at Training Center, which was held on March 22-29, 2016. First aid kits are available in 6 locations, such as: laboratory, TPS LB3, workshop, boiler, policlinic, process office. The first aid kit found to be complete and in compliance with regulation (21 items). All first aid kits have been regularly checked as seen by checklist at each first aid kit as seen by checklist.</p> <p>---</p>	<p><b>NC Minor</b></p>
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	<p>Safety officer keeps records of all accidents in the Accident Report files which contains: chronology from victim, statement from official in charge, medical officer statement, accident investigation summary, evaluation by EHS officer, signed by manager. E.g. Accident report on July 21, 2015 on Mr. RS who was hit by lory. completed by statement from official (Mr. ISMY), medical officer (Mr. ST), EHS officer (MR. STNK), and EHS evaluation by Mr. Sbrn.</p> <p>Accident case should be reported to insurance company (BPJS) not later than 48 hours. Records of OHS injury and accidents including LTA metric analysis and safety index are reported to local authorities through a periodic report of safety committe P2K3.</p> <p>Company is encouraged to improve land fire emergency preparedness by better arrangement and access on fire surpression equipment (observation).</p> <p><b>Sungai Purun Estate</b></p> <p>All supervisors (18 person) and safety officer of Sungai Purun have been trained in first aid. Training was held by Training Centre on March 22-29, 2016. Capable trainers were: Dr. Isnaindar Didiek Indrawan (Central clinic), Aprijantoni Jamal (Co instructor). First aid kits are available in various locations, such as 15 kits for field work (upkeep/spraying/ harvesting), first aid kit at office 1 unit, mini workshop 1 unit, store 1 unit. The first aid kit found to be complete and in compliance with regulation. All first aid kits have been adequatly stocked and regularly checked as seen by checklist at each first aid kit.</p> <p>Records on all accidents has been maintained satisfactorily. Regular review on accident cases had been carried out during quarterly meeting of Environment, Safety &amp; Health (ESH). Records for Apr 2016- March 2016 at Sungai Rungau Estate are: Apr 2016- March 2016 at Sungai Purun Estate: Near miss 0 cases, first aid 2 cases, minor 0 cases, major 0 cases, fatality 0 cases. Lost day was 2 days due to first aid. Lost time accident was 0.</p> <p><b>Sungai Rungau Estate</b></p> <p>All supervisors (14 person) and safety officer of Sungai Rungau have been trained in first aid. Training was held by Training Centre on March 22-29, 2016.</p> <p>First aid kits are available in various locations, such as 6 first aid kits for field work (upkeep / spraying 2, harvesting 4), first aid kit at office 2 units. The first aid kit found to be complete and in compliance with regulation. All first aid kits have been adequatly stocked and regularly checked as seen by checklist at each first aid kit.</p>	
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	<p>Records on all accidents has been maintained satisfactorily. Regular review on accident cases had been carried out during quarterly meeting of Environment, Safety &amp; Health (ESH). Records for Apr 2016- March 2016 at Sungai Rungau Estate are: Near miss 0 cases, first aid 4 cases, minor 9 cases, major 0 cases, fatality 0 cases. Lost day was 13 days, Lost time accident was 9. Safety index 2.01</p> <p>Verification at clinic showed that records of all accidents has been kept and periodically reviewed for continuous improvement. Records are in the forms of: Medical records of each patient (hardcopy), Computerized medical record and database of accident and disease, accident report files.</p> <p>In accordance with land fire risk, company has prepared fire emergency equipment for each estate in PT. Agro Indomas. Some major fire suppression equipments are: Fire tanker 300 liter (6 units), fire tanker 24.000 liter (1 unit), Truck (3 units), Tractor + water bowser (6 units), fire tower (1), portable pump (7 units), suction hose (11 units), hose 1,5" (21 units), nozzle 1,5" (10 units), PPE, communication, manual fire fighting, logistic, etc. However, Company is encouraged to improve land fire emergency preparedness by better equipment arrangement and preparedness on fire emergency.</p>	
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<p><b>4.7.6</b></p>	<p>All workers shall be provided with medical care, and covered by accident insurance.</p> <p>- Minor compliance -</p>	<p>All workers in mill and estate including daily workers have been covered by Medical and Social Insurance (BPJS), as requested by applicable regulation.</p> <p><b>Sungai Purun Mill</b>          SPM mill has 124 workers (6 staffs, 116 SKUB, 2 BHL). Most of them have been covered by standard medical care and accident insurance under BPJS (social security). By August 6, 2016 still there are 7 workers not yet registered in BPJS Kesehatan due to: already covered by local social security scheme (Jamkesda) 3 worker, 2 BHL not yet registered in BPJS Kesehatan covered by clinic but registered in BPJS ketenagakerjaan. 2 still active in previous company.</p> <p>Records of insurance available in:</p> <ul style="list-style-type: none"> <li>- BPJS registration number</li> <li>- Monthly BPJS insurance premium payment.</li> </ul> <p><b>Sungai Purun Estate and Sungai Rungau Estate:</b>          There 493 employees at Sungai Purun Estate (all are over 18 years when joined) and have been covered by minimum standard insurance (BPJS). Records available in: monthly BPJS salary deduction and BPJS premium payment from financial department.</p> <ul style="list-style-type: none"> <li>- Sungai Purun Total by August 510 workers (8 staffs, 409 SKUH, 62 SKUB, 31 BHL). BPJS Kesehatan: all have been registered in BPJS Ketenagakerjaan, in BPJS Kesehatan: 455 workers, 10 registered in Jamkesda and 7 not yet registered due to miss demographic data.              BHL: Stengker since June 2013, Shofi Andka since September 2013, Puriyatun since January 2014, Bambang Subiantoro since Feb 2015.</li> <li>- Sungai Rungau total 476 (470 actives) workers by August (5 staffs, 382 SKUH, 76 SKUB, 9 BHL). 23 not yet registered in BPJS due to: Jamkesda 13 worker, NIK invalid 3, 9 BHL not yet registered in BPJS Kesehatan covered by clinic but registered in BPJS ketenagakerjaan.              BHL: Paiman since January 2016,</li> </ul> <p>Medical check up/MCU has been done annually for all workers at Sungai Purun and Sungau Rungau Estate. Latest MCU was held on November 2015 – January 2016 attended by all workers including those who work with high risk (blood, urine, cholinestrace, spirometri). All workers are in fit condition. Complete report on MCU result and workers health condition available at clinic.</p>	<p>Comply</p>
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<p><b>4.7.7</b></p>	<p>Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics</p> <p>- Minor compliance -</p>	<p>All occupational injury records are kept at company's clinic report and safety officer's accident report files. The report contains: chronology from victim, statement from official in charge, medical officer statement, accident investigation summary, evaluation by EHS officer, signed by manager. Occupational injuries has also been recorded using Lost Time Accident (LTA) metrics. The LTA metric for the previous One year is as follows:</p> <table border="1" data-bbox="683 618 1193 913"> <thead> <tr> <th></th> <th>SRE</th> <th>SPE</th> <th>SPM</th> <th>RIM</th> <th>AIC K</th> </tr> </thead> <tbody> <tr> <td>Near miss</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>First aid</td> <td>4</td> <td>4</td> <td>2</td> <td>27</td> <td>78</td> </tr> <tr> <td>Minor</td> <td>9</td> <td>4</td> <td>1</td> <td>18</td> <td>83</td> </tr> <tr> <td>Major</td> <td>0</td> <td>2</td> <td>0</td> <td>3</td> <td>9</td> </tr> <tr> <td>Fatality</td> <td>0</td> <td>1</td> <td>0</td> <td>0</td> <td>2</td> </tr> <tr> <td>Lost time accident</td> <td>9</td> <td>7</td> <td>1</td> <td>21</td> <td>94</td> </tr> <tr> <td>Safety index</td> <td>2.01</td> <td>6.09</td> <td>1.03</td> <td>4.08</td> <td>5.39</td> </tr> </tbody> </table>		SRE	SPE	SPM	RIM	AIC K	Near miss	0	0	0	0	0	First aid	4	4	2	27	78	Minor	9	4	1	18	83	Major	0	2	0	3	9	Fatality	0	1	0	0	2	Lost time accident	9	7	1	21	94	Safety index	2.01	6.09	1.03	4.08	5.39	<p>Comply</p>
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**Criterion 4.8:**  
 All staff, workers, smallholders and contract workers are appropriately trained.

<p><b>4.8.1</b></p>	<p>A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme.</p> <p>- Major compliance -</p>	<p>PT Agro Indomas has training center as learning and development center which prepare a comprehensive training program for all workers. A general training plan, in conjunction with career development is evident. Training manager has prepared training schedule for 2015/2016, cascaded into 3 monthly plan and further monthly plan. These training plans then detailed for each working unit such as estate operation, mill operation, workshop skills and managerial skills. Training program found to be comprehensive.</p> <p>Sungai Purun Estate:          Training program is in place for Sungai Purun Estate. The training covered operational aspects in plantation operation. Sample of training seen: Daily checklist and schedule repair maintenance for dumptruck driver dated 09/29/2016, trainer from Central Workshop; Fertilizer type and spreading method training for fertilizer applicator planned for 09/24/2016, trainer from GRDC; Training on herbicide dosage calculation and nozzle selection, for spraying gang, planned on 10/07/2016, trainer from GRDC.</p> <p>Sungai Rungau Estate:          Training program for Sungai Rungau Estate: "Safety driving" for dump truck driver planned for 04/18/2016; "Pengenalan Predator Alami &amp; Perawatan Beneficial Plant" for upkeep workers planned for 04/16/2016; "Teknis Penyemprotan dan Pengenalan Sifat Herbisida" for sprayer, planned for 04/16/2016; "Pelatihan Black Bunch Census" for upkeep workers, planned for 07/18/2016.</p>	<p>Comply</p>
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<p><b>4.8.2</b></p>	<p>Records of training for each employee shall be maintained.</p> <p>- Minor compliance -</p>	<p>Records of training are in place for all employees. The training records for each individual staff and workers are in place and kept in Training Center. The training record detailed all training relevant to work activity, date of training, result/certificate and recommendation for each individual staff and worker.</p> <p>Sungai Purun Estate:          "Volatile Oil Palm spraying" training dated 07/28/2016 for sprayers: Scolastika, Nurhayati, Jami, Tuminah, Suryati, Suminah B.</p> <p>Sungai Rungau Estate:          Training program for Sungai Rungau Estate: "Safety driving" for dump truck driver planned for 04/18/2016; "Pengenalan Predator Alami &amp; Perawatan Beneficial Plant" for upkeep workers planned for 04/16/2016;          "Kalibrasi dosis" for sprayer, planned for 04/16/2016. Carried out in 10/07/2015;          "Pelatihan Black Bunch Censur" for upkeep workers, planned for 07/18/2016 and carried out on 07/19/2016 attended by 9 upkeep workers.          "P3K training" for harvesters, carried out in 07/01/2016 attended by 18 harvesters.          "Pelatihan Panen, Pruning dan Safety Induction" for harvesters, carried out on 01/15/2016 attended by 8 harvesters.</p>	<p>Comply</p>
<p><b>Principle 5: Environmental responsibility and conservation of natural resources and biodiversity</b></p>			
<p><b>Criterion 5.1:</b></p> <p>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 continual improvement.</p>			



<p><b>5.1.1</b></p>	<p>An environmental impact assessment (EIA) shall be documented.</p> <p>- Major compliance -</p>	<p>EIA has been conducted by PT. AICK for Terawan POM and its supply bases, through:</p> <ol style="list-style-type: none"> <li>1. Initial Environmental Impact Assessment (AMDAL) year 1998 for the development of 12,000 Ha oil palm estate and a POM of capacity 60 tonnes FFB per hour. The initial EIA has been approved by Minister of Agriculture through letter No.20/ANDAL/RKL-RPL/BA/VI/1998.</li> <li>In 2006 EIA was revised due to expansion of the estate area into ± 19.860 ha and increase of mill capacity from 60 tons FFB per hour to 90 tons FFB per hour. The revision was approved by The Governor of Central Kalimantan through letter No.188.44/281/2007 dated 22<sup>nd</sup> June 2007 approved the SEIA.</li> <li>2. Environmental Mangement Document / Dokumen Pengelolaan Lingkungan Hidup (DPLH), approved by Authorities through Letter number 660/14/BLH/X/2011 including area of 2,052 Ha under Terawan village.</li> <li>3. EIA for RIM year 2008 dated June 26, 2008. Approved by authority through letter number 14/sk-komisi/VI/2008.</li> </ol> <p>Those EIA have been conducted according to the scope of plantation and mill operation covering: land clearing and new roads, processing mills and its infrastructure, Management of mill effluents, effect on natural vegetation, and management of pests and diseased. The document has been well documented and has been made available at each estate and mill.</p>	<p>Comply</p>
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<p><b>5.1.2</b></p>	<p>Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons.</p> <p>- Minor compliance -</p>	<p>Environmental Management Plan available as part of EIA document. Matrix of plan covers explanation of type of impact, management objective, parameter, person in charge, management measure, PIC, location, and relevant authorities. All plan has been well implemented according to RKL-RPL report, as follows:</p> <ul style="list-style-type: none"> <li>- Ambient air quality, managed by maintenance of machinery, dust collector, HCV area, tree enrichment, limiting vehicle speed, zero burning policy.</li> <li>- Noise, managed by machinery maintenance, vegetation to absorb noise, PPE, arrangement of genset location, etc.</li> <li>- Physical and chemical characteristic of soil, managed by: Legume cover crop, EFB application, sediment trap, effective fertilizing as recommended by research, waste management. All have been done accordingly.</li> <li>- Ground water quality, managed by LCC, organic fertilizer, etc.</li> <li>- Erosion, managed by Vegetation at river buffer zone, EFB application, frond arrangement, drainage and rorak as sediment trap, agronomy technique for slopy area.</li> <li>- River water quality, managed by effective fertilizing as recommended by research, pesticide handling and control (no application at ditch and river buffer zone), River buffer zone (50-100 meter), etc. All have been implemented well.</li> <li>- Fire danger, managed by zero burning policy, fire emergency equipment, fire prevention (water reservoir, fire break), signboard, socialization.</li> <li>- Aquatic biota, managed by effective fertilizing, POME land application, WWTP, etc.</li> <li>- Flora and fauna, managed by conservation area, Signboard, illegal logging inspection, etc. All have been implemented.</li> <li>- Hazardous waste; managed by storage and disposal by licensed third party.</li> <li>- Job &amp; business opportunities, managed by job opportunities for surrounding communities, business partnership with local contractor, local purchasing.</li> <li>- Social conflict, managed by CSR, education, safety control to avoid accident.</li> <li>- Public health; managed by access for public to health facility, sanitation, fogging, and other health programme. All have been implemented.</li> <li>- Work accident and OHS, managed by implementation of SMK3, HIRAC, OHS inspection.</li> </ul> <p>---</p>	<p>Comply</p>
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		<p>Implementation of Environmental Management Plan has been reporting periodically through RKL-RPL report to Local Environmental Office every six month. Latest report available for first half of 2016, submitted on July 1, 2016. The report described all environmental management activities.</p>	
<p><b>5.1.3</b></p>	<p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p> <p>- Minor compliance -</p>	<p>Protocol of Environmental Monitoring Plan can be found as integrated part of EIA document. Matrix of monitoring plan covers explanation of type of impact, management objective, parameters, person in charge, method, PIC, location, and relevant authorities. All monitoring Plan has been implemented as shown in RKL-RPL report:</p> <ul style="list-style-type: none"> <li>- Ambient air quality, monitored through genset and boiler emission test, ambient air test.</li> <li>- Noise, monitored by periodic noise level measurement. It has been implemented well</li> <li>- Physical and chemical characteristics of soil, monitored through: soil porosity and weight test, soil chemical test (pH, C, N, P, K, etc.) as regulated by Decree of MoE number 28 regarding Land Application Research. All have been done accordingly.</li> <li>- Erosion, monitored by measuring erosion parameters (USLE).</li> <li>- Ground water quality, monitored by POME quality, ground water quality etc.</li> <li>- River water quality, monitored by River water quality test and POME quality test.</li> <li>- Fire danger, monitored by fire intensity observation, land clearing by surrounding community, fire equipment, etc.</li> <li>- Aquatic biota, monitored by test on abundance, similarity, diversity, and domination index of aquatic biota. All have been implemented.</li> <li>- Flora and fauna, monitored by wildlife survey and HCV area monitoring.</li> <li>- Hazardous waste; monitored by logbook and balance sheet of hazardous waste.</li> <li>- Job &amp; business opportunities, monitored by inventory of employee from surrounding villages. All have been implemented.</li> <li>- Social conflict, monitored by observation on conflict at surrounding community.</li> <li>- Public health, monitored by monitoring of disease and accident data from clinic and surrounding health facility.</li> <li>- Work accident and OHS Monitored by accident and disease reporting and monitoring.</li> </ul> <p>Implementation of Environmental Monitoring Plan has been reporting periodically through RKL-RPL report to Local Environmental Office every six month. Latest report available for first half of 2016, submitted on July 1, 2016. The report has described all environmental monitoring activities.</p>	<p>Comply</p>

<b>Criterion 5.2:</b>			
<p>The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.</p>			
<p><b>5.2.1</b></p>	<p>Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).</p> <p>- Major compliance -</p>	<p>The company has a HCV identification document, peer reviewed by ProForest. The company is developing the HCV management plan based on the peer review inputs.</p> <p>The area statement of HCV status in whole of PT Agro Indomas: Anak Sungai Rungau 25.9 Ha; Bapilang &amp; Telaga Ringgit 151 Ha; Landau 76.3 Ha; Parigi Bariut 93.2 Ha; Pakayung 59.2 Ha; Purun 127 Ha; Sandung 13 Ha; G106 Swamp 7.38 Ha; F106 Forest/shrub 10.65 Ha; E106 Forest/Shrub 8.74 Ha; LPE sandy area 323.98 Ha. Total HCV area identified in PT. Agro Indomas is 895 Ha.</p> <p>The company appointed trained personnel, Mr. Abrar Ramlan as assistant conservation. He is responsible for monitoring of HCV areas.</p>	<p>Comply</p>

<p><b>5.2.2</b></p>	<p>Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan.</p> <p>- Major compliance -</p>	<p>The company has established a conservation status (e.g. IUCN status), legal protection, population and habitat requirements of rare, threatened or endangered species that could be significantly affected by the grower or miller where there are identified rare, threatened or endangered species. Further, PT Agro Indomas has developed a number of procedure: "Prosedur Identifikasi Perlindungan flora dan fauna" – procedures to identify flora and fauna No.EHS-PRO-E-006, "Deliniasi Tata Batas Kawasan konservasi" – Delineation in conservation area No.EHS-PRO-E-001, "Pemasangan papan nama kawasan konservasi" – placement of warning signs No.EHS-PRO-E-003. The implementation of monitoring and management of HCV in a year cycle recorded under "Laporan dan Review Pengelolaan dan Pemantauan Kawasan HCV". The monitoring of flora and fauna was conducted through 2 methods: direct sighting and transects in HCV areas.</p> <p>Based on field visit to HCV area:</p> <ul style="list-style-type: none"> <li>- Riparian/buffer zone of Purun river and Pakayung river shows that company has conducted water source protection, such as Installing boundary marker in Landau river in form of poles and incorporated into GIS coordinates, and install signboard to warn workforce and community that company prohibit fish poisoning, electrocuting fish, cutting trees in river buffer zone; company warned workforce that no chemical and fertilizer can be applied on the river buffer zone. Company maintained the natural vegetation cover in the river buffer zone.</li> <li>- Secondary forest ecosystem: found the remains of illegal timber cutting from 2015 prolonged drought season; no signboard.</li> </ul> <p>Company has prepared a report "Laporan dan Review Pengelolaan dan Pemantauan Kawasan HCV PT. Agro Indomas-RIM Capital periode tahun 2015" Company has emphasize plan to mitigate and prevent such illegal timber cutting on HCV to happen again.</p>	<p>Comply</p>
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<p><b>5.2.3</b></p>	<p>There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.</p> <p>- Minor compliance -</p>	<p>The company has placed a warning board to control and prevent illegal activities such as hunting, poaching and fishing at the high conservation value area. Furthermore, the conservation officer is communicating the importance of HCV conservation and protection to surrounding villages.</p> <p>Posters and signs indicating the presence of protected species are available on various premises. PT. Agro Indomas (Central Kalimantan) has consistently communicating the importance of HCV area:</p> <ul style="list-style-type: none"> <li>- "Sosialisasi Kebijakan Konservasi dan Pengembangan Lahan" communicating the conservatoin policy and land development policy on 7<sup>th</sup> June 2016 whereby attended by 17 fertilizer applicator Sungai Purun Estate.</li> <li>- "Sosialisasi Bidang Sosial, SOP, Environmetnal, Health and Safety" on 23<sup>rd</sup> July 2016, attended by 16 upkeep workers in Sungai Purun Estate;</li> <li>- "Sosialisasi Keberadaan NKT di Areal PT Agro Indomas (Central Kalimantan)" communicating the presencen of high conservation value on 19<sup>th</sup> May 2015.</li> <li>- "Training Pengelolaan dan Pemantauan Kawasan Bernilai Konservasi Tinggi" – training inmanagement and monitoring of HCV on 19<sup>th</sup> May 2015.</li> <li>- "Sosialisasi untuk Tidak Memelihara Satwa Liar" – communicating company policy on no wildlife pet, on 18<sup>th</sup> August 2016 in Sungai Rungau Estate, attended by 21 workers.</li> <li>- "Sosialisasi Jenis Satwa yang Dilindungi" communicating type of protected animals, on 13<sup>th</sup> June 2016 attended by 60 upkeep workers in Sungai Rungau Estates and 42 harvesters in Sungai Rungau Estate.</li> </ul> <p><b>Opportunity for Improvement:</b> PT. Agro Indomas (Central Kalimantan) - Sungai Purun Estate has identified and established HCV areas inside the plantation. Company may wish to consider more sign board in HCV area with risk of illegal timber extraction.</p>	<p>Comply</p>
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<p><b>5.2.4</b></p>	<p>Where a management plan has been created there shall be ongoing monitoring:</p> <ul style="list-style-type: none"> <li>• The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported;</li> <li>• Outcomes of monitoring shall be fed back into the management plan.</li> </ul> <p>- Minor compliance -</p>	<p>Company has consistently conduct regular monitoring on important wildlife animals. For example, monitoring record seen: monitoring on 3<sup>rd</sup> May 2016, in block N49; and 22<sup>nd</sup> May 2016 in block Q50; and in 21<sup>st</sup> June 2016 in block S43 and block S44. Monitoring was done on weekly basis by estate officer.</p> <p>For monitoring on HCV area conducted by appointed officer on 6-monthly basis and the result made available in "Laporan Monitoring dan Evaluasi Pengelolaan HCV tahunan".</p>	<p>Comply</p>
<p><b>5.2.5</b></p>	<p>Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights.</p> <p>- Minor compliance -</p>	<p>Based on interview with villager and authorities, based on document review of HCV identification document, there is no HCV on local communities control.</p>	<p>Comply</p>
<p><b>Criterion 5.3:</b> Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>			
<p><b>5.3.1</b></p>	<p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance -</p>	<p>PT. Agro Indomas (Central Kalimantan) has identified all waste and pollution sources, documented under the following document:</p> <ol style="list-style-type: none"> <li>1. Environmental Impact Assessment (EIA) as described in the indicator 5.1.1. The assessment includes identification of major waste and pollution source such as POME and emission from static source (genset, boiler).</li> <li>2. "Environmental &amp; Social Aspect and Impact Risk Register". This register is updated regularly and revised accordingly. All sources of waste and pollution from estate and mill activities has been identified such as domestic waste, hazardous waste, POME, etc.</li> </ol> <p>To handle disposal of waste and preventing pollution, company has a waste management plan for both domestic and hazardous waste. The waste is segregated and sent for recycle in waste bank. Valuable and recycle material is separated from domestic waste before sent for land fill.</p>	<p>Comply</p>

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<p><b>5.3.2</b></p>	<p>All chemicals and their containers shall be disposed of responsibly.</p> <p>- Major compliance -</p>	<p>General procedure for chemical handling available under SOP number EHS.BBB-01 dated May 4, 2015 regarding Hazardous Material handling. The SOP lists name, category, and standar treatment of chemical material and its ex container. All ex chemical container in Sungai Purun Mill are stored in temporary storage and disposed off through licensed transporter and disposal contractor.</p> <p>Temporary Storage Permit for Sungai Purun Mill available through Decree of Bupati Seruyan Number 188.45/272 /2016 dated June 16, 2016 regarding <i>Izin Penyimpanan Sementara Limbah Bahan Berbahaya dan Beracun</i> for PT Agro Indomas Unit Sungai Purun.</p> <p>Ex chemical container from Sungai Purun and Sungai Rungau Estate are stored at Central Workshop Storage (Terawan). Storage permit for Terawan Mill available under decree number 188.45/271/2016 dated June 16, 2016 regarding <i>Izin Penyimpanan Sementara Limbah Bahan Berbahaya dan Beracun</i> for PT Agro Indomas Unit Terawan Mill.</p> <p>Company maintains all recods of chemical and hazardous waste disposal as seen in the following documents:</p> <ul style="list-style-type: none"> <li>• log book of hazardous waste (including chemical container) at temporary storage in mi,</li> <li>• Balance sheet (monthly) of incoming and outgoing waste (LB3), calculated based on daily log book data,</li> <li>• Hazardous waste transportation and disposal contract with PT. Raja Ampat Nusantara as licensed waste transporter and disposal contractor.</li> <li>• Hazardous waste delivery notes (manifest) by the licensed contractor, recent LB3 delivery was on July 3, 2016.</li> <li>• Periodic (quarterly) report on hazardous waste management to relevant authorities. Most recent available for April – June 2016 and had been reported to local authorities, provincial, and minstrial of environment on July 4, 2016.</li> </ul>	<p>Comply</p>
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<p><b>5.3.3</b></p>	<p>A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</p> <p>- Minor compliance -</p>	<p>To reduce or avoid pollution, company has a waste disposal management plan, both for hazardous and non hazardous waste under SOP EHS.LIM-01 dated May 4, 2015 regarding Waste Management, approved by Director of Engineering and Director of Plantations.</p> <p>The SOP has covered identification of all waste and waster reduction through recycling and resuse for fuel. Summary of the plan are:</p> <ul style="list-style-type: none"> <li>- All hazardous waste should be stored in temporary storage and should be disposed through licensed contractor.</li> <li>- All POME should be used for land application, EFB is used for mulch, while shell and fiber waste should be used for boiler fuel, Boiler ash and decanter cake can be used for mulch.</li> <li>- All domestic waste (organic and non organic) should be disposed in land fill</li> </ul> <p>All of waste disposal procedure under waste management plan has been implemented, as observed in the following filed visit results:</p> <p><b>Hazardous waste</b></p> <ul style="list-style-type: none"> <li>- Observed during field visit that LB3 storage has met standard, such as: isolated from outer environment, first aid kit and emergency equipment, ventillation, oil trap, symbol and label, MSDS, etc.</li> <li>- Hazardous waste (LB3) handling document available, such as: balance sheet (monthly) based on hazardous waste log book and LB3 delivery manifests.</li> </ul> <p><b>POME and Mill solid waste</b></p> <ul style="list-style-type: none"> <li>- POME has been used for land application. Site visit has been made to block E7 and F7 Sungai Purun Estate shown that land application has been done properly. POME application volume has also been monitored periodically through daily logbook of POME application (debit and volume). Recent POME application: April was 22,615 MT; May was 16,293 MT; June was 11,655 MT.</li> <li>- Monthly POME quality test by external inderperndent laboratory (Unilab Perdana). Most recent report available for second quarter of 2016, summary of BOD value are as follows: On April BOD was 2,076 mg/l; On may BOD was 418 mg/l; On June BOD was 320 mg/l; (threshold is 5000 mg/l according to Minsitrial Regulation number 29 year 2003)</li> <li>- Sighted during filed visit in Sungai Purun Mill that all fiber and shell are used for boiler fuel and EFB for nutrient recycling. Use of fiber and shell for boiler fuel has been recorded in "Fiber and Shell" production and use.</li> </ul> <p>---</p>	<p>Comply</p>
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		<p><b>Domestic waste</b>          From field visit at Sungai Purun and Sungai Rungau Estate, there was no indication of use of fire for waste disposal. All domestic wastes have been disposed off using landfill system, provided for each emplasment.</p>	
<p><b>Criterion 5.4:</b>          Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>			
5.4.1	<p>A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored.</p> <p>- Minor compliance -</p>	<p>Sungai Purun POM:          Company is using renewable energy in form of fibre and kernel nut shell for boiler fuel. The expected efficiency is to save 60-70% diesel fuel. The use of fibre and shell is recorded in consistent manner.  <i>Calculation of power for each liters of diesel fuel:</i>          Diesel genset was producing power 1,521,800 kW, equal to consumption of 459,701 liters of diesel fuel. FFB processed 232,237 metric tons. Power generated for every liter of diesel fuel 3.31 kW.  <i>Electricity consumption from turbo genset and diesel genset for POM and domestic use:</i>          The electricity consumption for POM and domestic use 6,232,210 kW. Turbo genset generated power 4,710,410 kW. Diesel genset generated power 1,521,800 kW.  <i>Calculation/assumption of diesel fuel consumption for power generated:</i>          Total electricity for POM and domestic 6,232,210 kW. Power generated for every liter of diesel fuel 3.31 kW. Assumption for diesel fuel consumption on total electricity for POM and domestic use 1,887,283 liters.  <i>Calculation on diesel fuel saving against total electricity need:</i>          Actual diesel fuel consumption 459,701 liters. Assumption for diesel fuel consumption on total electricity for POM and domestic use 1,887,283 liters. Saving on diesel fuel consumption from use of solid waste (fiber and kernel nut shell) was 1,427,582 liters. Percentage of solid waste against diesel fuel was recorded at 75%: 25%.  <i>Efficiency of biofuel use:</i>          Saving on diesel fuel consumption from use of solid waste (fiber and kernel nut shell) was 1,427,582 liters. Efficiency (saving/assumption of diesel fuel used on total power) at 75.04%, equal to Rp.17 billion.</p>	Comply
<p><b>Criterion 5.5:</b>          Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.</p>			

<p><b>5.5.1</b></p>	<p>There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p> <p>- Major compliance -</p>	<p>PT. Agro Indomas (Central Kalimantan) has implemented a zero burning policy since the start of the oil palm development. Burning is not allowed and there is no evidence of burning. Policy on Land clearing without burning, Reference number: OP/C2/06/01 dated 1<sup>st</sup> June 2006; this policy applies for all new planting and replanting areas.</p> <p>SOP of land preparation by using mechanic and zero burning under document number OP/C2/04/01 dated March 23, 2009. The process covers: Underbrushing (&lt; 10 cm) by manual or heavy equipment, chainsaw felling, partial mechanism clearing, mechanical land preparation (clearing debris and stacking).</p> <p>The zero burning policy has been implemented throughout the operations including development of Plasma Plantation area (planted year 2013). Routine land preparation report on January 2013 shown the land preparation by using the following method: bulldozer, excavator, stacking, lining, planting. Field visit has been made to verify this in Plasma Development Block.</p> <p>Fire Danger Rating System sign board has been made available on various public places. The fire rating level calculated real-time based on relative humidity, days without rain, rainfall and condition of grass/material on the field. During the course of visit, the fire rating is on middle level.</p> <p>Fire patrol schedule and records are available. No incident for period January – July 2016. Reports of fire fighting are available – and reported to Plantation and Forestry service, Sampit.</p>	<p>Comply</p>
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<p><b>5.5.2</b></p>	<p>Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p> <p>- Minor compliance -</p>	<p>The company is using mechanical method for land clearing. Currently there is no land clearing activity on the field.</p> <p>The company has developed emergency response procedure against land burning - SOP "Tanggap Darurat Kebakaran" No.SOP.EHS.ERP-03 chapter 4.1 explains prevention of fire break through fire danger rating, updated every morning. Supervisor at Lampasa estate are trained.</p> <p>The company also has a fire fighter team, ready to deploy in the case of fire break. Fire patrol was done in regular basis, fire severity sign board is available on various places. During the course of visit, the fire rating is on extreme level; fire fighter is on standby position.</p> <p>A fire fighter teams, fire extinguishers and fire fighting facilities are available. The fire-fighting equipment available is: personnel PPE, transportation (patrol car, personnel transporter trucks, and fire equipment truck), communication tools (handy talkie, radio), logistic (24,000 liters capacity tank, water bowser 3,000 liters), patrol equipment (motor bike, flashlight), etc.</p>	<p>Comply</p>
<p><b>Criterion 5.6:</b></p> <p>Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>			
<p><b>5.6.1</b></p>	<p>An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4).</p> <p>- Major compliance -</p>	<p>An assessment of polluting activities (including emission) has been conducted under:</p> <ol style="list-style-type: none"> <li>1. Environmental Impact Assessment (EIA) as described in the indicator 5.1.1. The assessment includes identification of major pollution source such as POME and emission from static source (genset, boiler).</li> <li>3. "Environmental &amp; Social Aspect and Impact Risk Register". This register is updated regularly and revised accordingly. All sources of waste and pollution from estate and mill activities has been identified such as domestic waste, hazardous waste, POME, etc.</li> </ol> <p>To handle disposal of waste and preventing pollution, company has a waste management plan for both domestic and hazardous waste. The waste is segregated and sent for recycle in waste bank. Valuable and recycle material is separated from domestic waste before sent for land fill.</p>	<p>Comply</p>

<p><b>5.6.2</b></p>	<p>Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented.</p> <p>- Major compliance</p>	<p>From the identified pollution and emission source, company conducted test and monitoring. The result of monitoring were recorded and reported into "Laporan Pelaksanaan RKL/RPL periode Semester I 2016". The report describe clearly all monitoring result upon all environmental aspect identified in the RKL/RPL such as air emission test, ambient air test, noise level, soil-physical test, surface water and river water quality tests, POME quality tests, etc. In general the result shows all emissions and pollution source are under allowable limit.</p>	<p>Comply</p>
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<p><b>5.6.3</b></p> <p>A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools.</p> <p>- Minor compliance -</p>	<p>The POME – Palm Oil Mill Effluent was utilized for Land Application. Company has consistently monitored the quality of POME produced – on monthly basis. Monitoring of BOD every month analyzed by PT. Unilab Perdana, shows the level is under allowable limit of 5000mg/litres for land application.</p> <p>Sungai Purun POM:          Monitoring of pollutant and emission was part of Environmental, Health and Safety Department responsibility.</p> <p>Analysis of air emission as per “Peraturan Menteri Negara Lingkungan Hidup No.13 tahun 2009”, date of sampling 04/18/2016, date of report 05/04/2016.</p> <table border="1" data-bbox="657 763 1230 1393"> <thead> <tr> <th>Parameter</th> <th>Unit</th> <th>Requirement</th> <th>Report No.03892-09/LHP/V/2016 date 05/04/2016 Genset SPM No.1</th> <th>Report No.03892-10/LHP/V/2016 date 05/04/2016 Genset SPM No.2</th> </tr> </thead> <tbody> <tr> <td>Nitrogen oxide (NOx) as NO<sub>2</sub></td> <td>mg/Nm<sup>3</sup></td> <td>1000</td> <td>314</td> <td>529</td> </tr> <tr> <td>Carbon monoxide (CO)</td> <td>mg/Nm<sup>3</sup></td> <td>600</td> <td>70</td> <td>346</td> </tr> <tr> <td>Particle</td> <td>mg/Nm<sup>3</sup></td> <td></td> <td>16</td> <td>18</td> </tr> <tr> <td>Sulphur dioxide (SO<sub>2</sub>)</td> <td>mg/Nm<sup>3</sup></td> <td></td> <td>26</td> <td>43</td> </tr> <tr> <td>Sulphur Oxide (SOx)</td> <td>mg/Nm<sup>3</sup></td> <td></td> <td>35</td> <td>57</td> </tr> <tr> <td>Velocity</td> <td>m/s</td> <td></td> <td>11.38</td> <td>12.40</td> </tr> <tr> <td>Oxygen</td> <td>%</td> <td></td> <td>16.8</td> <td>13.7</td> </tr> </tbody> </table> <p>The POME – Palm Oil Mill Effluent was utilized for Land Application. Company has consistently monitored the quality of POME produced – on monthly basis. Monitoring of BOD every month analyzed by PT. Unilab Perdana, shows the level is under allowable limit of 5000mg/litres for land application:</p> <p>September 2015: BOD inlet 36,908, BOD outlet 199; COD inlet 92,269, COD outlet 569; TSS inlet 42,200; TSS outlet 825; Nitrogen inlet 1,595, Nitrogen outlet 20; Oil &amp; grease inlet 19,221 - Oil &amp; grease outlet 16; pH inlet 4, pH outlet 8.</p> <p>December 2015: BOD inlet 47,818, BOD outlet 270; COD inlet 113,852, COD outlet 751; TSS inlet 17,200; TSS outlet 412; Nitrogen inlet 781, Nitrogen outlet 62; Oil &amp; grease inlet 4,083 - Oil &amp; grease outlet 64; pH inlet 5, pH outlet 8.9.</p>	Parameter	Unit	Requirement	Report No.03892-09/LHP/V/2016 date 05/04/2016 Genset SPM No.1	Report No.03892-10/LHP/V/2016 date 05/04/2016 Genset SPM No.2	Nitrogen oxide (NOx) as NO <sub>2</sub>	mg/Nm <sup>3</sup>	1000	314	529	Carbon monoxide (CO)	mg/Nm <sup>3</sup>	600	70	346	Particle	mg/Nm <sup>3</sup>		16	18	Sulphur dioxide (SO <sub>2</sub> )	mg/Nm <sup>3</sup>		26	43	Sulphur Oxide (SOx)	mg/Nm <sup>3</sup>		35	57	Velocity	m/s		11.38	12.40	Oxygen	%		16.8	13.7	<p>Comply</p>
Parameter	Unit	Requirement	Report No.03892-09/LHP/V/2016 date 05/04/2016 Genset SPM No.1	Report No.03892-10/LHP/V/2016 date 05/04/2016 Genset SPM No.2																																						
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**Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers**

<b>Criterion 6.1:</b>			
Aspects of plantation and mill management that have social impacts, including replanting, 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 continual improvement.			
<b>6.1.1</b>	A social impact assessment (SIA) including records of meetings shall be documented.  - Major compliance -	Company has conducted Social and Environment Impact Assessment (SIA) that covers all of the potential social impact of Terawan mill operation and its supply bases. The impact assessment are under the following documents:  1. Environmental Impact Assessment (EIA / AMDAL) year 1998 for the development of 12,000 Ha oil palm estate and a POM of capacity 60 tonnes FFB per hour. The EIS was revised In 2006 due to expansion of the estate area into ± 19.860 ha and increase of mill capacity from 60 tons FFB per hour to 90 tons FFB per hour. The EIA document has covered various impact and aspects such as: building of new roads, new mills, planting expansions, mill effluent disposal, clearing of natural vegetation, etc.  2. Environmental Mangement Document / Dokumen Pengelolaan Lingkungan Hidup (DPLH) No.660/14/BLH/X/2011 including area of 2,052 Ha under Terawan village.  3. Social Impact Assessment (SIA) year 2010, conducted by company in cooperation with Faculty of forestry IPB. The study has covered promotion positive impact such as: improving welfare base local community, recruitment of local worker, education, health, scheme smallholders, and reducing negative impact through 3R (reduces, reuse and recycle) waste management; reduce water and air pollution, water facilities for local community and plantation, workers welfare, etc.	Comply

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<p><b>6.1.2</b></p>	<p>There shall be evidence that the assessment has been done with the participation of affected parties.</p> <p>- Major compliance -</p>	<p>EIA and SIA has been done with involvement of internal and external stakeholder as stated seen in the assessment methodology. In accordance to regulation, EIA document of PT. Agro Indomas had passed through an inter-governmental agency discussion and had been socialized to relevant stakeholders. The structure of the report complies with Environmental Minister regulation (Kepmen LH No. 45/2005).</p> <p>Affected parties were also involved in SIA study process. Attached in the report list of respondent, picture documentation, and journal of the assessment. Result of the survey had been incorporated in "Social Management Plan" which consists of programmes, activities, opportunities, strategics, result and timeline.</p> <p>Copy of EIA and SIA document of PT. AICK had been made available in each estate. Participatory meeting has been conducted periodically to review SIA document. E.g: minutes of meeting with the Lampasa and Terawan Villagers on 17<sup>th</sup> October 2012 which attended by community representatives, local government officer, Head of villages, and Electricity Dept.</p>	<p>Comply</p>
<p><b>6.1.3</b></p>	<p>Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation.</p> <p>- Major compliance -</p>	<p>Plans for mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, has been developed under:</p> <ol style="list-style-type: none"> <li>1. Environmental Management Plan and Environmental Monitoring Plan (RKL-RPL) as integrated part of EIA document (see indicator 5.1.1, 5.1.2, and 5.1.3).</li> <li>2. Social Management Plan matrix as part of SIA document, which covers the following impact mangement plans: establish communication with all stakeholders, improve education quality for community, improvement of community's health, improvement of economic, solve tenurial problem, improve partnership through plasma, 3 R campaign, avoid pollution, ground water conservation, and compliance to employment regulation.</li> </ol> <p>The abovementioned plans have covered avoidance of negative impacts and promotion of the positive ones. There were monitoring protocols of the impacts with with clear timetables and identification of persons responsible for implementation of the plans.</p>	<p>Comply</p>



<p><b>6.1.4</b></p>	<p>The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties.</p> <p>- Minor compliance -</p>	<p>Review on Environmental and Social Impact management plan has been done periodically (every six month) through trend analysis and compliance evaluation in Environmental Management Plan and Environmentl Monitoring Plan.</p> <p>The RKL-RPL provided evidence of community's participation in impact monitoring, such as interview survey on Local economic (job/business opportunities), satisfaction, and social conflit potency. All impact monitoring plan has been implemented:</p> <ul style="list-style-type: none"> <li>- Job &amp; business opportunities, monitored by inventory of emplyee from surrounding villages. All have been implemented.</li> <li>- Social conflit, monitored by observation on conflict at surrounding community.</li> <li>- Public health, monitored by monitoring of disesase and acident data from clinic and surrounding health facility.</li> <li>- Work accident and OHS Monitored by accident and diease reporting and monitoring.</li> </ul> <p>All environmental / social management and monitoring has been reporting periodically through RKL-RPL report to Local Environmental Office every six month. Latest report available for first half of 2016, submitted on July 1, 2016. The report has described all environmental monitoring activities.</p> <p><b>Observation:</b>  PT. Agro Indomas (Central Kalimantan) has prepared a social impact assessment. The social impact assessment identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.  The organization may benefit social impact review upon issues from internal stakeholder, consideration on participatory engagement with regards to increasing employee turnover.</p>	<p>Comply</p>
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<p><b>6.1.5</b></p>	<p>Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).</p> <p>- Minor compliance -</p>	<p>PT. Agro Indomas (Central Kalimantan) is continuously developing the scheme smallholders, as informed above, being part of social impact assessment study by IPB. The best management practices are applied by the company for scheme smallholders, such as: fertilizing, harvesting monitoring, payment of FFB etc as equal with company best practices.</p> <p>Progress of smallholders (May 2016): Koperasi Banua Raya, total planted 919 hectares, Koperasi Tagani Makmur, total planted 304 hectares, Koperasi Unggul Jaya Sejahtera, total planted 109,9 hectares</p> <p>Analysis on impact of plantation operation on smallholders and community has been incorporated in SIA analysis. Smallholder has been planned as part economic development programme. Some issues that were raised in SIA assessment:</p> <ul style="list-style-type: none"> <li>- Different perception on minimum plasma area that should be built</li> <li>- Number of enthusiast villager larger than land available for plasma</li> <li>- Lack of understanding on rule of plasma development.</li> </ul>	<p>Comply</p>
<p><b>Criterion 6.2:</b></p> <p>There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.</p>			

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<p><b>6.2.1</b></p>	<p>Consultation and communication procedures shall be documented.</p> <p>- Major compliance -</p>	<p>Company maintains a list of major stakeholder from local communities and other interested parties, under document "Stakeholder List of PT. Agro Indomas Central Kalimantan". The list is updated annually by CSR and EHS department. The latest update available for April 2016, which contains 138 stakeholder records (name, contact, address), categorized into: District Government, Province Government, Local parliament, Justice court, Sub District Government, Village officers, internal parties, Media, NGOs, University, Company, School, and neighbouring companies.</p> <p>SOP of communication, participation and consultation available under document number IMS._-05 dated May 04, 2015, reviewed by Mr. Edi Suhardi and Approved by Mr. SU as CEO.</p> <p>Guidance to external communication also available under SOP EMS-P06 on Communication, second revision dated 01st July 2010, under sub-heading of "external communications".</p> <p>The SOP has been socialized to the community as seen in the records of socialization to community (see indicator 6.2.3). Records of all meetings and socialization are available and maintained. Interview with affected stakeholder during ASA-4 audit revealed that no issue regarding communication and consultation between company and surrounding villagers and government officials.</p>	<p>Comply</p>
<p><b>6.2.2</b></p>	<p>A management official responsible for these issues shall be nominated.</p> <p>- Minor compliance -</p>	<p>According to SOP on communication and job description of the related staffs, Head of each department has responsibility in providing and updating information (under coordination with General Manager).</p> <p>PIC of communication for year 2016 in each department are:</p> <ol style="list-style-type: none"> <li>4. For EHS issue is Mr. Syaipul Bahri (EHS Department Head) assisted by Ferry M.R.P (assistant), Agus Rudiyanto (assistant), and Usman (Assistant for legal and public affair),</li> <li>5. For social and CSR issue are MR. Beswendri, Eka (admin), and Aris (Yayasan).</li> <li>6. For HRD issue is MS Marcellinus H. Ranteallo</li> </ol> <p>Interview with villager and government officials during ASA-4 audit revealed that no issue regarding communication and consultation. All affected parties has been made aware and have access to the aforementioned person in charge.</p>	<p>Comply</p>

<p><b>6.2.3</b></p>	<p>A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained.</p> <p>- Minor compliance -</p>	<p>List of stakeholders are available under List of Potential Partner/August 2014, comprise of 4 members of “Kementerian Lingkungan Hidup”, 7 members of “Badan Lingkungan Hidup Kabupaten” in Kabupaten Kotawaringin Timur and Kabupaten Seruyan, 2 members from academic institution, 7 persons from “BKSDA/Manggala Agni/Pemadam” – Natural resources conservation/fire-fighter, 3 members of “Dinas Tenaga Kerja Kabupaten Seruyan” – manpower office of Kabupaten Seruyan, 5 members of NGO (WWF and OFI), 5 officers from police force, 3 members from Hazardous Waste Disposal, 3 personnel of Laboratory</p> <p>Sighted from document verification that PT Agro Indomas holds records of all community aspirations/proposal and follows up action in the “CSR Dept. Environmental Report”. Example of the most recent communication and consultation with affected communities are:</p> <ol style="list-style-type: none"> <li>1. Communication Meeting with stakeholder in Terawan Village, which was held on September 05, 2014 attended by 24 persons.</li> <li>2. Socialization Meeting on negative effect of land clearing using fire to stakeholders at Seruyan Sub District, which was held on October 07, 2015. Attended by 55 person from surrounding villages, police office, and government officials.</li> <li>3. Minutes of meeting with farmer group of Terawan Village, held on June 11, 2016. Attended by 9 persons, agenda of meeting: 1) proposal of agricultural partnership with PT. Agro Indomas; 2) prevention of fire use in land clearing by community.</li> <li>4. Minutes of meeting with villager of Tanjung Hanau Village, it was held on June 10, 2016. Attended by 12 persons, agenda of meeting: provision of land for plasma in Tanjung Hanau village.</li> </ol> <p>At estate level, all internal and external communication are recorded under Information Request Book. During year 2016, there are 5 communication records regarding job vacancy and PPE request. At Lanpasa Estate, there were 3 records of communication with surrounding villages related with heavy load equipment proposal.</p>	<p>Comply</p>
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**Criterion 6.3:**  
 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.

<p><b>6.3.1</b></p>	<p>The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested.</p> <p>- Major compliance -</p>	<p>General system for disputes resolution in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, available in the following document:</p> <ul style="list-style-type: none"> <li>- A written policy on code of ethical conduct and integrity in all operations and transactions which stated that company will respect the whistle blowing anonymity, conflict of interest in all business activities including conflict resolution.</li> <li>- SOP of communication, participation and consultation available under document number IMS 05 and SOP number IMS 06 regarding External Communication, dated May 04, 2015, reviewed by Mr. Edi Suhardi and Approved by Mr. SU as CEO. The SOP providec guidance to handle dispute and claims from external parties communication.</li> <li>- Land dispute resolution mechanisms and how to handle the new planting area have been developed in consideration to the law and the ongoing reconciliation process. PT Agro Indomas has developed procedures related to the land resolution such as: Land Compensation Payment process (LCD 2.4, dated 15<sup>th</sup> August 2010), Measurement of Land for Compensation (LCD 3.1, dated 15<sup>th</sup> August 2010), Overlapping Land (LCD 2.3, dated 15<sup>th</sup> August 2010).</li> </ul> <p>In 2016, audit team noted 3 complaints from employees:</p> <ul style="list-style-type: none"> <li>- Workers of Sungai Purun Estate and Sungai Rungau Estate complaining the electric current in housing was not stabile; date of report 16<sup>th</sup> March 2016 – followed up by management;</li> <li>- Complaint from harvesters related to provision of harvesting tool, dated 20<sup>th</sup> March 2006;</li> <li>- Complaint from harvesters related to harvesting tools with poor quality, dated 1<sup>st</sup> April 2016.</li> </ul>	<p>Comply</p>
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<p><b>6.3.2</b></p>	<p>Documentation of both the process by which a dispute was resolved and the outcome shall be available.</p> <p>- Major compliance –</p>	<p>All documents related to negotiation and dispute settlement are available, such as:</p> <ol style="list-style-type: none"> <li>1. Records of land compensation payment to the landowners, including the amount paid for the commercial land (e.g. commercial-rubber tree) with the recipient and witness signatures. There are also copies of land compensation documents is available in GM office, the documents consist of “Berita Acara Kompensasi” receipt, and photograph are available in premises</li> <li>2. Negotiation on existing land conflict settlement, e.g: Minute of meeting of land claim by M. Andut, on May 21, 2016 at GMO meeting room attended by representative of company (3 persons) and claimer (2 persons).</li> <li>3. The complaint and grievancies monitoring book “Buku Komunikasi”.</li> </ol>	<p>Comply</p>
<p><b>Criterion 6.4:</b></p> <p>Any negotiations concerning compensation for loss of legal, customary or user 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.</p>			
<p><b>6.4.1</b></p>	<p>A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place.</p> <p>- Major compliance -</p>	<p>Procedure of identification, calculation and compensation for the loss of legal or customary rights is available in place.</p> <p>Land identification procedures as follows: Claims incoming from the local community, Inventory and identification of land, document verification, field visit. Map any overlapping. If it is not compensated yet, then continued to negotiation and payment will be made after both parties are agree.</p> <p>Compensation procedure as follows:          Identification of land status/legal ownership, field visit, mapping with the landowner using GPS which witnessed by neighbouring and local government officer and result is signed by them, preparing land compensation document, and payment documents, such as: Berita Acara Ganti Rugi, maps, statement letters, receipt, photograph as evidence.</p>	<p>Comply</p>

<p><b>6.4.2</b></p>	<p>A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land.</p> <p>- Minor compliance -</p>	<p>Procedure to calculate and distribute compensation has been established in:</p> <ul style="list-style-type: none"> <li>- Procedure and flowchart LCD 2.1 (communication of new plantation development);</li> <li>- Procedure and flowchart LCD 2.2 (Land measurement);</li> <li>- LCD 2.3 (Overlapping land);</li> <li>- LCD 2.4 (Land compensation payment process).</li> </ul> <p>Compensation calculation procedure: as follows: The land compensation team communicating the compensation rate as per the local regulation rates among the landowner, the compensation date may vary on the vegetation/crops/ planting on the land, compensation rates are agreed per Ha basis land and planting area to be provided to the land compensation team, the land compensation team may agree for a rate within the range approved by the local regulation and company (If required to pay more than approval amount, particular approval should be received from the Plantation Director, but if the villagers agree with proposed rate, the SOP on measurement of land for compensation should be followed).</p> <p>Compensation procedure as follows: Identification of land status/legal ownership, field visit, mapping with the landowner using GPS which witnessed by neighbouring and local government officer and result is signed by them, preparing land compensation document, and payment documents, such as: Berita Acara Ganti Rugi, maps, statement letters, receipt, photograph as evidence.</p> <p>Records of people identified and entitled to compensation are in place. Records of all compensation issues are retained. The company holds records on "Agro Indomas Land Compensation" file for all land acquired by the company since the commencement in 1996. The records include the identification of people eligible to receive compensation. All outcomes to compensation claims are fully documented. The outcomes to any settlements are not made public although information is readily available – upon request and approval.</p> <p>---</p>	<p>Comply</p>
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		<p>Based on verification upon Personnel assistant record, up to 2014, PT. Agro Indomas (Central Kalimantan) has compensated for the land and for the plantings to 1,870 individuals for area of 11,378 Ha.</p> <p>Currently, company has completed the compensation process for area inside the Hak Guna Usaha/HGU, and based on public consultation with village communities and relevant authorities, stated that no report from stakeholders related to land grievance in the area HGU of PT. Agro Indomas (Central Kalimantan).</p>	
<b>6.4.3</b>	<p>The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available.</p> <p>- Major compliance -</p>	<p>Based on verification upon Personnel assistant record, up to 2014, PT. Agro Indomas (Central Kalimantan) has compensated for the land and for the plantings to 1,870 individuals for area of 11,378 Ha.</p> <p>Currently, company has completed the compensation process for area inside the Hak Guna Usaha/HGU, and based on public consultation with village communities and relevant authorities, stated that no report from stakeholders related to land grievance in the area HGU of PT. Agro Indomas (Central Kalimantan).</p>	Comply
<p><b>Criterion 6.5:</b></p> <p>Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p>			



<p><b>6.5.1</b></p>	<p>Documentation of pay and conditions shall be available.</p> <p>- Major compliance -</p>	<p>The salary payment has been system has been regulated. Salary paid in 2016 has been adjusted as per “Keputusan Gubernur Kalimantan Tengah No.50 Tahun 2015 tentang Upah Minimum Kabupaten dan Upah Minimum Sektoral Kabupaten Tahun 2016 Kabupaten Seruyan” dated 2<sup>nd</sup> November 2015. In the regulation requiring the minimum wage of Rp.2,310,998,- for sector plantation and plantation forest. Company conduct follow up to adjust the minimum wage through “Internal Memo No.001/AHL-SPU/HR/XII/2015 perihal Penyesuaian Upah Harian bagi BHL dan SKU tahun 2016” signed by director, dated 21<sup>st</sup> December 2015 related to Daily Rate for BHL and SKU Year 2016, whereby the wage sets into</p> <ul style="list-style-type: none"> <li>- Temporary workers Rp.92,440/manday</li> <li>- Permanent workers Rp.87,340/manday plus benefit</li> </ul> <p>Based on document verification on “Payroll distribution” in Sungai Purun Estate showing that all employees are paid in accordance to abovementioned regulation “Upah Minimum Sektor Perkebunan Kabupaten Seruyan tahun 2016”. Audit team took samples, i.e:</p> <p>Mrs.F***** in July 2016, performed 11 mandays with salary Rp.960,470 (per manday Rp.87.340);  Mrs.Mi***** in July 2016, performed 8 mandays with salary Rp.698,720 (per manday Rp.87.340);</p> <p>Based on document verification on “Payroll distribution” in Sungai Rungau Estate showing that all employees are paid in accordance to abovementioned regulation “Upah Minimum Sektor Perkebunan Kabupaten Seruyan tahun 2016”. Audit team took samples, i.e:</p> <p>Mrs.G**** in July 2016, performed 16 mandays with salary Rp.1,397,440 (per manday Rp.87.340);  Ms.K*** in July 2016, performed 8 mandays with salary Rp.698,720 (per manday Rp.87.340);</p>	<p>Comply</p>
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<p><b>6.5.2</b></p>	<p>Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p> <p>- Major compliance -</p>	<p>As employment regulation, PT. Agro Indomas (Central Kalimantan) has “Peraturan Perusahaan/PP” – Company regulation which has been approved by “Keputusan Kepala Dinas Tenaga Kerja dan Transmigrasi Provinsi Kalimantan Tengah No.KEP.1070/HI.01/VI/Nakertrans tentang Pengesahan Peraturan Perusahaan PT. Agro Indomas” dated 20<sup>th</sup> June 2016. The company regulation valid for 2 years until 19<sup>th</sup> June 2018. The company regulation has regulating:</p> <ul style="list-style-type: none"> <li>- General requirements: the basic for Peraturan Perusahaan, Definition, Terms and abbreviation, scope of company regulations;</li> <li>- Industrial relationship; recruitment and selection criteria, employment relationship, temporary workers, probation and hiring, daily workers, employee appraisal, promotion criteria, individual information reporting, pension age;</li> <li>- Work-related term; working days, working hour, break, overtime, holidays, travelling;</li> <li>- Annual leave; annual leave, special leave, period leave, maternity leave/miscarriage, religious leave, Hajj/pilgrimage leave;</li> <li>- Education, training and performance development management; education and training, performance development management;</li> <li>- Transfer, promotion, demotion; General, transfer, transfer in same company group, temporary position, demotion;</li> <li>- Salary Payment; salary payment system, salary calculation, salary payment, salary deduction, main salary, tax, benefit, religious day benefit, salary adjustment, bonus, etc.</li> <li>- Social insurance; Social insurance, health care, facility and transportation, education facility, worker welfare facility, death and burial;</li> <li>- Award; Work achievement reward;</li> <li>- Health and Safety; occupational health and safety program, working tools, personnel protective equipments;</li> <li>- Company rules and regulation; employee's rights, employee's obligations, violation and sanction;</li> <li>- Work termination; termination due to warning letter, termination due to zero tolerance, banning, etc.</li> <li>- Employee grievance; general, complaint and employee's grievance resolution mechanism;</li> <li>- Etc.</li> </ul> <p>The company regulation is available in Bahasa Indonesia.</p> <p>---</p>	<p>Comply</p>
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		<p>Each employee in PT. Agro Indomas (Central Kalimantan) has a Surat Perjanjian Kerja/SPK - working agreement, whereby regulating in specific the obligation and rights, for example:</p> <ul style="list-style-type: none"> <li>- Mr.J***** (temporary worker) with SPK No.003/GMO/HRD/VI/2016 dated 4<sup>th</sup> June 2016;</li> <li>- Mr.R*** (SKU-H worker) has agreement “No.005/GMO/PKWT-PLT-AIM-(HRD)/XI/2015/11310757-I dated 31<sup>st</sup> November 2015.</li> <li>- Mr.I*** S***** (SKU-B worker) has agreement “No.GMO/PKWT/PLTAIM(HRD)/II/2016/13830012-2” dated 1<sup>st</sup> February 2016.</li> </ul> <p>Company, in HRD Manager has documented data of all employees, indicating employee number, name, date of jin, estate/department/category, certification, completed with initial work agreement, medical examination result, latest medical examination result, appraisal, recommendation letter, etc.</p>	
6.5.3	<p>Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.</p> <p>- Minor compliance –</p>	<p>Based on field visits it is evident that the company has provided a good standard of housing for staff and workers. Basic need such as electricity and water supply is adequate. Other social and educational facilities such as kindergarten, elementary and middle school facilities, playground, clinic, food court, cooperatives, mosques/churches are provided. Field visit and interview with the employees is evident. The medical facilities include child delivery facilities and referred treatments to hospitals. School transportation by buses is also provided free by the company. Water quality tests confirmed the treated water supplied to housing is suitable for domestic use. Recreation facilities in the form of playing fields and community halls are available in all Estates.</p> <p>Based on visit to Sungai Rungau Estate, company has provided housing in types: 24 units G.01, 162 units G.02, 8 units G.04, and 9 units G.10. The facilities such as mosque and church 1 unit each, school bus 1 unit, clinic 1 unit, elementary school 1 unit and kindergarten 1 unit.</p>	Comply
6.5.4	<p>Growers and millers shall make demonstrable efforts to monitor and improve workers’ access to adequate, sufficient and affordable food.</p> <p>- Minor compliance –</p>	<p>Company provides rice, as benefit for workers. Company allows market to be available after salary payment time, so worker can shop. In addition, employee cooperative is available in estate. The nearest market was located 12 KM.</p>	Comply

<p><b>Criterion 6.6:</b></p> <p>The employer respects the rights 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.</p>			
<p><b>6.6.1</b></p>	<p>A published statement in local languages recognising freedom of association shall be available.</p> <p>- Major compliance -</p>	<p>Company respects its employee right to form and join worker union. This has been a company policy and established under "Kebijakan Sosial" dated 11<sup>th</sup> July 2014.</p> <p>There is worker union "Serikat Pekerja PT Agro Indomas Sinar Fajar - SPSF", registered under "Surat Keputusan Kepala Dinas Tenaga Kerja, Transmigrasi dan Pariwisata Kabupaten Seruyan No.560/55/Disnakertrans/I/2013" dated 16<sup>th</sup> January 2014. The latest registration to Dinas Tenaga Kerja Kabupaten Seruyan as per "Surat Keputusan Kepala Dinas Tenaga Kerja No.560/1472/DISNAKERTRANSPAR/XII/2014 tentang Perubahan Serikat Pekerja Sinar Fajar PT. Agro Indomas" dated 23<sup>rd</sup> December 2014 has informing the change in structure.</p> <p>PT. Agro Indomas (Central Kalimantan) has also demonstrate "Lembaga Kerjasama Bipartit – LKS Bipartit" to handle industrial dispute. The organization has been registered under "Surat Keputusan Kepala Dinas Tenaga Kerja, Transmigrasi dan Pariwisata Kabupaten Seruyan No.560/361/Disnakertranspar/II/2012 tentang Pengesahan Lembaga Kerjasama Bipartit PT Agro Indomas" dated 14<sup>th</sup> February 2012.</p> <p>Based on interview with sampled worker and representative of worker union, PT. Agro Indomas was supportive to the union.</p>	<p>Comply</p>
<p><b>6.6.2</b></p>	<p>Minutes of meetings with main trade unions or workers representatives shall be documented.</p> <p>- Minor compliance -</p>	<p><b>NC Minor:</b></p> <p>Worker in PT. Agro Indomas (Central Kalimantan) has established worker union "Serikat Pekerja Sinar Fajar" and has been registered in manpower office "Dinas Tenaga Kerja Kabupaten Seruyan". Not sufficient evidence on minutes of meeting between company and worker union.</p> <p><b>Objective Evidence:</b></p> <p>Not sufficient evidence on minutes of meeting between company and worker union. Based on interview with management and with representative of the worker union, stated company has no meeting schedule with worker union.</p> <p>Furthermore, worker union does not have representation in the bi-partite organization.</p>	<p><b>NC Minor</b></p>
<p><b>Criterion 6.7:</b></p> <p>Children are not employed or exploited.</p>			

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<p><b>6.7.1</b></p>	<p>There shall be documentary evidence that minimum age requirements are met.</p> <p>- Major compliance -</p>	<p>PT. Agro Indomas (Central Kalimantan) has a social policy established on March 6, 2013; which in point 3) prohibits employment of minors.</p> <p>PT. Agro Indomas (Central Kalimantan) has “Peraturan Perusahaan/PP” – Company regulation which has been approved by “Keputusan Kepala Dinas Tenaga Kerja dan Transmigrasi Provinsi Kalimantan Tengah No.KEP.1070/HI.01/VI/Nakertrans tentang Pengesahan Peraturan Perusahaan PT. Agro Indomas” dated 20<sup>th</sup> June 2016. The company regulation valid for 2 years until 19<sup>th</sup> June 2018. In the Company Regulations, Article 5, paragraph 2, it is also mentioned that the minimum age of employees of PT. Agro Indomas is 18 years old at the time of recruitment.</p> <p>Based on document verification, on Sungai Purun Estate and Sungai Rungau Estate, in August 2016, no employee under 18 years old when entering company employment.</p>	<p>Comply</p>
<p><b>Criterion 6.8:</b></p> <p>Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.</p>			
<p><b>6.8.1</b></p>	<p>A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented.</p> <p>- Major compliance -</p>	<p>PT. Agro Indomas (Central Kalimantan) has a social policy established on March 6, 2013; which stated that company treat all employee in fair and justice manner, no discrimination against gender, ethnic, nationality, disability, sexual orientation, religion, political affiliation, gender committee membership, or age. The social document is available for public, available in Estate office of Sungai Purun and Sungai Rungau Estate.</p> <p>Based on interview with workers, gender committee and worker union representative, no indication of discrimination against workers. Company has a procedure related to recruitment of temporary workers, as regulated in “Internal Memo HR&amp;GA Manager No.002/AICK/HR-IM/VII/201 tentang Ketentuan Rekrutment BHL” dated 26<sup>th</sup> July 2016. The memo regulates criteria, recruitment procedure, facility for workers, sacntion and others.</p> <p>Company has a policy for human resource, issued by Divisi SDM Group dated 1<sup>st</sup> December 2003; which regulates process for recruitment of staff and permanent employee.</p>	<p>Comply</p>
<p><b>6.8.2</b></p>	<p>Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against.</p> <p>- Major compliance -</p>	<p>Based on interview with workers, worker union committee and local villagers, it was known that majority of non-skilled worker/manpower resources coming from local communities. For skilled workers it was hard to get. There was no indication of discrimination against local versus non-local workers or against female workers. There is no migrant workers in PT. Agro Indomas (Central Kalimantan).</p>	<p>Comply</p>

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<p><b>6.8.3</b></p>	<p>It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available.</p> <p>- Minor compliance -</p>	<p>PT. Agro Indomas (Central Kalimantan) has a social policy established on March 6, 2013; which stated that company treat all employee in fair and justice manner, no discrimination against gender, ethnic, nationality, disability, sexual orientation, religion, political affiliation, gender committee membership, or age. The social document is available for publi, available in Estate office of Sungai Purun and Sungai Rungau Estate.</p>	<p>Comply</p>
<p><b>Criterion 6.9:</b>  There is no harassment or abuse in the work place, and reproductive rights are protected.</p>			
<p><b>6.9.1</b></p>	<p>Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce.</p> <p>- Major compliance -</p>	<p>PT. Agro Indomas (Central Kalimantan) has a social policy established on March 6, 2013; which stated company will prevent sexual harrassment and prevent domestic violence and to protect female workers's reproductive rights. The social document is available for publi, available in Estate office of Sungai Purun and Sungai Rungau Estate.</p> <p>As a proof of implementation, gender committee was established and chaired by Mrs.Yayang Leloni Y. The gender committee act as organization for protection of female worker's right.</p>	
<p><b>6.9.2</b></p>	<p>A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce.</p> <p>- Major compliance -</p>	<p>The company has a policy relating to the protection of reproductive rights, included in corporate regulation, section 21 of the period leave, Article 22 of the Leave days of Pregnancy, childbirth and miscarriage.</p>	

<p><b>6.9.3</b></p>	<p>A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce.</p> <p>- Minor compliance -</p>	<p>The company has established a gender committee, responsible for monitoring implementation of "Sexual harassment" policy rev. 01, dated 6<sup>th</sup> March 2013 and socialization was conducted regularly.</p> <p>Based on interview with workers and record review, no sexual harassment case found during audit.</p> <p>The company has established a Committee on Gender as a special institution that aims to fight for reproductive rights of women employees. The company also facilitates gender committee activities, to disseminate the protection of reproductive rights of women employees. The results of interviews with female employees (pesticide spraying team) indicated that they have understood the existence of gender committees, as an institution to protect their reproductive rights. Female employees have fully understood that during the period of maternity/nursing, the wages remains their right and paid by company. The interviews with employees in the field showed that they still want to continue working at another job that is lighter or have a period of leave during pregnancy. The company is giving maternity leave for 3 months with monthly wages and light work for pregnant and breast feeding women as revealed during interview with female workers. The company also has a policy prohibiting female workers who are pregnant and/or breastfeeding to work in a place that is in contact with agrochemical use. The company performs periodic inspection, pregnancy test and provides personal protective equipment adequate for female employees who work in places that come into contact with agrochemical. (6.9.4)</p> <p>Specific grievance mechanism is available in place and put in the notice board and public facilities and the employees can make report to the "Gender Committee" if any case is happened. Based on record review, interview with gender committee members, interview with female workers; it is found that no sexual harassment, domestic violence or other case was reported to the Gender Committee. (6.9.5)</p>	<p>Comply</p>
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**Criterion 6.10:**  
 Growers and mills deal fairly and transparently with smallholders and other local businesses.

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<p><b>6.10.1</b></p>	<p>Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.</p> <p>- Minor compliance -</p>	<p>The record of current and price paid for FFB from scheme smallholder and outside supplier is maintained and made publicly available on request. The current FFB price is circulated to cooperatives via short message service.</p> <p>Based on interview with local contactor, it was revealed that the FFB purchase price, given by palm oil mill has followed the price regulated by “Dinas Perkebunan Kabupaten Seruyan” on monthly basis. Based on interview with Mr.Yudi Shara, committee of Koperasi Unggul Jaya Sejahtera, Paren village, the FFB price has been regulated in accordance to “Dinas Perkebunan Kabupaten Seruyan” and issued every month. All parties can access the FFB price, for instance from company, or from mass media.</p>	<p>Comply</p>
<p><b>6.10.2</b></p>	<p>Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation).</p> <p>- Major compliance -</p>	<p>Based on interviews with the Board of Farmers Group Plasma Lampasa and Terawan village, it is clear the FFB price is determined twice every month by a Committee consisting of Government, Palm Oil Producers in the Seruyan district. The pricing mechanism is follow index “K” government formula. The committee held meetings between 25 and 27 of every month. FFB price decision made is communicated to all oil palm plantation companies and cooperatives as the price standard of certain period, using letter, fax, or sms. Pricing mechanisms for FFB and inputs/services is recorded.</p> <p>Company has a work agreement with FFB suppliers, example:  “Perjanjian Jual Beli TBS No.MILL/PPP/TBS/II/2014/00001” between antara PT. Agro Indomas (Central Kalimantan) with Mr.Suriyanto Bagio, dated 18<sup>th</sup> February 2014. Mr. Subagio, as the contractor signed the agreement, which explained FFb and the criteria, time and location of FFB receiving, FFB transporting, FFB price, FFB payment, FFB weighing and grading, Empty fruit bunch, Guarantee from FFB contractor (FFB not disputed, not stolen goods, not from forest area), Dispute settlement, agreement timeframe, agreement ending.</p>	<p>Comply</p>



<p><b>6.10.3</b></p>	<p>Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.</p> <p>- Minor compliance -</p>	<p>Based on document review, contracts are signed by contractors; work agreements with cooperatives are signed. Based on interview with stakeholders consist of cooperative administrator and contractor; all parties understand the contractual agreements they enter into. These stakeholders also reveal the contracts are fair, legal and transparent. In addition, payments made by PT Agro Indomas in general are timely.</p> <p>Based on interview with FFB supplier, and local contractor, they have understood the agreement. These contractors are also aware of their rights and obligations, as regulated in work agreement.</p>	<p>Comply</p>
<p><b>6.10.4</b></p>	<p>Agreed payments shall be made in a timely manner.</p> <p>- Minor compliance -</p>	<p>Based on interview with FFB supplier, and local contractor, PT. Agro Indomas (Central Kalimantan) has paid their contract in line with the agreement. Evidence of payment seen: payment of FFB to Mr.Suriyanto Bagio, for FFB sales period 1-22<sup>nd</sup> July 2016 for 9,380 kg FFB.</p>	<p>Complya</p>
<p><b>Criterion 6.11:</b>          Growers and millers contribute to local sustainable development where appropriate.</p>			
<p><b>6.11.1</b></p>	<p>Contributions to local development that are based on the results of consultation with local communities shall be demonstrated.</p> <p>- Minor compliance –</p>	<p>PT. Agro Indomas (Central Kalimantan) has prepared Community Development Program/CSR 2016 – 2018/3 Years Program:</p> <ol style="list-style-type: none"> <li>1.Capacity building for community; Lifeskill Training, Sport equipment for community, Onjob Training, High School Student, University Student, Baseline Monitoring &amp; PRA Implementation.</li> <li>2.Livelihood Programs; Village improvement program, Agriculture (Vegetables, Watermelon, casava etc), Local Bussiness Upgrade, Fishery (Land Pond), Plasma Training, Koperasi Plasma, Poultry.</li> <li>3. Health (Medical service): Tuberculosis treatment, “Puskesmas Pembantu”, “Posyandu”, Health Socialization &amp; Preventive action, HIV/AIDS Awareness Campaign, “Posyandu Lansia”, Mass circumcision;</li> <li>4. Public Facility/Infrastructure: Clean Water Support, Village Officer/Community Hall, Lighting Village Road, Subsidiary for Genset Pospol Bangkal.</li> <li>5. Religious &amp; Culture: Religious events, Idul Adha, “Sanggar Budaya Dayak”.</li> <li>6. National Celebration: Independence Day</li> <li>7. Donation; Gift and gratuity</li> <li>8. Group Event; Awareness training program on fire prevention, illegal logging etc, Media Gathering-Group</li> </ol>	<p>Comply</p>

<p><b>6.11.2</b></p>	<p>Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity.</p> <p>- Minor compliance -</p>	<p>The company fully managed scheme smallholders and until now, the company has developed 310 Ha in Terawan village and 60 Ha in Lampasa Village and its still continue for developing scheme smallholders.</p> <table border="1" data-bbox="657 506 1222 882"> <thead> <tr> <th>Desa</th> <th>Bentuk Lembaga</th> <th>Jumlah Anggota (KK)</th> <th>Luas (Ha)</th> <th>Keterangan</th> </tr> </thead> <tbody> <tr> <td>Lampasa</td> <td>KT Karya Bersama</td> <td>30</td> <td>60</td> <td>Program Kerjasama dengan Pemerintah</td> </tr> <tr> <td>Bangkal</td> <td>KT Sangumang</td> <td>60</td> <td>60</td> <td>Proinsi Kalteng</td> </tr> <tr> <td>Terawan</td> <td>KT Karya Bhakti</td> <td>60</td> <td>60</td> <td></td> </tr> <tr> <td>Terawan</td> <td>KSU Maju Jaya Terawan</td> <td>298</td> <td>310</td> <td>Program Kemitraan dengan PT AICK Masing-masing anggota seluas 1 Ha, 2 Ha Kas Desa, Masjid dan Mushola 2 Ha Madrasah 1 Ha, SMA 1 Ha, TK 1 Ha, SMP 2 Ha, SD 2 Ha, Pustu dan Puskesmas 2 Ha</td> </tr> <tr> <td>Lampasa</td> <td>KSU Berkat Maju Jaya Bersama</td> <td>322</td> <td>332</td> <td>Program Kemitraan dengan PT AICK, masing-masing anggota 1 Ha, 10 Ha untuk Kas Desa</td> </tr> </tbody> </table>	Desa	Bentuk Lembaga	Jumlah Anggota (KK)	Luas (Ha)	Keterangan	Lampasa	KT Karya Bersama	30	60	Program Kerjasama dengan Pemerintah	Bangkal	KT Sangumang	60	60	Proinsi Kalteng	Terawan	KT Karya Bhakti	60	60		Terawan	KSU Maju Jaya Terawan	298	310	Program Kemitraan dengan PT AICK Masing-masing anggota seluas 1 Ha, 2 Ha Kas Desa, Masjid dan Mushola 2 Ha Madrasah 1 Ha, SMA 1 Ha, TK 1 Ha, SMP 2 Ha, SD 2 Ha, Pustu dan Puskesmas 2 Ha	Lampasa	KSU Berkat Maju Jaya Bersama	322	332	Program Kemitraan dengan PT AICK, masing-masing anggota 1 Ha, 10 Ha untuk Kas Desa	<p>Comply</p>
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<p><b>Criterion 6.12:</b> No forms of forced or trafficked labour are used.</p>																																	
<p><b>6.12.1</b></p>	<p>There shall be evidence that no forms of forced or trafficked labour are used.</p> <p>- Major compliance -</p>	<p>Based on interview with worker union, gender committee and sampled field workers, they reveal that in PT. Agro Indomas (Central Kalimantan) all workers have work agreement and no forced labour.</p>	<p>Comply</p>																														
<p><b>6.12.2</b></p>	<p>Where applicable, it shall be demonstrated that no contract substitution has occurred.</p> <p>- Minor compliance -</p>	<p>Based on interview with worker union, gender committee and sampled field workers, they reveal that in PT. Agro Indomas (Central Kalimantan) all workers have work agreement and no contract substitution.</p>	<p>Comply</p>																														
<p><b>6.12.3</b></p>	<p>Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented.</p> <p>- Major compliance -</p>	<p>Based on interview with manpower authority, "Dinas Tenaga Kerja Kabupaten Seruyan", it was known that no migrant workers. Company policy, company regulation and company procedure does regulates temporary workers.</p>	<p>Comply</p>																														
<p><b>Criterion 6.13:</b> Growers and millers respect human rights.</p>																																	

<p><b>6.13.1</b></p>	<p>A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -</p>	<p>PT. Agro Indomas (Central Kalimantan) has a social policy established on March 6, 2013; which stated that company treat all employee in fair and justice manner, no discrimination against gender, ethnic, nationality, disability, sexual orientation, religion, political affiliation, gender committee membership, or age. The company has communicated this policy and interview with workers confirmed that they understand and aware for this policy. Communication to workers done in tanggal 18<sup>th</sup> July 2016 and attended by 42 workers di Lampasa Estate.</p>	<p>Comply</p>
<p><b>Principle 7: Responsible development of new plantings</b></p>			
<p><b>Criterion 7.1:</b> A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.</p>			
<p><b>7.1.1</b></p>	<p>An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented. - Major compliance -</p>	<p>All new planted area have been covered under the following Social and Environmental Impact Assessment:</p> <ol style="list-style-type: none"> <li>1. Initial Environmental Impact Assessment (AMDAL) year 1998 for the development of 12,000 Ha oil palm estate and a POM of capacity 60 tonnes FFB per hour. The initial EIA has been approved by Minister of Agriculture through letter No.20/ANDAL/RKL-RPL/BA/VI/1998. In 2006 EIA was revised due to expansion of the estate area into ± 19.860 ha and increase of mill capacity from 60 tons FFB per hour to 90 tons FFB per hour. The revision was approved by The Governor of Central Kalimantan through letter No.188.44/281/2007 dated 22<sup>nd</sup> June 2007 approved the SEIA.</li> <li>2. Environmental Mangement Document/ Dokumen Pengelolaan Lingkungan Hidup (DPLH) No.660/14/BLH/X/2011 including area of 2,052 Ha under Terawan village.</li> <li>3. EIA for RIM year 2008 dated June 26, 2008. Approved number 14/sk-komisi/VI/2008.</li> <li>4. Social Impact Assessment (SIA) year 2010, conducted by company in cooperation with Faculty of forestry IPB. The study has covered promotion positive impact and reducing negative impact.</li> </ol>	<p>Comply</p>

<p>7.1.2</p>	<p>Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts.</p> <p>- Minor compliance -</p>	<p>Environmental Management Plan available as part of EIA document. Matrix of plan covers explanation of type of impact, management objective, parameter, person in charge, management measure, PIC, location, and relevant authorities. All plan has been well implemented according to RKL-RPL report, as follows:</p> <ul style="list-style-type: none"> <li>- Ambient air quality, managed by maintenance of machinery, dust collector, HCV area, tree enrichment, limiting vehicle speed, zero burning policy.</li> <li>- Noise, managed by machinery maintenance, vegetation to absorb noise, PPE, arrangement of genset location, etc.</li> <li>- Physical and chemical characteristic of soil, managed by: Legume cover crop, EFB application, sediment trap, effective fertilizing as recommended by research, waste management. All have been done accordingly.</li> <li>- Ground water quality, managed by LCC, organic fertilizer, etc.</li> <li>- Erosion, managed by Vegetation at river buffer zone, EFB application, frond arrangement, drainage and rorak as sediment trap, agronomy technique for slopy area.</li> <li>- River water quality, managed by effective fertilizing as recommended by research, pesticide handling and control (no application at ditch and river buffer zone), River buffer zone (50-100 meter), etc. All have been implemented well.</li> <li>- Fire danger, managed by zero burning policy, fire emergency equipment, fire prevention (water reservoir, fire break), signboard, socialization.</li> <li>- Aquatic biota, managed by effective fertilizing, POME land application, WWTP, etc.</li> <li>- Flora and fauna, managed by conservation area, Signboard, illegal logging inspection, etc. All have been implemented.</li> <li>- Hazardous waste; managed by proper temporary storage, cooperation with third party for disposal.</li> <li>- Job &amp; business opportunities, managed by job opportunities for surrounding communities, business partnership with local contractor, local purchasing.</li> <li>- Social conflict, managed by CSR, education, safety control to avoid accident.</li> <li>- Public health; managed by access for public to health facility, sanitation, fogging, and other health programme. All have been implemented.</li> <li>- Work accident and OHS, managed by implementation of SMK3, HIRAC, OHS inspection, etc.</li> </ul> <p>---</p>	<p>Comply</p>
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		Implementation of Environmental Management Plan has been reporting periodically through RKL-RPL report to Local Environmental Office every six month. Latest report available for first half of 2016, submitted on July 1, 2016. The report described all environmental management activities.	
7.1.3	Where the development includes an outgrower scheme, the impacts of the scheme and the implications of the way it is managed shall be given particular attention.  - Minor compliance -	PT Agro Indomas is continuously developing the scheme smallholders, as informed above, being part of social impact assessment study by IPB. The best management practices are applied by the company for scheme smallholders, such as: fertilizing, harvesting monitoring, payment of FFB etc as equal with company best practices.  Progress of smallholders (May 2016): Koperasi Banua Raya, total planted 919 hectares, Koperasi Tagani Makmur, total planted 304 hectares, Koperasi Unggul Jaya Sejahtera, total planted 109,9 hectares  Analysis on impact of plantation operation on smallholders and community has been incorporated in SIA analysis. Smallholder has been planned as part economic development programme. Some issues that were raised in SIA assessment: - Different perception on minimum plasma area that should be built - Number of enthusiast villager larger than land available for plasma - Lack of understanding on rule of plasma development.	Comply
<b>Criterion 7.2:</b>			
Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.			
7.2.1	Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations.  - Major compliance -	A full soil analysis was completed in May 1997, done by PARAM Agricultural Soil Survey, Malaysia. The results have been received for each estate. Maps have been produced indicating soil types on each estate in term of detail soil map. Based on the soil and topographic map, the company taken into account in their planning and operation.	Comply
7.2.2	Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available and taken into account in plans and operations.  - Minor compliance -	PT. Agro Indomas has a topographic map, prepared by GIS department to help plantation/estate to planning the new planting in accordance to Agronomy Policy.	Comply

<b>Criterion 7.3:</b>																																																																																																																																																																																																																								
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<b>7.3.1</b>	<p>There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2).</p> <p>- Major compliance -</p>	<p>New planting after November 2005 strictly follows HCV identification report. No replacement/conversion of primary forest and/or area containing one or more High Conservation Values. The external HCV consultants had reported that studies of satellite images and previous land use have concluded that no primary forests and no HCV areas have been cleared since November 2005 for new plantings.</p> <p>PT Agro Indomas demonstrates letter of approval by the Seruyan government has confirmed that the status of the land concessions of plantation is for other use area (<i>Kawasan Pemukiman dan Penggunaan Lainnya</i> or KKPL).</p>	Comply																																																																																																																																																																																																																					
<b>7.3.2</b>	<p>A comprehensive HCV assessment, including stakeholder consultation, shall be conducted prior to any conversion or new planting. This shall include a land use change analysis to determine changes to the vegetation since November 2005. This analysis shall be used, with proxies, to indicate changes to HCV status.</p> <p>- Major compliance -</p>	<p>The High Conservation Value (HCV) identification was conducted by the Faculty of Forestry, Institut Pertanian Bogor (IPB), the key consultants conducting these assessments are approved by the RSPO. The High Conservation Value (HCV) Assessment team consist of 5 (Five) RSPO-Approved assessors and led by Ir. Nyoto Santoso, MS. The assessment was carried out from August-September 2009</p>	Comply																																																																																																																																																																																																																					
<b>7.3.3</b>	<p>Dates of land preparation and commencement shall be recorded.</p> <p>- Minor compliance -</p>	<p>Company keeps information of land preparation and planting.</p> <table border="1"> <thead> <tr> <th rowspan="2">No.</th> <th rowspan="2">Uraian</th> <th colspan="5">Luas (Ha)</th> <th rowspan="2">Jumlah (Ha)</th> </tr> <tr> <th>SPE</th> <th>SRE</th> <th>TUE</th> <th>LPE</th> <th>TRE</th> </tr> </thead> <tbody> <tr> <td colspan="8"><b>I. Mature Area</b></td> </tr> <tr> <td></td> <td>Tahun Tanam 1996/1997</td> <td>-</td> <td>-</td> <td>1.261</td> <td>426</td> <td>386</td> <td>2.073</td> </tr> <tr> <td></td> <td>Tahun Tanam 1997/1998</td> <td>-</td> <td>-</td> <td>1.482</td> <td>869</td> <td>758</td> <td>3.109</td> </tr> <tr> <td></td> <td>Tahun Tanam 1998/1999</td> <td>1.547</td> <td>1.708</td> <td>226</td> <td>223</td> <td>1.007</td> <td>4.712</td> </tr> <tr> <td></td> <td>Tahun Tanam 1999/2000</td> <td>699</td> <td>1.226</td> <td>97</td> <td>-</td> <td>-</td> <td>2.023</td> </tr> <tr> <td></td> <td>Tahun Tanam 2000/2001</td> <td>193</td> <td>322</td> <td>-</td> <td>-</td> <td>-</td> <td>515</td> </tr> <tr> <td></td> <td>Tahun Tanam 2001/2002</td> <td>-</td> <td>-</td> <td>-</td> <td>34</td> <td>-</td> <td>34</td> </tr> <tr> <td></td> <td>Tahun Tanam 2002/2003</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td></td> <td>Tahun Tanam 2003/2004</td> <td>-</td> <td>-</td> <td>-</td> <td>398</td> <td>-</td> <td>398</td> </tr> <tr> <td></td> <td>Tahun Tanam 2004/2005</td> <td>-</td> <td>479</td> <td>26</td> <td>1.018</td> <td>199</td> <td>1.722</td> </tr> <tr> <td></td> <td>Tahun Tanam 2005/2006</td> <td>1.165</td> <td>159</td> <td>-</td> <td>133</td> <td>733</td> <td>2.189</td> </tr> <tr> <td></td> <td>Tahun Tanam 2006/2007</td> <td>327</td> <td>-</td> <td>-</td> <td>99</td> <td>173</td> <td>598</td> </tr> <tr> <td></td> <td>Tahun Tanam 2007/2008</td> <td>-</td> <td>-</td> <td>-</td> <td>13</td> <td>27</td> <td>40</td> </tr> <tr> <td></td> <td>Tahun Tanam 2008/2009</td> <td>81</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>81</td> </tr> <tr> <td></td> <td>Tahun Tanam 2009/2010</td> <td>35</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>35</td> </tr> <tr> <td></td> <td>Tahun Tanam 2010/2011</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td></td> <td>Tahun Tanam 2011/2012</td> <td>64</td> <td>63</td> <td>9</td> <td>3</td> <td>31</td> <td>169</td> </tr> <tr> <td></td> <td>Tahun Tanam 2012/2013</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>25</td> <td>25</td> </tr> <tr> <td></td> <td><b>Sub Total</b></td> <td><b>4.110</b></td> <td><b>3.956</b></td> <td><b>3.102</b></td> <td><b>3.217</b></td> <td><b>3.338</b></td> <td><b>17.722</b></td> </tr> <tr> <td colspan="8"><b>II. Immature Area</b></td> </tr> <tr> <td></td> <td>Tahun Tanam 2016/2017</td> <td>-</td> <td>-</td> <td>-</td> <td>13</td> <td>-</td> <td>13</td> </tr> <tr> <td></td> <td>Planted-Dispute</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td></td> <td>Planted-Enclave</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td></td> <td>Teak</td> <td>-</td> <td>-</td> <td>-</td> <td>8</td> <td>-</td> <td>8</td> </tr> <tr> <td></td> <td><b>Sub Total</b></td> <td><b>-</b></td> <td><b>-</b></td> <td><b>-</b></td> <td><b>21</b></td> <td><b>-</b></td> <td><b>21</b></td> </tr> </tbody> </table>	No.	Uraian	Luas (Ha)					Jumlah (Ha)	SPE	SRE	TUE	LPE	TRE	<b>I. Mature Area</b>									Tahun Tanam 1996/1997	-	-	1.261	426	386	2.073		Tahun Tanam 1997/1998	-	-	1.482	869	758	3.109		Tahun Tanam 1998/1999	1.547	1.708	226	223	1.007	4.712		Tahun Tanam 1999/2000	699	1.226	97	-	-	2.023		Tahun Tanam 2000/2001	193	322	-	-	-	515		Tahun Tanam 2001/2002	-	-	-	34	-	34		Tahun Tanam 2002/2003	-	-	-	-	-	-		Tahun Tanam 2003/2004	-	-	-	398	-	398		Tahun Tanam 2004/2005	-	479	26	1.018	199	1.722		Tahun Tanam 2005/2006	1.165	159	-	133	733	2.189		Tahun Tanam 2006/2007	327	-	-	99	173	598		Tahun Tanam 2007/2008	-	-	-	13	27	40		Tahun Tanam 2008/2009	81	-	-	-	-	81		Tahun Tanam 2009/2010	35	-	-	-	-	35		Tahun Tanam 2010/2011	-	-	-	-	-	-		Tahun Tanam 2011/2012	64	63	9	3	31	169		Tahun Tanam 2012/2013	-	-	-	-	25	25		<b>Sub Total</b>	<b>4.110</b>	<b>3.956</b>	<b>3.102</b>	<b>3.217</b>	<b>3.338</b>	<b>17.722</b>	<b>II. Immature Area</b>									Tahun Tanam 2016/2017	-	-	-	13	-	13		Planted-Dispute	-	-	-	-	-	-		Planted-Enclave	-	-	-	-	-	-		Teak	-	-	-	8	-	8		<b>Sub Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21</b>	<b>-</b>	<b>21</b>	Comply
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<p><b>7.3.4</b></p>	<p>An action plan shall be developed that describes operational actions consequent to the findings of the HCV assessment, and that references the grower’s relevant operational procedures (see Criterion 5.2). - Major compliance -</p>	<p>PT. Agro Indomas (Cental Kalimantan) has conducted monitoring of HCV, i.e. monitoring of RTE/wild animal on regular basis, such as: - Monitoring of HCV regularly, e.g. report of monitoring in December 2015; - Monitoring of HCV signboard; - Monitoring of conservation area.</p>	<p>Comply</p>
<p><b>7.3.5</b></p>	<p>Areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations, shall be identified in consultation with the communities and incorporated into HCV assessments and management plans (see Criterion 5.2). - Minor compliance -</p>	<p>PT. Agro Indomas (Cental Kalimantan) communicated the status of HCV in the plantation to surrounding villages. Minutes of meeting and attendance list evident. Interview of local communities and workers confirmed that PT. Agro Indomas had carried out awareness on HCVs to the workers and local communities.</p>	<p>Comply</p>
<p><b>Criterion 7.4:</b> Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.</p>			
<p><b>7.4.1</b></p>	<p>Maps identifying marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided - Minor compliance -</p>	<p>A full soil analysis was completed in May 1997, done by PARAM Agricultural Soil Survey, Malaysia. The results have been received for each estate. Maps have been produced indicating soil types on each estate in term of detail soil map. Based on the soil and topographic map, the company taken into account in their planning and operation.</p>	<p>Comply</p>
<p><b>7.4.2</b></p>	<p>Where limited planting on fragile and marginal soils, including peat, is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts. - Major compliance -</p>	<p>There is no new planting on steep terrain, marginal and fragile soil since November 2005 was noted during field visit and document review.</p>	<p>Comply</p>
<p><b>Criterion 7.5:</b> No new plantings are established on local peoples’ land where it can be demonstrated that there are legal, customary or user rights, without their free, prior and informed consent. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.</p>			

<p><b>7.5.1</b></p>	<p>Evidence shall be available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples.</p> <p>- Major compliance -</p>	<p>PT Agro Indomas manages to demonstrate the new planting after 2005 is established with FPIC approach, where progress is documented. PT Agro Indomas is communicating the plantation development in line with AMDAL preparation. Records of all compensation issues are maintained. The company holds records on "Agro Indomas Land Compensation" file for all land acquired by the company since the commencement in 1996. The records include the identification of people eligible to receive compensation. All outcomes to compensation claims are fully documented. The outcomes to any settlements are not made public although information is readily available. For 2014, there is a compensation process under name Mr.DS. All the applicable records are in place such as: Land handover letter signed by all parties; company, land owner, head of village, Kepala Adat/Demang and Camat. The record available is handover letter since land owner request for land swap instead of financial compensation.</p> <p>No compensation after 2014.</p>	<p>Comply</p>
<p><b>Criterion 7.6:</b></p> <p>Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</p>			
<p><b>7.6.1</b></p>	<p>Documented identification and assessment of demonstrable legal, customary and user rights shall be available.</p> <p>- Major compliance -</p>	<p>The land compensation documents shown that any land for new planting since 2005 which owned by local communities have been compensated and evidence such as negotiation minutes including calculation, "Berita Acara Kompensasi", receipt, and photograph are available.</p> <p>The compensation process initiated through FPIC approach in line with AMDAL document preparation</p>	<p>Comply</p>
<p><b>7.6.2</b></p>	<p>A system for identifying people entitled to compensation shall be in place.</p> <p>- Major compliance -</p>	<p>Procedure of identification, calculation and compensation for the loss of legal or customary rights is available in place.</p> <p>Land identification procedures as follows: Claims incoming from the local community, Inventory and identification of land, document verification, field visit. Map any overlapping. If it is not compensated yet, then continued to negotiation and payment will be made after both parties are agree.</p> <p>Compensation procedure as follows: Identification of land status/legal ownership, field visit, mapping with the landowner using GPS which witnessed by neighbouring and local government officer and result is signed by them, preparing land compensation document, and payment documents, such as: Berita Acara Ganti Rugi, maps, statement letters, receipt, photograph as evidence.</p>	<p>Comply</p>



<p><b>7.6.3</b></p>	<p>A system for calculating and distributing fair compensation (monetary or otherwise) shall be in place.</p> <ul style="list-style-type: none"> <li>- Major compliance -</li> </ul>	<p>Procedure to calculate and distribute compensation has been established in:</p> <ul style="list-style-type: none"> <li>- Procedure and flowchart LCD 2.1 (communication of new plantation development);</li> <li>- Procedure and flowchart LCD 2.2 (Land measurement);</li> <li>- LCD 2.3 (Overlapping land);</li> <li>- LCD 2.4 (Land compensation payment process).</li> </ul> <p>Compensation calculation procedure: as follows:          The land compensation team communicating the compensation rate as per the local regulation rates among the landowner, the compensation date may vary on the vegetation/crops/ planting on the land, compensation rates are agreed per Ha basis land and planting area to be provided to the land compensation team, the land compensation team may agree for a rate within the range approved by the local regulation and company (If required to pay more than approval amount, particular approval should be received from the Plantation Director, but if the villagers agree with proposed rate, the SOP on measurement of land for compensation should be followed).</p> <p>Compensation procedure as follows:          Identification of land status/legal ownership, field visit, mapping with the landowner using GPS which witnessed by neighbouring and local government officer and result is signed by them, preparing land compensation document, and payment documents, such as: Berita Acara Ganti Rugi, maps, statement letters, receipt, photograph as evidence.</p> <p>Records of people identified and entitled to compensation are in place. Records of all compensation issues are retained. The company holds records on "Agro Indomas Land Compensation" file for all land acquired by the company since the commencement in 1996. The records include the identification of people eligible to receive compensation. All outcomes to compensation claims are fully documented. The outcomes to any settlements are not made public although information is readily available – upon request and approval.</p> <p>---</p>	<p>Comply</p>
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		<p>Based on verification upon Personnel assistant record, up to 2014, PT. Agro Indomas (Central Kalimantan) has compensated for the land and for the plantings to 1,870 individuals for area of 11,378 Ha.</p> <p>Currently, company has completed the compensation process for area inside the Hak Guna Usaha/HGU, and based on public consultation with village communities and relevant authorities, stated that no report from stakeholders related to land grievance in the area HGU of PT. Agro Indomas (Central Kalimantan).</p> <p>for PT. RIM Capital, based on verification upon Personnel assistant record, up to 2014, company has compensated for the land and for the plantings to 378 individuals for area of 3,565 Ha. Sampled document: Land compensation for Tanjung Hanau village, for 138 Ha upon Mr. Ar***, as stated in "Surat Pernyataan Melepaskan Hak dan Kepentingan atas Tanah dan Tanam Tumbuh di Atas Tanah Negara serta Penerimaan Pembayaran Uang Ganti Rugi No. LC/PT RIM/12.07/THP VI/002" dated 17<sup>th</sup> December 2007. Inside the agreement, the amount agreed was Rp.103,500,000, paid on 17<sup>th</sup> December 2007.</p>																															
<p><b>7.6.4</b></p>	<p>Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development.</p> <p>- Minor compliance -</p>	<p>PT. Agro Indomas (Central Kalimantan) in cooperation with Kabupaten Seruyan established a scheme smallholder plantation.</p> <table border="1" data-bbox="655 1198 1220 1572"> <thead> <tr> <th>Desa</th> <th>Bentuk Lembaga</th> <th>Jumlah Anggota (KK)</th> <th>Luas (Ha)</th> <th>Keterangan</th> </tr> </thead> <tbody> <tr> <td>Lampasa</td> <td>KT Karya Bersama</td> <td>30</td> <td>60</td> <td>Program Kerjasama dengan Pemerintah</td> </tr> <tr> <td>Bangkal</td> <td>KT Sangumang</td> <td>60</td> <td>60</td> <td>Proinsi Kalteng</td> </tr> <tr> <td>Terawan</td> <td>KT Karya Bhakti</td> <td>60</td> <td>60</td> <td></td> </tr> <tr> <td>Terawan</td> <td>KSU Maju Jaya Terawan</td> <td>298</td> <td>310</td> <td>Program Kemitraan dengan PT AICK Masing-masing anggota seluas 1 Ha, 2 Ha Kas Desa, Masjid dan Mushola 2 Ha Madrasah 1 Ha, SMA 1 Ha, TK 1 Ha, SMP 2 Ha, SD 2 Ha, Pustu dan Puskesmas 2 Ha</td> </tr> <tr> <td>Lampasa</td> <td>KSU Berkat Maju Jaya Bersama</td> <td>322</td> <td>332</td> <td>Program Kemitraan dengan PT AICK, masing-masing anggota 1 Ha, 10 Ha untuk Kas Desa</td> </tr> </tbody> </table>	Desa	Bentuk Lembaga	Jumlah Anggota (KK)	Luas (Ha)	Keterangan	Lampasa	KT Karya Bersama	30	60	Program Kerjasama dengan Pemerintah	Bangkal	KT Sangumang	60	60	Proinsi Kalteng	Terawan	KT Karya Bhakti	60	60		Terawan	KSU Maju Jaya Terawan	298	310	Program Kemitraan dengan PT AICK Masing-masing anggota seluas 1 Ha, 2 Ha Kas Desa, Masjid dan Mushola 2 Ha Madrasah 1 Ha, SMA 1 Ha, TK 1 Ha, SMP 2 Ha, SD 2 Ha, Pustu dan Puskesmas 2 Ha	Lampasa	KSU Berkat Maju Jaya Bersama	322	332	Program Kemitraan dengan PT AICK, masing-masing anggota 1 Ha, 10 Ha untuk Kas Desa	<p>Comply</p>
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<p><b>7.6.5</b></p>	<p>The process and outcome of any compensation claims shall be documented and made publicly available.</p> <p>- Minor compliance -</p>	<p>Based on verification upon Personnel assistant record, up to 2014, PT. Agro Indomas (Central Kalimantan) has compensated for the land and for the plantings to 1,870 individuals for area of 11,378 Ha.</p> <p>Currently, company has completed the compensation process for area inside the Hak Guna Usaha/HGU, and based on public consultation with village communities and relevant authorities, stated that no report from stakeholders related to land grievance in the area HGU of PT. Agro Indomas (Central Kalimantan).</p>	<p>Comply</p>																														

<p><b>7.6.6</b></p>	<p>Evidence shall be available that the affected communities and rights holders have access to information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.</p> <p>- Minor compliance -</p>	<p>Based on interview with villagers, the compensation process is open and transparent, involving witnesses and acknowledged by village authorities. Villagers can choose their representative to process the identification, ground verification, measurement, negotiation. Payment of compensation shall be made on individual/landowner themselves and wouldn't be represented.</p>	<p>Comply</p>
<p><b>Criterion 7.7:</b></p> <p>No use of fire in the preparation of new plantings other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.</p>			
<p><b>7.7.1</b></p>	<p>There shall be no land preparation by burning, other than in specific situations, as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p> <p>- Major compliance -</p>	<p>Refers to General Environmental Policy of PT. Agro Indomas, zero burning policy has been implemented throughout the operations including land clearing and waste disposal. development of Plasma Plantation area (planted year 2013).</p> <p>The following records confirmed the implementation of zero burning policy:</p> <ul style="list-style-type: none"> <li>- Routine land preparation report on January 2013 shown the land preparation by using the following method: bulldozer, excavator, stacking, lining, planting. Field visit has been made to verify this in Plasma Development Block.</li> <li>- Land clearing contract through mechanical stacking. Work Agreement – "Surat Perjanjian Kerja PT Agro Indomas dengan CV Bayu Mandiri Sejahtera" No.PLT/SPK/SRE-12/2011/01-LC dated 12<sup>th</sup> December 2011, as addendum of land clearing work. Map of stacking area of 2Ha in block E13, March 2013 is available. <i>(as above 5.5.2)</i></li> </ul> <p>To antisipate fire risk, the company has developed emergency response procedure against land burning</p> <ul style="list-style-type: none"> <li>- SOP "Tanggap Darurat Kebakaran" No.SOP.EHS.ERP-03 chapter 4.1 explains prevention of fire break through fire danger rating, updated every morning. Supervisor at various estates have been trained with fire drill. The company also has a fire fighter team, ready to deploy in the case of fire break. Fire patrol was done in regular basis, fire severity sign board is available on various places. <i>(as above 5.5.3)</i></li> </ul> <p>Fire fighter teams, fire extinguishers and fire fighting facilities are available. The fire-fighting equipment available is as stated in indicator 5.5.4.</p>	<p>Comply</p>

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7.7.2	<p>In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p> <p>- Minor compliance -</p>	<p>The company is using mechanical method for land clearing. Currently there is no land clearing activity on the field. And no use of fire for replanting.</p>	Comply
<p><b>Criterion 7.8:</b>          New plantation developments are designed to minimise net greenhouse gas emissions.</p>			
7.8.1	<p>The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated.</p> <p>- Major compliance -</p>	<p>The company has identified and estimated of GHG and the company has gone through NPP process in 2014 and the company has submitted "Carbon Stock Assessment" to the RSPO. It was clear that no development on HCV area.</p>	Comply
7.8.2	<p>There shall be a plan to minimise net GHG emissions which takes into account avoidance of land areas with high carbon stocks and/or sequestration options.</p> <p>- Minor compliance -</p>	<p>Company has a plan to minimise GHG emission via installation of biogas/methane capture.</p>	Comply
<p><b>Principle 8: Commitment to continual improvement in key areas of activity</b></p>			
<p><b>Criterion 8.1:</b>          Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.</p>			

<p><b>8.1.1</b></p>	<p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> <li>• Reduction in use of pesticides(Criterion 4.6);</li> <li>• Environmental impacts (Criteria 4.3, 5.1 and 5.2);</li> <li>• Waste reduction (Criterion 5.3);</li> <li>• Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);</li> <li>• Social impacts (Criterion 6.1);</li> <li>• Optimising the yield of the supply base.</li> </ul> <p>- Major compliance -</p>	<p>Management prepared Health and safety objective, target and programme with focus on: Decrease accident cases related to harvesting activities: reinforce the implementation on harvesting SOP, ensure availability of PPE for harvester, conduct EHS inspection and take required action;</p> <p>Decrease accident cases related to transportation activities: develop safety driving handbook, carry out daily transportation inspection, conduct safety driving campaign;</p> <p>Decrease accident cases from mill and bulking activities: routine safety talk, provide appropriate PPE;</p> <p>Prevent work related illness: biomonitring for spraying and fertilizer applicator, ensure availability of PPE for sprayer and fertilizer applicator, conduct audiometric test for mill worker, genset operator, heavy equipment operator, etc.;</p> <p>Improve general sanitation: conduct water treatment process, etc.</p> <p>Management prepared Environmental objective, target and programme 2015/2016:</p> <p>Prevent pollution from POM effluent: inspect condition, desilting project, conduct emergency drill for POME spillage;</p> <p>Prevent water pollution from mill strom drain: conduct daily checking, conduct storm water quality monitoring, install new oil catcher design;</p> <p>Decrease domestic waste disposal: Continue waste segregation, continue to collect and transferring value added waste to collector, establish employee awareness;</p> <p>Managing hazardous waste: routine collection of hazardous waste;</p> <p>Prevent oil palm and HCV from illegal burning: update and monitor Fire Danger Rating, carry out fire patrol, conduct fire drill, conduct fire awareness training, install additional fire tower;</p>	<p>Comply</p>
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## Appendix B: Approved Time Bound Plan

Progress Againsts Time Bound Plan				
Name of Company	Mill	Address	Time bound for certification	Status as of August 2016
PT. Agro Indomas (Central Kalimantan)	- Terawan Palm Oil Mill - Sungai Purun Palm Oil Mill	Seruyan Regency, Kalimantan Tengah Province, Indonesia	2012	Certified since 18 <sup>th</sup> September 2012.
PT. RIM Capital	No mill, estate only. Act as supply base for PT. Agro Indomas (Central Kalimantan).	Hanau and Danau Sembuluh District, Kotawaringin Timur Regency, Kalimantan Tengah Province, Indonesia	2015	Certified since 18 <sup>th</sup> September 2014.
PT. Agro Indomas (East Kalimantan)	Bumi Jaya Palm Oil Mill	Sepaku District, Penajam Paser Utara Regency, Kalimantan Timur Province, Indonesia	2017	Changed from 2016 into 2017 due to waiting RSPO NPP approval process. RSPO NPP published in RSPO website since 16 <sup>th</sup> June 2016.
PT. Agro Bukit (Central Kalimantan)	Sungai Binti Palm Oil Mill	Mentaya Hilir Utara District, Kotawaringin Timur Regency, Kalimantan Tengah Province, Indonesia	2015	Certified since 4 <sup>th</sup> December 2015.
PT. Agro Wana Lestari	Bukit Santuai Palm Oil Mill	Mentaya Hulu and Bukit Santuai District, Kotawaringin Timur Regency, Kalimantan Tengah Province, Indonesia	2015	Certified since 5 <sup>th</sup> April 2016.
PT. Karya Makmur Sejahtera	No mill, estate only. Act as supply base for PT. Agro Wana Lestari.	Mentaya Hulu District, Kotawaringin Timur Regency, Kalimantan Tengah Province, Indonesia	2017	Changed from 2016 into 2017 due to waiting for RSPO ASA1 for PT. Agro Wana Lestari.
PT. Agra Jaya Bakti	No mill, estate only. Will act as supply base for PT. Batumas Sejahtera.	Sandai District, Ketapang Regency, Kalimantan Barat Province, Indonesia	2021	Mill is not constructed yet. Changed from 2017 into 2021.
PT. Batumas Sejahtera	No mill yet.	Sandai District, Ketapang Regency, Kalimantan Barat Province, Indonesia	2020	Mill is not constructed yet. Changed from 2018 into 2020.
PT. Sawit Makmur Sejahtera	No mill, estate only. Will act as supply base for PT. Batumas Sejahtera.	Sandai District, Ketapang Regency, Kalimantan Barat Province, Indonesia	2022	Mill is not constructed yet. Changed from 2019 to 2022.
PT. Sumber Hasil Prima	No mill yet.	Serawai District, Sintang Regency, Kalimantan Barat Province, Indonesia	2021	Mill is not constructed yet. Changed from 2017 into 2021.
PT. Sinar Sawit Andalan	No mill, estate only. Will act as supply base for PT. Sumber Hasil Prima.	Ambalau District, Sintang Regency, Kalimantan Barat Province, Indonesia	2022	Mill is not constructed yet. Changed from 2018 into 2022.
PT. Nabire Baru	No mill yet.	Yaro District, Nabire Regency, Papua Barat Province, Indonesia	2019	No change. Mill is not constructed yet.

PT. Sariwana Adi Perkasa	No mill, estate only. Will act as supply base for PT. Nabire Baru.	Yaur District, Nabire Regency, Papua Barat Province, Indonesia	2020	No change. Mill is not constructed yet.
PT. Agro Bina Lestari	No mill yet.	Nanga Serawai District, Sintang Regency, Kalimantan Barat Province, Indonesia	2022	Under development.
PT. Agro Surya Mandiri	No mill yet.	Nanga Serawai District, Sintang Regency, Kalimantan Barat Province, Indonesia	2023	Under development.

### Appendix C: Certification Unit RSPO Certificate Details

PT. Agro Indomas  
Gedung Menara Global 16<sup>th</sup> Floor  
Jl. Jenderal Gatot Subroto Kav. 27  
Jakarta 12950  
INDONESIA  
Website: [www.goodhopeasia.com](http://www.goodhopeasia.com)

BSI RSPO Certificate No: RSPO 569265  
Date of Initial Certificate Issued: 18<sup>th</sup> September 2012  
Date of Expiry: 17<sup>th</sup> September 2017  
RSPO membership number: 1-0175-14-000-00  
Applicable Standards: *RSPO P&C Generic 2013*; *RSPO Supply Chain Certification Standard November 2014*  
*Module E - CPO Mills: Mass Balance*

Sungai Purun Palm Oil Mill and Supply Base					
Location Address	KM. 75 Sampit – Pangkalan Bun, Seruyan Regency, Kalimantan Tengah Province – Indonesia				
GPS Location	112 <sup>o</sup> 26' 38.00 E – 02 <sup>o</sup> 28' 49.00" S				
CPO Tonnage Total	44,502 mt				
PK Tonnage Total	11,089 mt				
CPO Claimed for Certification*	41,453 mt				
PK Claimed for Certification *	10,477 mt				
Own estates FFB Tonnage	179,783 mt				
Scheme Smallholder FFB Tonnage	2,642 mt				
Estates	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
Sungai Rungau Estate	4,055	0	283	4,338	89,161
Sungai Purun Estate	4,110	0	691	4,801	90,622
Terawan Plasma	370	0	0	370	1,230
Bangkal Plasma	60	0	0	60	1,200
<b>TOTAL</b>	<b>8,595</b>	<b>0</b>	<b>974</b>	<b>9,569</b>	<b>182,213</b>

\*Certified Production



## Appendix D: Assessment Plan

Date	Time	Subjects	Pratama Sedayu	Bukti Bagja	Nanang Muallib
			PRSCO LA/ PRSCO- OHS/EMS	PRSCO- OHS/EMS	PRSCO- SA
Sunday, 21/08/2016	11.30 – 12.55	Flight from Jakarta - Sampit	√	√	√
		Travelling Sampit – Location (PT. Agro Indomas)	√	√	√
Monday, 22/08/2016	08.00 – 09.00	Opening Meeting	√	√	√
	09.00 – 12.00	<b>Document Review (Terawan POM):</b> General information, time bound plan, partial certification verification, RSPO P&C, RSPO SCCS	√		
		<b>Document Review (Terawan POM):</b> RSPO P&C		√	
		<b>Stakeholder Interview:</b> Head of village, local community leaders, labor union, Gender Committee, contractors, etc.			√
	12.00 – 14.00	Break	√	√	√
	14.00 – 17.00	<b>Document Review (Terawan POM):</b> General information, time bound plan, partial certification verification, RSPO P&C, RSPO SCCS - continued	√		
<b>Field Visit (Terawan POM):</b> OSH, PPE, safe working environment, walk ways, signs, EFB, diesel tanks, fire extinguishers, emission, first aiders and boxes, etc.			√		
<b>Stakeholder Interview:</b> Head of village, local community leaders, labor union, Gender Committee, contractors – continued.				√	
Tuesday, 23/08/2016	08.00 – 12.00	<b>Field Visit (Terawan Estate):</b> Herbicide application programmes, harvesting, fertilizer applications, road maintenance, chemical stores, fertilizer store, workshop, clinic, hazardous waste storage, etc.	√		
		<b>Field Visit (Terawan Estate):</b> Boundaries inspection, HCV's, riparian zones, water management, housing, social amenities, landfill, waste, etc.		√	
		<b>Stakeholder Interview:</b> Travel to Seruyan for interview with local government (Badan Lingkungan Hidup, Badan Pertanahan Nasional, Dinas Tenaga Kerja, Dinas Kehutanan and Dinas Perkebunan)			√
	12.00 – 14.00	Break	√	√	√
	14.00 – 17.00	<b>Document Review (Terawan Estate)</b>	√	√	
<b>Stakeholder Interview:</b> Travel to Seruyan for interview with local government (Badan Lingkungan Hidup, Badan Pertanahan Nasional, Dinas Tenaga Kerja, Dinas Kehutanan and Dinas Perkebunan) - continued				√	
Wednesday, 24/08/2016	08.00 – 12.00	<b>Field Visit (Lampasa Estate and Lampasa Plasma):</b> Herbicide application programmes, harvesting, fertilizer application, road maintenance.	√		

Date	Time	Subjects	Pratama Sedayu	Bukti Bagja	Nanang Muallib
			PRSPo LA/ PRSPo- OHS/EMS	PRSPo- OHS/EMS	PRSPo- SA
		<b>Field Visit (Lampasa Estate):</b> Housing, social amenities, clinic, temporary hazardous waste, chemical stores, fertilizer store, workshop, etc.		√	
		<b>Field Visit (Lampasa Estate):</b> Boundaries inspection, HCV's, riparian zones, water management, landfill, waste, etc.			√
	12.00 – 14.00	Break	√	√	√
	14.00 – 17.00	<b>Document Review (Lampasa Estate and Lampasa Plasma):</b> RSPo P&C	√	√	√
	Thursday, 25/08/2016	08.00 – 12.00	<b>Document Review (Sungai Purun POM):</b> General information, time bound plan, partial certification verification, RSPo P&C, RSPo SCCS	√	
		<b>Document Review (Sungai Purun POM):</b> RSPo P&C		√	
		<b>Stakeholder Interview (in Sungai Purun Area):</b> Head of village, local community leaders, labor union, Gender Committee, contractors, etc.			√
	12.00 – 14.00	Break	√	√	√
	14.00 – 17.00	<b>Document Review (Sungai Purun POM):</b> RSPo P&C - continued	√	√	√
Friday, 26/08/2016	08.00 – 11.30	<b>Field Visit (Sungai Purun Estate and Terawan Plasma):</b> Herbicide application programmes, harvesting, fertilizer application, road maintenance.	√		
		<b>Field Visit (Sungai Purun Estate):</b> Housing, social amenities, clinic, temporary hazardous waste, chemical stores, fertilizer store, workshop, etc.		√	
		<b>Field Visit (Sungai Purun Estate):</b> Boundaries inspection, HCV's, riparian zones, water management, landfill, waste, etc.			√
	11.30 – 14.00	Break	√	√	√
	14.00 – 17.00	<b>Document Review (Sungai Purun Estate and Terawan Plasma):</b> RSPo P&C	√	√	√
Saturday, 27/08/2016	08.00 – 12.00	<b>Document Review (Agronomy):</b> Soil and foliar analysis, Fertilizer recommendation, fertilizer application, Estimate on FFB production, pest and disease, monitoring of pesticide use, continuous improvement, trainings, etc.	√		
		<b>Document Review (Health and Safety):</b> Health and safety policy, health and safety program, health and safety monitoring, accident record, LTI monitoring, health and safety training, etc.		√	

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			PRSP0 LA/ PRSP0- OHS/EMS	PRSP0- OHS/EMS	PRSP0- SA
		<b>Document Review (General Manager Office):</b> Legality of the land, land compensation, worker salary payment, social-economic and other company policies, community development, continuous improvement, etc.			√
	12.00 – 14.00	Break	√	√	√
Sunday, 28/08/2016		Break on-site			
Monday 29/08/2016	08.00 – 12.00	<b>Field Visit (Sungai Rungau Estate):</b> Housing, social amenities, clinic, temporary hazardous waste, chemical stores, fertilizer store, workshop, etc.	√		
		<b>Field Visit (Sungai Rungau Estate):</b> Herbicide application programmes, harvesting, fertilizer application, road maintenance.		√	
		<b>Field Visit (Sungai Rungau Estate):</b> Boundaries inspection, HCV's, riparian zones, water management, landfill, waste, etc.			√
	12.00 – 14.00	Break	√	√	√
	14.00 – 16.00	<b>Document Review (Sungai Rungau Estate):</b> RSP0 P&C	√	√	√
	16.00 – 17.00	<b>Report Preparation</b>	√	√	√
Tuesday, 30/08/2016	08.00 – 09.00	Closing Meeting	√	√	√
	09.00 – 12.00	Travel from Location PT. Agro Indomas - Sampit	√	√	√
	13.20 – 14.45	Flight from Sampit – Jakarta	√	√	√

**Appendix E: Stakeholders Contacted**

<p><b>Internal Stakeholders</b></p> <p>Serikat Pekerja Sinar Fajar;          Workers from Terawan Estate and Lampasa Estate;</p>	<p><b>Union/Contractors/Local Communities</b></p> <p>Serikat Pekerja Sinar Fajar;          Terawan villagers;          Local contractors;          Koperasi Unggul Jaya Sejahtera, Paren village;          Koperasi Berkat Maju Jaya Bersama, Lampasa village;</p>
<p><b>Government Departments</b></p> <p>Dinas Tenaga Kerja, Transmigrasi dan Pariwisata Kabupaten Seruyan;          Badan Lingkungan Hidup Kabupaten Seruyan;          Kantor Pertanahan Kabupaten Seruyan ;</p>	<p><b>NGO</b></p> <p><i>Audit team tried to contacted Orangutan Foundation International during the assessment, but was not succeeded, therefore audit team did not put comment in the stakeholder comment.</i></p>

**Appendix F: CPO Mill Supply Chain Assessment Report (Module E - CPO Mills: Mass Balance )**

Requirements	Compliance
<b>E.1 Definition</b>	
<p>E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>	<p>The company has established procedure for receiving FFB certified and non certified sources in Procedure “Ensuring Traceability of RSPO Certified Products” SOP-PLID-MIL-RSPO.ver.0/2016, dated 07/01/2016.</p> <p>PT. Agro Indomas East Kalimantan has an integrated IT system to monitor the process from harvesting FFB, FFB transport and FFB processing into CPO and PK. Within the system, company has defined a block masters y the plantation to clearly identify RSPO certified blocks of estates. Mill manager to ensure that all certified FFB delivered from RSPO certified estate/supply bases to be identified with IT system in the weighbridge. Block master of certified supply base, currently consist of: Sungai Rungau Estate, Sungai Purun Estate (company-owned plantation), Plasma Terawan Village and Plasma Bangkal Village (smallholder).</p> <p>The IT system has been checked and verified against the FFB Delivery Note from certified and non-certified supply base. IT system printed out weighbridge ticket indicating “RSPO certified FFB/MB” only for FFB delivered from certified supply base.</p>
<b>E.2 Explanation</b>	
<p>E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&amp;C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p>	<p>PT. Agro Indomas (Central Kalimantan) estimated the certified FFB, certified CPO and certified PK for 12 months as reported in RSPO public summary report. The figure from previous RSPO public summary report:</p> <p>FFB: 224,100 tons  CPO: 51,506  PK: 11,758</p> <p>The actual production:</p> <p>FFB: 179,917 tons  CPO: 38,696 tons  PK: 9,390 tons</p> <p>Based on review e-trace system, the company never delivered physical certified CPO and PK certified in e-trace system and actual tonnage produced as mentioned below.</p>
<p>E.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>	<p>The company has registered and reported CPO and PK certified selling in in RSPO etrace system and CB also register volume of CPO and PK certified annually once the certificate issued.</p> <p>RSPO etrace registration number for Sungai Purun POM: RSPO_PO1000002677, with ID CR24033.</p>
<b>E.3 Documented procedures</b>	
<p>E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements</p>	<p>“Ensuring Traceability of RSPO Certified Products” Ver.1/2015, April 2015, covering: Name of block certified area for each</p>

<p>specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.</p>	<p>estate, segregation FFB certified and non certified, Identified FFB certified and non certified processed, Record of FFB certified and non certified received, CPO and PK Certified and non certified produced., the responsible person who is handling along supply chain, balancing stock certified and non certified products, Identified name of certified product, Type of Supply chain used, over-production, 3 monthly basis report, etc.</p> <p>“Ensuring Traceability of RSPO Certified Products” Ver.1/2015, April 2015, based on this procedure, the responsible is PM (Plantation Manager), MM (Mill Manager), IT Admin and Weigh-Bridge Personnel.</p>
<p>E.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>Ensuring Traceability of RSPO Certified Products” Ver.1/2015, April 2015.</p> <p>All incoming FFB certified from blocks certified to be tagged “RSPO Certified FFB/MB” and FFB non certified as treated without any tagged. Incoming FFB certified and non certified is separated in WB system and automatically counted in system, including during process.</p> <p>Document Verified:</p> <ul style="list-style-type: none"> <li>- Nota Pengantar TBS dari sumber RSPO certified (Delivery Note of FFB certified sources), e.g. Delivery Note on xxxxxx, from xxxxxx, Tag: xxxxxxxx, quantity xxxxxxxx</li> <li>- Nota Pengantar TBS non certified, e.g. Delivery Note on xxxxxxxx, from xxxxxxxx, non tag, quantity xxxxx</li> <li>- No physical trade.</li> </ul> <p>Justification: Terawan POM and Sungai Purun POM of PT. Agro Indomas (Central Kalimantan) sold via Greenpalm’s Book and Claim.</p>
<p><b>E.4 Purchasing and goods in</b></p>	
<p>E.4.1 The site shall verify and document the volumes of certified and non-certified FFBs received.</p>	<p>PT. Agro Indomas East Kalimantan has an integrated IT system to monitor the process from harvesting FFB, FFB transport and FFB processing into CPO and PK. Within the system, company has defined a block masters y the plantation to clearly identify RSPO certified blocks of estates. Mill manager to ensure that all certified FFB delivered from RSPO certified estate/supply bases to be identified with IT system in the weighbridge. Block master of certified supply base, currently consist of: Sungai Rungau Estate, Sungai Purun Estate (company-owned plantation), Plasma Terawan Village and Plasma Bangkal Village (smallholder).</p> <p>The IT system has been checked and verified against the FFB Delivery Note from certified and non-certified supply base. IT system printed out weighbridge ticket indicating “RSPO certified FFB/MB” only for FFB delivered from certified supply base.</p> <p>From weighbridge the amount of certified and non-certified FFB will be calculated, along with the mill processing data in order to obtain mass balance figure of certified and non-certified CPO and PK.</p> <p>Record seen:</p>

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	<ul style="list-style-type: none"> <li>- "Surat Pengantar Buah" Sungai Purun Estate No.SP****241 dated 08/24/2016, indicating 30 bunches from block H06; 149 bunches from block H05; 114 bunches from block H04; total 293 bunches. Weighbridge ticket No.000307*** dated 08/24/2016 indicated Sungai Purun Estate, FFB weigh 6,500 kg; 30 bunches from block H06; 149 bunches from block H05; 114 bunches from block H04 with status "RSPO Certified FFB/MB".</li> <li>- "Surat Pengantar Buah Plasma Bangkal" No.307005 dated 08/19/2016, indicating 307 bunches from block J59. Weighbridge ticket No.000307*** dated 08/18/2016 indicated origin from Plasma Bangkal Village, FFB weigh 5,350 kg; 307 bunches with status "RSPO Certified FFB/MB".</li> <li>- "Surat Pengantar Buah Plasma Terawan" No.307377 dated 08/19/2016, indicating 463 bunches from block I02. Weighbridge ticket No.000307*** dated 08/19/2016 indicated origin from Plasma Terawan Village, FFB weigh 8,320 kg; 463 bunches with status "RSPO Certified FFB/MB".</li> </ul> <p>Non-certified FFB:</p> <ul style="list-style-type: none"> <li>- "Surat Pengantar Buah Koperasi Maju Jaya Terawan" No.307446 dated 08/20/2016, indicating 203 bunches from block I09B and H03B. Weighbridge ticket No.000307**6 dated 08/20/2016 indicated origin from Koperasi Maju Jaya Terawan, FFB weigh 1,340 kg; 203 bunches without status "RSPO Certified FFB/MB".</li> <li>- "Surat Pengantar Buah PT. Multipersada Gatramegah" No.00408/VIII/16/RS dated 08/24/2016. Weighbridge ticket No.000307**2 dated 08/24/2016 indicated origin from PT. Multipersada Gatramegah, FFB weigh 7,820 kg; without status "RSPO Certified FFB/MB".</li> </ul>
<p>E.4.2 The site shall inform the CB immediately if there is a projected overproduction.</p>	<p>The company has procedure to inform CBs if any over-projection immediately as regulated in Procedure "Ensuring Traceability of RSPO Certified Products" SOP-PLID-MIL-RSPO.ver.0/2016, dated 07/01/2016.</p> <p>The procedure stated "If there is projected overproduction or under production of certified CPO and PK compared to the currently year budget, each Finance manager shall immediately reportformally to the RSPO Manager, who will then report the projected over/under production to the certification body, and report the projected production to trader in KL to adjust sales of certificates through Greenpalm or through etrace system".</p>
<p><b>E.5 Record keeping</b></p>	
<p>E.5.1 a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.</p> <p>(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.</p> <p>c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)</p>	<p>The company has established format to record FFB, CPO and PK certified as well as non-certified were received.</p> <p>Based on review of documents, the company has a system to deduct volume of CPO and PK delivered in system automatically.</p> <p>The procedure "Ensuring Traceability of RSPO Certified Products" SOP-PLID-MIL-RSPO.ver.0/2016, dated 07/01/2016 stated "When there is a physical sale of RSPO certified product, the Finance Manager must check to ensure that a</p>

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	<p>positive balance is maintained (from a quarterly basis) between the volumes of certified CPO and PK produced against those delivered from the mill. However, the mill is allowed to deliver short (delivery of certified CPO/PK is more than production) provided this shortfall could be covered before the quarterly reporting requirement – and the balance should be accurate and in agreement to the physical quantity”.</p> <p>Audit team verifies against etrace account for Sungai Purun POM. Based on etrace, Sungai Purun POM has not deliver/sold any Mass Balance product via physical sale.</p>
<p>E.5.2 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</p>	<p>No out-sourced activities within this mill.</p>

**Actual Tonnage Certified Palm Production - Sept 2015 – Aug 2016 (MT)**

Mill	Capacity	CPO	PK
Sungai Purun Palm Oil Mill	90 tons FFB/hour	38,696	9,390

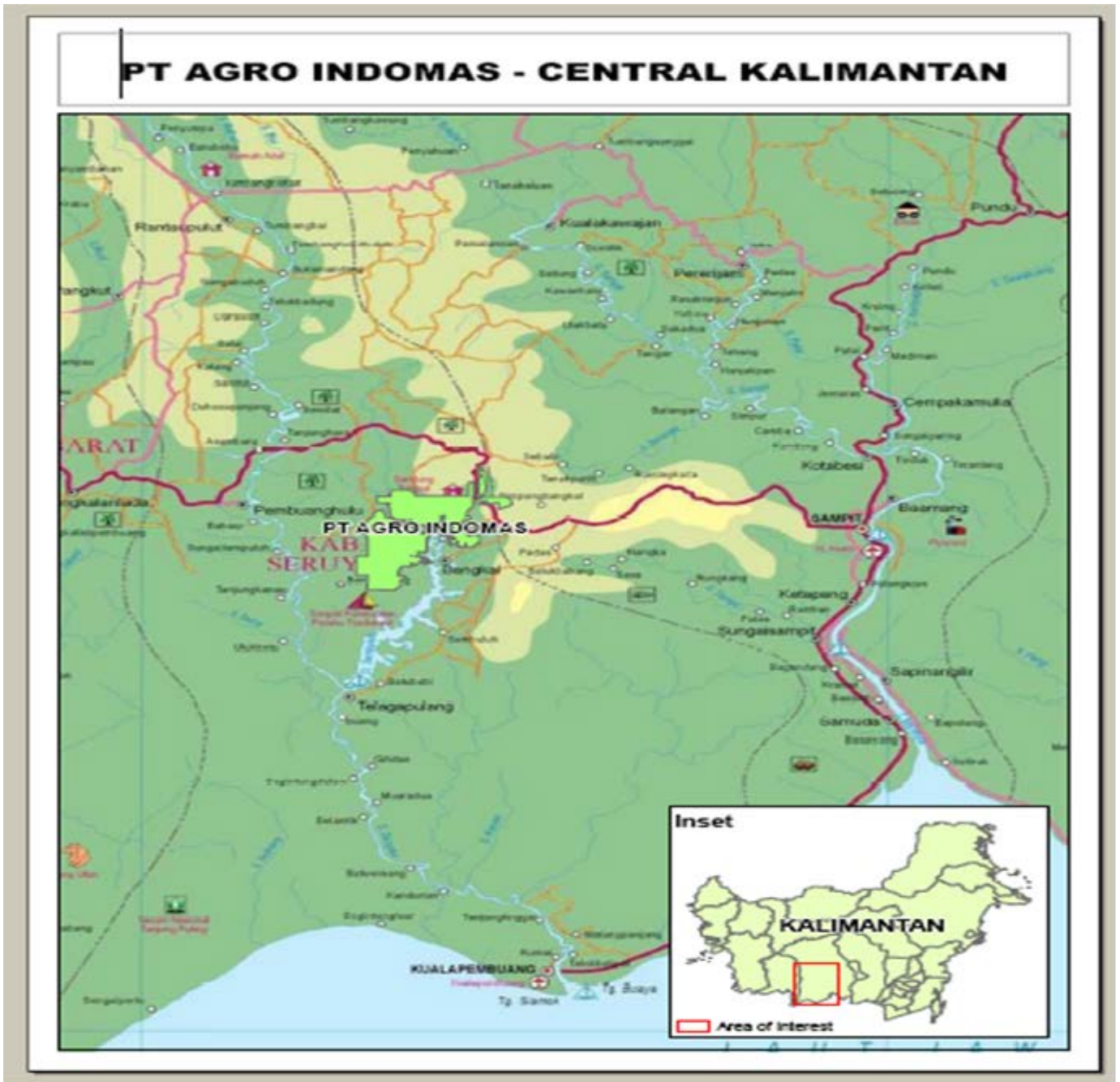
**Actual Tonnage Sales of Certified Palm Products - Sept 2015 – Aug 2016 (MT)**

Mill	Certified CPO Sales	Certified PK Sales	Remarks
Terawan Palm Oil Mill and Sungai Purun Palm Oil Mill (in total)	20,000	3,216	Sales of certified palm products through Greenpalm

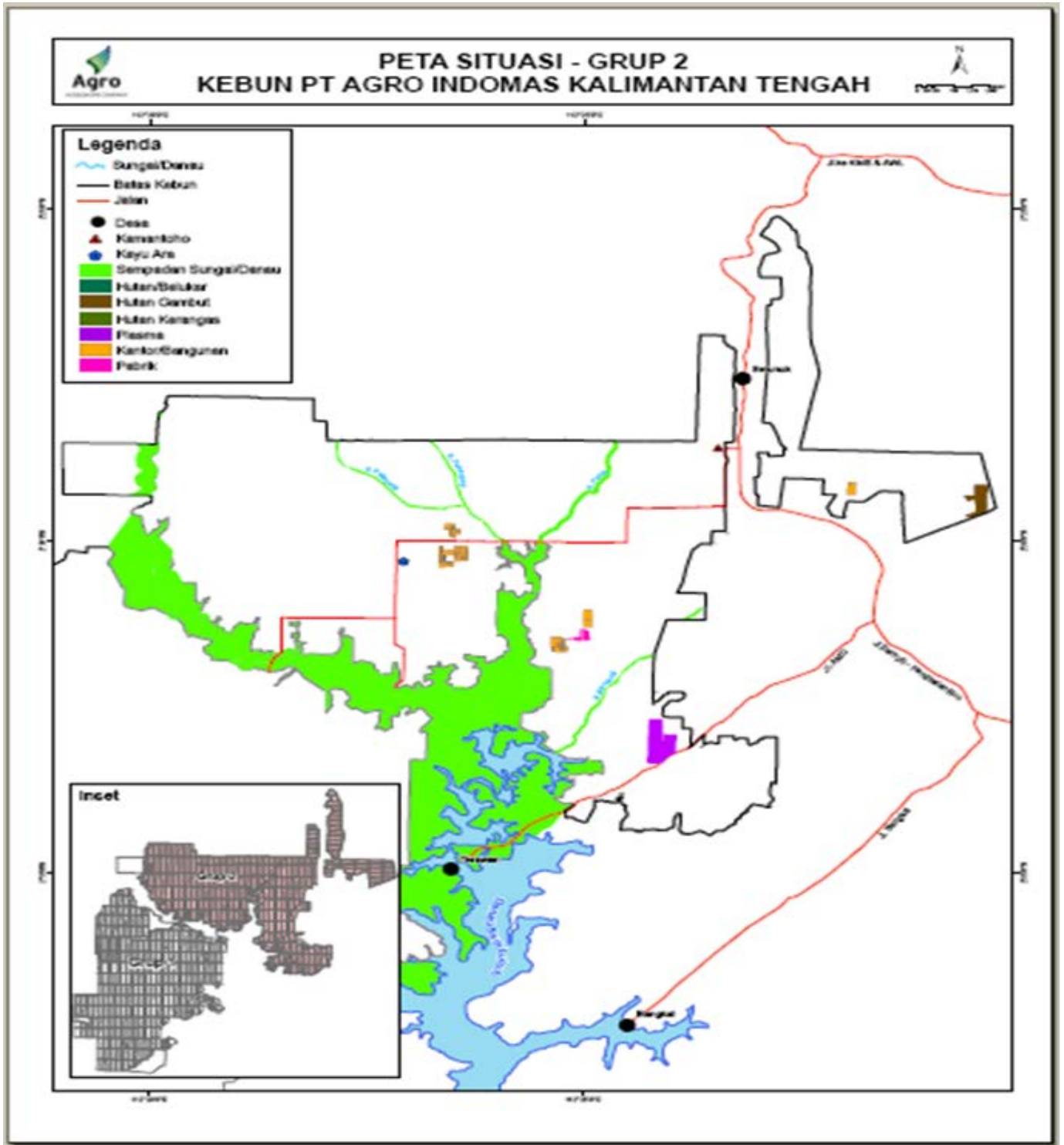


**Appendix G: Location Map of Certification Unit and Supply bases**





**Appendix H: Estate Field Map**



## Appendix I: List of Abbreviations Used

AICK	PT. Agro Indomas Central Kalimantan
AN	Ammoniacal Nitrogen
ANDAL	Analisis Dampak Lingkungan
AMDAL	Analisis Mengenai Dampak Lingkungan
B3	Bahan Berbahaya dan Beracun – Hazardous waste
BOD	Biological Oxygen Demand
CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
EFB	Empty Fruit Bunch
EHS	Environmental Health and Safety
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
GMP	Good Manufacturing Practice
HCV	High Conservation Value
IAV	Initial Assessment Visit
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
LB3	Limbah Bahan Berbahaya dan Beracun – Hazardous waste
MSDS	Material Safety Data Sheet
O&G	Oil and Grease
PK	Palm Kernel
PPE	Personal Protective Equipment
PQR	Performance Quality Rating
RC	Re-Certification
RED	Renewable Energy Directive
RKL	Rencana Pengelolaan Lingkungan – Environmental Management Plan
RPL	Rencana Pemantauan Lingkungan – Environmental Monitoring Plan
RSPO P&C	Roundtable on Sustainable Palm Oil Principle & Criteria
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
SS	Suspended Solids
TN	Total Nitrogen
TS	Total Solids
VFA	Volatile Fatty Acids