

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

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

2. Certification Information			
Certificate Number	RSPO 586145	Date	18/09/2012
Scope of Certification	Production of CPO and PK at Terawan Palm Oil Mill with Terawan Estate, Lampasa Estate, Teluk Ulin Estate, RIM Capital Estate and smallholder as supply base. The Palm Oil Mill capacity is 90 tons FFB/hour.		
Other Certifications			
Certificate Number	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
Terawan POM	KM. 75 Sampit – Pangkalan Bun, Seruyan Regency, Kalimantan Tengah Province -	112°22'25.119" E	2°33'35.847" S

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	Indonesia		
Terawan Estate Estate	KM. 75 Sampit – Pangkalan Bun, Seruyan Regency, Kalimantan Tengah Province - Indonesia	112°20'40.328" E	2°33'17.036" S
Lampasa Estate	KM. 75 Sampit – Pangkalan Bun, Seruyan Regency, Kalimantan Tengah Province - Indonesia	112°19'30.118" E	2°37'5.720" S
Teluk Ulin Estate	KM. 75 Sampit – Pangkalan Bun, Seruyan Regency, Kalimantan Tengah Province - Indonesia	112°20'30.098" E	2°34'55.292" S
Rim Capital Estate	KM. 75 Sampit – Pangkalan Bun, Seruyan Regency, Kalimantan Tengah Province - Indonesia	112°15'54.303" E	2°43'29.122" S
Lampasa Plasma	Lampasa Village, Danau Sembuluh Sub-District, Seruyan Regency, Kalimantan Tengah Province - Indonesia	112°18'12.670" E	2°36'52.176" S

4. Description of Supply Base

Estate	Mature (ha)	Immature (ha)	Infrastructure & Other (ha)	HCV (Ha)	Total Planted (ha)	Total Hectarage	% of Planned
Terawan Estate	3,338	0	588.16	70.84	3,338	3,997	83.51
Lampasa Estate	3,220	0	222.31	361.69	3,220	3,804	84.65
Teluk Ulin Estate	3,099	0	62.07	205.93	3,099	3,367	92.04
RIM Capital Estate	2,068	0	555.41	876.59	2,068	3,500	59.09
Lampasa Plasma	399	0	0	0	399	399	100
Total	12,124	0	1,427.95	1,515.05	12,124	15,067	80.46

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)
Terawan Estate	0	256	3,082	0	0	3,338	89,323	63,158	74,097
Lampasa Estate	0	0	3,105	0	0	3,220	85,717	54,786	72,032
Teluk Ulin Estate	0	9	3,090	0	0	3,099	79,377	59,172	68,841
RIM Capital Estate	0	2,068	0	0	0	2,068	49,113	37,026	47,428
Lampasa Plasma	0	399	0	0	0	399	1,522	1,005	1,320

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Total Certified from Own Supply Base	0	2,732	9,277	0	0	12,124	305,051	215,417	263,988
Sungai Rungau Estate*	0	113	3997	0	0	4,110	0	248	0
Sungai Purun Estate*	0	520	3535	0	0	4,055	0	57	0
Total Certified	0	2,732	9,277	0	0	12,124**	305,051	215,452	263,988

*) From Sungai Purun POM, certified supply bases.

***) Only from Terawan POM supply bases.

6. Certified Tonnage									
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
Terawan POM	305,051	67,599	15,556	215,452	45,628	10,440	263,988	58,366	13,741
Total	305,051	67,599	15,556	215,452	45,628	10,440	263,988	58,366	13,741

7. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)			
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	2,005	1,596	4,561
Total	2,005	1,596	4,561

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 22/08/2016 – 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

1. Assessment Program					
Name (Mill / Supply Base)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 4)	Year 5 (ASA 5)
Terawan POM	x	x	x	x	X
Terawan Estate	x	x			X
Lampasa Estate		x	x		
Teluk Ulin Estate	x			x	X
RIM Capital Estate			x	x	
Lampasa Plasma	x	x	x	x	X

Tentative Date of Next Visit: July 31, 2017 - August 3, 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 Muallib – 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
Summary of the Time Bound Plan		
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"> • Age of plantations. • Location. • POM development • Infrastructure. • Compliance with applicable law. 	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

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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
Un-Certified Units or Holdings		
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"> • Primary forest. • Any area identified as containing High Conservation Values (HCVs). • Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	Criterion 7.3 is applicable. On some companies, HCV assessment was conducted after land preparation and/or planting.	Comply
Any new plantings since January 1 st 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 four (4) Major & three (3) Minor nonconformities raised. The PT. Agro Indomas (Central Kalimantan) – Terawan 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)
1367040M1	<p>Requirements: RSPO P&C Generic 2013 Indicator 4.6.2 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>	Major
	<p>Evidence of Nonconformity: The use of rat bait, Racumin (active ingredients Coumatetreyli) has not been recorded and calculated in Lampasa Estate.</p>	
	<p>Statement of Nonconformity: PT. Agro Indomas (Central Kalimantan) estates were using rat bait to control rat population. However, the use of rat bait, Racumin (active ingredients Coumatetreyli) has not been recorded and calculated in Lampasa Estate.</p>	
	<p>Corrective Action: PT. Agro Indomas - Terawan POM and its supply bases has conducted a thorough review upon agronomy activity, record and calculation of pesticide in their operation in order to find root cause to the problem. Agronomy Department and Plantation Department reviewed their operation and activities.</p> <ul style="list-style-type: none"> - Agronomy Manager and Lampasa Estate has calculated the amount of active ingredient and LD50 of rat bait, in order to understand the frequency application, chemical used per Ha per year in Lampasa Estate. Audit team seen toxicity index, including the use of rat bait in Lampasa Estate, for period January - August 2016, dated 27th September 2016. - In order to monitor the amount of chemical from time to time, Lampasa Manager maintain the record and ensure all chemical has been calculated. 	
	<p>Status: 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, such as record of LD50 on the use of rat bai and other herbicide, for period of January up to August 2016. In addition, audit team also review the monitoring the use of herbicide, pesticide made by Lampasa Estate Manager as part of corrective action. Audit team concluded that the correction, corrective action and evidences are sufficient. Closed on 25th October 2016.</p>	

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Non-Conformity		
NCR #	Description	Category (Major / Minor)
1367040M2	<p>Requirements: RSPO P&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>	Major
	<p>Evidence of Nonconformity: During field visit, audit team found crane operator was not using appropriate protective equipment (shoes). Based on interview, the crane operator has not been provided with competence training to operate crane machine. The crane operator was not able to demonstrate safe working practice, as found to smoking in work area. Unsafe condition was also found, with regards to dump truck driver standing at the back of the truck, without protective equipment and standing very close to the crane boom - in operation.</p>	
	<p>Statement of Nonconformity: Crane operator at Empty Fruit Bunch/EFB loading station for Terawan Estate, at the back of Terawan Palm Oil Mill, has not been provided with adequate training and prepared with adequate protective equipment and furthermore, neglecting unsafe condition.</p>	
	<p>Corrective Action: PT. Agro Indomas - Terawan 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.</p> <ul style="list-style-type: none"> - Terawan Estate has identify all crane operators that have not received adequate training. There was one operator in Terawan Estate that has not received training but still performing work. - Terawan Estate sent the operator for Overhead Crane training on 1-3rd September 2016. The operator has granted with certificate and license to operate overhead crane. Audit team has seen the certificate and license for Mr. R*****, No.Ser.1313-OPK3-LT-PAA/IX/2016, dated 7th 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 27th September 2016, EHS team didn't found any non-conformity related to the crane operation. - Terawan Estate conducted daily monitoring to control such activities, sampled monitoring seen on 15th September 2016, to ensure that all training requirement and PPE was used by all operators in premise. - EHS Team performed monthly inspection to control the use of PPE by crane operator and truck driver. Sampled on 16th September 2016, truck driver and crane operator meet requirements. 	
	<p>Status: Audit team has reviewed and accepted the corrective action plan prepared by company. Audit team has reviewed and accepted the evidence provided by the</p>	

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	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 25 th October 2016	
Non-Conformity		
NCR #	Description	Category (Major / Minor)
1367040M3	<p>Requirements: RSPO P&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>Evidence of Nonconformity: Based on visit to HCV area (heath foerst) in Lampasa Estate, the field condition shows in 2015 a significant land fire occurred in the HCV area. PT. Agro Indomas (Central Kalimantan) - Lampasa Estate has not been able to demonstrate management plan and escalated effort to prevent land fire to occur in the future.</p> <p>Statement of Nonconformity: PT. Agro Indomas (Central Kalimantan) - Lampasa Estate has not been able to demonstrate management plan and escalated effort to prevent land fire to occur again in HCV area.</p> <p>Corrective Action: PT. Agro Indomas - Terawan POM and its supply bases has conducted a thorough review upon the HCV management plan to maintain and enhance HCV area. Lampasa Estate reviewed and updated the management plan to maintain and enhance HCV area, indicating the plan to protect HCV area from land fire occurrence. 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 of hazardous substance for fishing, fire, etc. HCV management plan has indicates effort to prevent fire; such as communicating to reiterate the importance of HCV area, empower the fire brigade and conducting fire patrol to monitor the HCV area. Company has also updated the timetable to accommodate the effort to improve HCV management plan.</p> <p>Status: 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, in form of revised HCV management plan document, indicating company plan to mitigate impact of fire in HCV area. 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 25th October 2016</p>	Major
Non-Conformity		
NCR #	Description	Category

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		(Major / Minor)
1367040M4	<p>Requirements: RSPO P&C Generic 2013 Indicator 5.3.2 All chemicals and their containers shall be disposed of responsibly.</p> <p>Evidence of Nonconformity: Sighted during site visit to Housing Complex of Lampasa Estate and Teluk Ulin 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. - The disposal of empty motorcycle lubricant was not appropriate.</p> <p>Statement of Nonconformity: 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>Corrective Action: 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 Lampasa Estate and Teluk Ulin Estate's housing and from other places that are used to hold clean water. Confirmed that as of 10th 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 16th 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> <p>Status: 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 16th 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 and ex-motorcylce lubricant container from Lampasa Estate and Teluk Ulin Estate's housing and from other places. This includes report on 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 25th October 2016</p>	Major
Non-Conformity		
NCR #	Description	Category (Major / Minor)

1367040N1	<p>Requirements: RSPO P&C Generic 2013 Indicator 2.1.2 A documented system, which includes written information on legal requirements, shall be maintained.</p> <p>Evidence of Nonconformity: PT. Agro Indomas (Central Kalimantan) - Terawan POM has not identified and evaluated: - Regulation related to labour, such as "Undang-undang No.13 tahun 2003"; - Regulation related to minimum wage, social insurance and Badan Penyelenggara Jaminan Sosial (BPJS), industrial relationship, trade union, etc.;; - Ratified ILO Convention No.105 concerning the abolition of forced labour based on "Undang-undang No.19 tahun 1999 tentang Penghapusan Kerja Paksa"; - Ratified ILO Convention No.138 concerning Minimum Age based on "Undang-undang No.20 tahun 1999 tentang Usia Minimum untuk Pekerja"; - 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", - 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"; - 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. - Regulations related to social aspects such as "Undang-undang No.30 tahun 2007 tentang Perseroan Terbatas", etc.</p> <p>Statement of Nonconformity: 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>Corrective Action: PT. Agro Indomas - Terawan 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>Status: Open</p>	Minor
Non-Conformity		
NCR #	Description	Category (Major / Minor)
1367040N2	<p>Requirements: RSPO P&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>	Minor

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	<p>Evidence of Nonconformity: Observed during site visit to Terawan Estate and Lampasa Estate, fire suppression equipment/emergency fire fighting equipments were not ready-to-use. Audit team found: water tank was found empty and not coupled to mobile unit; Pump machine with no fuel; Inappropriate use of water tank; Meanwhile, the fire risk status at the time was increasing from low to middle as shown by fire danger rating system.</p> <p>Statement of Nonconformity: Emergency equipments for land fire suppression in Terawan Estate and Lampasa Estate was not ready-to-use.</p> <p>Corrective Action: PT. Agro Indomas - Terawan 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>Status: Open</p>	
Non-Conformity		
NCR #	Description	Category (Major / Minor)
1367040N3	<p>Requirements: RSPO P&C Generic 2013 Indicator 6.6.2 Minutes of meetings with main trade unions or workers representatives shall be documented.</p> <p>Evidence of Nonconformity: 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> <p>Statement of Nonconformity: 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>Corrective Action: PT. Agro Indomas - Terawan 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>Status: Open</p>	Minor

Observation	
OBS #	Description

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1	<p>RSPO P&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 estates and Terawan POM, the worker's understanding upon the policy is good. The organization may benefit the standards of business conduct in local language.</p>
2	<p>RSPO P&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&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), Primafulon (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&C Generic 2013 Indicator 4.7.2 PT. Agro Indomas (Central Kalimantan) - Terawan 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>
5	<p>RSPO P&C Generic 2013 Indicator 5.3.2 Terawan Palm Oil Mill (POM) has a waste water treatment for palm oil mill effluent (POME) treatment facility. The POME treatment comprise of system where effluent was processed on series of anaerobic and aerobic ponds before pumped onto land application. Enhancement need to be taken to housekeeping and better condition of waste water treatment facility in Terawan POM.</p>
6	<p>RSPO P&C Generic 2013 Indicator 5.2.3 PT. Agro Indomas (Central Kalimantan) - Lampasa Estate has identified and established HCV areas inside the plantation. Company may wish to consider more sign board in HCV area (heath forest) with risk of land fire.</p>
7	<p>RSPO P&C Generic 2013 Indicator 6.1.4 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>

Positive Findings	
PF #	Description
1	<p>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.</p>

Issues raised by Stakeholders	
<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>	
IS #	Description
1	<p>Issues Badan Lingkungan Hidup Kabupaten Seruyan</p> <ul style="list-style-type: none"> - Communication between environmental body and company is relative good. - No environmental pollution reported with regards to company’s activity. - 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. - 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. - Company has consistently performed water and air testing/monitoring. Based on the test report, the result is within standard. - 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. <p>Management Responses 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 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>Audit Team Findings Audit team will follow up and review company’s communication and cooperation with local authorities to resolve the matter during subsequent visit.</p>
2	<p>Issues Dinas Tenaga Kerja, Transmigrasi dan Pariwisata Kabupaten Seruyan</p> <ul style="list-style-type: none"> - Company has sending the manpower report “Laporan Ketenagakerjaan” on regular basis to Seruyan government. - Company has a health and safety committee. The committee has regularly report to manpower office. - Company has established a company regulation, approved by manpower office in June 2016 and valid until 2018.

	<ul style="list-style-type: none"> - Company has trained operators for heavy machineries, steam vessels, power generators, and welding operators. - Company has implemented the latest minimum wage standard, in Seruyan Regency. - Company has registrating all employees under social insurance scheme. - 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. <p>Management Responses</p> <ul style="list-style-type: none"> - Company is always committed to comply rules and regulation - 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. <p>Audit Team Findings</p> <p>Audit team will follow up and review implementation of company’s policy related to industrial relationship during subsequent visit.</p>
<p>3</p>	<p>Issues</p> <p>Kantor Pertanahan Kabupaten Seruyan</p> <ul style="list-style-type: none"> - 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. - Palm oil mills of PT. Agro Indomas (Central Kalimantan) was located inside land title. - Land office did not receive complaints related to land dispute from stakeholders. <p>Management Responses</p> <ul style="list-style-type: none"> - 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). - PT. Agro Indomas Central Kalimantan has 2 mills (Sungai Purun Mill & Terawan Mill). Sungai Purun Mill located inside HGU No.7 and Terawan Mill has HGB (HGB No.2 dated 30/10/1999). - PT. RIM Capital has been measured and cadasteral map has been completed. Awaiting process at Ministry of Forestry. <p>Audit Team Findings</p> <p>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>4</p>	<p>Issues</p> <p>Local Contractor and Villager of Terawan village</p> <ul style="list-style-type: none"> - 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. - PT. Agro Indomas (Central Kalimantan) provides administrative training to handle book-keeping for local contractors. - 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. - 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. - Company has explained the requirements to become supplier of third-party FFB. - The contractor heard about land dispute, but not of significant level. - During the early stage of plantation development. Comp,any has paid the compensation to the local communities. - Currently, there was no use of force/coercive from company to traditional land owner in order to gave the land to be developed. - FFB grading in palm oil mill was very strict, therefore FFB sales becomes limited. <p>Management Responses</p> <ul style="list-style-type: none"> - 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

	<p>have been followed up accordingly.</p> <ul style="list-style-type: none"> - No more land dispute in PT.Agro Indomas Central Kalimantan, all issues have been already explained and solved with the coordination of local stakeholders <p>Audit Team Findings Audit team verifies further about land dispute</p>
5	<p>Issues Committee of Koperasi Unggul Jaya Sejahtera</p> <ul style="list-style-type: none"> - The land for smallholder plantation was coming from land that has been compensated by company to the previous landowners. - Cooperative has a valid work agreement between PT. Agro Indomas (Central Kalimantan) and Koperasi Unggul Jaya Sejahtera. - The management of the oil palm plantation was handed over from scheme smallholder to be fully-managed by company. - FFB price was in accordance to "Penetapan Harga TBS Dinas Perkebunan" - There was no complaint with other party. - The land for plantation will be granted with land title for cooperative. - The target for development was for 150 Ha, whereby 110 Ha has been developed since 2013. <p>Management Responses Plasma/smallholder planting will continue based on target and company budget availability.</p> <p>Audit Team Findings Audit team will review the progress during subsequent visit.</p>
6	<p>Issues Committee of Koperasi Berkah Maju Jaya Bersama</p> <ul style="list-style-type: none"> - The land for smallholder plantation was coming from land that has been compensated by company to the previous landowners. - The cooperative has 313 smallholder members with planted area of 332 Ha. - Koperasi Berkah Maju Jaya Bersama was assisted by company, outside smallholder plantation of 60 Ha that has already developed in Lampasa village. - Cooperative has a valid work agreement between PT. Agro Indomas (Central Kalimantan) and Koperasi Unggul Jaya Sejahtera. - The management of the oil palm plantation was handed over from scheme smallholder to be fully-managed by company. - FFB price was in accordance to "Penetapan Harga TBS Dinas Perkebunan Kabupaten Seruyan". - There was no complaint with other party. - The land for plantation will be granted with land title for cooperative. <p>Management Responses PT. Agro Indomas will always be committed to comply with the Agreement with Koperasi.</p> <p>Audit Team Findings Audit team will review the consistent implementation of company's cooperation with cooperative during subsequent visit.</p>
7	<p>Issues Serikat Pekerja Sinar Fajar – Worker union</p> <ul style="list-style-type: none"> - Company has a policy to workforce rationale. - Worker union was not involved to talked about the workforce rationale policy. - Objection from worker union related to section 69 of Peraturan Perusahaan with regards to sanction. - There was request from security officer whose work on double shift to have extra fooding, but no response from company. <p>Management Responses - 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</p>

	<p>the company in the Pengadilan Hubungan Industrial – Palangkaraya (Industrial trial – Palangkaraya). The Company has implemented a process of termination in accordance with prevailing regulations.</p> <ul style="list-style-type: none"> - 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. - The provisions set out in Article 69 in the Company Regulations are following to Article 168 in Labor Law No. 13 of 2003. - Related to demand extra fooding of 34 members of the security is being processed with the Disnaker – Kabupaten Seruyan.
	<p>Audit Team Findings 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>9</p>	<p>Issues 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>Management Responses 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>Audit Team Findings Company has registered all the workers into BPJS Program. Based on verification as recorded in this report RSPO P&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; Terawan POM: eight (8) workers not yet registered in BPJS Kesehatan because: they have been registered under “Jamkesda”; One (1) worker has not yet registered in BPJS Kesehatan but has been covered fully by clinic (registered in BPJS ketenagakerjaan only); two (2) workers have not yet registered due to invalid citizen number. Audit team concluded the progress was sufficient and acceptable.</p>

3.3.1 Status of Nonconformities Previously Identified and Observations

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1220772N1	<p>Requirements: RSPO Generic Standard 2013 - Indicator 4.8.2 Records of training for each employee shall be maintained.</p> <p>Evidence of Nonconformity: Based on document review upon individual training record at Training center, training record for each employee from Terawan POM, Teluk Ulin Estate and RIM Capital Estate has not been updated. There are numbers of worker have joined training, but their training record has not being updated.</p> <p>Statement of Nonconformity: Training record for each employee has not been updated.</p> <p>Corrective Action: 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. Central workshop: - Supartono (welder): Training mechanism for crane dated 11/25/2014, Welder competence training "Kompetensi Juru Las Kelas I No.S.130/JL/PNK3/VII/11", dated 07/26/2011; - Tukimin (welder): Basic fire training dated 06/25/2016, Welder training "Pembinaan dan Sertifikasi Teknisi K3 Juru Las", dated 02/24/2015; Terawan Estate: - Sartiman (harvester): Safe harvesting and Loading training dated 06/11/2016, Crop quality training dated 09/15/2015; - Miyami (sprayer): Safe pesticide application and handling dated 06/11/2016; - Raminem (sprayer): Safe pesticide application and handling dated 06/11/2016; Lampasa Estate: - Mukti Wibowo (supervisor): First aid training dated 09/17/2015; - Sayuti (harvester): Safe harvesting and loading training dated 07/21/2016; - IQ Parit (sprayer): Safe pesticide application and handling dated 07/28/2016.</p> <p>Status: 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 of Terawan POM, Terawan Estate, in accordance to training program. Training assistant 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 training record is up-to-date. Audit team concluded that the correction, corrective action and evidences are sufficient. NC Major closed on 30th August 2016.</p>	Minor

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Observation	
OBS #	Description
1	<p>RSPO P&C Generic 2013 Indicator 4.3.4 Based on field visit and interview to RIM Capital estate, a number of water drainages and water gates for peat areas were found in poor condition. Program to repair/maintain the water drainages and water gates is in place. Management needs to ensure the water drainage – repair/maintenance program implemented and monitored as planned.</p> <p>Action taken: Water gate in block D15 and D16, RIM Capital Estate has been repaired.</p>
2	<p>RSPO P&C Generic 2013 Indicator 4.6.7 The company need to consistently avoid spraying on riparian zone.</p> <p>Action taken: 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. Audit team found no spraying too close to riparian zone.</p>
3	<p>RSPO P&C Generic 2013 Indicator 5.3.3 Care should be taken to improve the domestic waste management practices.</p> <p>Action taken: From field visit at Terawan Mill and its supply base (Teluk Ulin and Lanpasa Estate) that there was no indication of use of fire for waste disposal. All domestic wastes have been disposed off using landfill system, provided for each worker housing.</p>

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
1220772M1	Major	14/08/2015	Closed 22/09/2015
1220772N1	Minor	14/08/2015	Closed 30/08/2016
1367040M1	Major	30/08/2016	Closed 25/10/2016
1367040M2	Major	30/08/2016	Closed 25/10/2016
1367040M3	Major	30/08/2016	Closed 25/10/2016
1367040M4	Major	30/08/2016	Closed 25/10/2016
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 Terawan Palm Oil Mill Certification Unit and supply base complies with the RSPO P&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) – Terawan Palm Oil Mill Certification Unit is approved and continued.</p>	
Acknowledgement of Assessment Findings	Report Prepared by
<p>Name: Wilton Simanjuntak</p>	<p>Name: Pratama A Sedayu</p>
<p>Company name: PT. Agro Indomas</p>	<p>Company name: on behalf BSI Services Malaysia Sdn Bhd</p>
<p>Title: Certification Manager</p>	<p>Title: Lead Auditor</p>
<p>Signature:</p>  <p>Date: 25th October 2016</p>	<p>Signature:</p>  <p>Date: 25th October 2016</p>

Appendix A: Summary of Findings

Criterion / Indicator	Assessment Findings	Compliance
Principle 1: Commitment to Transparency		
<p>Criterion 1.1: Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.</p>		
<p>1.1.1</p>	<p>There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.</p> <p>- Minor compliance -</p> <p>A protocol on information sharing between stakeholders available under SOP Communication number EMS-P05, rev.03 dated 24th February 2012. The exchanged information with stakeholders covers all aspect of plantation operation such as: plantation agronomy, labour affairs, corporate social responsibility (CSR) programme, social and conflict issues, legal aspect, environmental, and occupational health and safety.</p> <p>Most of informations are exchanged / disseminated through report to government office in accordance to particular reporting protocol. E.g: Environmental management and monitoring should be reported twice in a year, Waste management should be reported every three months, investment progress should be reported annually, plantation agronomy reported every three months, etc.</p> <p>Some informations disseminated verbally such as response to donation request or work opportunities. 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>Comply</p>

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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 24th 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"> 1. For EHS is Mr. Syaipul Bahri (EHS Department Head) 2. For social issue and CSR is MR. Beswendri 3. For HRD issue is MS Marcellinus H. Ranteallo <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>Criterion 1.2:</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>			

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Criterion / Indicator	Assessment Findings	Compliance
<p>1.2.1 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"> • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). <p>- Major compliance -</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"> - 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). - 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. - 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. <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"> - 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. - Copy of HCV assessment document available at EHS department and has been socialized to relevant stakeholder through public consultation. - 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. 	<p>Comply</p>

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

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Criterion / Indicator		Assessment Findings	Compliance
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 & gifts, conflict of interest, political activity, employment, ethical behaviour, protection of company's asset, accurate record keeping, confidentiality & 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 11th July 2015 (attended 18 workers), on 5 - 6 August 2015 (attended 45 workers and contractors) and 11th 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> <p>Opportunity for Improvement: 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 estates and Terawan POM, the worker's understanding upon the policy is good. The organization may benefit the standards of business conduct in local language.</p>	Comply
<p>Principle 2: Compliance with applicable laws and regulations</p>			
<p>Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.</p>			

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<p>2.1.1</p> <p>Evidence of compliance with relevant legal requirements shall be available.</p> <p>- Major compliance -</p>	<p>The company hold the legal permit, such as:</p> <ol style="list-style-type: none"> 1. Izin Lokasi (Location permit): <ul style="list-style-type: none"> - No. 178.482, dated 12th January 1995, jo. No. 08.460.42, Dated 16th December 1996 ($\pm 12,000$ ha), approved by by BPN Kab. Kotawaringin Timur. - No. 02.460.42, dated 3rd February 1999 ($\pm 3,860$ ha), approved by BPN Kotawaringin Timur. - No. 102, 2005, dated 30th April 2005 ($\pm 3,000$ ha), approved by BPN Kab. Kotawaringin Timur. - No. 211.460.42, dated 5th March 2005 ($\pm 1,000$ ha), approved by Bupati Kotawaringin Timur. - No. 04, 2005, dated 17th January 2006 ($\pm 1,300$ ha), approved by Bupati Kotawaringin Timur. - No 92 Tahun 2007, dated 19th April 2007, jo No. 88, dated 4th March 2013, jo No. 188.45/170/2014, dated 14th April 2014 (Seluas ± 752 ha), approved by Bupati Seruyan. 2. Izin Usaha Perkebunan/IUP (Operational Permit) <ul style="list-style-type: none"> - 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 31st 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). - No.525.26/469/VIII/EKBANG/2007, dated 28th August 2007 (+ 1,000 ha), approved by Bupati Kotawaringin Timur. 3. Hak Guna Usaha/HGU (Land Tittles) <ul style="list-style-type: none"> - No.12/HGU/BPN/1998, dated 6th April 1998 "tentang Pemberian HGU atas nama PT. Agro Indomas di Kabupaten Seruyan, Prov. Kalimantan Tengah", Land Certificate no. 07 dated 6th August 1998 (12,104 ha). - 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 9th October 2003 (3,760.24 ha). 	<p>Comply</p>

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	<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 22nd 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"> - 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. - 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. - 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. - 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. 	

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<p>2.1.2</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"> - 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. - 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. - 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. - 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. - 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". 	<p>NC Minor</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p>NC Minor: 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>Objective Evidence: PT. Agro Indomas (Central Kalimantan) - Terawan POM has not identified and evaluated:</p> <ul style="list-style-type: none"> - Regulation related to labour, such as "Undang-undang No.13 tahun 2003"; - Regulation related to minimum wage, social insurance and Badan Penyelenggara Jaminan Sosial (BPJS), industrial relationship, trade union, etc.; - Ratified ILO Convention No.105 concerning the abolition of forced labour based on "Undang-undang No.19 tahun 1999 tentang Penghapusan Kerja Paksa"; - Ratified ILO Convention No.138 concerning Minimum Age based on "Undang-undang No.20 tahun 1999 tentang Usia Minimum untuk Pekerja"; - 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", - 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"; - 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. - Regulations related to social aspects such as "Undang-undang No.30 tahun 2007 tentang Perseroan Terbatas", etc. 	

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Criterion / Indicator		Assessment Findings	Compliance
2.1.3	A mechanism for ensuring compliance shall be implemented. - Minor compliance -	Based verification upon annual legal compliance dated 2 nd February 2016 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 regularly.	Comply
2.1.4	A system for tracking any changes in the law shall be implemented. - Minor compliance -	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 update was done in 2nd February 2016, upon 51 types of regulations in national level and regional level.	Comply
<p>Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</p>			

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<p>2.2.1</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"> - "Izin Lokasi berdasarkan Surat Keputusan Kepala Badan Pertanahan No.178.482", dated 12th January 1995 with permitted area of ±12,000 Ha. Which subsequently updated on 12th December 1996 through "Surat Keputusan No.08.460.42" for area of ±12,000 Ha. - "Izin lokasi yang diterbitkan oleh Kepala BPN melalui SK No.102 Tahun 2005", dated 30th April 2005 with permitted area of ±3,000 Ha. - "Izin Lokasi yang diterbitkan oleh Kepala BPN No.04 Tahun 2005", dated 17th January 2006 with permitted area of ±1,300 Ha. - "Izin Lokasi yang diterbitkan oleh Kepala BPN melalui Surat Keputusan No.19.460.42" dated 30th September 1997 with area of 770 Ha. - "Izin Lokasi yang diterbitkan oleh Kepala BPN melalui Surat Keputusan No.02.460.42", dated 3rd February 1999 with permitted area 3,860 Ha. - "Izin Lokasi yang diterbitkan oleh Bupati Kotawaringin Timur melalui Surat Keputusan Bupati No. 211.460.42", dated 5th March 2005 with area ±1,000 Ha. - "Izin Lokasi yang diterbitkan oleh Bupati Seruyan melalui SK.Bupati No.92 Tahun 2007" dated 19th April 2007 of 752 Ha. - "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". <p>Izin Lokasi PT. RIM Capital:</p> <ul style="list-style-type: none"> - "Izin Lokasi PT. RIM Capital yang diterbitkan oleh Bupati Seruyan melalui Surat Keputusan No.291 tahun 2012", dated 4th June 2012 for ±4,000 Ha. <p>Izin Usaha Perkebunan/IUP PT. Agro Indomas (Central Kalimantan):</p> <ul style="list-style-type: none"> - "Izin Usaha Perkebunan yang diterbitkan oleh Bupati Seruyan melalui SK No.77 Tahun 2004", dated 22nd June 2004 for ±17,500 Ha. Subsequently revised based on "Surat Keputusan Bupati No.525/342/EK.2007", dated 31th October 2007 for area of ±20,500 Ha and development of 2 palm oil mills with capacity each 90 tons FFB/hour. <p>---</p>	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p>- Additional permit "Surat Keputusan Bupati Kotawaringin Timur No.525.26/469/VIII/EKBANG/2007 tentang Tambahan Izin Usaha Perkebunan", dated 28th August 2007 with scope ±1,000 Ha.</p> <p>Izin Usaha Perkebunan PT. RIM Capital:</p> <p>- "Surat Keputusan Bupati Seruyan No. 525/196/EK/2007 tentang Izin Usaha Perkebunan", dated 28th May 2007 with scope of ±3,200 Ha.</p> <p>Hak Guna Usaha/HGU PT. Agro Indomas (Central Kalimantan):</p> <p>- "Surat Keputusan Kepala BPN No.12/HGU/BPN/1998 tentang Pemberian HGU atas nama PT. Agro Indomas di Kabupaten Seruyan, Provinsi Kalimantan Tengah", dated 6th April 1998 which subsequently issued via "Sertifikat HGU oleh Kepala Kantor Pertanahan Kabupaten Seruyan No.07 dengan luas 12,104 Ha", dated 6th August 1998.</p> <p>- "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 8th August 2003. And followed up with "Sertifikat HGU oleh Kepala Kantor Pertanahan Kabupaten Seruyan No.08, dengan luas 3,760.24 Ha" dated 9th October 2003.</p> <p>Hak Guna Usaha/HGU PT. RIM Capital:</p> <p>- The land title is still in process.</p> <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> <p>---</p>	

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Criterion / Indicator		Assessment Findings	Compliance
		As 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 th December 2007. Inside the agreement, the amount agreed was Rp.103,500,000, paid on 17 th December 2007.	
2.2.2	Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	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. Based on document verification upon "Laporan Pembersihan Area Tugu dan Label Ulang Nomor Tugu HGU Lanpasa Estate Juni-Juli 2016", the boundary peg maintenance carried out in 15-20 th June 2016 by GIS Department for 52 boundary pegs in Lampasa Estate. Based on field visit to boundary pegs No.46, 58, 62, 65, 81, 87 dan 9 – the condition was good and the identity was readable.	Comply

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<p>2.2.3 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> <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 17th December 2007. Inside the agreement, the amount agreed was Rp.103,500,000, paid on 17th December 2007.</p> <p>Based on interview with Banua Usang villager, there was still a claim over land in RIM Capital area, under name R***, however it was addressed and not in significant scale that will hamper operational activity.</p>	<p>Comply</p>

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2.2.4	<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
2.2.5	<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>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 15th August 2010), Measurement of Land for Compensation (LCD 3.1, dated 15th August 2010), Overlapping Land (LCD 2.3, dated 15th August 2010). Procedure of identification, calculation and compensation for the loss of legal or customary rights is available in place. Land identification procedures as follows: Claims incoming from the local community, Inventory and identification of land, document verification, field visit, map overlay. If it is not compensated yet, then continued to negotiation and payment will be made after both parties comes into agreement.</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 disputeby claimant, Mr.A****/H**** for 8 Ha in block G20 and T**** in block D16b.</p>	Comply

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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. Based on interview with Banua Usang villager, there was still a claim over land in RIM Capital area, under name R***, however it was addressed and not in significant scale that will hamper operational activity.	Comply
Criterion 2.3: 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>2.3.2 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 – <i>see detail above indicator 2.2.3.</i></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>---</p>	<p>Comply</p>

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Criterion / Indicator		Assessment Findings	Compliance
		<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 17th December 2007. Inside the agreement, the amount agreed was Rp.103,500,000, paid on 17th December 2007.</p> <p>Based on interview with Banua Usang villager, there was still a claim over land in RIM Capital area, under name R***, however it was addressed and not in significant scale that will hamper operational activity.</p>	
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 Assistant 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

Principle 3: Commitment to long-term economic and financial viability

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

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Criterion / Indicator	Assessment Findings	Compliance
<p>3.1.1</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>Terawan POM: PT. Agro Indomas (Central Kalimantan) was able to demonstrate the budget for 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 PK production and KER. Terawan POM was receiving FFB from Plasma Lampasa. The budget was also putting the list of third party FFB contractor.</p> <p>Terawan Estate: Crop budget April 2016 – March 2017 is available. The FFB budget for 2016-2017 sets for 74,782.98 tons; the forecast sets at 46,140 tons and actual FFB production up to July 2016 at 18,195.17 tons.</p> <p>Lampasa Estate: Crop budget 2016/2017 – 2018/2019 is available. The crop budget 2015/2016 is 49,063 tons – to date 13,131 tons; the crop budget 2016/2017 is 49,203 tons; the crop budget for 2017/2018 is 56,229 tons.</p> <p>Lampasa Plasma: Smallholder area in Lampasa Estate comprises of Kelompok Tani Karya Bersama, 60 Ha and Koperasi Berkat Maju Jaya Bersama Terawan, 229.90 Ha. Budget FFB for 2016/2017 in Kelompok Tani Karya Bersama (60 Ha) to have 1,320 tons. Budget FFB for 2016/2017 in Koperasi Berkat Maju Jaya Bersama Terawan (60 Ha) to have 1,208 tons.</p>	<p>Comply</p>

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Criterion / Indicator		Assessment Findings	Compliance
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 has not been prepared TRE and LPE. 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>Terawan Estate: From the year of planting it was known that the oldest planting only 20 years. With the effect of low crop during this financial year, the replanting will only come in after year 2022.</p> <p>Lampasa Estate: Lampasa Estate is in first planting generation, planted in 1996/1997, the replanting will only come in after year 2022.</p>	Comply
<p>Principle 4: Use of appropriate best practices by growers and millers</p>			
<p>Criterion 4.1: Operating procedures are appropriately documented, consistently implemented and monitored.</p>			

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4.1.1	<p>Standard Operating Procedures (SOPs) for estates and mills are documented</p> <p>- Major compliance -</p>	<p>PT Agro Indomas 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"> - "Agro Plantations Pembibitan OP/C1/06/01" dated 06/01/2006 for nursery operation; - "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; - "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; - "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; - "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 > 25°; - "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; - "Agro Plantations Teknik Penanaman OP/C8/06/01" dated 06/01/2006 for planting method, planting hole size. <p>---</p>	Comply

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - "Agro Plantations Ablasi OP/C10/06/01" dated 06/01/2006 for castration/cutting male and female flower during immature phase; - "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.; - "Agro Plantations Pemangkasan Daun Kelapa Sawit OP/C13/06/01" dated 06/01/2006 for pruning oil palm frond – based on age of palm. - "Agro Plantations Pemupukan OP/C14/06/01" dated 06/01/2006 for fertilizer regime: type of nutrient, type of fertilizer, dosage, timing, placement, etc.; - "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; - "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; - "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; - "Agro Plantations Digested Palm Oil Mill Effluent Land Application" OP/C13/05/01 dated 05/15/2004 for POME land application. - "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 < 6 months after land clearing; planting density 160 palms/Ha. - "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; <p>---</p>	

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	<p>Terawan 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"> - Standar Operasional Prosedur SOP/01 Weighbridge dated 04/20/2007, explains the CPO dispatch procedure, PK dispatch procedure. - 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. - 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. - Standar Operasional Prosedur SOP/04 Thresher Station dated 04/20/2007, explains the operational of thresher station. - 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. - Standar Operasional Prosedur SOP/06 Klarifikasi dated 04/20/2007, explains the operational of clarification. - Standar Operasional Prosedur SOP/07 Kernel Station dated 04/20/2007, explains the operational of machinery kernel station. - Standar Operasional Prosedur SOP/08 Boiler Station dated 04/20/2007, explains the operational of boiler station. - Standar Operasional Prosedur SOP/09 Engine Room Station dated 04/20/2007, explains the operational of engine room station. - Standar Operasional Prosedur SOP/10 Water Treatment Plant dated 04/20/2007, explains the operational of water treatment. - Standar Operasional Prosedur SOP/11 Palm Oil Mill Effluent dated 04/20/2007, explains the operational and treatment of palm oil mill effluent. <p>---</p>	

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		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	A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	<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>4.1.3 Records of monitoring and any actions taken shall be maintained and available, as appropriate.</p> <p>- Minor compliance -</p>	<p>Terawan Estate: Agronomy Department conducted daily inspection on harvesting quality, pest and disease and block inspection. Sample taken: on 08/22/2016, agronomy report on block I21, I22, I23, J21; result stated the block J21 upkeep was poor, weed within row and circle, loose fruit collection poor, 2 bunches was not harvested, high rat attack. As a follow up, loosee fruit collection has been improved, raking improved. The 2 bunches that was not harvested due to excision of hornet nest.</p> <p>Lampasa Estate: "Penilaian Kematangan Buah di TPH" dated 08/19/2016 at block O24/O27/O28/O29, whereby QC team found 4.68% underripe bunches, 93.75% ripe bunches and 1.5% overripe bunches. Lampasa Estate followed up the harvesting practices. Lampasa Estate received inputs from QC, dated 06/07/2016, block O39 under pruning poor, O37 over pruning poor, O38 rat attack high, while for block P40 and P41 the fertilizer application was according to recommendation. As a response, Lampasa Estate has improving the pruning method, and monitor the rat attack through black bunch census. RC visit dated 05/19/2016, comment related to pruning follow up, frond snapping, etc. Terawan Estate responded with progress the pruning activity and removing snapped frond.</p> <p>Lampasa Plasma: "Penilaian Kematangan Buah di TPH" dated 08/16/2016 at block Q49/Q50/Q51/Q52/Q53, whereby QC team found 10.26% unripe bunches, 7.69% underripe bunches, 82.5 % ripe bunches. Lampasa Estate implemented a closer control for Plasma harvesting gang.</p> <p>Terawan POM: Regular visit from Director of Engineer to Terawan POM. Latest visit with report and pictures of mill condition dated 05/23/2016. The action plan taken by Terawan POM Management covering repair of hool for all cages in loading ramp and repair for leaking elbow and flange in sterilizer area, thresher and press area, cleaning nuts in the floor next to tippler/nut plant area, oil room area. The report was also mentioned contractor worker not wearing safety equipment. Realisasi mechanical preventive maintenance Terawan Mill 2016 – 2017, indicating the monthly preventive maintenance planning in Terawan POM. The preventive maintenance planning was divided per station/mill machineries. Sample: For threshing station, checking inclined empty bunch conveyor on 07/28/2016 and service the conveyor bunch press chain dated 07/29/2016.</p>	<p>Comply</p>

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		Contract works for fibre cyclone replacement/overhaul for line 2, agreement dated 05/06/2016. EHS Department issued Safety Induction for 6 contractor workers on 05/12/2016 to begin the fabrication process. The installation of fiber cyclone in nut plant area started in 06/12/2016 – 07/15/2016 ended with erection and installation of ring reducer fiber cyclone.	
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>Terawan 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, Terawan POM records all third-party FFB received and process. 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. 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>Observation: 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>Criterion 4.2: 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>4.2.2 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>Terawan Estate: Fertilizer recommendation and application schedule 2016/2017. Fertilizer record is available as of April; the application is based on fertilizer recommendation. The record seen as at August 2016: block J43, 35 Ha, planting year 1997, SPH 133 palms; Recommendation J43: Urea dosage 2.75 kg/palm, total 12.87 tons, planned application in April and October 2016; TSP dosage 0.75 kg/palm, totaling 3.51 tons planned application in January 2017; MOP dosage 3.5 kg/palm, totalling 16.38 tons, planned application in April and October 2016; Kieserite dosage 1.5 kg/palm, total 7.02 tons, planned for application in July 2016. Implementation for Urea: dosage 1.5 kg/palm on April 2016 – total applied 7 tons in May 2016; MOP dosage 2 kg/palm in April 2016 – total applied 9,350 kg on July 2016; Empty Fruit Bunch for block J21, 28 Ha, sandy soil – recommendation to input EFB for 10.3 Ha, total 288.4 tons. Applied 128.67 tons in July 2016. Empty Fruit Bunch for block D44, 23.9 Ha, sandy soil – recommendation to input EFB for 16.9 Ha, total 473.2 tons. Applied 29.68 tons in July 2016, totaling 279.13 tons to-date.</p> <p>Lampasa Estate: Fertilizer recommendation and application schedule 2016/2017 made available. Fertilizer record is available since April 2016; the application is based on fertilizer recommendation. The record seen as at August 2016: block O45, 31 Ha, planting year 1996/1997; is to apply Muriate of Potash 2 kg/palm on April 2015 – applied total 8,350 kg on 07/14/2016; Recommendation for O45 Urea 2.75 kg/palm in April and October 2016 total 11.5 tons; TSP 0.75 kg/palm in January 2017 total 3.13 tons; MOP 3.75 kg/palm in April and October 2016 15.63 tons; Kieserite 1.5 kg/palm July 2016, total 2.65 tons Application of EFB for block P53C; 13.2 Ha, applied with 103.21 tons EFB – 11.82 tons/Ha. Application of EFB for block O51; 30.1 Ha, applied with 6.59 tons EFB – 0.24 tons/Ha.</p> <p>---</p>	<p>Comply</p>

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	<p>Lampasa Plasma: Fertilizer recommendation and application schedule 2016/2017 made available. Fertilizer record is available since April 2016; the application is based on fertilizer recommendation. The record seen as at August 2016: block P49, 30 Ha, planting year 2003/2004; is to apply Borate 50 grams/palm on April 2015 – applied total 200 kg on 05/04 /2016; Recommendation: Urea 2.5 kg/palm in April and October 2016 total 10.2 tons; TSP 0.75 kg/palm January 2017 total 3.06 tons; MOP 3.5 kg/palm in April and November 2016 14.28 tons; Borate 0.05 kg/palm in April 2016 total 0.2 tons; Kieserite 1.5 kg/palm in August 2016 total 6.12 tons. Block V35, 11.7 Ha, planting year 2013/2014; was to apply Dolomite 1 kg/palm on May 2016 – total application 1,700 kg dolomite on 05/20/2016. Recommendation: Urea 2 kg/palm in April and October 2016 4.89 tons; MOP 2.75 kg/palm in April and November 2016 total 6.73 tons; borate 0.025 kg/palm in April 2016, total 0.12 tons; ERP 2.25 kg/palm in January 2017 total 5.5 tons; EFB 498 tons.</p> <p>Cover crops are in place and checked during field inspection for Terawan and Lampasa Estate. Cover crops are legumes and are very well in place in some area.</p>	

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<p>4.2.3 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>Terawan Estate: Block J43 – AICK/LC/J43/15 identified the results: N 2.7%; P 0.16%; K 1.15%; Mg 0.34%; Ca 0.64%; B 16.33ppm;</p> <p>Lampasa Estate: Block O45 – AICK/LC/O45/15 identified the results: N 2.66%; P 0.17%; K 1.27%; B 20.28ppm.</p> <p>Lampasa Plasma: In Lampasa Estate Block P49 – AICK/LC/P49/15 identified the result: N 2.6%; P 0.17%; K 1.22%; Mg 0.4%; Ca 0.62%; B 18.21ppm;</p>	<p>Comply</p>

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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>Terawan Estate: Application for Empty Fruit Bunch, recommendation for block K21, total 31 Ha, planting year 1998, 124 palms/Ha; budget is for 1.9Ha, 47.5tons EFB/Ha; total application of EFB is 808.16MT, for area of 16.16 Ha.</p> <p>Lampasa Estate: Application for Empty Fruit Bunch implemented. Application of EFB for block P53C; 13.2 Ha, applied with 103.21 tons EFB – 11.82 tons/Ha. Application of EFB for block O51; 30.1 Ha, applied with 6.59 tons EFB – 0.24 tons/Ha</p>	Comply
<p>Criterion 4.3: 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> <p>Terawan Estate: Estate has a copy of soil type. It was indicating the soil type comprise of mineral soil, organic soil/peat, and sandy soil. The fragile soil would be the sandy area in block D44,C43, C42, J21, H28.</p> <p>Lampasa Estate: Estate has a copy of map with soil type.The predominant soil type in Lampasa Estate noted as mineral soil, a small proportion of sandy soil and organic soil was identified. Organic soil identified in block R32, R31. Sandy soil identified in block R31, T39, S37 and S38.</p> <p>Lampasa Plasma: Estate has a copy of map with soil type.The predominant soil type in Lampasa Plasma noted as sandy soil, a small proportion of organic soil was identified. A mixed of sandy soil and organic matter was identified in block V32 – V40.</p>	Comply

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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>Terawan Estate and Lampasa Estate: Silt pit to reduce the impact of erosion, as well as planting vertiver grass near water crossing.</p> <p>Lampasa Estate: The plantation was located on relatively flat area, with slope 0-8%.</p>	Comply
4.3.3	<p>A road maintenance programme shall be in place.</p> <p>- Minor compliance -</p>	<p>Road Maintenance Programme is available.</p> <p>Terawan Estate: Planning for April 2016/March 2017 is to road re-surface using laterite for 23,400 meters main road – implemented 13,200 meters in July 2016 and 17,400 meters year to date. Planning for April 2016/March 2017 is to re-grading boundary road 25,000 meters – not yet implemented; collection road 105,000 meters – implemented 2,000 meters; main road planned for 34,000 meters – implemented 1,800 meters. There is no planning for building concrete bridge, bridge repair/maintenance, in field drainage construction for the financial year April 2016/March 2017.</p> <p>Lampasa Estate: Target for 2016/2017 was to re-grading 182,000 meters road, while up to July 2016, 10,030 meters has been re-grading. Bridge repair in block S38. Road map for Lampasa Estate available, indicating the targeted road for maintenance.</p> <p>Lampasa Plasma: Target for 2016/2017 was planned to have road re-surfacing for 14,837 meters. Actual implemented 5,600 meters for road re-surfacing; Material for 560 meters.</p>	Comply

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<p>4.3.4</p> <p>Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place.</p> <p>- Minor compliance -</p>	<p>PT. AICK and PT. RIM Capital: Agricultural Policy Chapter 4 – Water management at oil palm plantation No.OP/C4/06/01 dated 1st 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).</p> <p>Terawan Estate: Estate has a copy of soil type. It was indicating the soil type comprise of mineral soil, organic soil/peat, and sandy soil. Peat soil identified partially at block L26, L26, L27, L28 and block M25, M26, M27. Estate management has prepared a drainage and sand bag installed at block M27, L25, L27.</p> <p>Plasma Lampasa: Budget for drain in Lampasa Estate 12,157 meters, equipped with map. Drain with size 1 x 1 meters: 976 meters; drain size 2 x 2 meter: 3,945 meters; drain size 2 x 3 meter: 2,718 meters. Total length of the drains recorded 7,639 meters.</p>	<p>Comply</p>
<p>4.3.5</p> <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 < 6 months after land clearing; planting density 160 palms/Ha. Critical parameter has been set: effective drainage, water management, adequate (bulk density >0.2 gram/cm³) organic soil compaction and balance nutrient input are vital.</p>	<p>Comply</p>

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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> <p>Terawan Estate: Empty Fruit Bunch for block J21, 28 Ha, sandy soil – recommendation to input EFB for 10.3 Ha, total 288.4 tons. Applied 128.67 tons in July 2016. Empty Fruit Bunch for block D44, 23.9 Ha, sandy soil – recommendation to input EFB for 16.9 Ha, total 473.2 tons. Applied 29.68 tons in July 2016, totaling 279.13 tons to-date.</p> <p>Lampasa Estate: Application of EFB for block P53C; 13.2 Ha, applied with 103.21 tons EFB – 11.82 tons/Ha. Application of EFB for block O51; 30.1 Ha, applied with 6.59 tons EFB – 0.24 tons/Ha.</p>	Comply
<p>Criterion 4.4: Practices maintain the quality and availability of surface and ground water.</p>			
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 1st 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

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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 Landau river, Lampasa Estate, Block R34- R35, showing that company has demonstrating effort to protect water source, through:</p> <ul style="list-style-type: none"> - 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. - Company construct drainage for part of area of block R36, low-lying area; - Company told harvesters to do frond stacking in U shape and to maintain ground cover (Neprolepis) as effort to minimize erosion to water body. 	Comply

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<p>4.4.3 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>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.</p> <p>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"> - 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 4th May 2016. The result are meeting the regulation "Peraturan Pemerintah No. 82 Tahun 2001 tentang Pengelolaan Kualitas Air dan Pengendalian Pencemaran Air (Kelas II)". - 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 4th May 2016. The result are meeting with standard "Peraturan Pemerintah No.82 Tahun 2001 tentang Pengelolaan Kualitas Air dan Pengendalian Pencemaran Air (Kelas II)". - 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 4th 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)". - 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 4th May 2016. - 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 4th May 2016. The result meet "Permenkes No.416/Menkes/Per/IX/1990 tentang Kualitas Air Bersih". <p>---</p>	<p>Comply</p>

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Criterion / Indicator		Assessment Findings	Compliance																																																
		<ul style="list-style-type: none"> - Terawan POM effluent quality test "Uji Kualitas Air Limbah Terawan Mill (Inlet) bulan Januari 2016 bekerjasama dengan PT. Unilab Perdana" as reported in Report of Analysis No.01447-02/LHP/II/2016 dated 11th February 2016. The effluent was meeting "PermenLH No.28 Tahun 2003 tentang Pedoman Teknis Pengkajian Pemanfaatan Air Limbah dari Industri Minyak Sawit pada Tanah di Perkebunan Kelapa Sawit". - Terawan POM effluent quality test "Uji Kualitas Air Limbah Terawan Mill (Outlet) bulan Januari 2016 bekerjasama dengan PT. Unilab Perdana" as reported in Report of Analysis No.00845-06/LHP/I/2016 date 22nd January 2016. The effluent was meeting "PermenLH No.28 Tahun 2003 tentang Pedoman Teknis Pengkajian Pemanfaatan Air Limbah dari Industri Minyak Sawit pada Tanah di Perkebunan Kelapa Sawit". <p>Reviewing the test result, the effluent applied for Land Application still meeting the standard, with BOD below 5,000 mg/liters.</p>																																																	
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 Terawan 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 m³ 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 m³/ton FFB processed</th> </tr> </thead> <tbody> <tr> <td>September 2015</td> <td>19,224.99</td> <td>16,846</td> <td>0.88</td> </tr> <tr> <td>October 2015</td> <td>23,669.30</td> <td>24,390</td> <td>1.03</td> </tr> <tr> <td>November 2015</td> <td>22,280.81</td> <td>21,510</td> <td>0.97</td> </tr> <tr> <td>December 2015</td> <td>22,945.47</td> <td>26,037</td> <td>1.13</td> </tr> <tr> <td>January 2016</td> <td>19,235.38</td> <td>25,877</td> <td>1.35</td> </tr> <tr> <td>February 2016</td> <td>17,861.25</td> <td>21,907</td> <td>1.23</td> </tr> <tr> <td>March 2016</td> <td>16,736.57</td> <td>20,514</td> <td>1.23</td> </tr> <tr> <td>April 2016</td> <td>15,291.85</td> <td>18,962</td> <td>1.24</td> </tr> <tr> <td>May 2016</td> <td>16,132.51</td> <td>21,502</td> <td>1.33</td> </tr> <tr> <td>June 2016</td> <td>14,573.47</td> <td>16,942</td> <td>1.16</td> </tr> <tr> <td>July 2016</td> <td>11,422.83</td> <td>12,895</td> <td>1.13</td> </tr> </tbody> </table> <p>Management explained the water use/ton 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 ³ /ton FFB processed	September 2015	19,224.99	16,846	0.88	October 2015	23,669.30	24,390	1.03	November 2015	22,280.81	21,510	0.97	December 2015	22,945.47	26,037	1.13	January 2016	19,235.38	25,877	1.35	February 2016	17,861.25	21,907	1.23	March 2016	16,736.57	20,514	1.23	April 2016	15,291.85	18,962	1.24	May 2016	16,132.51	21,502	1.33	June 2016	14,573.47	16,942	1.16	July 2016	11,422.83	12,895	1.13	Comply
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<p>Criterion 4.5:</p> <p>Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.</p>																																																			

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.5.1</p> <p>Implementation of Integrated Pest Management (IPM) plans shall be monitored.</p> <p>- Major compliance -</p>	<p>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>Terawan Estate: the IPM plan includes: black bunch census: for block G45 dated 07/21/2016; Planting beneficial plant nurture: <i>Cassia cobanensis</i>, <i>Turnera subulata</i>, and vertiver grass. No indication of leaf eating caterpillar attack. Oryctes monitoring on 07/15/2016 identified 1.35 beetle per trap. 07/29/2016 identified 0.45 beetle per trap. Barn owl boxes in block I48, I47 b, I46, I42, I39, I37, I34, I33, I31, I29, I27, I25, I22, J22, J25, J27, J29, J31, J33, J36, J38 – total 34 barn owl boxes, 26 boxes inhabited (76% occupancy).</p> <p>Lampasa Estate: Black Bunch census: for period July – August 2016, the rat attack was low. Rat bait monitoring for block P48, O48, O47 and O46, applied with rat bait on (340.6 kg) 08/06/2016 continued (322.75 kg) 08/13/2016 and (276.1 kg) 08/20/2016. The justification based on Agronomy's monitoring on rat population, it wa found that rat population in Lampasa Estate 560 rats/Ha in April 2016. Planting of beneficial plant (<i>Turnera subulata</i> and <i>Cassia cobanensis</i>) planned for 720 Ha and while actual implemented/maintain 720 Ha. Located on block O48 – O44, P48 – P44, seen during field visit. Barn Owl boxes monitoring January – August 2016, where 20 barn owl boxes was inhabited.</p>	<p>Comply</p>

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Criterion / Indicator		Assessment Findings	Compliance
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>Terawan Estate: Training black bunch census for 21 workers, prepared to conduct black bunch census in 07/21/2016, by Abdul Wahid, Terawan Estate Manager. Training on ganoderma census and Ganoderma census for 10 workers, dated February 2016.</p> <p>Lampasa Estate: Training on Black Bunch Census on 07/16/2016 attended by 16 employees.</p>	Comply
<p>Criterion 4.6: 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 17th October 2017; Abolisi 865 SL (active ingredient 2,4D Dimetil amina) register No.RI.01030120124196 valid up to 23rd April 2017; Best Up 480 SL (active ingredient Isopropil Amina Glifosat) register No.RI.01030120042050 valid up to 31st December 2018; Dalopir (active ingredient Triclophyr) register No.RI.0103012002256 valid up to 6th September 2015; Supremo 480 S (active ingredient Isopropil amina glyphosate 480 gr/litre) registers No.RI.01030120021712, valid up to 17th 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>4.6.3 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. 1st phase 1 box per 4 blocks (120 Ha); 2nd phase 2 box per 2 blocks (60 Ha); 3rd phase 1 box per 1 block (30 Ha) and 4th phase 1 box per 15 Ha.klerat</p> <p>Racumin, active ingredient coumatetreytl (0.04 w/w) used as it was using anti-coagulant second generation; less dangerous to barn owl.</p>	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.6.4 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>Terawan Estate and Lampasa Estate shows there was no use of <i>paraquat</i> since January 2016.</p>	<p>Comply</p>
<p>4.6.5 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>Observation: 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>	<p>Comply</p>

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4.6.6	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). - Major compliance -	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. The management of waste material from empty pesticide container regulated as per "SOP Pengelolaan Limbah" No.SOP-WM-01 rev.04 dated 21 st 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.	Comply
4.6.7	Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance -	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. 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.	Comply
4.6.8	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. - Major compliance -	There is no aerial application of pesticides in all operating units.	Comply
4.6.9	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). - Minor compliance -	Periodic training on pesticide handling had been carried out for the workers. Information on the pesticides displayed on the agrochemical storage. Lampasa Estate: "Pelatihan Penyemprotan yang Baik dan Benar" dated 07/12/2016, attended by 21 sprayers and supervisor – located in block Q35/Q36.	Comply

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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: Lampasa Estate and Lampasa Plasma: Biomonitoring test performed for sprayers and fertilizer applicator. The test consists of cholinesterase test from blood sample. Biomonitoring test for 36 sprayers in 03/23/2016. Sample seen and interviewed: Hernayani, Anita, Jarwi, IQ Parit Rizwan, Mursidah A, Susilawati. Biomonitoring test for 34 fertilizer applicators on 03/22/2016. The result of biomonitoring test was explained to workers on 03/31/2016.</p>	Comply

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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>Lampasa Estate and Lampasa Plasma: Based on interview with female sprayers, there is no pregnant and breast-feeding worker allowed handling agrochemical. "Form Pemeriksaan Kehamilan dan Menyusui" – period September 2015 – August 2016. Record shows no pregnant and/or breast-feeding female worker performing spraying and/or fertilizer application.</p>	Comply
<p>Criterion 4.7:</p> <p>An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:</p>			

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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 4th 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"> - Implement the principles of sustainable palm oil by including environmental, health and safety, social, and economic consideration in all management decisions; - Prevent pollution and contamination to air, land and water - Prevent occupational accident, injury & ill health caused by working condition - Comply with all applicable environmental, health and safety legislation, and other applicable requirement. - Set and review objectives, targets, and programs for environmental, health and safety performance, - Conduct accident investigations and audit programmes to ensure continues health and safety improvement. - Allocate sufficient resources for implementation of the policy - Provide appropriate information, instruction and training to ensure awareness of employees and contractors - Communicate the policy to employees, contractors and suppliers and make it available to interested parties. <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

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	<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>Terawan POM: Evidences of OHS implementation and monitoring can be seen under the following evidences:</p> <ul style="list-style-type: none"> - HIRAC document (Hazard Identification, Risk Assessment and Control), last updated for year 2016 on February 2016. - Records of routine safety talk (morning briefing), picture and attendance list - Structure of OHS Committee (P2K3) at mill, headed by mill manager - Evidence of Provision of adequate PPE for all worker in the form of PPE distribution form, kept by store keeper and safety officer. - Appointment of EHS inspector (Mr. Sbr) and EHS officer (Mr. Smr) who responsible in OSH implementation. Sighted records of monthly inspection by Inspector, weekly mill inspection form, work permit for non routine job such as hot or height area. E.g. monthly inspection for July, held on July 26th, 2016. The inspection checklist covers 146 point of check. Two points was not comply (floor cleanliness and silt trap). Action plan has been made to close the finding. - Safety campaign records in the form of signboard and sticker - Periodic maintenance and inspection of machinery by licensed inspector. Most recent inspection was on August 16, 2016. - Report of periodic medical check for workers and operators. <p>---</p>	

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	<p>Terawan Estate & Lampasa Estate: Evidences of OHS implementation and monitoring available under the following documents:</p> <ul style="list-style-type: none"> - Documentation of routine muster morning including safety talk at each division led by assistant of each division. Each supervisor check PPE of of workers and fill the PPE compliance form. - Risk and Environmental Impact Assessment (HIRAC) document for all estate activities. The latest update was on February 2016. - Structure of OHS Committee (P2K3) at PT. Agro Indomas and OHS committee (sub) at each estate. General P2K3 is headed by Mr. GK (General Manager), vice head Mr. SB, Secretary Mr. AS. In Terawan Estate, OHS unit is headed by Mr. AWN (manager) while for Lanpasa Estate headed by Mr. AS. - Evidence of Provision of adequate PPE at each estate (shes, helmet, glass, gloves, masker). - 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. KT for Terawan Estate, Mr. PNS for Lanpasa Estate, Mr. HRS for Teluk Ulin Estate. - Records of monthly OHS inspection by EHS inspector: <ul style="list-style-type: none"> • At Terawan Esate, latest inspection was held on July 26th, 2016 covers: housing and landfill area, spraying block, Chemical store, genset room, etc. Action plan had been made for all finding, and all had been closed out. • At Lanpasa Esate, latest inspection was held on July 26th, 2016 covers genset and fuels station, housing and landfill, spraying block, chemical, etc. Action plan had been made for all finding, and all had been closed out. - Report of periodic medical check for workers including thise with and high risk (chemical) - OHS audit by EHS department. <ul style="list-style-type: none"> • Latest audit for Terawan Estate was held on July 29, 2016 with 5 findings raised. All are still open and on progress of improvement. • Latest audit for Lanpasa Estate was held July 27, 2016 with 3 observation finding. All findings are still open and on progress of improvement. <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 16 officer (manager and assistant) chaired by Plantation Manager of PT. AICK (Mr. IS).</p>	

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<p>4.7.2 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>Terawan POM: The company 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 HIRADC available for year 2016, made on April 11, 2016.</p> <p>HIRADC has included more than 200 routine and non-routine activities of all stations and locations at Terawan 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 conditio (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). HIRADC has also covered the supporting job such as electrical engineering, construction and engineering, vehicle workshop, office compound, etc. Those Risk assessments found to be satisfactory.</p> <p>Terawan Estate & Lanpasa Estate: The risk assessment document found to be satisfactory, and has covered 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). HIRADC has consider the accident records to calaculate 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 ache, eye injury. Those accident have been marked with "3" or moderate (<10 cases per year).</p> <p>Visit to central clinic of PT. Agro Indomas revealed that muscle and tissue disease was the second most frequent disesase cases in the company. Contrary to the fact, HIRADC document still consider risks related to muscle and tissuse as level "2" risk (low frequency).</p> <p>---</p>	<p>Comply</p>

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	<p>Observation: PT. Agro Indomas (Central Kalimantan) - Terawan 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>	
<p>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>- Minor compliance -</p>	<p>Observed evidence that all workers have been adequately trained in safe working practices. Complete records are in place for all training including pesticide workers in each estate. Personal Protective Equipment (PPE) is available for all workers in regards to pesticide applications and use of other hazardous areas and is being used correctly in most cases. In other areas all PPE is supplied are being used correctly at all times – this includes mill, estates and contractors. The contractors are inducted on all occasions and made fully aware of any OHS and PPE requirements on site.</p> <p>Terawan POM</p> <ol style="list-style-type: none"> 1. Regular OHS safety refreshment and awareness (annually) or when there are changes in operating procedure. 2. Periodic fire drill led by EHS officer. Most recent was Mill was on August 12, 2016. 3. First aid training for first aider and supervisor. There is 1 licensed first aider for Terawan Mill on behalf of Mr. SMR (560/09/Disnakertranspar/P3K/II/2015) <p>Lanpasa Estate</p> <ol style="list-style-type: none"> 1. Regular OHS safety refreshment and awareness (annually) or when there are new materials or changes in operating procedure. 2. Fire drill; most recent a Teluk Ulin – Lampasa was on March 14, 2016. 3. First aid training for first aider and supervisor. There is 1 licensed first aider for Lanpasa Estate: Mr. FS (560/11/Disnakertranspar/P3K/II/2015) 4. Welder competence training <p>Records of PPE distribution available under form of "PPE distribution form" (shoes, helmet, glass, gloves, masker) signed by store officer and worker.</p>	<p>Comply</p>

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<p>4.7.4</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>Persons responsible on OHS implementation in the company have been identified and have been appointed to sit in a Central Safety Committee (P2K3). The committee has been approved by local manpower office as per letter number 560/255/Kep/Disankertranspar/II/2015 regarding approval of Safety Coomitte (<i>Panitia Pembina Keselamatan dan Kesehatan Kerja</i>) and Fire Fighting Unit of PT. Agro Indomas" dated 26th April 2015.</p> <p>The central committe PT. Agro Indomas (Central Kalimantan) 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 to taht, there are also 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"> - Safety officer at Mill is Mr. SMR (OHS trained) - Safety officer at Terawan Estate is Mr. KT (OHS trained) - Safety officer at Lanpasa Estate is Mr. PNS (OHS trained) - Safety officer at Teluk Ulin Estate is Mr. HRS (OHS trained) <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 also routine OHS meeting at estate level, e.g:</p> <ul style="list-style-type: none"> - Recent OHS meeting at Terawan Estate was on August 18, attended by 12 officer, agenda covers: waste management, drainage, PPE, work accident, and safety riding. <p>Recent OHS meeting at Lanpasa Estate was on July 29, attended by 12 officer, agenda covers: security, PPE, work accident, fire danger anticipation.</p>	<p>Comply</p>

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<p>4.7.5</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 and communicated and/or trained to staff, workers, contractors and visitors:</p> <ol style="list-style-type: none"> 1. SOP EHS.ERP-03 dated May 04, 2016 regarding Fire and Spillage Emergency Response, approved by Director of Plantation and Director of Engineering. 2. 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. 3. Safety and Emergency procedures as described in Material Safety Data Sheet (MSDS) at Store. MSDS available for all all hazardous material in store. However, according to field visit at Chemical Store at mill and estate and fertilizer store, standard emergency procedure according to MSDS has not yet well understood by officer. <p>Terawan POM Trained first aider in Terawan Mill is Mr.Sumarlik (license number 560/09/Disnakertranspar/P3K/II/2015, valid for 3 years). Internal 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.</p> <p>First aid kits are available in various locations, such as: laboratory, storage, workshop, boiler, polyclinic, and processing 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>Safety officer of Terawan Mill maintains records of 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. 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 committee P2K3.</p> <p>Records for Apr 2016- March 2016 at Terawan Mill are: Near miss 0 cases, first aid 2 cases, minor 0 cases, major 4 cases, fatality 0 cases. Lost day was 17 days, Lost time accident was 4. Safety index 3.62.</p> <p>---</p>	<p>NC Minor</p>

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	<p>Lanpasa Estate All supervisors and safety officer of Lanpasa Estate have been trained for first aid. Certified first aider for Lanpasa and Teluk Ulin Estate are: Mr. FS (license number 560/11/Disnakertranspar/P3K/II/2015) and Mr. HR (license number 560/18/Disnakertranspar/P3K/II/2015). There were also first aid internal training for all supervisor held by Training Centre on March 22-29, 2016. Capable trainers were: Dr. Isnaindar Didek Indrawan (Central clinic), Aprijantoni Jamal (Co instructor).</p> <p>First aid kits are available in various locations, such as: 12 supervisor first aid kits for field work (spraying, harvesting, fertilizing, 1 first aid kit at office, 1 kit at store, 1 kit at mini workshop. The first aid kit found to be complete and in compliance with regulation. All first aid kits have been adequately stocked and regularly checked as seen by stock checklist.</p> <p>Verification at clinic showed that records of all accidents has been maintained satisfactorily, covers the following information: Medical records of each patient (hardcopy), Computerized medical record and database of accident and disease, accident report files. Records on all accidents has been. Regular review on accident cases had been carried out during quarterly meeting of Environment, Safety & Health (ESH).</p> <p>NC Minor: Emergency equipment for land fire suppression in Terawan Estate and Lampasa Estate was not ready-to-use.</p> <p>Objective Evidence: Observed during site visit to Terawan Estate and Lampasa Estate, fire suppression equipment/emergency fire-fighting equipment were not ready-to-use.</p> <p>Audit team found: water tank was found empty and not coupled to mobile unit; Pump machine with no fuel; Inappropriate use of water tank; Meanwhile, the fire risk status at the time was increasing from low to middle as shown by fire danger rating system.</p>	

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4.7.6	<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. Records of insurance payment available in:</p> <ul style="list-style-type: none"> - BPJS registration number - Monthly BPJS insurance premium payment. <p>Company has also programmed and implemented the annual medical check up for all workers at Lampasa Estate, Teluk Ulin Estate, Terawan Estate and Terawan POM. MCU has been done annually for all workers. Latest MCU was held on November 2015 – January 2016 attended by all workers including those who work with high risk (blood, urine, cholinestrase, spirometri). All workers are in fit condition. Complete report on MXU result and workers health condition available at clinic</p> <p>Terawan POM Terawan Mill has 156 workers by August (8 staffs, 145 SKUB, 1 BHL, 2 expatriat). 8 workers not yet registered in BPJS Kesehatan (but covered by labor BPJS) because: they have been registered under Jamkesda. 1 temporary worker (BHL) has not yet registered in BPJS Kesehatan but has been covered fully by clinic (registered in BPJS ketenagakerjaan only), 2 not yet registered due to invalid citizen number.</p> <p>Terawan and Lampasa Estate</p> <ul style="list-style-type: none"> - Terawan Total by August 2016, 408 workers (7 staffs, 306 SKUH, 61 SKUB, 34 BHL). All have been registered in Labour Insurance (BPJS Ketenagakerjaan). 16 workers registered in Jamkesda, 1 not yet registered due to invalid citizen number, 34 BHL covered fully by clinic. - Lanpasa Estate: total 442 (433 actives) workers by August (6 staffs, 351 SKUH, 40 SKUB, 2 BHL). 67 not yet registered in BPJS Kesehatan (but covered by labor BPJS) due to: registered in Jamkesda 20 workers, invalid NIK 2 workers, 45 BHL not yet registered but has been covered fully by clinic. 	Comply
4.7.7	<p>Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics</p> <p>- Minor compliance -</p>	<p>All occupational injuriy 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>	Comply

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Criterion 4.8:			
All staff, workers, smallholders and contract workers are appropriately trained.			
4.8.1	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. - Major compliance -	PT. Agro Indomas (Central Kalimantan) 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.	Comply
4.8.2	Records of training for each employee shall be maintained. - Minor compliance -	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. Terawan Estate: Training on HCV, communicating the presence of protected species in Terawan Estate, dated 06/16/2016 for 21 harvesters. Training Black Bunch Census, dated 07/19/2016 for 21 plantation workers. Lampasa Estate: Training Rat Baiting dated 03/15/2016 for 28 workers; "Training Keselamatan Kerja Panen, Klasifikasi Buah Masak-Mengkal & Mentah" dated 08/18/2016 for 17 harvesters. "Training Keselamatan Kerja Cara Penaburan Pupuk yang Baik dan Tepat Sasaran" dated 07/23/2016 for 16 fertilizer applicators.	Comply
Principle 5: Environmental responsibility and conservation of natural resources and biodiversity			
Criterion 5.1:			
Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			

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5.1.1	<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"> 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 22nd June 2007 approved the SEIA. 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. 3. EIA for RIM year 2008 dated June 26, 2008. Approved by authority through letter number 14/sk-komisi/VI/2008. <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>	Comply

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<p>5.1.2 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"> - Ambient air quality, managed by maintenance of machinery, dust collector, HCV area, tree enrichment, limiting vehicle speed, zero burning policy. - Noise, managed by machinery maintenance, vegetation to absorb noise, PPE, arrangement of genset location, etc. - 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. - Ground water quality, managed by LCC, organic fertilizer, etc. - Erosion, managed by Vegetation at river buffer zone, EFB application, frond arrangement, drainage and rorak as sediment trap, agronomy technique for slopy area. - 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. - Fire danger, managed by zero burning policy, fire emergency equipment, fire prevention (water reservoir, fire break), signboard, socialization. - Aquatic biota, managed by effective fertilizing, POME land application, WWTP, etc. - Flora and fauna, managed by conservation area, Signboard, illegal logging inspection, etc. All have been implemented. - Hazardous waste; managed by storage and disposal by licensed third party. - Job & business opportunities, managed by job opportunities for surrounding communities, business partnership with local contractor, local purchasing. - Social conflict, managed by CSR, education, safety control to avoid accident. - Public health; managed by access for public to health facility, sanitation, fogging, and other health programme. All have been implemented. - Work accident and OHS, managed by implementation of SMK3, HIRAC, OHS inspection. <p>---</p>	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<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>5.1.3</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"> - Ambient air quality, monitored through genset and boiler emission test, ambient air test. - Noise, monitored by periodic noise level measurement. It has been implemented well - 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. - Erosion, monitored by measuring erosion parameters (USLE). - Ground water quality, monitored by POME quality, ground water quality etc. - River water quality, monitored by River water quality test and POME quality test. - Fire danger, monitored by fire intensity observation, land clearing by surrounding community, fire equipment, etc. - Aquatic biota, monitored by test on abundance, similarity, diversity, and domination index of aquatic biota. All have been implemented. - Flora and fauna, monitored by wildlife survey and HCV area monitoring. - Hazardous waste; monitored by logbook and balance sheet of hazardous waste. - Job & business opportunities, monitored by inventory of employee from surrounding villages. All have been implemented. - Social conflict, monitored by observation on conflict at surrounding community. - Public health, monitored by monitoring of disease and accident data from clinic and surrounding health facility. - Work accident and OHS Monitored by accident and disease reporting and monitoring. <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>

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Criterion / Indicator	Assessment Findings	Compliance
<p>Criterion 5.2: The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and and operations managed to best ensure that they are maintained and/or enhanced.</p>		
<p>5.2.1</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). - 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 & 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>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>5.2.2</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"> - Riparian/buffer zone of Landau river (block R34-R35), Lampasa Estate 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. - Heath forest ecosystem: found the remains of forest fire from 2015 prolonged drought season; no signboard. <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 fire on HCV to happen again.</p>	<p>Comply</p>

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<p>5.2.3</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"> - "Sosialisasi Kebijakan Konservasi dan Pengembangan Lahan" communicating the conservatoin policy and land development policy on 18th July 2016 whereby attended by 42 workers in Lampasa Estate. - "Sosialisasi Jenis Satwa yang Dilindungi" communicating type of protected animals, on 29th June 2016 attended by 25 workers in Lampasa Estate. - "Sosialisasi jenis satwa liar dan K3" communicating the type of wildlife and occupational health and safety policy on 17th June 2016, attended by 41 participants in Lampasa Estate. - "Sosialisasi Keberadaan NKT di Areal PT Agro indomas (Central Kalimantan)" communicating the presencen of high conservation value on 25th May 2015 and 29th May 2015. - "Training Pengelolaan dan Pemantauan Kawasan Bernilai Konservasi Tinggi" – training inmanagement and monitoring of HCV on 19th May 2015. <p>Opportunity for Improvement: PT. Agro Indomas (Central Kalimantan) - Lampasa Estate has identified and established HCV areas inside the plantation. Company may wish to consider more sign board in HCV area (heath forest) with risk of land fire.</p>	<p>Comply</p>

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<p>5.2.4 Where a management plan has been created there shall be ongoing monitoring:</p> <ul style="list-style-type: none"> • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. <p>- Minor compliance -</p>	<p>Company has consistently conduct regular monitoring on important wildlife animals. For example, monitoring record seen: monitoring on 3rd May 2016 in Lampasa Estate, block N49; and 22nd May 2016 in Lampasa Estate, block Q50; and in 21st June 2016 in Lampasa Estate, 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>5.2.5 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>Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>		
<p>5.3.1 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"> 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). 2. "Environmental & 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. <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>5.3.2 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.</p> <p>The SOP regulates that all chemical container from Terawan Mill and its supply base (estates) shall be stored in temporary storage before disposed off through licensed disposal contractor.</p> <p>A license for hazardous waste storage at Terawan Mill available through Decree of Bupati Seruyan 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"> • log book of hazardous waste (including chemical container) at temporary storage in mi, • Balance sheet (monthly) of incoming and outgoing waste (LB3), calculated based on daily log book data, • Hazardous waste transportation and disposal contract with PT. Raja Ampat Nusantara as licensed waste transporter and disposal contractor. • Hazardous waste delivery notes (manifest) by the licensed contractor, recent LB3 delivery was on June 3, 2016. • 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 mintrial of environment on July 4, 2016. <p>Observation:</p> <p>Terawan Palm Oil Mill (POM) has a waste water treatment for palm oil mill effluent (POME) treatment facility. The POME treatment comprise of system where effluent was processed on series of anaerobic and aerobic ponds before pumped onto land application.</p> <p>Enhancement need to be taken to housekeeping and better condition of waste water treatment facility in Terawan POM.</p>	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.3.3</p> <p>A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</p> <p>- Minor compliance -</p>	<p>Company has prepared a waste disposal management plan to reduce or avoid pollution under SOP EHS.LIM-01 dated May 4, 2015 regarding Waste Management, approved by Director of Engineering and Director of Plantations. The SOP covers identification of all waste and waster reduction through recycling and resuse for fuel, such as:</p> <ul style="list-style-type: none"> - All hazardous waste should be stored in temporary storage and should be disposed through licensed contractor. - 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. - All domestic waste (organic and non organic) should be disposed in land fill <p>All of waste disposal procedure have been implemented, as observed in the following:</p> <p>Hazardous waste</p> <ul style="list-style-type: none"> - Observed during field visit that spesification of LB3 storage at Terawan Mill (Central Workshop) has met standard requirement from company, such as: isolated from outer environment, first aid kit and emergency equipment, ventillation, oil trap, symbol and label, MSDS, etc. - Hazardous waste (LB3) handling document available, such as: balance sheet (monthly) based on hazardous waste log book and LB3 delivery manifests. <p>POME and Mill solid waste</p> <ul style="list-style-type: none"> - All POME from Terawan mill has been used for land application in Terawan Estate. POME application volume has been monitored periodically through daily logbook of POME application (debit and volume). Recent POME application: April was 17,956 MT; May was 13,825 MT; June was 23,961 MT. - POME quality test has been doing every three month 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 1,369 mg/l; On may BOD was 1,049 mg/l; On June BOD was 999 mg/l; (threshod is 5000 mg/l according to Minsitrial Regulation number 29 year 2003) - Sighted during filed visit in Terawan Mill that all fibers and shells are used for boiler fuel. EFB were sent to estate for nutrient recycling. Use of fiber and shell for boiler fuel has been recorded in "Fiber and Shell" production and use. <p>---</p>	<p>Comply</p>

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Criterion / Indicator		Assessment Findings	Compliance
		Domestic waste From field visit at Terawan Mill and its supply base (Teluk Ulin and Lanpasa Estate) that there was no indication of use of fire for waste disposal. All domestic wastes have been disposed off using landfill system, provided for each worker housing.	
Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.			
5.4.1	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance -	Terawan 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 1,996,172 kW. This power was equal to consumption of 613,319 liters of diesel fuel. Power generated for every liter of diesel fuel 3.44 kW. <i>Electricity consumption from turbo genset and diesel genset for POM and domestic use:</i> The electricity consumption for POM and domestic use 7,563,332 kW. Turbo genset generated power 5,567,160 kW. Diesel genset generated power 1,996,172 kW. <i>Calculation/assumption of diesel fuel consumption for power generated:</i> Total electricity for POM and domestic 7,563,332 kW. Power generated for every liter of diesel fuel 3.44 kW. Assumption for diesel fuel consumption for the total electricity need for POM and domestic use will equal to 2,323,316 liters. <i>Calculation on diesel fuel saving against total electricity need:</i> Actual diesel fuel consumption 613,319 liters. Assumption for diesel fuel consumption on total electricity for POM and domestic use 2,323,316 liters. Saving on diesel fuel consumption from use of solid waste (fiber and kernel nut shell) was 1,709,997 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 1,709,997 liters. Efficiency (saving/assumption of diesel fuel used on total power) at 73.59%.	Comply
Criterion 5.5: 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.			

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<p>5.5.1</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 1st 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 (< 10 cm) by manual or heavy equipment, chainshaw 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>5.5.2 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 uses mechanical method for land clearing (filly) in order to avoid forest fire. Currently there is no land clearing activity on the field. 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>Chapter 4.1 of the SOP explains prevention of fire break through fire danger rating, updated every morning. Supervisor at Lampasa estate are trained. 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>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 medium level; fire fighter is on standby position.</p> <p>A fire fighter teams for Terawan mill and estate. Equipment for fire extinguishers and fire fighting facilities are available. The fire-fighting equipment available is: MF 4 WD & Fire Tanker 300o litre, CPO tank 5000 litre, PTO, Robin pump, Fire hose 1.5 inch, Fire hode 2.5 inch, Nozzle 1.5, Nozzle 2.5, TLB, Manual fire fighting tool, personnel PPE, transportation (patrol car, personnel transporter trucks, and fire equipment truck), communication tools (handy talkie, radio), patrol equipment (motor bike, flashlight), etc.</p> <p>There is routine inspection and check on fire fighting equipment by EHS officer of each management unit. For example, most recent check of equipment in Lanpasa Estate was July 4, 2016.</p>	<p>Comply</p>
<p>Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>		

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5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	An assessment of polluting activities (including emission) has been conducted under: 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). 3. "Environmental & 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. 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.	Comply
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	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.	Comply
5.6.3	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. - Minor compliance -	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: 1.BOD June 2014 on report analysis report No.4878-2/LHP/VI/2014 is 243 mg/L. 2.BOD on July 2014 as analysis report No.4878-3//LHP/VII/2014 is 378 mg/L. The results reported on three-monthly basis to environmental office.	Comply

Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers

Criterion 6.1:
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.

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Criterion / Indicator		Assessment Findings	Compliance
6.1.1	<p>A social impact assessment (SIA) including records of meetings shall be documented.</p> <p>- Major compliance -</p>	<p>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:</p> <ol style="list-style-type: none"> 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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Criterion / Indicator	Assessment Findings	Compliance
<p>6.1.2</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 17th October 2012 which attended by community representatives, local government officer, Head of villages, and Electricity Dept.</p>	<p>Comply</p>
<p>6.1.3</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"> 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). 2. Matrix of Social Management Plan as integrated part of SIA document, which covers the plan of the following impacts: 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. <p>The above-mentioned 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>

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<p>6.1.4</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 Environmental 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 conflict potency. All impact monitoring plan has been implemented:</p> <ul style="list-style-type: none"> - Job & business opportunities, monitored by inventory of employee from surrounding villages. All have been implemented. - Social conflict, monitored by observation on conflict at surrounding community. - Public health, monitored by monitoring of disease and accident data from clinic and surrounding health facility. - Work accident and OHS Monitored by accident and disease reporting and monitoring. <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>Observation: 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.</p> <p>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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Criterion / Indicator	Assessment Findings	Compliance
<p>6.1.5</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"> - 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. 	<p>Comply</p>
<p>Criterion 6.2:</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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Criterion / Indicator		Assessment Findings	Compliance
6.2.1	<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>	Comply
6.2.2	<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"> 1. 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), 2. For social and CSR issue are MR. Beswendri, Eka (admin), and Aris (Yayasan). 3. For HRD issue is MS Marcellinus H. Ranteallo <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>	Comply

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<p>6.2.3 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"> 1. Communication Meeting with stakeholder in Terawan Village, which was held on September 05, 2014 attended by 24 persons. 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. 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. 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. <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>
<p>Criterion 6.3:</p> <p>There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.</p>		

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<p>6.3.1 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"> - 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. - 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 provide guidance to handle dispute and claims from external parties communication. - 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 15th August 2010), Measurement of Land for Compensation (LCD 3.1, dated 15th August 2010), Overlapping Land (LCD 2.3, dated 15th August 2010). 	<p>Comply</p>
<p>6.3.2 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"> 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 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). 3. The complaint and grievancies monitoring book "Buku Komunikasi". 	<p>Comply</p>
<p>Criterion 6.4:</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>		

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Criterion / Indicator		Assessment Findings	Compliance
6.4.1	<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>	Comply

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Criterion / Indicator	Assessment Findings	Compliance
<p>6.4.2</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"> - Procedure and flowchart LCD 2.1 (communication of new plantation development); - Procedure and flowchart LCD 2.2 (Land measurement); - LCD 2.3 (Overlapping land); - LCD 2.4 (Land compensation payment process). <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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Criterion / Indicator	Assessment Findings	Compliance
	<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 17th December 2007. Inside the agreement, the amount agreed was Rp.103,500,000, paid on 17th December 2007.</p>	
<p>6.4.3</p> <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> <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 17th December 2007. Inside the agreement, the amount agreed was Rp.103,500,000, paid on 17th December 2007.</p>	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>Criterion 6.5: 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>6.5.1</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 2nd 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 21st December 2015 related to Daily Rate for BHL and SKU Year 2016, whereby the wage sets into</p> <ul style="list-style-type: none"> - Temporary workers Rp.92,440/manday - Permanent workers Rp.87,340/manday plus benefit <p>Based on document verification on "Singleline Payslip Report for June 2016" in Division IV, Lampasa 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: Mr.H*** K***** (Karyawan SKU-H, Lampasa Estate) in June 2016, performed 22 mandays with salary Rp.1,921,480 (per manday Rp.87.340). Mr.H**** (Karyawan BHL, Lampasa Estate) performed 19 mandays with salary Rp.1,756,360 (per manday Rp.92.440).</p>	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>6.5.2</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 20th June 2016. The company regulation valid for 2 years until 19th June 2018. The company regulation has regulating:</p> <ul style="list-style-type: none"> - General requirements: the basic for Peraturan Perusahaan, Definition, Terms and abbreviation, scope of company regulations; - Industrial relationship; recruitment and selection criteria, employment relationship, temporary workers, probation and hiring, daily workers, employee appraisal, promotion criteria, individual information reporting, pension age; - Work-related term; working days, working hour, break, overtime, holidays, travelling; - Annual leave; annual leave, special leave, period leave, maternity leave/miscarriage, religious leave, Hajj/pilgrimage leave; - Education, training and performance development management; education and training, performance development management; - Transfer, promotion, demotion; General, transfer, transfer in same company group, temporary position, demotion; - Salary Payment; salary payment system, salary calculation, salary payment, salary deduction, main salary, tax, benefit, religious day benefit, salary adjustment, bonus, etc. - Social insurance; Social insurance, health care, facility and transportation, education facility, worker welfare facility, death and burial; - Award; Work achievement reward; - Health and Safety; occupational health and safety program, working tools, personnel protective equipments; - Company rules and regulation; employee's rights, employee's obligations, violation and sanction; - Work termination; termination due to warning letter, termination due to zero tolerance, banning, etc. - Employee grievance; general, complaint and employee's grievance resolution mechanism; - Etc. <p>The company regulation is available in Bahasa Indonesia.</p> <p>---</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<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"> - Mr.J***** (temporary worker) with SPK No.003/GMO/HRD/VI/2016 dated 4th June 2016; - Mr.R*** (SKU-H worker) has agreement "No.005/GMO/PKWT-PLT-AIM-(HRD)/XI/2015/11310757-I dated 31st November 2015. - Mr.I*** S***** (SKU-B worker) has agreement "No.GMO/PKWT/PLTAIM(HRD)/II/2016/13830012-2" dated 1st February 2016. <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>	
<p>6.5.3</p> <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 Lampasa Estate, company has provided housing in types: G.01, G.02, G.04, 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>	<p>Comply</p>
<p>6.5.4</p> <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.</p>	<p>Comply</p>

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<p>Criterion 6.6:</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>6.6.1</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 11th 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 16th 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 23rd 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 14th 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>6.6.2</p> <p>Minutes of meetings with main trade unions or workers representatives shall be documented.</p> <p>- Minor compliance -</p>	<p>NC Minor:</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>Objective Evidence:</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>NC Minor</p>
<p>Criterion 6.7:</p> <p>Children are not employed or exploited.</p>		

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6.7.1	<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 20th June 2016. The company regulation valid for 2 years until 19th 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 Terawan and Lampasa Estate, in August 2016, no employee under 18 years old when entering company employment.</p>	Comply
<p>Criterion 6.8:</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>			
6.8.1	<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 Lampasa and Terawan 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&GA Manager No.002/AICK/HR-IM/VII/201 tentang Ketentuan Rekrutment BHL" dated 26th 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 1st December 2003; which regulates process for recruitment of staff and permanent employee.</p>	Comply

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6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	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).	Comply
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	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 Lampasa and Terawan Estate.	Comply
Criterion 6.9:			
There is no harassment or abuse in the work place, and reproductive rights are protected.			
6.9.1	Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	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 Lampasa and Terawan Estate. 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.	Comply
6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	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.	Comply

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<p>6.9.3 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 6th 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>
<p>Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.</p>		

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6.10.1	<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.Sahroni, vice chairman of Koperasi Berkat Maju Jaya Bersama, Lampasa 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>	Comply
6.10.2	<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 18th 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>	Comply

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Criterion / Indicator		Assessment Findings	Compliance
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	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. 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.	Comply
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	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 nd July 2016 for 9,380 kg FFB.	Complya
Criterion 6.11:			
Growers and millers contribute to local sustainable development where appropriate.			
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance –	PT. Agro Indomas (Central Kalimantan) has prepared Community Development Program/CSR 2016 – 2018/3 Years Program: 1. Capcity building for community; Lifeskill Training, Sport equipment for community, Onjob Training, High School Student, University Student, Baseline Monitoring & PRA Implementation. 2. Livelihood Programs; Village improvement program, Agriculture (Vegetables, Watermelon, casava etc), Local Bussiness Upgrade, Fishery (Land Pond), Plasma Training, Koperasi Plasma, Poultry. 3. Health (Medical service): Tuberculosis treatment, "Puskesmas Pembantu", "Posyandu", Health Socialization & Preventive action, HIV/AIDS Awareness Campaign, "Posyandu Lansia", Mass circumcission; 4. Public Facility/Infrastructure: Clean Water Support, Village Officer/Community Hall, Lighting Village Road, Subsidiary for Genset Pospol Bangkal. 5. Religious & Culture: Religious events, Idul Adha, "Sanggar Budaya Dayak". 6. National Celebration: Independence Day 7. Donation; Gift and gratuity 8. Group Event; Awareness training program on fire prevention, illegal logging etc, Media Gathering-Group	Comply

Criterion / Indicator		Assessment Findings	Compliance																														
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance –	<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"> <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	Comply
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<p>Criterion 6.12: No forms of forced or trafficked labour are used.</p>																																	
6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	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.	Comply																														
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance –	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.	Comply																														
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	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.	Comply																														
<p>Criterion 6.13: Growers and millers respect human rights.</p>																																	

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Criterion / Indicator		Assessment Findings	Compliance
6.13.1	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 -	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 th July 2016 and attended by 42 workers di Lampasa Estate.	Comply
Principle 7: Responsible development of new plantings			
Criterion 7.1: 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.			
7.1.1	An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented. - Major compliance -	All new planted area have been covered under the following Social and Environmental Impact Assessment: 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 nd June 2007 approved the SEIA. 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. EIA for RIM year 2008 dated June 26, 2008. Approved number 14/sk-komisi/VI/2008. 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.	Comply

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Criterion / Indicator	Assessment Findings	Compliance
<p>7.1.2 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"> - Ambient air quality, managed by maintenance of machinery, dust collector, HCV area, tree enrichment, limiting vehicle speed, zero burning policy. - Noise, managed by machinery maintenance, vegetation to absorb noise, PPE, arrangement of genset location, etc. - 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. - Ground water quality, managed by LCC, organic fertilizer, etc. - Erosion, managed by Vegetation at river buffer zone, EFB application, frond arrangement, drainage and rorak as sediment trap, agronomy technique for slopy area. - 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. - Fire danger, managed by zero burning policy, fire emergency equipment, fire prevention (water reservoir, fire break), signboard, socialization. - Aquatic biota, managed by effective fertilizing, POME land application, WWTP, etc. - Flora and fauna, managed by conservation area, Signboard, illegal logging inspection, etc. All have been implemented. - Hazardous waste; managed by proper temporary storage, cooperation with third party for disposal. - Job & business opportunities, managed by job opportunities for surrounding communities, business partnership with local contractor, local purchasing. - Social conflict, managed by CSR, education, safety control to avoid accident. - Public health; managed by access for public to health facility, sanitation, fogging, and other health programme. All have been implemented. - Work accident and OHS, managed by implementation of SMK3, HIRAC, OHS inspection, etc. <p>---</p>	<p>Comply</p>

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Criterion / Indicator		Assessment Findings	Compliance
		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: <ul style="list-style-type: none"> - 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
Criterion 7.2:			
Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.			
7.2.1	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

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Criterion / Indicator		Assessment Findings	Compliance
7.2.2	<p>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.</p> <p>- Minor compliance -</p>	<p>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.</p>	Comply
<p>Criterion 7.3:</p> <p>New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.</p>			
7.3.1	<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> <p>PT. RIM Capital, as supply base to PT. Agro Indomas Central Kalimantan - Terawan POM has sent the LUC analysis and been given the review result from RSPO. The indicator remains comply.</p>	Comply
7.3.2	<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

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<p>7.3.3 Dates of land preparation and commencement shall be recorded. - Minor compliance -</p>	<p>Company keeps information of land preparation and planting.</p> <table border="1" data-bbox="655 483 1225 875"> <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="7">I. Mature Area</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>Sub Total</td> <td>4.110</td> <td>3.956</td> <td>3.102</td> <td>3.217</td> <td>3.388</td> <td>17.722</td> </tr> <tr> <td colspan="7">II. Immature Area</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-Endlave</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>Sub Total</td> <td>-</td> <td>-</td> <td>-</td> <td>21</td> <td>-</td> <td>21</td> </tr> </tbody> </table>	No.	Uraian	Luas (Ha)					Jumlah (Ha)	SPE	SRE	TUE	LPE	TRE	I. Mature Area								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		Sub Total	4.110	3.956	3.102	3.217	3.388	17.722	II. Immature Area								Tahun Tanam 2016/2017	-	-	-	13	-	13		Planted-Dispute	-	-	-	-	-	-		Planted-Endlave	-	-	-	-	-	-		Teak	-	-	-	8	-	8		Sub Total	-	-	-	21	-	21	<p>Comply</p>
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<p>7.3.4 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:</p> <ul style="list-style-type: none"> - Monitoring of HCV regularly, e.g. report of monitoring in December 2015; - Monitoring of HCV signboard; - Monitoring of conservation area. 	<p>Comply</p>																																																																																																																																																																																																																			
<p>7.3.5 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.</p> <p>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>Criterion 7.4: Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.</p>																																																																																																																																																																																																																					
<p>7.4.1 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>																																																																																																																																																																																																																			

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Criterion / Indicator	Assessment Findings	Compliance
<p>7.4.2 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.</p> <p>- 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>Criterion 7.5: 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>7.5.1 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>Criterion 7.6: Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
<p>7.6.1</p> <p>Documented identification and assessment of demonstrable legal, customary and user rights shall be available.</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>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 disputeby 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
7.6.2	<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>	Comply

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Criterion / Indicator	Assessment Findings	Compliance
<p>7.6.3</p> <p>A system for calculating and distributing fair compensation (monetary or otherwise) shall be in place.</p> <p>- Major compliance -</p>	<p>Procedure to calculate and distribute compensation has been established in:</p> <ul style="list-style-type: none"> - Procedure and flowchart LCD 2.1 (communication of new plantation development); - Procedure and flowchart LCD 2.2 (Land measurement); - LCD 2.3 (Overlapping land); - LCD 2.4 (Land compensation payment process). <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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Criterion / Indicator		Assessment Findings	Compliance																														
		<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 17th December 2007. Inside the agreement, the amount agreed was Rp.103,500,000, paid on 17th December 2007.</p>																															
7.6.4	<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"> <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	Comply
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Criterion / Indicator		Assessment Findings	Compliance
7.6.5	<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>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 17th December 2007. Inside the agreement, the amount agreed was Rp.103,500,000, paid on 17th December 2007.</p> <p>Made available upon approval.</p>	Comply
7.6.6	<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>	Comply
<p>Criterion 7.7:</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>			

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Criterion / Indicator	Assessment Findings	Compliance
<p>7.7.1</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"> - 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. - 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 12th 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> <p>To anticipate fire risk, the company has developed emergency response procedure against land burning</p> <ul style="list-style-type: none"> - 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> <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>
<p>7.7.2</p> <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>	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance	
Criterion 7.8: New plantation developments are designed to minimise net greenhouse gas emissions.			
7.8.1	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. - Major compliance -	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.	Comply
7.8.2	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. - Minor compliance -	Company has a plan to minimise GHG emission via installation of biogas/methane capture.	Comply
Principle 8: Commitment to continual improvement in key areas of activity			
Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			

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Criterion / Indicator	Assessment Findings	Compliance
<p>8.1.1</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"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); • Optimising the yield of the supply base. <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: biomonitoring 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 th 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 th 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 th 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 th 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 th 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 16th Floor
 Jl. Jenderal Gatot Subroto Kav. 27
 Jakarta 12950
 INDONESIA
 Website: www.goodhopeasia.com

BSI RSPO Certificate No: RSPO 586145
 Date of Initial Certificate Issued: 18th September 2012
 Date of Expiry: 17th 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

Terawan Palm Oil Mill and Supply Base					
Location Address	KM. 75 Sampit – Pangkalan Bun, Seruyan Regency, Kalimantan Tengah Province – Indonesia				
GPS Location	112 ^o 22' 25.00 E – 02 ^o 33' 35.91" S				
CPO Tonnage Total	59,358 mt				
PK Tonnage Total	13,980 mt				
CPO Claimed for Certification*	58,366 mt				
PK Claimed for Certification *	13,741 mt				
Own estates FFB Tonnage	262,668 mt				
Scheme Smallholder FFB Tonnage	1,320 mt				
Estates	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
Terawan Estate	3,338	0	659	3,997	74,097
Lampasa Estate	3,220	0	584	3,804	72,302
Teluk Ulin Estate	3,099	0	268	3,367	68,841
RIM Capital Estate	2,068	0	1,432	3,500	47,428
Lampasa Plasma	399	0	0	399	1,320
TOTAL	12,124	0	2,943	15,067	263,988

**Certified Production*

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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	Document Review (Terawan POM): General information, time bound plan, partial certification verification, RSPO P&C, RSPO SCCS	√		
		Document Review (Terawan POM): RSPO P&C		√	
		Stakeholder Interview: Head of village, local community leaders, labor union, Gender Committee, contractors, etc.			√
	12.00 – 14.00	Break	√	√	√
	14.00 – 17.00	Document Review (Terawan POM): General information, time bound plan, partial certification verification, RSPO P&C, RSPO SCCS - continued	√		
Field Visit (Terawan POM): OSH, PPE, safe working environment, walk ways, signs, EFB. diesel tanks, fire extinguishers, emission, first aiders and boxes, etc.			√		
Stakeholder Interview: Head of village, local community leaders, labor union, Gender Committee, contractors – continued.				√	
Tuesday, 23/08/2016	08.00 – 12.00	Field Visit (Terawan Estate): Herbicide application programmes, harvesting, fertilizer applications, road maintenance, chemical stores, fertilizer store, workshop, clinic, hazardous waste storage, etc.	√		
		Field Visit (Terawan Estate): Boundaries inspection, HCV's, riparian zones, water management, housing, social amenities, landfill, waste, etc.		√	
		Stakeholder Interview: 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	Document Review (Terawan Estate)	√	√	
Stakeholder Interview: 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	Field Visit (Lampasa Estate and Lampasa Plasma): Herbicide application programmes, harvesting, fertilizer application, road maintenance.	√		

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Date	Time	Subjects	Pratama Sedayu	Bukti Bagja	Nanang Mualib
			PRSCO LA/ PRSCO- OHS/EMS	PRSCO- OHS/EMS	PRSCO- SA
		Field Visit (Lampasa Estate): Housing, social amenities, clinic, temporary hazardous waste, chemical stores, fertilizer store, workshop, etc.		√	
		Field Visit (Lampasa Estate): Boundaries inspection, HCV's, riparian zones, water management, landfill, waste, etc.			√
	12.00 – 14.00	Break	√	√	√
	14.00 – 17.00	Document Review (Lampasa Estate and Lampasa Plasma): RSPO P&C	√	√	√
	Thursday, 25/08/2016	08.00 – 12.00	Document Review (Sungai Purun POM): General information, time bound plan, partial certification verification, RSPO P&C, RSPO SCCS	√	
		Document Review (Sungai Purun POM): RSPO P&C		√	
		Stakeholder Interview (in Sungai Purun Area): Head of village, local community leaders, labor union, Gender Committee, contractors, etc.			√
	12.00 – 14.00	Break	√	√	√
	14.00 – 17.00	Document Review (Sungai Purun POM): RSPO P&C - continued	√	√	√
Friday, 26/08/2016	08.00 – 11.30	Field Visit (Sungai Purun Estate and Terawan Plasma): Herbicide application programmes, harvesting, fertilizer application, road maintenance.	√		
		Field Visit (Sungai Purun Estate): Housing, social amenities, clinic, temporary hazardous waste, chemical stores, fertilizer store, workshop, etc.		√	
		Field Visit (Sungai Purun Estate): Boundaries inspection, HCV's, riparian zones, water management, landfill, waste, etc.			√
	11.30 – 14.00	Break	√	√	√
	14.00 – 17.00	Document Review (Sungai Purun Estate and Terawan Plasma): RSPO P&C	√	√	√
Saturday, 27/08/2016	08.00 – 12.00	Document Review (Agronomy): Soil and foliar analysis, Fertilizer recommendation, fertilizer application, Estimate on FFB production, pest and disease, monitoring of pesticide use, continuous improvement, trainings, etc.	√		
		Document Review (Health and Safety): 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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Date	Time	Subjects	Pratama Sedayu	Bukti Bagja	Nanang Mualib
			PRSP0 LA/ PRSP0- OHS/EMS	PRSP0- OHS/EMS	PRSP0- SA
		Document Review (General Manager Office): 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	Field Visit (Sungai Rungau Estate): Housing, social amenities, clinic, temporary hazardous waste, chemical stores, fertilizer store, workshop, etc.	√		
		Field Visit (Sungai Rungau Estate): Herbicide application programmes, harvesting, fertilizer application, road maintenance.		√	
		Field Visit (Sungai Rungau Estate): Boundaries inspection, HCV's, riparian zones, water management, landfill, waste, etc.			√
	12.00 – 14.00	Break	√	√	√
	14.00 – 16.00	Document Review (Sungai Rungau Estate): RSPO P&C	√	√	√
	16.00 – 17.00	Report Preparation	√	√	√
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>Internal Stakeholders</p> <p>Serikat Pekerja Sinar Fajar; Workers from Terawan Estate and Lampasa Estate;</p>	<p>Union/Contractors/Local Communities</p> <p>Serikat Pekerja Sinar Fajar; Terawan villagers; Local contractors; Koperasi Unggul Jaya Sejahtera, Paren village; Koperasi Berkat Maju Jaya Bersama, Lampasa village; BPD Banua Usang village;</p>
<p>Government Departments</p> <p>Dinas Tenaga Kerja, Transmigrasi dan Pariwisata Kabupaten Seruyan; Badan Lingkungan Hidup Kabupaten Seruyan; Kantor Pertanahan Kabupaten Seruyan ;</p>	<p>NGO</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>

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

Requirements	Compliance
E.1 Definition	
E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.	<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>
E.2 Explanation	
E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.	<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: 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>
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>The company has registered and reported CPO and PK certified selling in in E-trace system and CB also register and monitor volume of CPO and PK certified annually. Terawan POM and Sungai Purun POM of PT. Agro Indomas (Central Kalimantan) sold via Greenpalm's Book and Claim.</p>
E.3 Documented procedures	
E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum	<p>"Ensuring Traceability of RSPO Certified Products" Ver.1/2015, April 2015, covering: Name of block certified area for each estate, segregation FFB certified and non certified, Identified</p>

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<p>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>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"> - 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 - Nota Pengantar TBS non certified, e.g. Delivery Note on xxxxxxxx, from xxxxxxxx, non tag, quantity xxxxx - No physical trade. <p>Justification: Terawan POM and Sungai Purun POM of PT. Agro Indomas (Central Kalimantan) sold via Greenpalm's Book and Claim.</p>
<p>E.4 Purchasing and goods in</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> <ul style="list-style-type: none"> - "Surat Pengantar Buah" Terawan Estate with status

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	<p>"RSPO Certified FFB/MB".</p> <ul style="list-style-type: none"> - "Surat Pengantar Buah Plasma" with status "RSPO Certified FFB/MB". <p>Non-certified FFB:</p> <ul style="list-style-type: none"> - "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". - "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".
<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 andPK 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>E.5 Record keeping</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 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</p>	<p>No out-sourced activities within this mill.</p>

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through a signed and enforceable agreement	
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Actual Tonnage Certified Palm Production - Sept 2015 – Aug 2016 (MT)

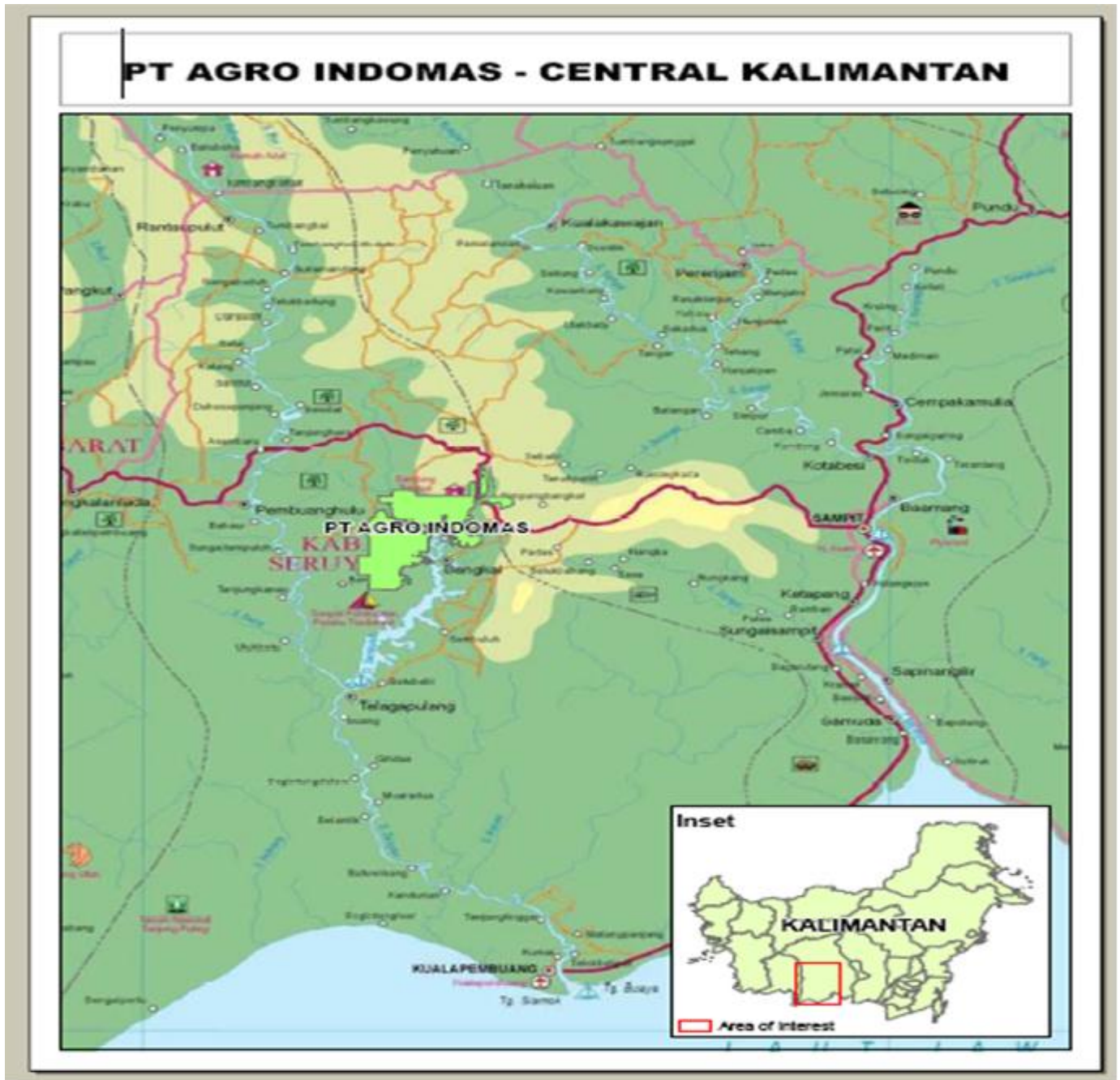
Mill	Capacity	CPO	PK
Terawan Palm Oil Mill	90 tons FFB/hour	45,916	10,563

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

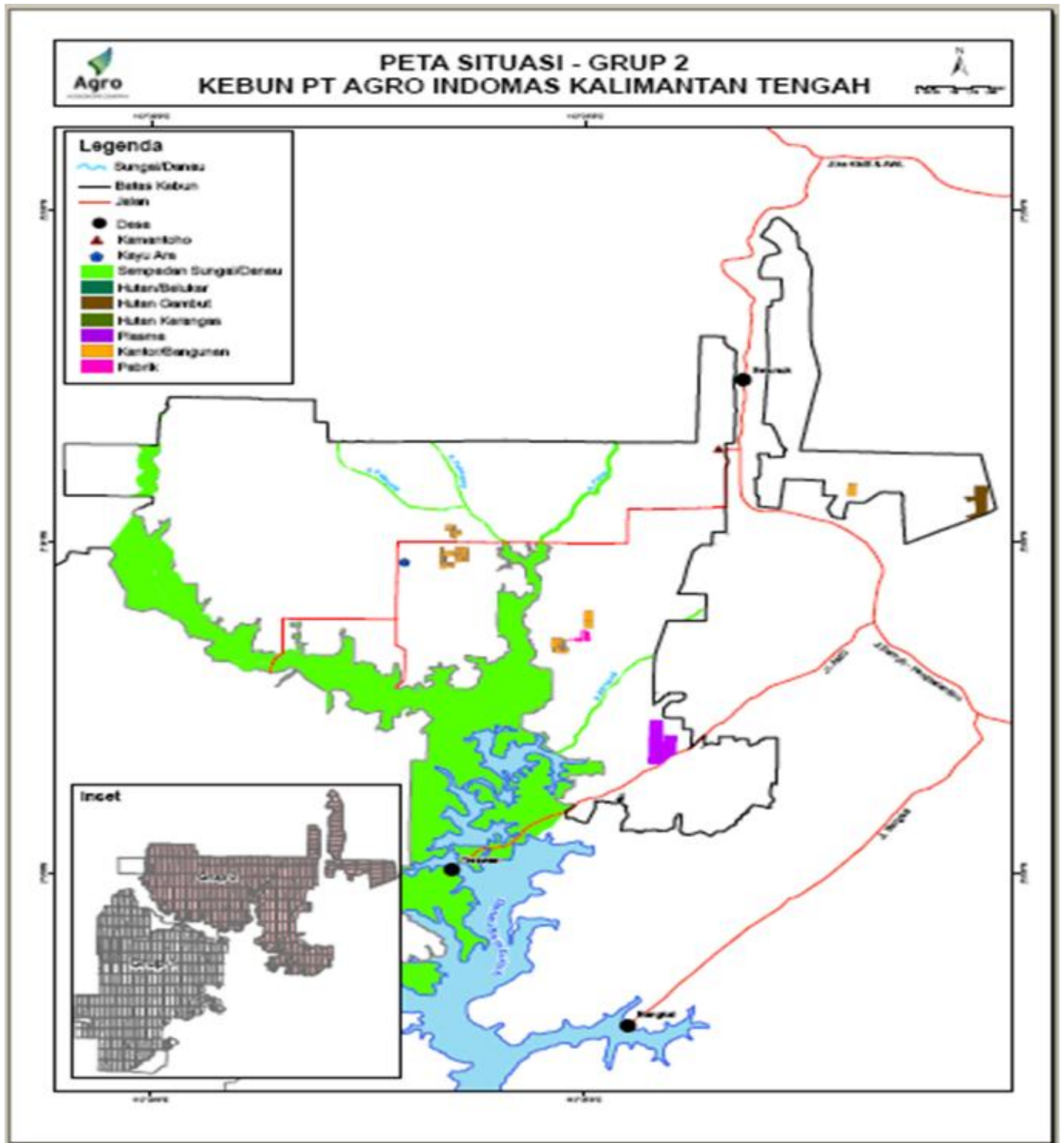
Mill	Certified CPO Sales	Certified PK Sales	Remarks
Terawan Palm Oil Mill and Sungai Purun Palm Oil Mill (in total)	20,000	3,216	Sales of certified palm products through Greenpalm

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