

**RSPO PRINCIPLE AND CRITERIA
ANNUAL SURVEILLANCE ASSESSMENT 1.1
Public Summary Report**

PT. Agro Muko
Client company Address: Gedung Bank Sumut Lt.7 Jl. Imam Bonjol 18 Medan North Sumatra 20152 Indonesia
Certification Unit: Bunga Tanjung Palm Oil Mill Location of Certification Unit: Brangan Mulia Village, Teramang Jaya District, Mukomuko Regency, Bengkulu Province, Indonesia

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0021-05-000-00	Date	7 th December 2005
Company Name	PT. Agro Muko (Bunga Tanjung POM)		
Address	Head Office: Bank Sumut 7th Floor, Jl. Imam Bonjol No. 18 Medan – 20152, North Sumatra – Indonesia Location Address: Brangan Mulia Village, Teramang Jaya District, Mukomuko Regency, Bengkulu Province, Indonesia		
Subsidiary of (if applicable)	Sipef Group		
Contact Name	Mr. Olivier Tichit		
Website	www.tolantiga.co.id	E-mail	ortichit@sipef.com
Telephone	+ 62 61 415 2043	Facsimile	+62 61 452 0908

2. Certification Information			
Certificate Number	RSPO 646338	Date	22 nd February 2011
Scope of Certification	Production of CPO and PK at: Bunga Tanjung Palm Oil Mill and 4 estates as supplybase, namely: Bunga Tanjung, Air Bikuk estate, Air Buluh estate, Malin Deman and 20 KMDs and 2 cooperatives (scheme smallholders), namely Koperasi Perkebunan Sejahtera and Koperasi Perkebunan Desa Air Buluh. KMD is owned by villages and Cooperative (Scheme Smallholders) fully managed by company. Mill capacity of Bunga Tanjung POM is 60 MT FFB/hour		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
01 100 106313	ISO 9001:2008	TUV Rheinland GmbH	21.06.2016-13.06.2019
01 104 106313	ISO 14001:2004	TUV Rheinland GmbH	21.06.2016-13.06.2019

3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Easting	Northing
Bunga Tanjung POM	Brangan Mulia Village, Teramang Jaya District,	E101° 22' 00"	S02° 43' 00"

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	Mukomuko Regency, Bengkulu Province, Indonesia		
1. Bunga Tanjung estate	Desa Bunga Tanjung, Kec. Teramang Jaya, Kab. Mukomuko, Prov. Bengkulu, Indonesia	E101° 20' 40" - E101° 28' 52"	S02° 39' 30" - S02° 44' 50"
2. Air Bikuk estate	Desa Air Bikuk, Lubuk Bento, Air Berau, Kec. Pondok Suguh, Kab. Mukomuko, Provinsi Bengkulu, Indonesia	E101° 23' 48" - E101° 28' 01"	S02° 42' 24" - S02° 48' 22"
3. Air Buluh estate	Desa Air Buluh, Semundam, Tanjung Jaya, Talang Baru, Talang Arah, Kec. Malin Deman dan Kec. Ipuh, Kab. Mukomuko, Provinsi Bengkulu, Indonesia	E101° 30' 20" - E101° 36' 24"	S02° 57' 05" - S03° 04' 31"
4. Malin Deman estate	Desa Air Merah, Talang Arah, dan Talang Baru, Kec. Malin Deman, Kab. Mukomuko, Provinsi Bengkulu, Indonesia	E101° 26' 54" - E101° 38' 54"	S02° 56' 55" - S03° 05' 44"
5. KMD	Kabupaten Mukomuko; Propinsi Bengkulu; Indonesia	E101° 8' 31" - E101° 21' 49"	S02° 23' 16" - S02° 41' 28"
6. Koperasi Perkebunan Sejahtera Bersama	Desa Air Merah, Air Buluh, Kecamatan Malin Deman, Ipuh; Kabupaten Mukomuko, Propinsi Bengkulu	E101° 26' 54" - E101° 38' 54"	S02° 56' 55" - S03° 05' 44"
7. Koperasi Perkebunan Desa Air Buluh)*	Desa Air Merah, Air Buluh, Kecamatan Malin Deman, Ipuh; Kabupaten Mukomuko, Propinsi Bengkulu	E101° 26' 54" - E101° 38' 54"	S02° 56' 55" - S03° 05' 44"

4. Description of Supply Base

Estate	Mature (ha)	Immature (ha)	Infras & Other (ha)	HCV (ha)	Total Planted (ha)	Total Hectarage	% of Planted
1. 1. Bunga Tanjung Estate	2,312.19	-	353.84	236.97	2,312.19	2,903.00	28.93
2. Air Bikuk Estate	1,167.35	65.54	8.80	168.31	1,232.89	1,410.00	15.43
3. 3. Air Buluh Estate	2,148.89	-	89.56	261.55	2,170.79	2,500.00	26.89
4. 4. Malin Deman Estate	499.33	109.35	427.93	130.39	608.68	1,167.00	7.62
5. Sub Total	6,127.76	174.89	880.13	797.22	6,302.65	7,980.00	78.87
5. KMD	220.00	20.90	-	-	240.90	240.90	100.00
6. Koperasi Perkebunan Air Buluh Agro Muko	135.10	-	-	-	135.10	135.10	100.00
7. Koperasi Perkebunan Sejahtera Bersama	139.00	25.40	-	-	164.40	164.40	100.00
Sub Total	494.10	46.30	0.00	0.00	540.40	540.40	100.00
Total	6,621.86	221.19	880.13	797.22	6,843.05	8,520.40	79.64

Note: Infras = infrastructure

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5. Planting & Cycle								
Estate	Tonnage / Year							
	0 - 3*	4 - 10*	11 - 20	21 - 25	26 - 30	Estimated (2016)	Actual (2016)	Forecast (2017)
1. Bunga Tanjung Estate	-	569.41	1,742.78	-	-	51,912.00	36,272.93	51,656.00
2. Air Bikuk Estate	65.54	40.83	1,126.52	-	-	27,227.00	18,563.94	21,164.00
3. Air Buluh Estate	21.90	244.44	1,904.45	-	-	54,232.00	36,309.87	53,741.00
4. Malin Deman Estate	109.35	499.33	-	-	-	5,264.00	3,736.39	10,503.00
Sub Total	196.79	1,354.01	4,773.75	-	-	138,635.00	94,883.13	137,064.00
5. KMD	20.90	56.00	164.00	-	-	5,390.00	2,734.70	4,432.00
6. Koperasi Perkebunan Air Buluh Agro Muko	-	135.10	-	-	-	1,657.00	1,559.80	2,848.00
7. Koperasi Perkebunan Sejahtera Bersama	25.40	139.00	-	-	-	1,970.00	1,413.89	3,204.00
Sub Total	46.30	330.10	164.00	-	-	9,017.00	5,708.39	10,484.00
Total	243.09	1,684.11	4,937.75	-	-	147,652.00	100,591.52	147,548.00

6. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated (2016)	Actual (2016)	Forecast (2017)
1. Bunga Tanjung Estate	51,912.00	36,272.93	51,656.00
2. Air Bikuk Estate	27,227.00	18,563.94	21,164.00
3. Air Buluh Estate	54,232.00	36,309.87	53,741.00
4. Malin Deman Estate	5,264.00	3,736.39	10,503.00
Sub Total	138,635.00	94,883.13	137,064.00
5. KMD	5,390.00	2,734.70	4,432.00
6. Koperasi Perkebunan Air Buluh Agro Muko	1,657.00	1,559.80	2,848.00
7. Koperasi Perkebunan Sejahtera Bersama	1,970.00	1,413.89	3,204.00
Sub Total	9,017.00	5,708.39	10,484.00
Total	147,652.00	100,591.52	147,548.00

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7. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)			
Independent FFB Supplier	Tonnage / year		
	Estimated (<i>key in period</i>)	Actual (<i>key in period</i>)	Forecast (<i>key in period</i>)
None	-	-	-

8. Certified Tonnage									
Mill	Estimated (Previous Year)			Actual (This Year) 22 Feb 2015-21 february 2016			Forecast (Next Year) * 22 Feb 2017-21 february 2018		
	FFB	CPO OER %	PK KEP %	FFB	CPO OER %	PK KEP %	FFB	CPO OER %	PK KEP %
Bunga Tanjung POM	147,652.00	33,960.00	7,530.18	100,591.52	22,194.92	5,237.169	147,548.00	33,937.20	7,524.95

*OER 23%, KER 5.1%

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. BSI is accredited for RSPO Supply Chain Certification Systems (SCCS) and Principles & Criteria for Sustainable Palm Oil Production (P&C, Single Site & Group) certification Worldwide.

Assessment Methodology, Programme, Site Visits

This on-site assessment was conducted from 19/12/2016-22/12/2016. 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 Major NC close out on-site assessment was conducted on 02/02/2017. The audit programmes are included as Appendix D.

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 Principles & Criteria, Indonesia National Interpretation 2016 and RSPO Supply Chain Certification Standard 2014 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.

The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. The mill was audited together with the estates (or smallholders) of its supply base. The estates sample were determined based on formula $N = 0.8\sqrt{y}$ where y is the number of estates while when applicable, the smallholders sample were determined following the RSPO Certification Requirement for Group Certification Standard 2016. The sampling of smallholders were based on the formula $(0.8\sqrt{y}) \times (z)$; where y is total number of independent group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix I.

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.

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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.

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	Year 2	Year 3	Year 4	Year 5
Bunga Tanjung POM	x	x	x	x	x
1. Bunga Tanjung estate		x		x	
2. Air Bikuk estate		x			x
3. Air Buluh estate	x			x	
4. Malin Deman estate	x				
5. KMD			x		
6. Koperasi Perkebunan Air Buluh Agro Muko			x		x
7. Koperasi Perkebunan Sejahtera Bersama	x	x	x	x	x

Tentative Date of Next Visit: December 18, 2017 - December 21, 2017

Total No. of Mandays: 10

BSI Assessment Team:

Aswan Hasibuan– Lead Assessor

Graduated from University of Sumatera Utara on 1999, majoring in Industrial Engineering. Involved in RSPO certification since 2012 as a team member subsequently as a Lead Auditor, covering assessment against RSPO P&C in Indonesia, Malaysia, and Ghana. Completed the ISO 9001, ISO 14001, OHSAS 18001 Lead Auditor Course, Indonesia OHSMS (SMK3) Auditor, ISPO Lead Auditor endorsed Course and RSPO P&C and RSPO SCCS Lead

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Auditor endorsed Courses. During this assessment, he assessed on the aspects of environment, OHS, Social, Legal and Smallholder audits. Fluently speaking in English and Bahasa Indonesia

Mujinius Jalaraya– Team Member

Bachelor degree from Faculty of Forestry, Bogor Agricultural University (IPB) in 2008, Majoring in Forest Resources Conservation. He has a working experience in palm oil plantations as SHE Assistant at PT. Astra Agro Lestari Tbk in 2008 – 2012, as Supervisor Sustainability at Teladan Prima Group in 2012 – 2014 and as Auditor at SAI Global in April 2014 – August 2016. He joined at PT BSI Group Indonesia since September 2016 as Auditor ISO, ISPO and RSPO. Various training has followed, such as: OHS Expert/Ahli K3 Umum Training (2010), Training for Trainers (2013), HCV Assessor Training (2013), Lead Auditor ISO 9001: 2008 Training (2014), Lead Auditor ISPO Training (2014), Lead Auditor RSPO Training (2014), Lead Auditor RSPO SCCS Training (2015), Lead Auditor ISO 14001:2004 Training (2015), etc. He has much experience in implementation of quality management system, environmental and OHS management system, ISPO and RSPO in the company and much involved in audit of the system. During work at SAI Global and PT. BSI Group Indonesia he has had experience for audit ISO 9001: 2008 in various industries and services company, audit RSPO and ISPO in palm oil mill and plantation companies

Edy Widodo– Team member

Edy Widodo graduated as bachelor of the Faculty of Agriculture, Department of Agricultural Technology, University of Padjadjaran, Bandung. Earlier he worked as an Assistant Estates Manager in PT SMART Tbk. (1999 to 2005). He joined SAI Global in 2013 as a Lead Auditor for ISO 9001: 2008. He has working experience in the industrial sector and audit Plantation, and also the processing industry and agricultural mechanization. He is also the ISPO auditor who has obtained a certificate from the ISPO Commission, Ministry of Agriculture of Indonesia, on February 2013. He had got a certificate of training on Understanding ISO 14001: 2004 & Auditing ISO 14001: 2004 in 2013. He also had joined RSPO P&C training (2013).

Imam Fakhrurozi– Team member

Imam holds degree in Agriculture Technology and graduated from Gadjah Mada University, Yogyakarta on 2011. He had 2 (two) years working experience related to oil palm industries i.e. as a sustainability and HSE in oil palm Plantation Company in Indonesia. Several relevant training he has completed, e.g: ISO 9001 and 14001 Lead Auditor, Lead Auditor of SMK3, RSPO P&C Lead auditor endorsed courses. Currently he works for BSI Group based in Jakarta office. He is one of the BSI qualified RSPO auditor. He had been involved in RSPO auditing since 2015. During this assessment, he assessed on the aspects of mill and estate best practices, environment and OHS.

Accompanying Persons: Audit team accompanied by qualifying reviewer

Pratama Agung Sedayu – Qualifying Reviewer

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.

Section 3: Assessment Findings

3.1 Details of audit results

This assessment has been assessed using the following RSPO normative requirements. The assessment details are provided in Appendix A.

- [Click here to enter name of certified organization.](#) Time Bound Plan
- RSPO Group Certification Standard 2016 Checklist
- RSPO P&C for Smallholders TH-WG 2012 Checklist
- RSPO P&C GN-NIWG 2010 Checklist
- RSPO P&C INA-NIWG 2016 Checklist
- RSPO P&C PNG-NIWG 2016 Checklist
- RSPO P&C SI-NIWG 2010 Checklist
- RSPO P&C MY-NIWG 2014 Checklist
- RSPO P&C TH-WG 2011 Checklist
- RSPO Supply Chain Certification Checklist November 2014
- RSPO P&C 2013 Generic Checklist

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?	Yes, SIPEV NV has disclose all of its companies, mills and estates. The timebound plan including un-certified units/companies.	Yes
Is the time bound plan challenging? <ul style="list-style-type: none"> • Age of plantations. • Location. • POM development • Infrastructure. • Compliance with applicable law. 	SIPEF's time bound plan is timely challenging. SIPEF NV has putting consideration on age of plantation, size of plantation as supply base with regards to location of palm oil mill in preparing the time bound plan.	
Have there been any changes since the last audit? Are they justified?	Yes, there are changes in time bound plan compared to the latest annual surveillance assessment. PT. Agro Kati Lama, from 2019 to 2021; PT. Agro Muara Rupit, from 2019 to 2024; PT. Agro Rawas Ulu, from 2019 to 2024. SIPEF NV provides sufficient explanation on the changes in implementation of timebound plan: SIPEF latest projections stipulates that company will have enough crop to justify the building of the two	Yes

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	<p>mills by the year 2021 (for Kati Lama Mill) and 2024 (for Muara Rupit Mill), as indicated in the time-bound plan. The target years for the building of these mills have been set taking into consideration the current rate of planting in the three estates and plasma schemes that will constitute the supply base of the two mills.</p> <p>Audit team accepted management explanation on the matter.</p>	
<p>If there have been changes, what circumstances have occurred?</p>	<p>Yes, there are changes in time bound plan compared to the latest annual surveillance assessment.</p> <p>PT. Agro Kati Lama, from 2019 to 2021; PT. Agro Muara Rupit, from 2019 to 2024; PT. Agro Rawas Ulu, from 2019 to 2024.</p> <p>SIPEF NV provides sufficient explanation on the changes in implementation of timebound plan: SIPEF latest projections stipulates that company will have enough crop to justify the building of the two mills by the year 2021 (for Kati Lama Mill) and 2024 (for Muara Rupit Mill), as indicated in the time-bound plan. The target years for the building of these mills have been set taking into consideration from latest management review on the current rate of planting in the three estates and plasma schemes that will constitute the supply base of the two mills.</p> <p>Audit team accepted management explanation on the matter.</p>	<p>Yes</p>
<p>Have there been any stakeholder comments?</p>	<p>Yes. Stakeholder comments are noted. Company informed certification body on the stakeholder comments and follow up the comment in appropriate manner.</p> <p>Certification body does aware of stakeholder comments, and incorporate any stakeholder comment into part of assessment and reported in public summary report.</p>	<p>Yes</p>
<p>Have there been any newly acquired subsidiaries?</p>	<p>No newly acquired company.</p>	<p>Yes</p>
<p>Have there been any isolated lapses in implementation of the plan?</p>	<p>No isolated lapse. SIPEF NV provides adequate evidence related to changes in implementation of the plan.</p>	<p>No</p>
<p>Un-Certified Units or Holdings</p>		
<p>Did the company conduct an internal audit? If so, has a</p>	<p>Yes Yes. Company conduct internal audit for un-certified unit/company.</p>	<p>Yes</p>

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positive assurance statement been produced?		
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. 	Audit team does notice PT. Tolan Tiga Indonesia was following RSPO Remediation and compensation procedure. Remediation and compensation plan evident, progress upon plan evident.	Yes
Any new plantings since January 1 st 2010 must comply with the RSPO New Plantings Procedure.	All new planting after January 1 st , 2010 have undergone and complies with RSPO New Planting Procedure. Record seen: RSPO NPP for PT. Mukomuko Agro Sejahtera has been uploaded in RSPO website for public notification on 6 th March 2012.	Yes
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.	No land conflict noted. Company demonstrated land conflict is following FPIC principle. Audit team verifies through internal audit record for un-certified unit/company. Record seen: Internal audit PT. Agro Kati Lama.	Yes
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	No outstanding labor dispute noted. Audit team verifies through internal audit record for un-certified unit/company. Record seen: Internal audit PT. Agro Kati Lama,	Yes
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	Yes, SIPEF NV conducted internal audit for all of un-certified unit/company. Audit team verifies through internal audit record for un-certified unit/company. SIPEF NV provides positive assurance statement. Record seen: Internal audit PT. Agro Kati Lama.	Yes
Any Legal non- compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	No outstanding legal non-compliance identified. Audit team verifies through internal audit record for un-certified unit/company. Record seen: Internal audit PT. Agro Kati Lama.	Yes

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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 1 (one) Major & 2 (two) Minor nonconformities raised. The Mukomuko 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. The implementation of the Corrective Actions for the Major Nonconformity(ies) has been verified for its effectiveness and closed accordingly.

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1420727M1	Requirements: A documented risk assessment shall be available and its implementation shall be recorded.	Major
	Evidence of Nonconformity: <ul style="list-style-type: none"> - Risk Assessment document - field visit in Air Bikuk estate - field visit in BT POM 	
	Statement of Nonconformity: Some of fertilizer carrier found has no masker and sterilizer operator used no safety shoes but rubber boots	
	Corrective Actions: <ol style="list-style-type: none"> 1. Memo from GM to every manager and expert on the importance of the implementation of K3 conducted by company workers and contractors working in the workplace environment companies 2. Provide training and awareness to all employees (estates & mills) & contractor to achieve consistent use of PPE according to identified risks. 3. Conduct regular inspections to check compliance. 4. Make a checklist inspection to ensure compliance with PPE by driver 	
	Assessment Conclusion: corrective action and evidence had been verified during Major NC Closed out Visit Closed, on 2/2/2017 by Site visit	
Non-Conformity		
NCR #	Description	Category (Major / Minor)
1420727N1	Requirements: An implemented water management plan shall be in place.	Minor
	Evidence of Nonconformity: Ground water permit No. 048 Tahun 2016. It stated in permit that water debit allowed is 120 m3/day however Division I usage is > 120m3/day (average > 4,000m3/month)	
	Statement of Nonconformity: Company has water management plan, however can not demonstrate monitoring	

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	<p>or evaluation of ground water usage.</p> <p>Corrective Actions:</p> <ul style="list-style-type: none"> - Ensure water operator to control the amount of discharge water that distributed everyday, so as not to exceed the maximum capacity that has been set in the permit - Make sure to check the use of ABT order not to exceed the capacity of a license during the internal audit by the ENC dept <p>Assessment Conclusion: Closed, implementation will be verified in next audit</p>	
Non-Conformity		
1420727N2	<p>Requirements: Environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) shall be available. This plan is reviewed on two-yearly basis.</p> <p>Evidence of Nonconformity:</p> <ul style="list-style-type: none"> - Based on water analysis in Teramang River "Hasil pengujian Kualitas Air No. 947-6/AS/BINA/VII/2016 Dated 22 Juni 2016" its found that parameter oil and grease is not comply with national regulation PP No. 82, year 2001. Standard as per regulation is 1 mg/L and the result was 1,44 mg/L in downstream. However organization has not been evaluate it and performed corrective action. - water quality and aquatic biota have monitored for each semester in Teramang River, while in RPL matrix required to be monitored in quarterly based <p>Statement of Nonconformity: Environment monitoring plan document was not consistently implement as per RPL matrix.</p> <p>Corrective Actions:</p> <ul style="list-style-type: none"> - Ensure result effluent analysys from outlet to Teramang River still under the quality standard of national regulation by Maximize oil citation in cooling pond - Conduct dredging effluent ponds periodically so that retention time is maintained - Send samples for analysis of wastewater BTPOM on December 03, 2016 <p>Assessment Conclusion: Closed, implementation will be verified in next audit</p>	Minor

Observation	
OBS #	Description
1	Organization has maintained the HGU pegs periodically each semester. Based on field observation It consider for organization to replace the HGU pegs #120 which is lost in the river and repainting the HGU pegs #100 in order to make it visible in the field.
2	There was an accident and investigation generate conclusion which is different with existing documentation, however risk assessment document should be reviewed anytime accident happen.

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3	Organization has performed dissemination related to HCV and RTE species to estate employee. Based on interview with mill employee it consider for organization to conduct and enhanced the socialization for mill employee related to HCV and RTE species.
4	Organization has create and place the HCV signboard in all HCV area, it consider for organization to replace the corrosive and unread signboard in the field and maintained the signboard visibility.
5	Organization has performed hazardous waste management in estate. Based on field observation it consider for organization to ensure all activity in workshop do not result the oil spill in to the ground and maintained the oil trap in workshop area.

Positive Findings	
PF #	Description
1	Company has road maintenance , implementation exceeded the program
2	Positive comments from local communities for the company operation

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 Agromuko 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>Social issues:</p> <ul style="list-style-type: none"> - PT Agro Muko – Bungo Tanjung POM's CSR activities in general are good, however can improve through village community involvement. - Communication between company and local community is good. - The company has developed scheme smallholders - Company has communicating the protection of female rights, gender policy and specific mechanism for sexual harassment including protection of complainant. Policy dissemination in form of meeting, morning musters and provides copy of company policy in notice boards in mill. - Until to date, there has been no report/complaint lodged from members related to sexual harassment; <p>Company has fulfil the female worker rights: period leave, maternity leave, medical check-up for female workers in high risk station (laboratory in mill);</p>
	<p>Management Response: Positive comments</p>
	<p>Auditor Team Findings:</p>

	Positive comments
2	<p>Labour issues:</p> <ul style="list-style-type: none"> - The Company has provided job opportunity for local workforce and there is no report logged in related to discriminative act. - Company has announced the workforce/job. - Annual leave and other employee right have been granted by company. - There has been no industrial dispute between company and the employees. - All worker union member (employees) have been registered into social insurance scheme (BPJS) - Medical check-up is conducted regularly. <p>The company paid to all workers based on minimum wages and more than minimum wages as regulated by National Regulation.</p>
	<p>Management Response: Positive comments</p>
	<p>Auditor Team Findings: Positive comments</p>
3	<p>Environmental issues:</p> <ul style="list-style-type: none"> - There is no report from local community related to environment pollution from company's operational activities. - PT Agro Muko – Bungo Tanjung POM has consistently send implementation report on environment management and monitoring plan on six (6) months basis; - Company has fire fighting equipment, including fire monitoring tower. - In 2016, there has been no report lodged related to land dispute between community and company, or related to environment pollution from company operation;
	<p>Management Response: Positive comments</p>
	<p>Auditor Team Findings: Positive comments</p>
4	<p>Legal issues:</p> <ul style="list-style-type: none"> - The whole area under HGU permit of PT Agro Muko and PT Mukomuko Agro Sejahtera is "Area Penggunaan Lain/APL" - Area for other use, and no forest area as per "Peta Penunjukan Kawasan Hutan Provinsi Bengkulu". - The company has checked mill machineries conducted by local government regularly. - There is no land dispute was noted.
	<p>Management Response: Positive comment</p>
	<p>Auditor Team Findings: Positive comments</p>
5	<p>Operational issues:</p> <ul style="list-style-type: none"> - The plantation management by PT Agro Muko and PT Muko Muko Agro Sejahtera has done well. <p>No issue was raised by stakeholders</p>
	<p>Management Response: Positive comment</p>
	<p>Auditor Team Findings: Positive comment</p>

3.3.1 Status of Nonconformities Previously Identified and Observations

Non-Conformity		
NCR #	Description	Category (Major / Minor)
None	Requirements:	
	Evidence of Nonconformity:	
	Statement of Nonconformity:	
	Corrective Action:	
	Assessment Conclusion:	

Observation	
OBS #	Description
1	Indicator 4.6.9: Care should be taken to consistently provide pesticide training for workers whom performing spraying activities in KMD areas. Action taken: Company conducte training for KMD member who perform spraying by himself. Keep aware KMD to report wheather has untraining personnel on spraying
2	Indicator 6.8.3: It is nice to be considered consistently of promotion evaluation for workers. Action taken: promotion evaluation for workers has developed by corporation and follow up by all unit consistently
3	Indicator 6.10.1: It is need to be paid attention for KMD's FFB payment is timely manner. Action taken: Company has determine periodic payment regarding FFB payment within 4 days after submission of FFB.

3.3.2 Summary of the Nonconformities and Status

Reference	Category	Issued	Closed
CR01	Minor	01/10/2010	10/02/2012
CR02	Minor	01/10/2010	10/02/2012
A675812/1	Major	10/02/2012	10/02/2012
A675812/1	Minor	10/02/2012	01/02/2013
A675812/2	Minor	10/02/2012	01/02/2013

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A675812/3	Minor	10/02/2012	01/02/2013
A675812/4	Minor	10/02/2012	01/02/2013
A675812/5	Minor	10/02/2012	01/02/2013
463917-1	Minor	01/02/2013	08/01/2014
463917-2	Minor	01/02/2013	08/01/2014
1010903M3	Major	08/01/2014	06/03/2014
1010903M7	Major	08/01/2014	06/03/2014
1010903M10	Major	08/01/2014	06/03/2014
1010903M16	Major	08/01/2014	06/03/2014
1010903M18	Major	08/01/2014	06/03/2014
1010903N1	Minor	08/01/2014	25/11/2014
1010903N6	Minor	08/01/2014	25/11/2014
1010903N8	Minor	08/01/2014	25/11/2014
1010903N9	Minor	08/01/2014	25/11/2014
1010903N13	Minor	08/01/2014	25/11/2014
1010903N15	Minor	08/01/2014	25/11/2014
1420727M1	Major	17/12/2016	02/02/2016
1420727N1	Minor	17/12/2016	02/02/2017
1420727N2	Minor	17/12/2016	02/02/2017

Assessment Conclusion and Recommendation:

Based on the findings during the assessment Agromuko Mill Certification Unit and supply base complies with the RSPO P&C, Indonesia National Interpretation 2016 *MY-NIWG 2014* , and the RSPO Supply Chain Certification Standard (Nov 2014) for CPO Mill. It is recommended that the certification of Agromuko Mill Certification Unit is approved and continued.

Acknowledgement of Assessment Findings	Report Prepared by
Name: OLIVIER R. TICHIT	Name: ASWAN HASIBUAN
Company name: PT. AGRO MUKO	Company name: BSI Group INDONESIA
Title: DIRECTOR	Title: LEAD AUDITOR
Signature:  Date: 07 MARCH 2017	Signature:  Date: 21/02/2017

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>List of information related to criterion 1.2 that can be accessed by relevant stakeholders shall be available.</p> <p>- Minor compliance -</p>	<p>The company,PT Agromuko, has a list of stakeholders in document "Daftar Pemangku Kepentingan", updated when changes occurred. Latest update 15/09/2016, classifying stakeholders into:</p> <ul style="list-style-type: none"> - Government office: Consist of 9 offices under Kabupaten Muko muko; - Muspika: 4 offices under Kecamatan Air Dikit; Kecamatan Teras Terunjam - Head of Village: 3 surrounding villages; - Non Government Organization: 4 NGOs; - Worker union: 2 Committees of Serikat Pekerja Agromuko Mandiri (SPAM); - Local contractors: 13 Contractors; - Kebun Masyarakat Desa: 33 cooperatives; <p>The company has provided information related to the environmental, social and legal under "Dokumen-Dokumen Yang Tersedia Untuk Umum", updated on 7 December 2016. This information is publicly, such as:</p> <ul style="list-style-type: none"> - Izin Usaha Budidaya Perkebunan (<i>Operational Plantation Permit</i>), 	<p>Yes</p>

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - Izin Lokasi (<i>Location Permit</i>), - HGU (<i>Land Title Rights</i>), - Dokumen Lingkungan/AMDAL (<i>SEIA</i>), - Program Keselamatan dan Kesehatan Kerja (<i>OHS</i>), - Laporan Pelaksanaan RKL/RPL (<i>Environmental Management and Monitoring Report</i>), - Penilaian Nilai Konservasi Tinggi (<i>HCV</i>), - Prosedur Ganti Rugi Lahan (<i>Land Compensation Mechanism</i>), - Rencana Pengelolaan Limbah (<i>Waste Management Plan</i>), - Complaint and grienaceis from internal dan exsternal parties, and continous improvement. <p>Based on interview with community of Sido Mulyo Villages, Penarik Village, KMD Air Dikit, KMD Pondol Lunang, Government Offices, Worker unions, and other parties, the communication with company is going well. Access to information is relative easy. Muko muko estate and Sei Betung Estate have appointed an officer to communicate with stakeholders by Estate manager, Office Assisstant and Field Head Assisstant.</p>	
<p>1.1.2</p>	<p>Records of requests for information and responses to the information requested shall be available.</p> <p>- Major compliance -</p>	<p>The company has established procedure related information request in No. ENC/SOP/08 revision 2 on 6 April 2015. Request informations were recorded in log book "Rekaman Informasi dan Jawaban". In the procedure, information request and response provision including timeframe upon information request sets at 7 working days (Manager UP). Response upon information request provided by appointed officer as per the authority, e.g.</p> <p>Bungo Tanjung Estate: Based on document verification of "Rekaman Permintaan</p>	<p>Yes</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p>Informasi , throughout 2016, there are 4 types information request:</p> <ul style="list-style-type: none"> - Information request from Mr. Rifaldi on 11-04-2016 related to Bantuan untuk kegiatan karang taruna pondok baru. Responded by management on 12-04-2016 stated FHA – Proposal pengajuan bantuan agar diajukan ke estate dan akan diteruskan ke GMO AM untuk meminta persetujuan. - Information request sent by Mr Andrea (Banteal Village) on 4 November 2016 related to information of job opportunity. Responded by FHA on 28 May 2016, stated disarankan untuk dikirimkan ke GMO-AM atau HO Medan. <p>Air Bikuk Estate: Based on document verification of "Rekaman Permintaan Informasi , throughout 2016, there are 9 types information request:</p> <ul style="list-style-type: none"> - Information request from Mr. Karim on 11 April 2016 related to Ybs menanyakan terkait kepada perusahaan mengenai lowongan pekerjaan security, responded by Manager Air Bikut on 11 April 2016. - Information request from Mr. Alwi (village head of Air Bikuk) on 5 September 2016, related tp Ybs menanyakan bukti pembayaran ganti rugi jalan poros ABKE, responded by Manager on 5 September 2016, state: Perusahaan memebrikan photo copy bukti pembayaran yang dimaksud. - <p>Bunga Tanjung POM Based on document review of "Rekaman Permintaan Informasi dan Tanggapan, 2016", there are no information request noted</p>	

Criterion / Indicator	Assessment Findings	Compliance
	(nihil).	
<p>Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p>		

Criterion / Indicator		Assessment Findings	Compliance
<p>1.2.1</p>	<p>Publicly available documents shall include, but are not necessary limited to:</p> <p>Land titles/user rights (Criterion 2.2);</p> <ul style="list-style-type: none"> • 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 provided information related to the environmental, social and legal under "Dokumen-Dokumen Yang Tersedia Untuk Umum", updated on 14 August 2015. This information is publicly, such as:</p> <ul style="list-style-type: none"> - Izin Usaha Budidaya Perkebunan (<i>Operational Plantation Permit</i>), - Akta Pendirian Perseroan Terbatas PT Agro Muko - Izin Lokasi (<i>Location Permit</i>), - HGU (<i>Land Title Rights</i>), - Dokumen Lingkungan/AMDAL (<i>SEIA</i>), - Program Keselamatan dan Kesehatan Kerja (<i>OHS</i>), - Laporan Pelaksanaan RKL/RPL (<i>Environmental Management and Monitoring Report</i>), - Penilaian Nilai Konservasi Tinggi (<i>HCV</i>), - Prosedur Ganti Rugi Lahan (<i>Land Compensation Mechanism</i>), - Rencana Pengelolaan Limbah (<i>Waste Management Plan</i>), - Complaint and grienaceis from internal dan exsternal parties, and continous improvement. - Rekaman Keluah Kesah Internal dan External <p>Bungo Tanjung POM has provided information related to the environmental, social and legal under "Dokumen-Dokumen Yang Tersedia Untuk Umum in Bungo Tanung POM", updated 04 January 2016. This information is publicly, such as:</p> <ul style="list-style-type: none"> - Izin Usaha Tetap (<i>Operational Permit</i>); Keputusan Menteri Negara Penggerak Dana Investasi BKPL) - Izin Usaha Perkebunan (Operatioanl Permit), - HGU (<i>Land Title Rights</i>), - Dokumen Lingkungan/AMDAL (<i>SEIA</i>), - Program Keselamatan dan Kesehatan Kerja (<i>OHS</i>), - Laporan Pelaksanaan RKL/RPL (<i>Environmental Management and Monitoring Report</i>), - Rencana Pengelolaan Limbah (<i>Waste Management Plan</i>), - Complaint and grienaceis from internal dan exsternal parties, and continous improvement. 	<p>Yes</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.</p>		
<p>1.3.1</p>	<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>All of subsidiaries under SIPEF (PT Tolan Tiga Indonesia) is referring to Code of Conduct PT Tolan Tiga Indonesia, signed by President Director PT Tolan Tiga Indonesia on 17/11/2014. The code of conduct regulates prohibition to give present, souvenir, donation, commission and bribe. Other part regulates the insider information, confidentiality, conflict of interest, etc.</p> <p>The policy have been communicated:</p> <ul style="list-style-type: none"> - Communication to employee on Muster Chit, on 11 April 2016. Attended by 26 workers. Location in division 3 Bungo Tanjung Estate - Communication to employee on 7-6-2016 in Muko muko POM attended by 25 workers in division V Bungo Tanjung Estate - Communication to employee on 14 November 2016, attended by 15 workers. - Communication to employee on Muster Chit, on 15 September 2016, attended by 99 participant (contractor and workers). <p>Based on interview with worker union (SPAM), they have understood the company's code of conduct.</p> <p>Besides the code of conduct policy, in 2013 company has established policies related to:</p> <ul style="list-style-type: none"> - Human Right policy, signed by President Director on 23/10/2013; <p>Company policy on forced labour and human trafficking, signed by President Director on 23/10/2013;</p>

Criterion / Indicator	Assessment Findings	Compliance	
Principle 2: Compliance with applicable laws and regulations			
Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.			
2.1.1	Evidence of compliance with relevant legal requirements shall be available. - Major compliance -	Estate: The company documented all relevant legal requirements still valid, it was reviewed and comply with regulation, such as: 1. PT. Agro Muko a. Izin Lokasi (Location permit). - No. 245, dated 7 th July 1989 from Bengkulu Governor for ± 10,000 ha. - No. 156, dated 23 rd April 1991 from Bengkulu Governor for ± 3,740 ha. - No. 199, dated 12 th June 1989 from Bengkulu Governor for ± 6,000 ha. - No. 347/II/ BKPMD/1990, dated 30 th January 1990 from Bengkulu Governor for ± 2,500 ha. b. Izin Usaha Perkebunan (Operational Plantation Permit). - No HK 350/E.4.900/11.89, dated 8 th November 1989 for ± 10,000 ha. - No.HK. 350/E.4.247/06.88, adetd 7 th June 1988, for ± 5,500 ha. - No. HK. 350/E.4.447/07.92, dated 10 July 1992 for ± 2,000 ha for oil palm plantation and ±1.800 ha for rubber plantation. - No. HK. 350/E.4.297/06.88, dated 7 th June 1988 for ± 3,600 ha untuk perkebunan kelapa sawit from "Dirjen	Yes

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		<p>Perkebunan".</p> <ul style="list-style-type: none"> - Revised SPU No. 571/T/ Pertanian/1996, dated 17 September 1996 for mill capacity 40,000 ton CPO and No.709/2012, dated 13th December 2012 from Bupati Mukomuko for ± 22,914 ha and mill capacity 60 ton FFB/hour. c. Based on over-lapping with "Rencana Tata Ruang Wilayah Kabupaten Muko – Muko tahun 2012 – 2032" location of PT. Agro Muko and PT. MMAS in plantation purpose areas. d. HGU (Land Title Rights): <ul style="list-style-type: none"> - No. 31/HGU/BPN/89, dated 27th June 1989 (10,000 ha) a/n PT Tri Aggra Persada - No. 4/HGU/BPN 1994, dated 2nd February 1994 (4,313 ha) - No. 09/HGU/BPN/93, dated 8th March 1993 (5,786.03 ha) - No. 07/HGU/1990, dated 03rd May 1990 (2,500 ha). - Hak Guna Bangunan No. 02/HG/BPN-RI/2011, dated 26th April 2011 (seluas 315 ha) for mill. - IMB No. FP. 015/5/13/C/TBS- 04, dated 30th November 2004. - Ijin Bulking Station from Pelindo No. HK-56/2/12/ CTBS-2002 for 25 years. - Izin AMDAL (SEIA) No. AMDAL document is available and approved by Governor of Bengkulu no. 425, year 2005, mencakup Semua kebun dan pabrik (muko-muko dan Bungan Tanjung) - Izin Usaha Tetap No 571/T/pertanian/1996 a/n PT 	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Agromuko kapasitas 40.000 ton/tahun.</p> <ul style="list-style-type: none"> - ton/tahun. <p>2. PT. Muko Muko Agro Sejahtera</p> <p>a. Izin prinsip (Principle permit) for PT. MMAS and Plasma KKPA from Bupati Mukomuko:</p> <ul style="list-style-type: none"> - No. 154, dated 30th April 2010 (\pm 2,783 ha). - No. 171, dated 4th May 2010 (\pm 3,656 ha). - No. 172, dated 4th May 2010 (\pm 1,613 ha) <p>b. Renewal Izin Lokasi (Location permit) for PT. MMAS and Plasma KKPA from Bupati Mukomuko:</p> <ul style="list-style-type: none"> - Renewal Izin lokasi No. 700-212, dated 18th March 2014 (\pm 1,800 ha) for "Inti" - Renewal Izin Lokasi No. 700-2124, dated 18th March 2014 (\pm 1,167 ha) for "Inti". - No. 700-215, dated 18th March 2014 (\pm 656 ha) for Plasma KKPA - No. 700-213, dated 18th March 2014 (\pm 291 ha) for Plasma KKPA. <p>c. Izin Usaha Perkebunan – IUP (Plantation Operational permit) from Bupati Mukomuko:</p> <ul style="list-style-type: none"> - No. 525/535/D.7/VIII/2014, dated 7th December 2011 (\pm 1,464 ha and \pm 1,167 ha). - Renewal IUP No.. 503/2/KPTSP/IUP/IX/2014, dated 15 September 2014 (Location I: \pm 1,800 ha and Location II: \pm 1,167 ha) for "Inti". - No. 374, dated 7th December 2011 (\pm 656 ha) for Plasma KKPA. - No. 375, dated 7th December 2011 (\pm 291 ha) for 	

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Plasma KKPA.</p> <p>d. Izin Lingkungan (SEIA Permit) No. M.288, dated 09th September 2011, included Plasma (Scheme Smallholders)</p> <p>BT Mill:</p> <ul style="list-style-type: none"> - Izin Penyimpanan limbah B3 dari Kantor Pelayanan Terpadu Satu Pintu (KPTSP) Kab. Mukomuko no. 503/07/KPTSP/PLB3/VII/2015, dated 23 July 2015 (valid 2 years) - Izin Pembuangan limbah POME dari Kantor Pelayanan Terpadu Satu Pintu (KPTSP) Kab. Mukomuko no. 503/3/KPTSP/IPAL/XII/2014, dated 31 December 2014 (valid 2 year - Izin penggunaan Air Permukaan dari Kemen PU no. 407/KPTS/M/2013, dated 08th October 2013 (valid 5 year). - IMB mill no. 156/IMB/Tahun 2002. - Surat pendaftaran Panitia Pembina Keselamatan dan Kesehatan Kerja (P2K3) di Dinsosnakertrans Kab. Mukomuko no. 556/007/D.3IV/2015, dated 08th June 2015 (Valid 1 year). - Pendaftaran LKS Bipartit dari Dinsosnakertrans no. 020, year 2015, dated 08th June 2015 (Valid 2 years) 	
2.1.2	<p>A documented system, which includes written information on legal requirements, shall be maintained.</p> <p>- Minor compliance -</p>	<p>The company has updated the regulations that must be complied provided in Indonesian Legislation relating RSPO Principles and its ratification. This document was reviewed yearly, the last updated in January 2016 e.g. regulations relating to UU no 24/2011 replaced by UU no 39/2015 regarding 'Pendaftaran Pestisida'.</p>	Yes

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Criterion / Indicator		Assessment Findings	Compliance
2.1.3	A mechanism for ensuring compliance shall be implemented. - Minor compliance -	No changes related to A mechanism to ensure to track the changes in law is available and the company has updated evaluation of regulation which must comply with regularly as regulated in procedure no. CAP/SOP/01, dated 01 st November 2011.	Yes
2.1.4	A system for tracking any changes in the law shall be implemented. - Minor compliance -	There is no changes to ,, The company has established mechanism to track if any change of regulation and evaluation will be made accordingly.	Yes
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.			
2.2.1	Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	The company has obtained land titles (Hak Guna Usaha/HGU), and still valid till audit day, such as: - No. 31/HGU/BPN/89, dated 27 th June 1989 (10,000 ha) - No. 4/HGU/BPN 1994, dated 2 nd February 1994 (4,313 ha) - No. 09/HGU/BPN/93, dated 8 th March 1993 (5,786.03 ha) - No. 07/HGU/1990, dated 03 rd May 1990 (2,500 ha).	Yes
2.2.2	Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	PT Agro Muko and PT Mukomuko Agro Sejahtera carried out monitoring of boundary poles on regular basis. Bunga Tanjung Estate has monitored the boundary poles monthly basis and reported under "Daftar Pemeriksaan Patok Batas Kebun (HGU)". Boundary poles found to be in good condition. Based on field visit, the boundary poles found to be in good condition and visibly maintained, the boundary identity is also clear. Boundary poles monitoring is conducted monthly, based on	Yes

Criterion / Indicator		Assessment Findings	Compliance
		review document, it was seen that all pegs in good condition, monitoring was conducted by "Ranger". IMAM	
<p>2.2.3</p>	<p>Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC).</p> <p>- Minor compliance -</p>	<p>Until Surveillance1-1, PT Agro Muko, there is no new development in Mukomuko Estate. However, company has land compensation mechanism under "Prosedur Ganti Rugi" no SOP/CA/02 issued noted 1 July 2012, regulating the compensation mechanism through FPIC process, document verification, proof on land ownership/tenure, land measurement, participatory mapping, and compensation price negotiation. The compensation evidence is as follows: Measurement proposal document, minutes on land measurement, Land ownership (Surat Keterangan Tanah), No dispute statement letter, etc.</p> <p>Based on document verification, Mukomuko Estate demonstrated no dispute between company and other party – including local community. Based on interview with Air Dikit village and Pondok Baru village, PT Agro Muko obtained the land use right from government (state land). For those land controlled by individuals, PT Agro Muko compensating as per both party agreement.</p> <p>Based on interview with traditional leader in Penarik village, Sida Mulyo village and NGOs, it is known that up to this moment, there is no land dispute between company and local community.</p>	<p>Yes</p>
<p>2.2.4</p>	<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</p>	<p>Based on document review and stakeholder consultation, there iwas no noted land dispute in PT Agro Muko plantation areas.</p>	<p>Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
	<p>parties involved.</p> <p>-Major compliance</p>		
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. Currently no dispute comes into attention.</p>	Yes
2.2.6	<p>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.</p> <p>-Major compliance</p>	<p>There is No land dispute was noted.</p>	Yes
<p>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.</p>			
2.3.1	<p>Maps with 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 neighboring communities where applicable, and relevant authorities).</p> <p>- Major compliance -</p>	<p>Based on document review and stakeholder consultation, there was no noted land dispute in PT Agro Muko areas.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
2.3.2	<p>Copies of negotiated agreements including the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and these include:</p> <ul style="list-style-type: none"> a) Evidence of consultation b) Statement of transfer of rights c) Evidence of compensation <p>See specific guidance 2.3.2</p> <p>- Minor compliance -</p>	<p>Based on document review and stakeholder consultation, there is was no noted land dispute in PT Agro Muko areas.</p>	Yes
2.3.3	<p>Relevant information shall be available in appropriate forms and languages, including analysis of impacts, proposed benefit sharing, and legal arrangements.</p> <p>- Minor compliance -</p>	<p>All information related to oil palm development, social-economic and environmental impact assessment, HCV assessment and procedure for land compensation is available in Bahasa Indonesia.</p>	Yes
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>The company is able to demonstrate that local communities are represented and participated during the meeting with stakeholder, discussing the social-economic and environmental planning. The meeting involving all relevant stakeholders, institution and representative of surrounding communities.</p>	Yes
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.			

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>Bunga Tanjung Mill: Company has prepared budget plan for 11 year (2012 – 2022) and reviewed annually. Budget plan is consist of FFB Production OER, KER, cost, expenditure.</p> <p>Monitoring of yield and expenses for 2014 and 2015 is available, e.g. 2015 (UP to November 2015)</p> <ul style="list-style-type: none"> - Estimated FFB processed: 130,719 tonnes (actual: 134,088 tonnes). - CPO Estimated: 31,902 (actual 32,526) - OER estimated: 23.19 (actual: 23.07) - KER estimated: 5.09 (actual: 5.50) <p>2016: (until November)</p> <ul style="list-style-type: none"> - Estimated FFB received: 147,652 tonnes (actual: 127,587 tonnes). - CPO Estimated: 33,960 (actual 22,30) - OER estimated: 23.009 (actual: 23.07) - KER estimated: 5.10 (actual: 5.21) <p>Projected sampled: 2017: FFB (118,631 MT), CPO (27,724 MT), PK (6,050 MT) 2018: FFB (118,790 MT), CPO (27,761 MT), PK (6,058 MT) 2019: FFB (117,047 MT), CPO (27,354 MT), PK (5,969 MT)</p> <p>Air Bikuk Estate: The company has prepared budget plan for 4 year (2013 – 2021), review will be done at the end of the year. Budget plan is consist of FFB Production, cost, and expenditure.</p>	<p>Yes</p>

Criterion / Indicator		Assessment Findings			Compliance																																										
		Year	FFB Projection (tonnes)																																												
		2016	37,468																																												
		2017	39,342																																												
		2018	41,308																																												
		2019	43,374																																												
		2020	45,542																																												
		2021	47,820																																												
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 company has replanting programme for each estate, e.g.</p> <p>Mukomuko Estate: Company has business plan 2017-2022 planting program hectares A replanting programme for each year is available under "Replanting program" 2012 – 2019.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Planning (Ha)</th> <th>Actual (Ha)</th> <th></th> </tr> </thead> <tbody> <tr> <td>2012</td> <td>616.37</td> <td>616.37</td> <td></td> </tr> <tr> <td>2013</td> <td>540.45</td> <td>552.03</td> <td></td> </tr> <tr> <td>2014</td> <td>403.88</td> <td>408.48</td> <td></td> </tr> <tr> <td>2015</td> <td>423.71</td> <td>423.71</td> <td></td> </tr> <tr> <td>2016</td> <td>397.31</td> <td>397.31</td> <td>complete</td> </tr> <tr> <td>2017</td> <td>471.02</td> <td></td> <td>revise</td> </tr> <tr> <td>2018</td> <td>419.82</td> <td></td> <td></td> </tr> <tr> <td>2019</td> <td>417.18</td> <td></td> <td></td> </tr> </tbody> </table> <p>Sei Betung: A planting programme for each year is available under "Replanting program" 2012 – 2019.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Planning (Ha)</th> <th>Actual (Ha)</th> </tr> </thead> <tbody> <tr> <td>2012</td> <td>150</td> <td>233,37</td> </tr> </tbody> </table>			Year	Planning (Ha)	Actual (Ha)		2012	616.37	616.37		2013	540.45	552.03		2014	403.88	408.48		2015	423.71	423.71		2016	397.31	397.31	complete	2017	471.02		revise	2018	419.82			2019	417.18			Year	Planning (Ha)	Actual (Ha)	2012	150	233,37	Yes
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Criterion / Indicator		Assessment Findings			Compliance
		2013	312	305,40	
		2014	306	274.00	
		2015	0	0	
		2016	0	0	
		2017	0	0	
		2018	0	0	
		2019	0	0	
		2020	0	0	
		2021	0	0	
		2022	276		
Replanting program estimated will be in year 2022.					
Principle 4: Use of appropriate best practices by growers and millers					
Criterion 4.1: Operating procedures are appropriately documented, consistently implemented and monitored.					
4.1.1	Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -	Estates: The procedures documented in "Agricultural Manual Oil Palm", where it contains all sub section of the process, such as: Nursery, land clearing, planting in peat soil and mineral soil with zero burning, planting legume cover crops, terracing, upkeep, water level management, harvesting, replanting and FFB transport. Some of Procedure: - Palm Supplying; Doc. No.05 SOP/Oil Palm/ESD - Palm Thinning Out Doc.No.06 SOP/Oil Palm/ESD - Ablasi dan Kastrasi Doc.No.07/SOP/Oil Palm/ESD			Yes

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Frond Pruning Doc.No.08/SOP/Oil Palm/ESD - Pemupukan (Fertilizer Placement) Doc.No.11/SOP/Oil Palm/ESD - Pengendalian Gulma Terpadu Doc.No.17 SOP/Oil Palm/ESD - Sistem Pengelolaan Air Area Gambut Doc.No.10 SOP/Oil Palm/ESD rev.1, dated 1 October 2009, explaining that: the water level in the trench that is maintained is 50-70 cm below ground level, for acid sulphate soils maintained as high as 70 cm below the soil surface. - Terms related to the size of the trench is described in the SOP related, field drain 1m x 0.75m x 1m; collection drain 2.5m x 2m x 2m; main drain 2.5m x 2m x 2m. <p>Mill: TBS reception do in Mill (MMPOM and BTPOM) based on the established procedures, namely: Admission Procedure and Inspection / Sorting TBS should also include: fruit sorting criteria are accepted and arrangements for the TBS / loss fruit are not eligible. Criteria TBS received in the mill should be kept open. TBS determination of the purchase price following the applicable regulations and statutes provided a recapitulation of FFB price of the relevant authorities.</p> <p>Conformity implementation reception / sorting reception TBS existing SOP. PT Agro Muko has Sorting FFB Doc.No.AMCOM Specification SOP-SPEC / 001 Rev.1 dated July 26, 2010, explains the sorting criteria TBS at mills. Mukomuko and Bunga Tanjung Mill has a Work Instruction Sorting Doc.No.AMPOM TBS-WI / LAB / 045 Rev.1 dated January 1, 2011 to explain the process of sorting, including sampling, pembongkran, TBS</p>	

Criterion / Indicator		Assessment Findings	Compliance
		<p>classification, determining the percentage of each sorting criteria. The sample taken is at least 3-4 truck / trailer per estate.</p> <p>There are Work Instructions (WI) in place within all operational areas of the mills, consist of receiving FFB to dispatch of CPO. These are no changes or amendment of WI since the last audit.</p> <ul style="list-style-type: none"> - Work instruction AMPOM-WI/PROD/001A: Penimbangan Truck FFB dan Berondolan - Work instruction AMPOM-WI/PROD/001B: Penimbangan Truck Tangki CPO - Work instruction AMPOM-WI/PROD/001C: Penimbangan Truck Kernel - Work instruction AMPOM-WI/PROD/002A: Pengisian FFB ke Dalam Lori - Work instruction AMPOM-WI/PROD/003A: Pengoperasian Sterilizer - Work instruction AMPOM-WI/PROD/004A: Pengoperasian Hoisting Crane - Etc. 	
4.1.2	<p>A mechanism to check consistent implementation of procedures shall be in place.</p> <ul style="list-style-type: none"> - Minor compliance - 	<p>Bunga Tanjung Estate Routine checks by QC Agro Muko each month, last took place on 15/11/2016, division F3, by Mr. Yanto Meri; recommendation:</p> <ul style="list-style-type: none"> - The condition of the disc spots in low-lying areas have started bush - Found wooden trees in swampy area <p>Air Bikuk Estate</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<p>Routine checks by QC Agro Muko each month, last took place on 3/12/2016 in Division 2, Block P01 / 98; NPK fertilization activities by Mr.Sandi; recommendation: Sowing fertilizer that is still less lightly and evenly on a circle</p> <p>Visits SFM and GM on 09/08/2016, on: the implementation of the training to the harvester and the incorporation penen in 1 gang.</p> <p>Bunga Tanjung Palm Oil Mill</p> <ol style="list-style-type: none"> 1. The company conduct internal audit and regular inspection by Engineering to monitoring Operational performance, e.g. Visit Report on 25th Februari 2016 as documented in "Action Plan – Kunjungan Dir. Engineering and follow up of previous visit on 2 – 4 December 2015. 2. Kunjungan conduct internal audit and regular inspection by Engineering to monitoring Operational performance, e.g. Visit Report on 15-19 February 2016 as documented in "Action Plan – Kunjungan STM – AM (Senior Technical manager – Agro Muko). 	
4.1.3	<p>Records of monitoring and any follow-up actions shall be available.</p> <p>- Minor compliance -</p>	<p>Estates:</p> <p>The company has recorded operational activities based on procedures in computerized system, namely: LMD – Lintra Max Director, covering: FFB received, CPO and PK production, Dispatch CPO and PK, Mill throughput, employment, FFB processed, FFB Grading, FFB and Shell usage, OER. KER. LMD computerized system is implementation of paper less company policy. The last report of Estate Manager on November</p>	Yes

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Criterion / Indicator	Assessment Findings	Compliance
	<p>2016 (LMD periode November 2016).</p> <p>The activities every day harvest filmed in Books Cut Fruit and several other recordings, eg: books crop rotation, crop density and "buku ancak panen". Plant maintenance activity every day is recorded in the workbook foreman (BKM) and Plant Maintenance Daily Report.</p> <p>Bunga Tanjung Estate: Inspection on the harvest date 17/12/2016 at block K.8 / TT'98, crop rotation 14 days, division 2, the "basis borong" of 950 kg with average bunch weight of 23 Kg. The use of PPE by the harvester can be found (safety boots, helmet, gloves Egrek and ax).</p> <p>Inspections on activities spraying dated 14/12/2016 (path and circles) at block F.4-E.7 / TT'98, division F1, using the Glyphosate herbicide with a dose of 125 cc / knapsack. The use of PPE by employees can be found (safety boots, mask, apron and gloves).</p> <p>Sei Bikuk Estate: Inspection on the harvest date 20/12/2016 at block C.7 / TT'98, crop rotation 12 days, division 5, the "basis borong" of 950 kg with average bunch weight of 23 Kg. The use of PPE by the harvester can be found (safety boots, helmet, gloves Egrek and ax).</p> <p>Fertilization inspection block K.5,6 and 7/ TT'98 on the division 2; NPK fertilizer 1,000 gram / palm; fertilizer application is 4000</p>	

Criterion / Indicator		Assessment Findings	Compliance																					
		<p>kg; circle has been sprayed - inspection date 20/12/2016. The use of PPE by employees can be found (safety boots, masks and gloves).</p> <p>Inspections on activities spraying dated 20/12/2016 (path and circles) at block D.6 / TT'98, division 1, using the Glyphosate herbicide with a dose of 125 cc / knapsack. The use of PPE by employees can be found (safety boots, mask, apron and gloves).</p>																						
4.1.4	<p>Records of the origins of all third-party FFB sourced (collector, deliver, Cooperative, Farmers Association and outgrower) shall be available.</p> <p>- Major compliance -</p>	<p>Bunga Tanjung Palm Oil Mill</p> <p>Period 2016 Up to November 2016</p> <p>Supply & Production (Kg)</p> <table border="1"> <thead> <tr> <th>Kebun</th> <th>Produksi</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>ABE</td> <td>47,271,340</td> <td>37.05%</td> </tr> <tr> <td>ABKE</td> <td>23,070,300</td> <td>18.08%</td> </tr> <tr> <td>BTE</td> <td>44,968,300</td> <td>35.25%</td> </tr> <tr> <td>KMD</td> <td>3,477,520</td> <td>2.73%</td> </tr> <tr> <td>MMAS</td> <td>8,799,220</td> <td>6.90%</td> </tr> <tr> <td></td> <td>127,586,680</td> <td>100.00%</td> </tr> </tbody> </table>	Kebun	Produksi	%	ABE	47,271,340	37.05%	ABKE	23,070,300	18.08%	BTE	44,968,300	35.25%	KMD	3,477,520	2.73%	MMAS	8,799,220	6.90%		127,586,680	100.00%	Yes
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Criterion / Indicator	Assessment Findings	Compliance	
<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>			
<p>4.2.1</p>	<p>A record of SOP implementation to maintain soil fertility that ensures optimal and sustained yield, shall be available.</p> <p>- Major compliance -</p>	<p>Company has a procedure for good agriculture practices to maintain soil fertility, as available under SOP Fertilizer Placement including EFB application (no. 08 SOP/Oil Palm/ESD) and Frond Pruning (no. 08 SOP/Oil Palm/ESD). Fertilization procedures have been adjusted and refer to the fertilizer recommendations through sampling of leaves and soil every year.</p> <p>Based on the memo from Mr. Sukardi Manager of Agronomy from the Agronomy Dept. On 28 October 2015 that: "Taking into account the need for fertilizer in the Village Community Gardens (KMD) (corresponding Immature Fertilizer OP Schedule) and to mature KMD (6 Kg / year or 3 kg of NPK 16-10-19-6 + 0.5 B / palm /semester.</p> <p>Determination of the dose of fertilizer Agro Muko plantation based on leaves (LSU) and soil (SSU) sampling by Verdant Bioscience.</p> <p>The procedures consist of manual fertilizer application, fertilizer application with manual, compost application, bunch ash application, EFB application and POME application (Land Application), frond pruning.</p> <p>Bunga Tanjung Estate SM I</p>	<p>Yes</p>

Criterion / Indicator		Assessment Findings			Compliance
		Jenis Pupuk	Dose (Kg/palm)		
		Urea	1.5		
		RP	1.5		
		MOP	1.25		
		SM II			
		HGFB	0.1		
		NPK 16.10.19.6	1.5		
		KMD (Kebun Masyarakat Desa)			
		Fertilizing at Village Community Plantation/Kebun Masyarakat Desa (KMD) is to use the 16.10.19.6 NPK fertilizer with a dose of 3 kg / palm			
		KMD	Areas (Ha)	Qty.	
		Bantal	15	4.536	
		Nenggallo	15	4.701	
		Pondok Baru	15	5.100	
		Bunga Tanjung	15	4.257	
		Plasma Nelan Indah			
		Plasma Nelan Indah perform single fertilizer application in the			

Criterion / Indicator	Assessment Findings	Compliance								
	<p>first half and compound fertilizer in the second half, with a dose as follows:</p> <ul style="list-style-type: none"> - Urea (0,5 kg/palm) - TSP (1 kg/palm) - MOP (0,75 kg/palm) - Kieserite (0,35 kg/palm) - Borate (0,05 kg/palm) - NPK (3 kg/palm) <p>Air Bikuk Estate <u>Semester I</u></p> <table border="0"> <thead> <tr> <th data-bbox="1106 938 1335 970">Type of fertilizer</th> <th data-bbox="1375 938 1447 970">Dose</th> </tr> </thead> <tbody> <tr> <td data-bbox="1106 986 1167 1018">Urea</td> <td data-bbox="1375 986 1536 1018">1 - 2 kg/palm</td> </tr> <tr> <td data-bbox="1106 1034 1144 1066">RP</td> <td data-bbox="1375 1034 1518 1066">1,5 kg/palm</td> </tr> <tr> <td data-bbox="1106 1082 1167 1114">MOP</td> <td data-bbox="1375 1082 1541 1114">1,2-2 kg/palm</td> </tr> </tbody> </table> <p><u>Semester II</u></p> <ul style="list-style-type: none"> - HGFB: dose 0,05 kg/palm - NPK 16.10.19.6+0.5B, dose: 2,5 kg/palm <p>KMD</p> <p>KMD contained in Air Bikuk Estate is Air Bikuk, Air Berau and Pondok Sugu, wholly apply of NPK fertilizer 16.10.19.6 with a</p>	Type of fertilizer	Dose	Urea	1 - 2 kg/palm	RP	1,5 kg/palm	MOP	1,2-2 kg/palm	
Type of fertilizer	Dose									
Urea	1 - 2 kg/palm									
RP	1,5 kg/palm									
MOP	1,2-2 kg/palm									

Criterion / Indicator		Assessment Findings	Compliance																
		dose of 3 kg / palm.																	
4.2.2	Records of fertilizer inputs shall be available. - Minor compliance -	<p>Fertilization realization period of 2016 in Agromuko Plantation has accomplished 100%, and can be seen in the statement of fertilizer application every month, that is:</p> <p>Bunga Tanjung Estate Realization of fertilization Bunga Tanjung Estate up to December 2016.</p> <p>Semeter I/2016</p> <table> <tr> <td>Urea</td> <td>338,080 Kg</td> </tr> <tr> <td>RP</td> <td>254,171 Kg</td> </tr> <tr> <td>MOP</td> <td>309,538 Kg</td> </tr> </table> <p>Semester II/2016</p> <table> <tr> <td>HGFB (100gr/palm)</td> <td>83,737 Kg</td> </tr> <tr> <td>K NPK 16.10.19.6 (1,5 kg/palm)</td> <td>398,187 Kg</td> </tr> </table> <p>KMD Fertilizers NPK 16.10.19.6: Dose as much 3 kg/palm</p> <table> <thead> <tr> <th>Group of KMD</th> <th>Areas</th> <th>Qty.</th> </tr> </thead> <tbody> <tr> <td>Bantal</td> <td>15 Ha</td> <td>4,536 Kg</td> </tr> </tbody> </table>	Urea	338,080 Kg	RP	254,171 Kg	MOP	309,538 Kg	HGFB (100gr/palm)	83,737 Kg	K NPK 16.10.19.6 (1,5 kg/palm)	398,187 Kg	Group of KMD	Areas	Qty.	Bantal	15 Ha	4,536 Kg	Yes
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Group of KMD	Areas	Qty.																	
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Criterion / Indicator		Assessment Findings			Compliance
		Nenggalo	15 Ha	4,701 Kg	
		Pondok Baru	15 Ha	5,100 Kg	
		Bunga Tanjung	15 Ha	4,257 Kg	
		Plasma of Nelan Indah up to December 2016 covering areas 11.25 Ha			
		Type of fertilizer	SM I (Kg)	SM II (Kg)	
		Urea (0,5 kg/palm)	1,547	2,088	
		TSP (1 kg/palm)	1,547	1,547	
		MOP (0,75 kg/palm)	1,160	2,707	
		Kieserite (0,35 kg/palm)	541	1,315	
		Borate (0,05 kg/palm)	77	193	
		NPK	-	18,594	
		Air Bikuk Estate			
		Realization of fertilization Air Bikuk Estate up to December 2016.			
		Type of fertilizer	SM I (Kg)	SM II (Kg)	
		Urea	86,250	-	
		RP	111,750	-	

Criterion / Indicator		Assessment Findings	Compliance									
		<table border="0"> <tr> <td>MOP</td> <td>128,750</td> <td>-</td> </tr> <tr> <td>HGFB</td> <td>-</td> <td>3,560</td> </tr> <tr> <td>NPK 16.10.19.6+0.5B</td> <td></td> <td>2,800 226,100</td> </tr> </table> <p>Overall generally the application of fertilizer in 2016 has been realized 100%.</p>	MOP	128,750	-	HGFB	-	3,560	NPK 16.10.19.6+0.5B		2,800 226,100	
MOP	128,750	-										
HGFB	-	3,560										
NPK 16.10.19.6+0.5B		2,800 226,100										
4.2.3	<p>Records of periodical leaf, soil and visual analysis shall be available.</p> <p>- Minor compliance -</p>	<p>Bunga Tanjung Estate Sampling leaf (LSU) by Verdant Bioscience, last conducted in 25 August – 7 September 2016 is for the recommendations in the semester II/2017 - I/2018.</p> <p>Air Bikuk Estate Sampling leaf (LSU) by Verdant Bioscience, last conducted in 26 – 30 August 2016 is for the recommendations in the semester II/2017 - I/2018. Soil sampling for all estate in Agro Muko Plantations was done at Month 11 to 12 January, 2014 by the Laboratory of Soil Science Faculty of Soil Science, University of Bengkulu.</p>	Yes									
4.2.4	<p>A nutrient recycling strategy is recorded, including use of Empty Fruit Bunches (EFB), land application, and palm residues after replanting.</p> <p>- Minor compliance -</p>	<p>Empty bunch of applications in 2016 Air Bikuk Estate are as follows: Application of Empty Fresh Bunch (EFB) with dose is 128 kg/palm and the realization on Divisi III up to December 2016 was 157,630 Kg covering areas 397.99 Ha.</p>	Yes									

Criterion / Indicator	Assessment Findings	Compliance
<p>Criterion 4.3: Practices minimise and control erosion and degradation of soils.</p>		
<p>4.3.1</p>	<p>Maps of any fragile soils shall be available. - Major compliance -</p>	<p>PT Agro Muko has a semi detail soil map with scale 1:60.000. The map consists of different information such as soil type, soil texture identification, elevation and slope percentage; for each estate. The soil map indicates areas with steep slope and peat soil.</p> <p>Bunga Tanjung Estate There is also topographic map for Bunga Tanjung Estate with scale 1:30,000. The map indicates the area with slope 0°-2° is 20 Ha, 2°-12° is 230 Ha, 6°-20° is 1,742 Ha, 12°-25° is 343 Ha and 20° up to more than 25° is 219 Ha</p> <p>Air Bikuk Estate From the soil analysis, it is estimated 2,120 Ha of the surveyed area are hilly to steep slope between 12 to 250 and 1,114 Ha are steep to very steep, with slope more than 200 – are considered major limitation to oil palm performance. Soil map of Air Bikuk Estate is available with scale 1:30,000, indicating the dominant soil type is Berlian Jaya/Muko muko (1,503 Ha), Berlian Jaya (474 Ha) and Berlian Jaya/Jaro/Paser (557 Ha). There is also topographic map for Air Buluh Estate with scale 1:30,000. The map indicates the area with slope 0-2° is 20 Ha, 2-12° is 230 Ha, 6-20° is 1,742 Ha, 12-25° is 343 Ha and 20° up to more than 25° is 219 Ha.</p>

Criterion / Indicator		Assessment Findings	Compliance
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>From the soil analysis, it is estimated 2,120 Ha of the surveyed area are hilly to steep slope between 12 to 25° and 1,114 Ha are steep to very steep, with slope more than 20° – are considered major limitation to oil palm performance. The solution offered is establishment of vigorous legume ground cover such as Mucuna bracteata is effective in the conservation of top soil, improve organic matters and reduce surface run off of applied fertilizer. To overcome the limitation, construct soil and water conservation terrace or planting terrace to control soil erosion.</p> <p>It is a company policy to stop land clearing for area with slope more than 25°. Based on field visit and document review, the current management for area with slope up to 25° is to apply terrace contour and/or platform.</p> <p>Management strategy for replanting plan is to take into consideration the current planting map, soil type map, topographic map, HCV map, rainfall data and activity schedule.</p> <p>PT Agro Muko is not opening up area with slope more than 25°. However Mukomuko Estate Has peat amounted to 257.6 hectares in Division 4, 5 and 6.</p> <p>PT Agro Muko especially at Mukomuko Estate has set of procedure for water management (for peat soil), in line with Indonesia’s guideline for peat management.</p>	Yes
4.3.3	<p>A road maintenance programme shall be in place.</p>	<p>PT Agro Muko able to demonstrate a road maintenance programs – along with the progress.</p> <p>Road maintenance in Agro Muko Plantation based road</p>	Yes

Criterion / Indicator	Assessment Findings	Compliance																																	
<p>- Minor compliance -</p>	<p>maintenance program in 2016 (in the 2016 budget), of which by grading the road and road stoning.</p> <p>Bunga Tanjung Estate Realization Program and Road Maintenance in Bunga Tanjung Estate until November 2016:</p> <table border="1" data-bbox="1095 683 1704 895"> <thead> <tr> <th>Activity</th> <th>Units</th> <th>Prog.</th> <th>Real</th> </tr> </thead> <tbody> <tr> <td>Road Stoning</td> <td>meter</td> <td>2,300</td> <td>325</td> </tr> <tr> <td>Grading & Compacting</td> <td>meter</td> <td>234,000</td> <td>105,400</td> </tr> <tr> <td>Culverts</td> <td>unit</td> <td>7</td> <td>21</td> </tr> </tbody> </table> <p>Air Bikuk Estate Realization Program and Road Maintenance in Air Bikuk Estate until November 2016:</p> <table border="1" data-bbox="1095 1121 1704 1366"> <thead> <tr> <th rowspan="2">Activity</th> <th colspan="2">(Meter/unit)</th> </tr> <tr> <th>Program</th> <th>Realisasi</th> </tr> </thead> <tbody> <tr> <td>Road Grading</td> <td>-</td> <td>-</td> </tr> <tr> <td>Road Stoning</td> <td>4000</td> <td>3951</td> </tr> <tr> <td>Bridge repair</td> <td>4</td> <td>4</td> </tr> <tr> <td>Installations/repair culverts</td> <td></td> <td>14</td> </tr> </tbody> </table>	Activity	Units	Prog.	Real	Road Stoning	meter	2,300	325	Grading & Compacting	meter	234,000	105,400	Culverts	unit	7	21	Activity	(Meter/unit)		Program	Realisasi	Road Grading	-	-	Road Stoning	4000	3951	Bridge repair	4	4	Installations/repair culverts		14	
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Criterion / Indicator		Assessment Findings	Compliance
		Planting Vetiver grass 200 200	
4.3.4	<p>Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place.</p> <p>- Major compliance -</p>	<p>PT Agro Muko has a set of procedure for water management (for peat soil), in line with Indonesia’s guideline for peat management.</p> <p>In Agro Muko Plantation there is peat soil as a small part of area, which is located in Mukomuko Estate is about 257.6 hectares located in Division 4,5 and 6. There is no peat soil in Bunga Tanjung and Sei Bikuk Estate.</p>	Yes
4.3.5	<p>Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing.</p> <p>- Minor compliance -</p>	<p>A replanting review is carried out prior to replanting, taking into consideration the FFB production trends, soil suitability, HCV assessment, etc. The soil suitability (for area with peat soil) does cover peat soil best practices, in line with company procedures.</p> <p>In Agro Muko Plantation there is peat soil as small part of area, which is located in Mukomuko Estate is about 257.6 hectares, but there has been no replanting program in the area.</p>	Yes
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>PT Agro Muko has prepares all necessary procedures to maintain area with fragile soil. These procedures and guidelines then implemented on the field.</p>	Yes
<p>Criterion 4.4: Practices maintain the quality and availability of surface and ground water.</p>			

Criterion / Indicator		Assessment Findings	Compliance
<p>4.4.1</p>	<p>An implemented water management plan shall be in place.</p> <p>- Minor compliance -</p>	<p>Bunga Tanjung Mill:</p> <p>Bunga Tanjung Mill has procedure Water management plan rev.1 dated 16th October 2014. Mill water management covered:</p> <ul style="list-style-type: none"> - Water processing in water treatment plan for mill process and domestic usage. - Water efficiency such as: install on-off control system for starting system water intake pump excessive water in the bath water basin, Regularly check against any leakage and immediately repair, Water efficiency campaign to employee, The addition of dilution water be implemented as needed according to the results of analysis of crude oil, water condensate usage for water dilution as 11%. - Maintaining water quality with regularly check by "Dinas Kesehatan Balai Labkesda Prov. Bengkulu" for example water analysed result November No.443.5/953/Labkes.III shown that all parameter was met with Permenkes RI Nomor: 416/MENKES/PER/IX/1990. <p>Mill also has had permit for surface water utilization based on "Keputusan menteri PU No. 407/KPTS/M/2013" dated 8th October 2013 valid for 5 years.</p> <p>Bunga Tanjung Estate and Air Bikuk Estate:</p> <p>Bunga Tanjung Estate and Air Bikuk Estate has water management plan, it has been implemented, such as:</p> <ol style="list-style-type: none"> 1. Prevent erosion and contamination in water river by planting vetiver grass, install dam, upkeep "Bronjong". 2. Maintain riparian zone and save the high conservation area along the river. 3. Maintain water level and piezo meter in peat areas. 	<p>NC</p>

Criterion / Indicator		Assessment Findings	Compliance
		<p>4. Monitoring of water quality regularly by independent laboratory, e.g. water sampling test by "Labkesda of Prov. Bengkulu" on November 2016.</p> <p>5. Efficiency of water usage in estate, included water usage for domestic.</p> <p>company has water management plan, however can not demonstrate monitoring or evaluation of ground water usage.</p>	
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>The company has "Pengelolaan Sempadan Sungai, Danau dan Waduk Doc.No.16 SOP/Oil Palm/ESD rev.0, adted 1st October 2009 for riparian zone management.</p> <p>Protection of waterways and wetlands have been made by the company (Bunga tanjung Estate and Air Bikuk Estate) with the following way :</p> <ul style="list-style-type: none"> - Determination of riparian zones and spray border in the area of riparian - Protection of riparian areas with no chemical crops care activities both fertilizer and herbicide spraying. - Conduct restoration and enhancement of riparian forest with local species such as: Waru (<i>Hibiscus tiliaceus</i>), Cempedak (<i>Artocarpus integer</i>), Salam (<i>Syzigium sp</i>), Saga (<i>Adenanthera pavonina</i>) and Mahoni (<i>Swietenia mahagony</i>). - Estate also planted Mucuna bracteata and Vetiver grass, making silt pit and individual terracing to minimize surface run-off. <p>Riparian zone were well maintain both in Bunga tanjung Estate and Air Bikuk Estate, the following was activity to maintain riparian zone such as :</p> <ul style="list-style-type: none"> - Boundary markers placement in 5 rows of palm trees (50 m) related restrictions spraying of chemicals and chemical fertilizers in the area 	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<p>of 50 m side of the river. There was the evidence during the audit, riparian zone was well maintain and no contamination of chemical usage and fertilizer</p> <ul style="list-style-type: none"> - Warning boards placement which contain information restrictions the pesticide usage and chemical fertilizers in the riparian area. - Monitoring of water courses is conducted monthly to ensure that no any activities along the riparian zone, e.g. the last report on November 2016 conducted by "Ranger". 	
4.4.3	<p>Records for monitoring of effluent especially BOD (Biochemical Oxygen Demand) and efforts to comply with legal requirements, shall be available (see criteria 2.1 and 5.6).</p> <p>- Minor compliance –</p>	<p>The company discharge effluent to water course, water sampling is taken regularly every month by independent third party by independent third party "Binalab". Waste water analysis result can be demonstrated for period January – November 2016. Based on waste water analysis result, shown that BOD level was met with standard less than 100 mg/L as regulated in Kepmen LH No. 05 Tahun 2014 and SK Gubernur Bengkulu No. 92 tahun 2001 Lamp. 1.</p>	Yes
4.4.4	<p>Monitoring of mill water use per ton of FFB shall be recorded.</p> <p>- Minor compliance –</p>	<p>Record of water consumption for processing in Bunga Tanjung Mill is updated monthly in the "Rekapitulasi Pemakaian Air dan Solar terhadap FFB Produksi. Record in January – November 2016 is shown that water usage total is 124,133 m³ and average is 0.97 m³/ton FFB.</p>	Yes
Criterion 4.5:			
Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.			
4.5.1	<p>Implementation of Integrated Pest Management (IPM) plans shall be monitored.</p>	<p>The company is able to demonstrate Integrated Pest Management under "Program Pengendalian Hama Terpadu 2016". These plans comprise of biological, physical and chemical treatment to control pest attack. The plans are monitoring of</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<p>barn owl boxes, Ganoderma census, Turnera, Antigonon and Cassia tora planting.</p> <p>Bunga Tanjung Estate</p> <ul style="list-style-type: none"> - Census Ganoderma; in October 2016 Block 98F06 (10.64 ha) planting year 1998, there are no attacks ganoderma. - Monitoring Barn Owl, on 8 November 2016, the block 98C01, 98A06 and 98E06; discovered fur, dirt and noise. - On 30 September 2016; Census attacks palm leaf-eating caterpillars, in block N, planting year 1999; no attack <p>Air Bikuk Estate</p> <ul style="list-style-type: none"> - Census ganoderma on 13/10/2016 at block 98R03 (16.86 ha) palm trees infected by 2 - Monitoring barn owl, on 10 November 2016 Division 3 Block U05 / 1998 cages no. 1. 	
4.5.2	<p>Training records of Integrated Pest Management (IPM) shall be available.</p> <p>- Minor compliance –</p>	<p>PT Agro Muko train all workers and supervisors involved in IPM implementation, this covers the pest census officer, sprayer gang, supervisors and field assistant. Record seen:</p> <p>Bunga Tanjung Estate</p> <ul style="list-style-type: none"> - On December 6, 2016; Integrated Pest Management Training - On 6-7 May 2014; Herbisida Terbatas training in cooperation with PT Syngenta, followed by 18 employees spray. 	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<p>Air Bikuk Estate</p> <ul style="list-style-type: none"> - 17 February 2016 Spraying Training and calibration of spray equipment, including the environmental aspects of the K3 and attended by 14 employees. - 30 July 2016 Spraying training and calibration of spray equipment, including the environmental aspects of the K3 and was attended by 20 employees (Div. 1,2 and 3). 	
<p>Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment</p>			
<p>4.6.1</p>	<p>Documented evidence shall be available to show that pesticide used based on regulations and the use of pesticide is specific to target species with appropriate dosage which have minimal impact on non-target species.</p> <p>- Major compliance -</p>	<p>The use of pesticide is under strict requirement, only in the case of pest attack past the economic threshold. The justification of pesticide used is explained under Agricultural Manual General Section 12 Pest and Disease – and use of herbicide under Section 17 Weed Controls. The procedures explain the identification of target species, agrochemical to be used, and dosage and area per application in general. A further dosage reduction controlled through budget.</p> <p>Visit to chemical store and record review shows company chemical product for specific target species (weed).</p>	<p>Yes</p>
<p>4.6.2</p>	<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>Bunga Tanjung Estate</p> <p>Records of the use of herbicides and pesticides list in Bunga Tanjung Estate until November 2016, consists:</p> <ol style="list-style-type: none"> 1. Smart 486 SL (3548 ltr) 2. Grmoxone (424 ltr) 	<p>Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
		3. Garlon 670 EC (166 ltr.) 4. Metsulindo 20 WP (101,5 Kg) Air Bikuk Estate Records of the use of herbicides and pesticides list in Air Bikuk Estate until November 2016, consists: 1. Gliposat /Smart 486 SL 2. Gramoxone 3. Metsulindo 4. Vulgar 865 SL 5. Garlon 670 EC 6. Marathon 500 SL	
4.6.3	Any use of pesticides shall be minimized 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 Indonesia Best Practice guidelines. - Major compliance -	There is no used of prophylactic use of pesticides throughout PT Agro Muko. In general there is no use of pesticide to control pest in PT Agro Muko.	Yes
4.6.4	The evidence shall be available to demonstrate that use of Pesticides, categorized in Class 1A or 1B by World Health Organization, or those are listed in the Stockholm and Rotterdam Conventions, and paraquat are not used, except in specific situations identified in national Best Practice guidelines. The use of	Especially on the use of herbicide paraquat, PT Agro Muko has established a policy, based on the Circular of General Manager Office on 8 December 2015, no. 35 / GMAM-Est / XII / 2015; starting from the date of 1 January 2017 no longer allowed to use paraquat.	Yes

Criterion / Indicator		Assessment Findings	Compliance
	<p>such pesticides shall be minimized and eliminated as part of a plan, and shall only be used in exceptional circumstances.</p> <p>- Minor compliance -</p>		
<p>4.6.5</p>	<p>Evidence of pesticide application by trained person and in accordance with application guidelines in product label and storage guidelines shall be available. Appropriate safety equipment shall be provided and utilized. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7).</p> <p>- Major compliance -</p>	<p>Agrochemicals are only handled, used and applied by trained personnel. Based on field visit to chemical store, and interview with the storekeeper, they admit to have proper training. The chemical store equipped with MSDS, appropriate PPE (face shield, respirator, apron, gloves and rubber boot) and emergency equipment – in the case of spillage or exposure.</p> <p>Bunga Tanjung Estate</p> <ul style="list-style-type: none"> - On December 6, 2016; Integrated Pest Management Training - On 6-7 May 2014; herbicides limited training in cooperation with PT Syngenta, followed by 18 employees spray. <p>Air Bikuk Estate</p> <ul style="list-style-type: none"> - 17 February 2016 Spraying Training and calibration of spray equipment, including the environmental aspects of the K3 and attended by 14 employees. - 30 July 2016 Spraying training and calibration of spray equipment, including the environmental aspects of the K3 and was attended by 20 employees (Div. 1,2 and 3). 	<p>Yes</p>
<p>4.6.6</p>	<p>Storage of pesticides shall be according to</p>	<p>The storage for all pesticide is in good condition. A standard storage system appears to be implemented across PT Agro</p>	<p>Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
	<p>recognised best practices. All pesticides containers shall be properly managed according to the existing regulations and or instructions enclosed on the containers (see criterion 5.3).</p> <p>- Major compliance -</p>	<p>Muko. Double lock storage dedicated for WHO II chemical is available. The storage is equipped with sufficient air ventilation to provide air circulation. Hazard signs, emergency shower, secondary containment, spill kit, appropriate PPE (face shield, impermeable rubber gloves, apron and mask) is available and ready for use.</p>	
<p>4.6.7</p>	<p>Application of pesticides shall be by proven methods that minimize risk and negative impacts.</p> <p>- Minor compliance -</p>	<p>Working instruction for pre-mixing, stacking and storing pesticide is current, MSDS is also readily available.</p>	<p>Yes</p>
<p>4.6.8</p>	<p>Pesticides may only be applied aerially where there is a documented justification. Surrounding communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.</p> <p>- Major compliance -</p>	<p>There is no aerial application of pesticide throughout PT Agro Muko.</p>	<p>Yes</p>
<p>4.6.9</p>	<p>Evidence of training on handling pesticide for workers and scheme smallholder (if any) shall be available.</p> <p>- Minor compliance -</p>	<p>Training handling of chemicals (herbicides and perstisida and others) have been held internally by HRD PT Agro Muko to some Estate (Mukomuko Estate, Sei Betung Estate, Bunga Tanjung and Sei Bikuk Estate) located in Mukomuko Estate, that is:</p> <ul style="list-style-type: none"> - Training Herbicides Terbatas, date of 6-7 May 2014, attended by 18 employees - Training MSDS & NFPA Hazard Labels, dated 09.23.2016, 	<p>Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
		<p>followed by seven employees, including staff in warehouse (krani).</p> <ul style="list-style-type: none"> - Training MSDS Introduction to B3 and B3, dated 23 September 2016, attended by 13 employees, including krani warehouse and paramedics. 	
4.6.10	<p>Proof that pesticide waste has been handled as per legal regulations and understood by worker and manager, shall be demonstrated.</p> <ul style="list-style-type: none"> - Minor compliance - 	<p>Chemical storekeeper in Muko muko, Bunga Tanjung, Sei Betung and Sei Bikuk Estate understood the procedure and re-use of ex-chemical empty container. The empty containers are triple rinsed before sent to hazardous waste storage and/or re-use as pre-mixed water container to the field.</p>	Yes
4.6.11	<p>Annual medical records of pesticide operators, and follow-up treatment of medical results, shall be available.</p> <ul style="list-style-type: none"> - Major compliance - 	<p>Bunga Tanjung Estate</p> <p>The medical examination / MCU on high risk employees conducted by Anugerah Ibu Specialist Clinic on June 1, 2016 to 49 employees sprayers, krani warehouse and genset operator, for example: the name: Jamin J.S. (Krani Warehouse), "pass".</p> <p>Annual Medical Check Up Employees (Workers Not at High Risk) dated 18/11/2016 as many as 284 employees.</p> <p>Air Bikuk Estate</p> <p>The medical examination / MCU on high risk employees conducted by Anugerah Ibu Specialist Clinic on 2 June 2016 to 30 employees sprayers, krani warehouse and genset operator, for example: the name: Saponaria (spayer), with the advice of doctors that the indication of heart disease, has been moved in 1 November 2016 (upkeep).</p> <p>Annual Medical Check Up Employees (Workers Not at High Risk)</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<p>dated 19/11/2016 as many as 222 employees.</p> <p>Bunga Tanjung Palm Oil Mill</p> <p>Health checks / MCU at high risk (the engine room, boiler, water treatment, waste officer B3 and cernel plan) was held on 30 May 2016 to all workers as many as 30 workers. Performed by: Clinical Specialist Anugerah Ibu, eg on behalf of Ashari Liwandi (warehouse clerk), it is necessary to consult a doctor Integration ginjal·telah function checks conducted on November 9, 2016 by Hospital Mukomuko.</p> <p>Health checks / MCU are not at high risk have been conducted on 17 November 2016 to all workers as many as 53 workers. Performed by Doctor Examining Healthcare Workers PT Tolan Tiga Indonesia (SPEF Group).</p>	
4.6.12	<p>Records shall be available to show that spraying is not conducted by pregnant or breast-feeding women.</p> <p>- Major compliance -</p>	<p>Pregnancy examination done 3 months, the last inspection in Mukomuko Estate is on 30 November 2016 and antenatal care in Sei Betung Estate last performed also on November 30, 2016.</p> <p>Pregnancy tests done 3 months in Tanjung Bunga Estate, last performed at November 30, 2016.</p> <p>Antenatal Air Bikuk Estate on 30 November 2016 to 6 female employees.</p>	Yes
<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>			
4.7.1	A health and safety policy shall be in place. A	PT Agro Muko and PT Mukomuko Agro Sejahtera have an Occupational Health and Safety Policy, signed by President	Yes

Criterion / Indicator	Assessment Findings	Compliance
<p>health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.</p> <p>- Major compliance -</p>	<p>Director 1st March 2013. PT Agro Muko has a safety committee with annual health and safety program, monitored on regular basis through internal audit.</p> <p>Air Bikuk Estate: Health and safety programme is available under "Program P2K3 LHS Tahun 2016 PT Mukomuko Agro Sejahtera", consist of health and safety meeting including inspection on monthly basis, regular reporting (3 monthly) to Dinas Tenaga Kerja, working group activity, medical chekup for sprayer and chemical related, MCU for high risk workers, health examination for sprayer, general medical check up for all workers.</p> <p>Health and safety inspection in form of Checklist for office, material warehouse, hazardous waste store, workshop, policlinic, housing, with respect to facility, pollution prevention, housekeeping, health and safety, emergency first response, electricity equipment, available for January – December 2015.</p> <p>Bunga Tanjung Estate: Health and safety programme is available under "Program P2K3 LHS Tahun 2016 PT Mukomuko Agro Sejahtera", consist of health and safety meeting including inspection on monthly basis, regular reporting (3 monthly) to Dinas Tenaga Kerja, working group activity, medical chekup for sprayer and chemical related, MCU for high risk workers, health examination for sprayer, general medical check up for all workers, Health communication on,communication of corporate policy, house keeping competition in august. Medical Check Up for 25 workers involved with chemical work.</p>	

Criterion / Indicator		Assessment Findings	Compliance
		<p>Example: Mr. Kukuh Ajiprastowo, Ms Aisyah, Mr. Edo Wardo on June 01st, 2016</p> <p>Bunga Tanjung POM: Health and safety programme is available under "Program P2K3 LHS Tahun 2016 Bunga Tanjung Palm Oil Mill", consist of health and safety Briefing, meeting including inspection on monthly basis, regular reporting (3 monthly) to Dinas Tenaga Kerja, working group activity, medical chekup for sprayer and chemical related, MCU for high risk workers, health examination for sprayer, general medical check up for all workers</p>	
4.7.2	<p>A documented risk assessment shall be available and its implementation shall be recorded.</p> <p>- Major compliance -</p>	<p>Company has defined PPE needed in mill opration and it implement in Mill operation</p> <p>Mill: Bunga Tanjung Mill is able to demonstrate a risk assessment for all mill operations, HIRADC is updated regularly based on accident, additional engine/equipment, changes of process, review regular, the last updated on 13th September 2016. However usage of PPE has to be improved in some area since Found that Ripple mill/claybath opr and supervisor does not wear earplug, tanki driver with slippery on the dispatch station. Correcetion and corrective action has been implemented and verified by auditor during revisit.</p> <p>All Estate: Company has prepared a risk assessment, latest review dated 15/08/2016, where all activities and all aspects of plantation operation have been reviewed and planned. Control of risk found</p>	NC

Criterion / Indicator		Assessment Findings	Compliance
		<p>to be appropriate, as no risk calculation is intolerable. PPE are provided for harvester, sprayer and manuring workers.</p> <p>Based on field observation, all workers has equipped by appropriate PPE, for sprayer used masker, google, apron, rubber handgloves, and boots. For harvester used bots and handgloves.</p> <p>Air Bikuk Estate Manurer (pemikul pupuk) has to equipped by masker, but during field visit, found that some of them has no masker</p> <p>However Some of fertilizer carrier found has no masker and one of sterilizer operator used no safety shoes but rubber boots</p>	
<p>4.7.3</p>	<p>Records of Occupational Health and Safety (OHS) program (see 4.8) and Personal Protective Equipment (PPE) training in accordance with the result of hazard identification and risk analysis shall be available to all workers.</p>	<p>PT Agro Muko provides safe working practices training for all workers at estates and mills, including sprayer gangs, fertilizer applicators, harvesters, FFB loading crew and upkeep workers. Company provided adequate and appropriate protective equipment for all workers at place of works, in line with the risk assessment. Example: SOP 17. Pengendalian Gulma Terpadu Doc.No.17 SOP/Oil Palm/ESD rev.1 tanggal 1 Oktober 2009, sprayer gangs using goggles, respirators, apron, overall suit, gloves, rubber boot; engine room operator wears helmet, ear plugs, mask, and safety shoes.</p> <p>Health and safety programme is available under "Program P2K3 LHS Tahun 2016 PT Agromuko", consist of health and safety meeting including inspection on monthly basis, regular reporting</p>	<p>Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
		<p>(3 monthly) to Dinas Tenaga Kerja, working group activity, medical chekup for sprayer and chemical related, MCU for high risk workers, health examination for sprayer, general medical check up for all workers, Health communication on,communication of corporate policy, house keeping competition in august. Medical Check Up for 25 workers involved with chemical work. Example: Mr. Kukuh Ajiprastowo, Ms Aisyah, Mr. Edo Wardo on June 01st, 2016</p> <p>Air Bikuk Estate Training for Manurer, PPE training has deliver to all personnel on August 03rd, 2016, Personal Protective Equipment (PPE) training in accordance with the result of hazard identification and risk analysis are available as defined in Health and safety program</p>	
<p>4.7.4</p>	<p>The responsible person(s) for occupational health and safety shall be identified and there shall be records of periodical meetings on health and safety issues.</p> <p>- Major compliance -</p>	<p>BT POM PT Agromuko-Bunga Tanjung POM have a safety committee and Safety officer at each Estate and Mill. Mr. Amril has assigned as safety expert officer. The committee holds a monthly meeting to discuss the health and safety performance, including health and safety programme, monthly performance, accident records and investigation, as well as risk assessment review. For example: meeting on</p> <p>Air Bikuk Estate: The safety committee has been acknowledged by Manpower office through "Surat Keterangan Pendaftaran No.560/08/D.3/IV/2015" up to 31/12/2016. The license is in process for extension. Mr.Burlen JS, safety officer is appointed</p>	<p>Yes</p>

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	<p>based on "Keputusan Menteri Tenaga dan Transmigrasi RI No.P.1059/M/DJPPK/III/2014 tentang Penunjukan Ahli Keselamatan dan Kesehatan Kerja Umum Air Buluh Estate" dated 17/03/2014 valid for 3 years.</p> <p>Mr. Marvin has assigned as safety expert, and secretary of safety committee. This committee has registered in authorize government in mukomuko district.</p> <p>Minutes of meeting for safety committee dated 15/12/2016, attended by 33 workers and management representative. The meeting is discussing outstanding issue from previous meeting, safety inspection, accident occurred, incident investigation and action plan. There are 2 accidents occurred on 20/10/2015, action plan prepared. The action plan in form of dissemination of emergency response procedure and clean water testing.</p> <p>Checklist for office, material warehouse, hazardous waste store, workshop, polyclinic, housing, (facility, pollution prevention, housekeeping, health and safety, emergency first response, electricity equipment).</p> <p>Mr.Nopri Hadi, has certified with welding competence No.Reg.00289.0721.0002860.2014.</p> <p>Bunga Tanjung Estate: The safety committee has been acknowledged by Manpower office through "Surat Keterangan Pendaftaran No.566/009/D.3/IV/2015" dated 17/09/2015. Mr. Surya, field head assistant safety officer is appointed based on Keputusan Menteri Tenaga dan "Transmigrasi RI</p>	

Criterion / Indicator		Assessment Findings	Compliance
		No.P.2134/M/DJPPK&K3/XI/2015 tentang Penunjukan Ahli keselamatan dan Kesehatan Kerja Umum Malin Deman Estate" dated 23/11/2015 valid for 3 years.	
4.7.5	<p>A procedure for emergency and work accident shall be available in Indonesian Language; and the workers, who have attended First Aids training, are available in the working areas.</p> <p>- Minor compliance -</p>	<p>PT Agro Muko and PT Mukomuko Agro Sejahtera have a set of emergency procedures for FFB transport/car accident, pesticide/herbicide spill, fire, earthquake, tsunami, etc. The procedures have been communicated to all level of workforce.</p> <p>PT Agro Muko and PT Mukomuko Agro Sejahtera have also appointed trained first aider in the case of accident.</p> <p>SEi Bikuk Estate: Trained first aider is present in Sei Bikuk Estate held on October 29th, 2016 for all field overseer. Some trained and certified first aiders exist in Sei Bikuk Estate, they are Mr. Suparman cert num: 560/014/D.3/IV/P3K/2015, Mr. A.Tohir cert num: 560/015/D.3/IV/P3K/2015, Mr. Idil Fitri cert num: 560/017/D.3/IV/P3K/2015, Mr. H.M SIanturi cert num: 560/012/D.3/IV/P3K/2015 First aid kit is completed and equipped for harvester and manuring overseer.</p> <p>Record of accidents is maintained, along with the investigation record. 2 accidents occurred in November 2015, the incident investigation completed within 24 hours.</p> <p>Bunga Tanjung Mill: First aid training personnel are available in BT Mill, emergency procedure are available and implemented as accident investigation regarding to accident in April in mill has been</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		investigated and proposed corrective action action has been implemented.	
4.7.6	All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance -	All workers provided with medical care, and covered by accident insurance, national insurance program (BPJS Kesehatan)	Yes
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	<p>Mill During year 2016 there is one accident which is made lost time in April till June, accident has been investigated and corrective action has been implemented.</p> <p>All Estates The accident records are compiled under "Rekapitulasi Laporan Kehilangan Waktu" loss time injury on monthly basis, indicating the Lost Time Accident information. Bunga Tanjung Estate: Lost Time in November 2016 is 3 dasy, in October 1 day, in September 2 days, in august 3 days, and Lost 0. An accident occurred in November 2015, involving dump truck operators. Mr. AF, accident on 05/11/2015 – 0. Incident investigation carried out and completed on 06/11/2015.</p>	Yes
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	<p>Mill: Bunga Tanjung POM is able to demonstrate a training programme. The training programme is prepared with consideration of training need assessment – tailored to meet regulation, audit reports, competence level and career path.</p>	Yes

Criterion / Indicator	Assessment Findings	Compliance
<p>documentation of the programme.</p> <p>- Major compliance -</p>	<p>Training program and Actual in 2016 is documented in "Schedule Training Plan 2016". There are 13 items training plan were noted, e.g.</p> <ul style="list-style-type: none"> - Process control - Gading FFB - Refreshmentv RSPO-SCCS and ISPO - TPH, OER,KER & Lsses - Hazardous waste an it handling - Understand biogas operation and its environment aspect - Understand Mill processing - Office administration - PO, POM Maintenance for Mechanic, - Office administration - Maintenance of production facilities - Material handling. <p>All Estate: Training program in 2016</p> <ol style="list-style-type: none"> 1. Harvesting and FFB quality, including safety and environment impact 2. Spraying and Callibration of spraying tools 3. Manuring 4. First aid 5. Refreshment training for driver 6. Manajemen Panen (Harvesting Management) 7. Power generator operation 8. Refreshment traning of understanding RSPO and ISPO 9. MSDS & NFPA Hazard Label. 10. Tanggap Darurat Kebakaran Lahan /Training "Bakortiba" 	

Criterion / Indicator		Assessment Findings	Compliance
		<p>(Emergency Preparedness and Fire drill)</p> <p>11. Pengendalian Hama Terpadu (IPM).</p> <p>Progress training has been done, e.g.</p> <ol style="list-style-type: none"> 1. MSDS & NFPA Hazard label was conducted on September 23th, 2016, attended 13 employees. 2. Spraying and Calibration of spraying tools training was conducted August 10th, 2016, attended 15 workers <p>Attendance list, training material and photograph as evidences.</p>	
4.8.2	<p>Records of training for each employee shall be maintained.</p> <p>- Minor compliance -</p>	<p>PT Agro Muko and PT Mukomuko Agro Sejahter are able to demonstrate records of training for each employee.</p> <p>Bunga Tanjung Estate:</p> <ul style="list-style-type: none"> - Mr. Arifin (Sprayer Overseer), he has been attended eight training since joined in the company on October 18th, 2012. - Mr. Arifin (Harvesting Overseer), he has been attended eight training since joined in the company on January 01st, 2010. <p>Air Bikuk Estate:</p> <ul style="list-style-type: none"> - Mr. Suryono (Harvesting Overseer), he has been attended 14 training, such as: 04 April 2016 (emergency respon training) dan 28 July 2016 Harvesting techni and safety. <p>Bunga Tanjung Mill:</p> <ul style="list-style-type: none"> - Mr. Henry Rahmad (sterilizer), he has been attended 10 training, such as: 26-03-2014 regarding WI sterilizer, etc since date of join on 01-07-2013 - Mr. Supriyanto (Shorting), he has been attended 8 (eight) training, such as: 21⁻¹¹⁻²⁰¹⁵ reardin basic safety, etc since he 	Yes

Criterion / Indicator		Assessment Findings	Compliance
		join date on 01-01-2015	
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.			
5.1.1	Environmental impact assessment document(s) shall be available. - Major compliance -	Environmental impact assessment (EIA) has been conducted and presented in AMDAL document (ANDAL, RKL-RPL). The document is available and approved by Bengkulu Governor No. no. 425, year 2005 for PT. Agro Muko and Izin Lingkungan (SEIA Permit) No. M.288, dated 09 th September 2011, included Plasma (Scheme Smallholders) for PT. Mukomuko Agro Sejahtera. Area coverage in AMDAL was 11,830 ha and Mill capacity was 60 ton FFB/hour.	Yes
5.1.2	Environment management plan document to prevent negative impacts, its implementation report and revision (if the identification of impact requires changes in current company's practices) shall be available. The company's management shall appoint the responsible person(s) for the implementation of the document. - Minor compliance -	Environment management plan document to prevent negative impacts presented in "Rencana Pengelolaan Lingkungan (RKL) Perkebunan dan Pabrik Pengolahan Kelapa Sawit dan Karet di Kec. Muko Muko Utara, Kec. Lubuk Pinang, Kec. Teras Terunjam dan Kec. Pondok Suguu Kab. Muko-Muko Provinsi Bengkulu 2005". Environmental Impact assessment covered in ANDAL, RKL-RPL document and environmental aspect and impact, e.g.: <ul style="list-style-type: none">• Building new roads, processing mills or other infrastructure;• Putting in drainage or irrigation systems;	Yes

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> • Replanting and/or expansion of planting areas; • Management of mill effluents; • Clearing of remaining natural vegetation; • Management of pests and diseases palms by controlled burning <p>Environmental management plan includes:</p> <ul style="list-style-type: none"> - The management of air quality impacts - Management of noise impact - Management of soil erosion prevention - Water Quality Management - Managing the use of pesticides - Management of flora and fauna - Management of Water Biota - Management of hazardous waste - Management of social impact (livelihood, income society, mobilization of the population, public perception, social conflicts, social culture changing, public health). <p>Environment management plan has been implemented by organisation. Record of implementation can be demonstrated. Implementation of "Rencana Pengelolaan Lingkungan (RKL) is reviewed and reported each semester. Last report period January – June 2016 has submitted to local environmental agency (Kantor Lingkungan Hidup Kab. Muko-Muko and BLH</p>	

Criterion / Indicator		Assessment Findings	Compliance
		provinsi Bengkulu).	
<p>5.1.3</p>	<p>Environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) shall be available. This plan is reviewed on two-yearly basis.</p> <p>- Minor compliance –</p>	<p>Environment monitoring plan has been defined in “Rencana Pemantauan Lingkungan (RPL) Perkebunan dan Pabrik Pengolahan Kelapa Sawit dan Karet di Kec. Muko Muko Utara, Kec. Lubuk Pinang, Kec. Teras Terunjam dan Kec. Pondok Suguah Kab. Muko-Muko Provinsi Bengkulu 2005”.</p> <p>Environmental impact assessment was conducted through regular environmental monitoring, e.g. river water quality, mill effluent quality, air emission, economic, social and culture of community and wildlife.</p> <p>Environmental monitoring includes:</p> <ul style="list-style-type: none"> - Monitoring microclimate - Monitoring of air quality (odor, emissions and ambient) - Monitoring the level of noise - Monitoring of soil erosion - Monitoring of water quality - Monitoring flora and fauna - Monitoring of aquatic biota - Monitoring of livelihood, people's income, urban sprawl, public perception, social conflicts, changes social culture and public health. <p>Environment monitoring plan has been implemented by organisation. Record of implementation can be demonstrated. Implementation of “Rencana Pemantauan Lingkungan (RPL)” is</p>	<p>NC</p>

Criterion / Indicator		Assessment Findings	Compliance
		<p>reviewed and reported each semester. Last report period January – June 2016 has submitted to local environmental agency (Kantor Lingkungan Hidup Kab. Muko-Muko and BLH provinsi Bengkulu).</p> <p>However Environment monitoring plan document was not consistently implement as per RPL matrix.</p>	
<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>Record(s) on the results of High Conservation Value (HCV assessment) that includes both the planted area and the relevant wider landscape-level considerations (such as wildlife corridors) shall be available.</p> <p>- Major compliance -</p>	<p>HCV Identification was conducted by “Yayasan Kelapa Sawit Berkelanjutan” in January 2010, referring “Indonesian HCV Toolkit, 2008”. Assessment has been conducted and cover the following:</p> <ul style="list-style-type: none"> • Presence of protected areas that could be significantly affected by the grower or miller; • Conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of rare, threatened, or endangered (RTE) species that could be significantly affected by the grower or miller. • Identification of HCV habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower or miller; <p>HCV assessment also includes checking of available biological records and includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).</p>	<p>Yes</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>HCV identification assessments were consulted to the the stakeholders, such as: public consultation in sub-district V-Koto on 9th July 2010, attended 49 stakeholders.</p> <p>Total HCV areas was identified is 2,170.82 ha, consist of HCV 1, HCV 3, HCV 4 (2,169.47 ha) and HCV 6 (1.56 ha).</p>	
<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>Management plans and monitoring plan as documented in "Program pengelolaan dan pemantauan Areal Nilai Konservasi Tinggi 2014". Its developed based on the HCV recommendations and review regularly.</p> <p>The management and monitoring plan, covering monitoring of HCV area, socialization to the internal and local communities, restoration and displayed sign board.</p> <p>Record of monitoring activities is recorded, e.g. monitoring HCV on 17th November 2016 and 15th October 2016 both in Bunga Tanjung Estate and Air Bikuk Estate; Internal socialization to employee in Air Bikuk Estate on 5 March 2016 and eksternal socialization to surrounding community on 17th December 2016; Wildlife/RTE species monitored by Camera trap which installed in animal track area in the forest and riparian zone. Monitoring in 2016, it was found RTE species in Bunga Tanjung and Air Bikuk Estate, such as: Babi hutan (<i>Sus barbatus</i>), kijang (<i>Muntiacus muntjak</i>), musang belang (<i>Paradoxurus hermaphroditus</i>), rusa sambar (<i>Cervus unicolor</i>), landak raya (<i>Hystrix brachyura</i>), monyet ekor panjang (<i>Macaca fascicularis</i>), Sempidan biru (<i>Lophura ignita</i>), Siamang (<i>Symphalangus syndactylus</i>), Biawak (<i>Varanus salvator</i>).</p> <p>Responsible person to HCV monitoring under Ranger</p>	<p>Yes</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>Department, e.g. Mr. Ibnu irwan in Bunga Tanjung Estate and Juharman Lasim in Air Bikuk Estate.</p> <p>Ranger is trained by internal and external parties (ZSL – Zoological Society of London) and BKSDA. Last ranger training conducted on 5 – 6 August 2016.</p>	
<p>5.2.3</p> <p>Program(s) to socialize the status of protected, rare, threatened or endangered (RTE) to all workers shall be available, including records of appropriate sanction disciplinary measures to any individual working for the company who is found to capture, harm, collect or kill these species.</p> <p>- Minor compliance –</p>	<p>Bunga Tanjung and Air Bikuk Estate has a policies or rules to protect RTE species regulated in the Company's Memorandum dated 08th February 2013 based on UU No.5/1990. Penalties under the UU No.5/1990 "person who deliberately capture, injure, kill, keep, possess, maintain, transport, and trade in protected animals alive or dead can shall be punished with imprisonment of 5 years and a maximum fine 100.000.000, - (one hundred million).</p> <p>Penalties were communicated directly to all employees and the local community during HCV socialization and through the HCV sign boards and warnings board.</p> <p>Bunga Tanjung and Air Bikuk Estate also establishes the programme to regularly educate the workforce about the status of the RTE species. The program has been implemented, the evidence of socialization, list of attendance and photographs, minutes of socialization was proved. HCV protection and wildlife protection dissemination conducted by Asisstant and Ranger internally to employee and externally to surrounding community. Last dissemination was performed in March – April 2016 to employee and on 23 November to surrounding community.</p>	<p>Yes</p>
<p>5.2.4</p>	<p>Once the management plan is prepared, continuous monitoring documentation and</p> <p>The company has conducted monitoring of HCV, Ranger reported each week covered current HCV condition, illegal</p>	<p>Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
	<p>report regarding the status of the RTE and HCVs are affected by the operations of the plantation and palm oil mill shall be available, and the results of monitoring are to be used to follow-up on the improvement of the management plan.</p> <p>- Minor compliance –</p>	<p>hunting monitoring, animal/RTE species monitoring. Animal and wildlife monitoring also performed by installed camera trap in the track of animal at the forest/riparian zone. Camera trap monitoring result of wild animal/RTEs on 2016 in Bunga Tanjung and Air bikuk Estate shown some presence of animal such as: Babi hutan (<i>Sus barbatus</i>), kijang (<i>Muntiacus muntjak</i>), musang belang (<i>Paradoxurus hermaphroditus</i>), rusa sambar (<i>Cervus unicolor</i>), landak raya (<i>Hystrix brachyura</i>), monyet ekor panjang (<i>Macaca fascicularis</i>), Sempidan biru (<i>Lophura ignita</i>), Siamang (<i>Symphalangus syndactylus</i>), Biawak (<i>Varanus salvator</i>).</p> <p>The company usage computerized system for recording monitoring of HCV, namely "SMART – Spatial Monitoring and Tools program". HCV and RTE species monitoring result reported and evaluated each semester by organization. Evaluation result has gave the feedback into the next management plan.</p>	
5.2.5	<p>Where HCV areas overlapped with an identified local community's land, there shall be evidence of a negotiated agreement that optimally safeguard their HCVs and the local community's rights.</p> <p>- Minor compliance –</p>	<p>Based on HCV assessment and public consultation with stakeholder and local communities, there is no local communities rights identified in HCV areas both in Bunga Tanjung and Air Bikuk Estate.</p>	Yes
<p>Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>			
5.3.1	<p>A documented identified source of all waste and</p>	<p>The company has a waste management plan, identifying type and source of waste which documented in "Daftar Aspek dan</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
	<p>pollution, shall be available.</p> <p>- Major compliance -</p>	<p>Pengaruh Lingkungan". Update September 2016. All waste resulting from each activity in Bunga Tanjung Mill and Estate (Bunga Tanjung and Air Bikuk) registered on the document. Waste resulting from mill activity such as:</p> <ul style="list-style-type: none"> - EFB, Fiber and Shell from processing activity - Waste water from processing activity - Crust and boiler ash from boiler activity - Packaging waste and scrap of chemicals from water treatment, laboratorium and processing activity - Used oil and lubricant from machine maintenance activity - Domestic waste from office and housing activity - Etc <p>Waste resulting from Estate activity such as:</p> <ul style="list-style-type: none"> - Domestic waste water from housing activity - Medical waste from clinic activity - Domestic solid waste from housing activity - Hazardous waste from operation activity <p>In order to prevent pollution from hydrocarbon material, company has invested in preparing secondary containment for HSD oil tank both in mill and estate.</p>	
5.3.2	<p>There shall be evidence that all chemicals and their empty containers are disposed of responsibly.</p> <p>- Major compliance -</p>	<p>All chemicals and their containers waste classified as hazardous waste. The company store hazardous waste in temporary storage with permit, The hazardous waste is sent to the registered collector which approved by Environmental Ministry, namely CV. Amindy Barokah.</p> <p>Mill and estate has had permit for hazardous waste temporary storage based on:</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance						
		<ul style="list-style-type: none"> - In Bunga Tanjung POM "Keputusan kepala kantor Pelayanan Terpadu Satu pintu Kab. Mukomuko No:503/07/KPTSP/IPLB3/VII/2015" dated 23 July 2015, valid for 2 years. - In Bunga Tanjung Estate "Keputusan Kepala Kantor pelayanan terpadu satu pintu Kab. Muko-muko No.503/09/KPTSP/IPLB3/VII/2015" dated 23 July 2015, valid for 2 years. - In Air Bikuk Estate "Keputusan Kepala kantor Pelayanan Terpadu Satu Pintu Kab. Muko Muko No. 503/II/KPTSP/IPLB3/VII/2015" dated 23 July 2015, valid for 2 years. <p>Hazardous waste management including incoming and outgoing waste recorded in "Lembar Neraca Limbah Bahan Berbahaya dan Beracun". Hazardous waste management reported each quarter to local environmental agency (kantor lingkungan hidup Kab. Muko-muko). Last report for period Juli-September 2016 has been submitted by Mill and estate on 11 November 2016.</p> <p>Hazardous waste shipments conducted eah quarter to CV Amindy Barokah, last shipment conducted on 5 December for Air Bikuk Estate and 6 December for Bunga tanjung POM and Estate. Shipment record and manifest can be demonstrated. Below are the record of shipment:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Type of Hazardous waste</th> <th style="width: 20%;">Volume</th> <th style="width: 40%;">Manifest Number</th> </tr> </thead> <tbody> <tr> <td colspan="3">Air Bikuk Estate</td> </tr> </tbody> </table>	Type of Hazardous waste	Volume	Manifest Number	Air Bikuk Estate			
Type of Hazardous waste	Volume	Manifest Number							
Air Bikuk Estate									

Criterion / Indicator		Assessment Findings			Compliance	
		Used oil	120 L	0010972		
		Ex Fuel Filter	30 Kg	001973		
		Contaminated majun and handgloves	10 Kg	0010974		
		Ex chemical containers	30 Kg	0010976		
		Ex toner	2 Kg	0010784		
		Medical waste	2 Kg	0010975		
		Bunga Tanjung POM				
		Used oil	130 L	0010986		
		Ex Fuel Filter	3 Kg	0010987		
		Contaminated majun and handgloves	15 Kg	0010988		
		Ex chemical containers	47.5 Kg	0010989		
		Bunga Tanjung Estate				
		Used oil	426 L	0010981		
		Ex Fuel Filter	6 Kg	0010984		
		Contaminated majun and handgloves	13 Kg	0010983		
		Medical waste	26 Kg	0010982		

Criterion / Indicator	Assessment Findings	Compliance
<p>5.3.3</p> <p>A documented waste management plan to avoid or reduce pollution and its implementation shall be available.</p> <p>- Minor compliance –</p>	<p>Mill and Estate has waste management plan presented in “Rencana Pengelolaan Limbah” for example:</p> <ul style="list-style-type: none"> - Domestic wastewater (toilet, bathroom, kitchen, sink) managed by the making septic tank and concrete drain. - Medical waste manage by collected temporarily in temporary hazardous waste storage (TPS LB3) and delivered to authorized collectors CV Amindy Barokah. - Household solid waste managed by placing bins throughout in each house and the provision of final waste disposal sites. - Hazardous waste (LB3 result from the activities of the Mill and Estate: used oil, ex fuel filter, ex toner, contaminated majun and handgloves, ex pesticide containers, packaging ex fertilizer, fluorescent lamp, ex chemical containers, etc; are stored in the TPS LB3 and sent to authorized collectors CV Amindy Barokah. - Liquid waste resulting from mill process in IPAL (waste water processing installation) until meet quality standardsbefore it discharged in to the river. - Solid waste resulting from mill processing activity such as: fiber, Shell were re used as boiler fuel and EFB was used as EFB plant and apply as mulch for oil palm plantation. <p>All record of waste management can be demonstrated by mill and estate.</p>	<p>Yes</p>
<p>Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>		

Criterion / Indicator		Assessment Findings	Compliance
5.4.1	<p>A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored.</p> <p>- Minor compliance -</p>	<p>Plan for improving efficiency of the use of fossil fuels and to optimise renewable energy are:</p> <ul style="list-style-type: none"> • Repair and maintenance the vehicle and heavy equipment to get best condition for fossil fuel saving. • Operation of boiler fuel using fiber and shells for electric power generation • Steam control boiler automatic installation on drum. <p>EFB Fibre, FFB Fibre and shell also use for boiler is recorded in "Rekaman Monitoring Penggunaan Energi Terbarukan". The record is Monthly basis. E.g, November 2016:</p> <ul style="list-style-type: none"> - Fibre: 1,799.561 ton, total January - November 16,271.960 ton - Shell: 761.861 ton, total January - November 6,840.553 ton <p>Energy usage from fibre and shell per kg CPO is 2,045 Kcal/Kg CPO. Total renewable energy in November 2016 was 2,045 Kcal/ton CPO equivalent 1,678.352 litres fossil fuel. Total January-November 2016 was 43,073 Kcal/ton CPO equivalent 16,804.607 litres fossil fuel.</p> <p>Trends in the use of diesel fuel decreased from 2015 to 2016 from 159,389 L in 2015 to 83,845 L in 2016. Average diesel usage in 2015 was 1.13 L/MT FFB and in 2016 was 0.66L/MT FFB.</p>	Yes
<p>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.</p>			
5.5.1	<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</p>	<p>No open burning was noted during field visit and interviewed with local communities and workers. "Prosedur Pencegahan dan Pengendalian Kebakaran Lahan" No.ENC/SOP/10 dated 01/02/2014 for prevention and control of fire. PT Agro Muko is</p>	N/A

Criterion / Indicator		Assessment Findings	Compliance
	comparable guidelines in other regions. - Major compliance -	using fire danger rating; risk differed by number of rainy day, rain fall, and or occurrence of fire at boundary. Muko muko Estate: Laporan Patroli Ranger November 2015, shows no fire.	
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. - Minor compliance -	No open burning was noted for Replanting.	N/A
Criterion 5.6:			
Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			
5.6.1	Document(s) assessing pollution and emission sources, including gaseous, particles, soot emissions and effluent, shall be available. (see Criterion 4.4) - Major compliance -	Identification of pollution and emission sources at Mill and Estates activities was evident. The source of pollution, type of pollution and its control was documented in List of environmental aspect and impact evaluation list, i.e: - boiler stack emission including particulate and soot - diesel electric generator emission - POME methane emission - Use of fertiliser and agrochemical - vehicle and heavy equipment emission	Yes
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans	Identification of greenhouse gas (GHG) emissions sources at Batu Ampar Mill and estates activities were evident. The information of GHG	Yes

Criterion / Indicator		Assessment Findings	Compliance												
	<p>to reduce or minimise them implemented.</p> <ul style="list-style-type: none"> - Major compliance 	<p>sources at Batu Ampar Mill and estate was reviewed including:</p> <table border="1"> <thead> <tr> <th>Source</th> <th>Mitigation</th> </tr> </thead> <tbody> <tr> <td>Effluent</td> <td> <ul style="list-style-type: none"> - Biogas plant is commenced in August 2013 - Biogas is used in steam boiler - Monitoring of renewable energy use </td> </tr> <tr> <td>Fossil fuel</td> <td> <ul style="list-style-type: none"> - Biogas plant - EFB Plant - Plan to use biogas for electricity </td> </tr> <tr> <td>Fertilizer</td> <td>Increasing using EFB for fertilizer, appropriate dosage usage as recommendation</td> </tr> <tr> <td>Peat Land/Soil</td> <td> <ul style="list-style-type: none"> - Maintain water level in 50 – 70 cm - Prevent fire in peat area </td> </tr> <tr> <td>Land clearing</td> <td>Zero burning and No planted in HCV area</td> </tr> </tbody> </table>	Source	Mitigation	Effluent	<ul style="list-style-type: none"> - Biogas plant is commenced in August 2013 - Biogas is used in steam boiler - Monitoring of renewable energy use 	Fossil fuel	<ul style="list-style-type: none"> - Biogas plant - EFB Plant - Plan to use biogas for electricity 	Fertilizer	Increasing using EFB for fertilizer, appropriate dosage usage as recommendation	Peat Land/Soil	<ul style="list-style-type: none"> - Maintain water level in 50 – 70 cm - Prevent fire in peat area 	Land clearing	Zero burning and No planted in HCV area	
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5.6.3	<p>A monitoring plan and results of regular reporting on emission and pollutants from estate and mill operations using appropriate methods, shall be available.</p> <ul style="list-style-type: none"> - Minor compliance – 	<p>The company has prepared a strategy in effort to reduce and mitigate pollution and emission. Monitoring of pollution and emission quality for plantation has been planned and implemented, such as:</p> <ul style="list-style-type: none"> - Monitoring water level and subsidence in peat area, - Air quality ambient for boiler and Genset, e.g. was conducted by Sky Pacific Indonesia in June 2016 with result all parameters is comply with "Peraturan menteri Lingkungan Hidup No. 7 tahun 2007 and PerMenLH No. 13 year 1995. Last measurement conducted in November 2016 however analysis result has not been issued. 	Yes												

**RSPO Public Summary Report
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Water quality test for surface and ground water, e.g. TSS is included in monitoring of waterways is conducted regularly every 6 month, the last monitoring was conducted by independent laboratory "Binalab" in July 2016, where all parameters is comply with the national regulation PP No. 82,/2001, sample taken: TSS is 13.53 mg/L in upstream and 19.84 mg/L in downstream (National Standard is 50.00 mg/L as regulated in PP No. 82/2001). - Effluent water quality, e.g. sampling is taken regularly every month by independent third party by "Binalab", e.g. water sample in "Effluent Final Dscharge Pond" by Binalab in July - Nov 2016, BOD level average was less than 100 mg/l and its comply with Kepmen LH No. 05 Tahun 2014 and SK Gubernur Bengkulu No. 92 tahun 2001 Lamp. 1 - Noise level, e.g. was conducted by Sky Pacific Indonesia in June 2016 - etc. <p>GHG emission resulting from Bunga Tanjung Mill and supply bases was calculated each year, in 2015 period January – December 2015 has been calculated using Palm GHG Calculator version beta 2.1.1. Final emission value per product : 0.75 tCO₂e/t CPO and 0.75 tCO₂e/t PK. Overall emission summary:</p> <ul style="list-style-type: none"> - Total field emissions (tCO₂e) : Own crop 11,271.49 and outgrower -452.77 <p>Total mill emissions (tCO₂e) : Own crop 18,272.00</p>	

Criterion / Indicator	Assessment Findings	Compliance	
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.			
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	The social impact study is available under environmental document, consist of: 1. AMDAL document is available and approved by Bengkulu Governor No. no. 425, year 2005 for PT. Agro Muko and Izin Lingkungan (SEIA Permit) No. M.288, dated 09 th September 2011, included Plasma (Scheme Smallholders) for PT. MMAS, the social impact incorporate in these SEIA documents. 2. PT Agro Muko manages more than 3,000 Ha of oil palm plantation. The Dokumen Pengelolaan Lingkungan Hidup (DPLH) for Air Buluh Estate (2,500 Ha) in Desa Semundam, Talang Baru, Talang Arah and Tanjung Jaya, Kecamatan Malin Deman and Kecamatan Ipuh, Kabupaten Mukomuko – year 2011. The approval for DPLH based on letter No.660/237.2/F.4/IX/2011 dated 29 th September 2011. 3. PT Agro Muko appointed Yayasan Sawit Berkelanjutan Indonesia (YASBI) for Social Impact Assessment exercise on 2010, comprise of 15 villages around company premises, including the impact on development of 524 Ha Kebun Masyarakat Desa for 38 surrounding villages. 4. PT Agro Muko has also conducted the annualy, Internal Social Impact Assessment exercise on 8 June – 18 July 2016. The process was involving various stakeholders including impact on plasma development, comprise of 31 villages	Yes

Criterion / Indicator		Assessment Findings	Compliance
6.1.2	<p>There shall be evidence that the assessment has been done with the participation of affected parties.</p> <p>- Major compliance -</p>	<p>around company premises and 140 respondents.</p> <p>PT Agro Muko has AMDAL document where social parameter has been assessed and reviewed. Company has also carried out Social Impact Assessment, in cooperation with Yayasan Sawit Berkelanjutan Indonesia (YASBI) for Social Impact Assessment exercise on 2010. The process was involving various stakeholders including impact on plasma development. During the process for the document and social impact management actively involving community participation through interview and questionnaires.</p>	Yes
6.1.3	<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>Within the AMDAL and SIA document, the negative and positive impact of oil palm development has been explained. The environmental management and monitoring plan document has lined out effort that company should carry out in order to minimize negative impact and promote positive impact from oil palm development.</p> <p>The Social Impact Assessment document has explained the recommendation that could be done by company to minimize negative impact and promote positive impact from social impact management.</p>	Yes
6.1.4	<p>The documented plan for management and monitoring of social impacts, shall be reviewed at least on two-yearly basis. If necessary, the plan should be updated. There shall be evidence that the review process includes participation of all affected parties.</p>	<p>Company has carried out social impact evaluation on annual basis through social survey. The survey was conducted by ENC-AM and being part of environment management and monitoring report - "Laporan Pelaksanaan RKL-RPL".</p> <p>PT Agro Muko has also conducted Internal Social Impact Assessment exercise on 8 June – 18 July 2016. The process was</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
	- Minor compliance –	involving various stakeholders including impact on plasma development, comprise of 31 villages around company premises and 140 respondents.	
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance –	PT Agro Muko has AMDAL document where social parameter has been assessed and reviewed PT Agro Muko also appointed Yayasan Sawit Berkelanjutan Indonesia (YASBI) for Social Impact Assessment exercise on 2010, comprise of 15 villages around company premises, including the impact on development of 524 Ha Kebun Masyarakat Desa for 38 surrounding villages. PT Agro Muko has also conducted Internal Social Impact Assessment exercise on 8 June – 18 July 2016. The process was involving various stakeholders including impact on plasma development, comprise of 31 villages around company premises and 140 respondents.	Yes
Criterion 6.2:			
There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.			
6.2.1	Communication and consultation procedures shall be documented. - Major compliance -	PT Agro Muko has a mechanism to regulates communication and consultation process with stakeholders: - "Prosedur Pemberian Tanggapan terhadap Permintaan Informasi" No.ENC/SOP/08 revision 02 dated 6 April 2015. The procedure regulates steps to communicate and providing response to information request from stakeholders. - "Prosedur Keluh Kesah dengan Pihak Internal" No.SOP/025/Dept revision 02, dated 27 March 2015. The	Yes

Criterion / Indicator	Assessment Findings	Compliance
	<p>procedure explains steps to convey complaint/grievance and provide response to complaint/grievance from internal party, completed with flowchart for response upon complaint.</p> <ul style="list-style-type: none"> - External complaint/grievance will be handled through, as per "Prosedur Keluh Kesah dengan Pihak Eksternal" No.SOP/026/HRA revision 02, dated 27 March 2015. The procedure explains detail steps to handle complaint/grievance from external party, completed with flowchart. Notes: penyelesaian langsung, bila staff atau atasan langsung maka harus diselesaikan selama 7 hari/satu periode yg disepakati. <p>Bungo Tanjung POM: Based on document verification of "Rekaman Permintaan Informasi", throughout 2016, there are no information request noted.</p> <p>Bunga Tanjung Estate Record of Internal and External Grievance available in "Buku Komplain Keluh Kesah Internal dan Eksternal" 2016, there are 3 external grievance and 7 internal grievance in Bungo Tanjung Estate logged in:</p> <ul style="list-style-type: none"> - Complaint under name Muhsinin (supervisor of up keep) in 20 August 2016 related septik tank in Cibuni Stile kondisi rusak dan paralon rusak, mohon untuk diperbaiki, verbally logged and responded by company on 20 August 2016 – stating the compensation will be realization in 25 August 2016.. <p>Complaint under name Mr Bahrul (chief of KMD Pondok Baru), in 5 September 2016, related to Jalan Akses KMD Pondok Baru yang perlu perbaikan gorong gorong karena longsor. Responded</p>	

Criterion / Indicator		Assessment Findings	Compliance
		by management on 6 September 2016, stating will be follow up.	
<p>6.2.2</p>	<p>The company shall have official(s) who is responsible for consultation and communications with parties.</p> <p>- Minor compliance -</p>	<p>Bungo Tanjung POM: The Official's who is responsible for consultation and communication with parties of are Mill Manager, Mill Head Assistant, and Office Assistant as per each Jobcription. E.g: Job Description for Mill Head Assistant, poin 12, mentioned "responsible to communication and consultation with tird-parties".</p> <p>The official's who is responsible for consultation and communication with parties are Senior Manager Operational, Office Assistant, Filed Head Assistant as in document of communication with local community in Bungo Tanjung Estate 4 January 2016 and as per Job Description of Estate Manager, poin 11, mentioned "Melakukan konsultasi dan komunikasi dengan masyarakat"</p> <p>The official's who is responsible for consultation and communication with parties are Senior Manager Operational, Office Assistant, Filed Head Assistant as in document of communication with local community in Air Bikuk Estate updated 15 December 2016 and as per Job Description of Estate Manager, poin 11, mentioned "Melakukan konsultasi dan komunikasi dengan masyarakat"</p>	<p>Yes</p>
<p>6.2.3</p>	<p>The company shall have a list of stakeholders, records of communications, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in</p>	<p>As per "Prosedur Pemberian Tanggapan Terhadap Permintaan Informasi" No.ENC/SOP/08, revision 2 dated 6 April 2016, stating the organization structure responsible to accept and respond to information request, as well as receving internal/external grievance is Manager and in daily operation in</p>	<p>Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
	<p>response to input from stakeholders.</p> <p>- Minor compliance -</p>	<p>estate managers appointed Field Head Assistance and Office Assistant to communicate with local communities.</p> <p>Bungo Tanjung POM: Based on document verification of "Rekaman Permintaan Informasi", throughout 2016, there are no information request noted.</p> <p>Estate Record of Internal and External Grievance available in "Buku Komplain Keluh Kesah Internal dan External" 2016, there are 3 external grievance and 7 internal grievance in Bungo Tanjung Estate logged in:</p> <ul style="list-style-type: none"> - Complaint under name Muhsinin (supervisor of up keep) in 20 August 2016 related septik tank in Cibuni Stile kondisi rusak dan paralon rusak, mohon untuk diperbaiki, verbally logged and responded by company on 20 August 2016 – stating the compensation will be realization in 25 August 2016.. - Complaint under name Mr Bahrul (chief of KMD Pondok Baru), in 5 September 2016, related to Jalan Akses KMD Pondok Baru yang perlu perbaikan gorong gorong karena longsor. Responded by management on 6 September 2016, stating will be follow up. 	
<p>Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.</p>			
6.3.1	The mechanism, open to all affected parties, shall resolve disputes in an effective, timely and	Based on document verification, PT Agro Muko has a mechanism to resolve disputes such as "Prosedur Ganti Rugi Lahan"	Yes

Criterion / Indicator	Assessment Findings	Compliance
<p>appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested, as long as that information is supported with adequate initial evidence.</p> <p>- Major compliance -</p>	<p>No.SOP/CA/02 dated 01/07/2012. The procedure shows company has prepared effective land dispute resolution mechanism: Company being transparent on permits, licenses including land title to the community; In case of claim from community, company will cater as long as valid land ownership evidence presented; Status verification – when valid land ownership evidence presented, continued with field visit/survey and measurement; Field visit/survey and measurement will involve company representative, complainant and government representatives; Based on field visit/survey and measurement, a minutes will be produced, attaching the hectare and coordinates of the claimed land – signed by all interested parties; Final verification to ensure no overlapping with other party; Once final verification can justified no overlapping occurred, company will propose land compensation/negotiation; Payment will be done once agreement between parties made.</p> <p>Internal complaint will be settled as per “Prosedur Keluh Kesah dengan Pihak Internal” No.SOP/025/Dept dated 27/03/2015.</p> <p>External complaint/grievance will be handled through, as per “Prosedur Keluh Kesah dengan Pihak Eksternal” No.SOP/026/HRA dated 27/03/2015.</p> <p>Inside these procedures, company states the commitment to protect the anonymity of complainant/whistleblower – if requested.</p>	
<p>6.3.2</p>	<p>There shall be records of process and outcome of dispute resolution.</p> <p>Based on document verification and public stakeholder consultation with relevant authorities (Plantation service,</p>	<p>Yes</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>- Major compliance -</p>	<p>Manpower service and Environmental Bureau), Worker union, Local contractor and Air Dikit traditional leader; shows there has been no land dispute between local community and company.</p> <p>Sample taken:</p> <ol style="list-style-type: none"> 1. Internal and External Grievance available in "Buku Komplain Keluh Kesah Internal dan External" 2016, there are 3 external grievance and 7 internal grievance in Bungo Tanjung Estate logged in: <ul style="list-style-type: none"> - Complaint under name Muhsinin (supervisor of up keep) in 20 August 2016 related septik tank in Cibuni Stile kondisi rusak dan paralon rusak, mohon untuk diperbaiki, verbally logged and responded by company on 20 August 2016 – stating the compensation will be realization in 25 August 2016. - Complaint under name Mr Bahrul (chief of KMD Pondok Baru), in 5 September 2016, related to Jalan Akses KMD Pondok Baru yang perlu perbaikan gorong gorong karena longsor. Responded by management on 6 Septe 2. Based on record of Internal and External Grievance available in "Lapororan Keluh Kesah dengan Pihak Eksternal dan Internal", there are 46 grievance in 2016, such as: <ul style="list-style-type: none"> - Complaint under name Mr Syaiful Anwar (laboratory) on 10 November 2016, related to request of repair plaffon in badroom, responded on 12 November 2016. <p>Complaint under name Mr Fauzi (security) on 6 Ocotber 2016, related to dinding rumah keropos dimakan rayap, responded on 8 October 2016.</p>	

Criterion / Indicator	Assessment Findings	Compliance	
<p>Criterion 6.4: Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>			
<p>6.4.1</p>	<p>A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be available, referring to decision of the Constitution Court.</p> <p>- Major compliance –</p>	<p>PT Agro Muko, there is no new development in Mukomuko Estate. However, company has a mechanism to settle land dispute as per “Prosedur Ganti Rugi Lahan” No.SOP/CA/02 dated 01/07/2012. Based on public stakeholder consultation with relevant stakeholders, there has been no report related to land conflict/land dispute between local community and company.</p>	<p>Yes</p>
<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>There is no new development in Mukomuko Estate. Based on document verification and stakeholder consultation with village leader and plantation office Kabupaten Mukomuko, no dispute between company and other party – including local community. However, company has land compensation mechanism under SOP/CA/02 dated 01/07/2012; regulating the compensation mechanism through FPIC process, document verification, proof on land ownership/tenure, land measurement, participatory mapping, and compensation price negotiation. The compensation evidence is as follows: Measurement proposal document, minutes on land measurement, Land ownership (Surat Keterangan Tanah), No dispute statement letter, etc.</p> <p>The compensation evidence required is as follows: Measurement proposal document, minutes on land measurement, Land ownership (Surat Keterangan Tanah), No dispute statement letter, Ownership statement (Surat Keterangan pengakuan Hak), Heir right statement, Release of tenure right statement letter for</p>	<p>Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
		<p>rented land, land compensation, etc. Record on identification and compensation process is well documented under "Dokumen GRTT"</p> <p>Based on interview with local community of Air Dikit village and Pondok Baru village, there is no land dispute with other party, including local community.</p>	
6.4.3	<p>Compensation claims, process and outcome of any negotiated agreements shall be documented, with evidence of the participation of affected parties.</p> <p>- Major compliance –</p>	<p>The documented procedure for calculating and distributing fair compensation (monetary or otherwise) is established and implemented. The compensation is calculated using government guidelines for land and crop values. This is already implemented. Details of negotiation settlements, including detail of compensation (land compensation, improvement compensation, crops compensation) are held in file "Agro Muko Land Compensation" since the development of the estate in 1990s.</p> <p>The company holds the records of all compensation payments including amounts, statement letter, receipt, negotiation record, progress of complaint, details of witness and photograph of recipient.</p> <p>Based on interview with local community of Air Dikit village and Pondok Baru village, there is no land dispute with other party, including local community.</p>	Yes
<p>Criterion 6.5:</p> <p>Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p>			

Criterion / Indicator	Assessment Findings	Compliance																																																								
<p>6.5.1</p> <p>Documentation of pay and conditions for employees based on the existing manpower regulations shall be available.</p> <p>- Major compliance -</p>	<p>The company determines minimum wages as regulated by Government every year, minimum wages in 2016 as "Surat keputusan Gubernur of Bengkulu No E 536.XIV Tahun 2015 for Minimum Wages in 2015 is Rp. 1,605,500.00</p> <p>Based on review of payments slip, there are no worker's salary below minimum wages, e.g.</p> <p>Bunga Tanjung Estate on "Buku Gaji Bungo Tanjung Estate- November 2016", e.g.</p> <table border="1" data-bbox="1093 687 1749 959"> <thead> <tr> <th>Description</th> <th>Mr. AS</th> <th>Mrs. BA</th> </tr> </thead> <tbody> <tr> <td>Basic Salary</td> <td>1,862,000</td> <td>1,605,000</td> </tr> <tr> <td>Rice Allowance</td> <td>336,960</td> <td>129,600</td> </tr> <tr> <td>BPJS Ketenagakerjaan</td> <td>91,328</td> <td>129,600</td> </tr> <tr> <td>BPJS Kesehatan</td> <td>74,480</td> <td>64,200</td> </tr> <tr> <td>BPJS pensiun</td> <td>40,233</td> <td>35,093</td> </tr> <tr> <td>Premi</td> <td>1,540,000</td> <td>1,523,846</td> </tr> <tr> <td>Others</td> <td>-</td> <td>-</td> </tr> </tbody> </table> <p>Bunga Tanjung Mill, review of slip gaji November 2016:</p> <table border="1" data-bbox="1093 1023 1877 1294"> <thead> <tr> <th>Description</th> <th>Mr. HB</th> <th>Mr. MA</th> <th>Mr. MY</th> </tr> </thead> <tbody> <tr> <td>Basic Salary</td> <td>1,668,000</td> <td>1,668,000</td> <td>1,668,000</td> </tr> <tr> <td>Rice Allowance</td> <td>129,600</td> <td>129,600</td> <td>129,600</td> </tr> <tr> <td>BPJS Ketenagakerjaan</td> <td>82,520</td> <td>82,520</td> <td>82,520</td> </tr> <tr> <td>BPJS Kesehatan</td> <td>66,720</td> <td>66,720</td> <td>66,720</td> </tr> <tr> <td>BPJS pensiun</td> <td>36,353</td> <td>36,353</td> <td>36,353</td> </tr> <tr> <td>Premi</td> <td>1,983,520</td> <td>2,426,311</td> <td>2,187,318</td> </tr> <tr> <td>Others</td> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table>	Description	Mr. AS	Mrs. BA	Basic Salary	1,862,000	1,605,000	Rice Allowance	336,960	129,600	BPJS Ketenagakerjaan	91,328	129,600	BPJS Kesehatan	74,480	64,200	BPJS pensiun	40,233	35,093	Premi	1,540,000	1,523,846	Others	-	-	Description	Mr. HB	Mr. MA	Mr. MY	Basic Salary	1,668,000	1,668,000	1,668,000	Rice Allowance	129,600	129,600	129,600	BPJS Ketenagakerjaan	82,520	82,520	82,520	BPJS Kesehatan	66,720	66,720	66,720	BPJS pensiun	36,353	36,353	36,353	Premi	1,983,520	2,426,311	2,187,318	Others	-	-	-	<p>Yes</p>
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<p>6.5.2</p> <p>Collective Labor Agreement/Company Regulation, in accordance with the manpower regulations, shall be available in understandable</p>	<p>Worker Agreement (PKB) between company and labour union is referred in working regulation, Worker Agreement was approved by Dinas Tenaga Kerja dan Transmigrasi kab. Muko muko, dated</p>	<p>Yes</p>																																																								

Criterion / Indicator		Assessment Findings	Compliance
	<p>language; and explained by the management or Labor Union to the workers.</p> <p>- Major compliance -</p>	<p>27 October 2016 for period October 2016 until October 2018 and also contract between company and each worker are available.</p> <p>Based on document review, it was noted that all workers has signed contract, e.g. contract of Mr Prahara, dated 30 June 2016, during interview was noted that the employee understood the contract. The contract including remuneration, salary, tax, special allowance, facilities received, leave on, working hours, 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 such public facilities are unavailable or inaccessible.</p> <p>- Minor compliance –</p>	<p>The company has prepared facilities for their workers, such as: housing, polyclinic, mosque, sport facilities, electricity and water supply, e.g.</p> <p>Sample taken: Bunga Tanjung POM:</p> <ul style="list-style-type: none"> - Housing (45 units for workers and 7 units for staff) - Mosque (1 units) - Community hall (1 unit) - Sport facilities (golf, football, badminton, tennis, etc) - Polyclinic (1 unit) - TK (2 units) - Tempat Penitipan Anak (1) <p>Bunga Tanjung Estate:</p> <ul style="list-style-type: none"> - Housing (136 units) - Mosque (4 units) - Kindergarden (2 units) - Gereja (1) - Community hall (1 units) 	<p>Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - Sport facilities (football, tennis, volyball, badminton, table tennis) - Tempat Penitipan anak/Creche (4 unit) - Koperasi (1 unit) - Poliklinik (2 unit) - School Bus (1 units) <p>Bunga Tanjung POM and Estate, as per document of staff houses, labour houses, and company building (office, warehouse, workshop, mosque, etc) have shown that the facilities is on good condition.</p>	
6.5.4	<p>Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food.</p> <ul style="list-style-type: none"> - Minor compliance – 	<p>The employees able to access traditional market and also there is cooperative in each estate to providing affordable food. Sample: Koperasi Serba Usaha (KSU) Karyawan Agro Muko.</p>	Yes
<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>			
6.6.1	<p>A record of the company's policy in understandable language recognising freedom of association, shall be available.</p> <ul style="list-style-type: none"> - Major compliance – 	<p>Recognizing of freedom association in "Kebebasan Berserikat", dated 1st March 2013 which stated the company recognizes the role of lawful and independent workers and employees representative organization in creating a constructive working environment.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
6.6.2	Records of meetings with labor unions or workers representatives shall be available. - Minor compliance –	Meeting with the company and labour union (SPAM) is conducted regularly, the last meeting was held on 7 th December 2016, attended 10 Labour union and company representatives in Bungo Tanjun Estate and SPAM meeting in Sei Betung Estate conducted on 11 November 2016, attended 41 Labour union and company representatives in Sei Betung Estate (Attendance list, minutes meeting and photograph are available).	Yes
Criterion 6.7: Children are not employed or exploited.			
6.7.1	There shall be documented evidence that minimum age requirements are met. - Major compliance –	The company has policy related minimum ages, added 01 st March 2013 that stated no hiring workers under 18 years old. Sample taken: Bunga Tanjung Estate: Based on review of List of employees updated on 30 November 2016, it was seen that no employees were hired under 18 years old, in Bungo Tanjung Estate, the youngest employee is Mr. Sabari (joined on 01/08/2015, 19 years, 11 months), Mr. Tedi Nofiasi (joined on 01/08/2015, 19 years, 5 months), and Mr. Reki Jandriko (joined on 01/08/2016, 18 years, 11 month). Air Bikuk Estate: Based on review of List of employees updated on 15 December 2016, it was seen that no employees were hired under 18 years old, in Air Bikuk Estate, the youngest employee is Mr. Samsul Setiawan (joined on 30/07/2015, 18 years, 8 months), Mr. Rino Juliansyah (joined on 01/01/2012,).	Yes

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Criterion / Indicator		Assessment Findings	Compliance
		Bunga Tanjung POM: Based on verification review of list of employee in Bungo Tanjung POM under "Data Staff dan Karyawan 2016", updated on 3 November 2016, it was seen that no employees were hired under 18 years old, the youngest employee is Mr HB (joined on 01-01-2015, 21 years old), Mr HA (joined on 01-01-2014, 20 years old).	
Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			
6.8.1	A company's policy on equal opportunity and treatment for work shall be available and documented. - Major compliance –	PT Agro Muko has a equal employment opportunity policy, signed by President Director on 01/03/2014. The policy stated company will not discriminate anyone during recruitment, hiring or other business; Selection to fill in position based on qualification and experience. Violation against policy results in disciplinary action and could be legal action. The policy has been communicated to workers in form of notification board or direct briefing on Muster Chift. Sample taken: in Bungo Tanjung Estate, the socialization of company policy on 9 May 2016 attended by 30 workers in division I. in Air Biku Estate conducted on 30 November 2016, attended by 61 employees.	Yes
6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been	Based on verification upon list of workers (as of November 2016), shows there is no indication of worker discrimination related to gender, race, religion or tribe.	Yes

Criterion / Indicator		Assessment Findings	Compliance
	discriminated. - Major compliance –	Based on interview with worker union, “Serikat Pekerja Agromuko Mandiri”, and interview with workers (sprayers, fertilizer applicator and harvesters) company does not discriminate any of the workers.	
6.8.3	Records of evidence that equal opportunity and treatment for work shall be available. – Minor compliance -	PT Agro Muko has a equal employment opportunity policy, signed by President Director on 01/03/2014. The policy stated company will not discriminate anyone during recruitment, hiring or other business; Selection to fill in position based on qualification and experience. Violation against policy result in disciplinary action and could be legal action. Based on verification against employment document and interview with worker union “Serikat Pekerja Agromuko Mandiri”, it is known that recruitment, hiring and promotion are based on test, considering the job type. Promotion done through yearly worker evaluation. As example; “Form Penilaian Karyawan SKU” consist of 10 evaluation parameters done by Evaluator (FA/TA/OA) and verified by Estate Manager.	Yes
Criterion 6.9:			
There is no harassment or abuse in the work place, and reproductive rights are protected.			
6.9.1	A policy to prevent sexual and all other forms of harassment and violence, shall be documented, implemented and communicated to all levels of the workforce. - Major compliance –	PT Agro Muko has a policy to prevent sexual harassment as in “Kebijakan Pelecehan Seksual”, signed by President director on 01/03/2015. The policy stated: PT Agro Muko uphold the laws under Republic of Indonesia related to sexual harassment; sexual harassment could occurs in form of physical contact, comments, jokes, exhibition or other behavior; All discrimination	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<p>and sexual harassment complaint will be handle in good manner and confidential to achieve fair statement and reduce false accusation. There shall be no false sexual harassment accusation. Sexual harassment applies equally – both men and women. Sexual harassment accusation with solid evidence could lead to disciplinary action including termination. False report on sexual harassment, without evidence could also lead to disciplinary action including termination and legal action.</p> <p>Record seen:</p> <ul style="list-style-type: none"> - The policy has communicated to all workers Bungo Tanjung Estate, on 11 April 2016, on 13 June 2016, in division 1 and until this annual surveillance assessment (based on interview with commitee gender member, there has no sexual harassment complaint received by the gender committee. - Attendance List of Muster Chit in Bunga Tanjung Mill, on 15 September 2016, attended by 64 employees. - Attendance List of Muster Chit in Air Bikuk Estate on 2 December 2016, attended by 75 participans, in division 2. 	
6.9.2	<p>A policy to protect the reproductive rights, shall be documented, implemented and communicated to all levels of the workforce.</p> <p>- Major compliance –</p>	<p>Company has a policy related to protection of reproductive rights, as in “Kebijakan Perlindungan Hak Hak Reproduksi”, signed by President Dorector on 01/03/2014. The policy covers provision of counseling related to sexuality, pregnancy, contraception aid, infertility, infection and sexually-transmitted-disease; sex education and gender; prevention and medication on reproductive infection including HIV/AIDS; Provision of pregnancy, delivery and ante-natal treatment; Baby and infant health service; Encourage male participation in sharing responsibility related to sexual behavior, during maternal period, HIV/AIDS and domestic violence.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<p>Based on interview with gender committee, company has understood the implementation of protection on reproductive rights in form of menstruation leave issue, maternal leave, medical check up for female worker, performing jobs related to agrochemical, prevention of domestic violence, etc.</p> <p>Record seen:</p> <ul style="list-style-type: none"> - The policy communicated through notification board and during gender committee meeting to workers. Sample taken, socialization of company policy conducted in Bungo Tanjung Estate, on 11 April 2016, on 13 June 2016, in division 1 and on 10 May 2016 in division 5. - Attendance List of Muster Chit in Bunga Tanjung Mill, on 15 September 2016, attended by 64 employees. - Attendance List of Muster Chif in Air Biku Estate on 10 November 2016, attended by 64 employees, in division 3. 	
6.9.3	<p>A specific grievance mechanism which respects anonymity of complainants where requested, and as long as they are supported with adequate information, shall be documented, implemented, and communicated to all workforce.</p> <p>- Minor compliance –</p>	<p>Based on verification upon "Pedoman Pengelolaan Gender" No.ENC/Pedoman/GC/01 dated 21/04/2011 and interview with gender committee PT Agro Muko; company has a specific mechanism to handle sexual harassment case or another gender related cases through gender committee. The procedure has covers protection of anonymity of complainants.</p> <p>Based on interview with female worker in Bunga Tanjung Mill, Bunga Tanjung Estate and Air Bikuk Mill (sprayers and fertilizer applicators), they understand the grievance mechanism</p>	Yes
Criterion 6.10:			

Criterion / Indicator	Assessment Findings	Compliance	
Growers and mills deal fairly and transparently with smallholders and other local businesses.			
<p>6.10.1</p>	<p>Current and past prices paid for Fresh Fruit Bunches (FFB), shall be publicly available.</p> <p>- Minor compliance -</p>	<p>The company has an agreement with the surrounding villages on the purchase of FFB, coming from village's plantation, or called "Kebun Masyarakat Desa/KMD". The plantation land was belong to village/village's asset, but the upkeep and oil palm plantation activities were carried out by PT. Agro Muko, under supervision of each Estate manager. At the end each month, a meeting was held to review and evaluate the performance, including financial indicators. Renewal Agreement seen: Memorandum of Understanding between KMD Desa Nelan Indah with PT. Agro Muko available under "Perjanjian Kerjasama Pembangunan dan Pemeliharaan Kebun Kelapa Sawit di Desa Nelan Indah" dated 7th October 2014 – chapter 12 related to sales of FFB harvest with market price during receiving of FFB and loose fruit. Valid until 31st October 2039.</p> <p>"Addendum No 1. Perjanjian Kerjasama Panitia Desa Air Bikuk", dated 15th February 2014, valid until 1st January 2023. In chapter 4.2, mentioned that sales of FFB harvest with market price during receiving of FFB and loose fruit.</p> <p>The company has informed the FFB proce to management of "Kebun Masyarakat Desa" –KMD, every week; recorded in expedition book "Tanda Terima Harga TBS" – FFB price receipt. Example: The</p> <ul style="list-style-type: none"> - FFB purchasing price period of 28 November – 4 December 2016: Category A: Rp.1,770/kg – Category B: Rp.1,755/kg – Category C: Rp.1,740/kg. - FFB purchasing price period of 7-13 November 2016: Category A: Rp.1,614/kg – Category B: Rp.1,599/kg – 	<p>Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
		<p>Category C: Rp.1,584/kg. FFB purchasing price period of 24-30 october 2016 Category A: Rp.1,496/kg – Category B: Rp.1,481/kg – Category C: Rp.1,466/kg.</p>	
6.10.2	<p>Pricing mechanisms for Fresh Fruit Bunches (FFB) and inputs/services shall be explained and documented (where these are under the control of the mill or plantation).</p> <p>- Major compliance -</p>	<p>The price agreement for FFB coming from “Kebun Masyarakat Desa” – KMD regulated under MoU between “Pengurus Kebun Masyarakat”.</p> <p>Sample of renewal agreement seen: Memorandum of Understanding between KMD Desa Nelan Indah with PT. Agro Muko available under “Perjanjian Kerjasama Pembangunan dan Pemeliharaan Kebun Kelapa Sawit di Desa Nelan Indah” dated 7th October 2014 – chapter 12 related to sales of FFB harvest with market price during receiving of FFB and loose fruit. Valid until 31st October 2039.</p> <p>“Addendum No 1. Perjanjian Kerjasama Panitia Desa Air Bikuk”, dated 15th February 2014, valid until 1st January 2023. In chapter 4.2, mentioned that sales of FFB harvest with market price during receiving of FFB and loose fruit.</p>	Yes

<p>6.10.3</p>	<p>Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.</p> <p>- Minor compliance -</p>	<p>Based on interview with local contractors confirmed that contract understood by them and made fairly, legal and transparent.</p> <p>Mill: The company has an agreement with the surrounding villages on the purchase of FFB, coming from village's plantation, or called "Kebun Masyarakat Desa/KMD". The plantation land was belong to village/village's asset, but the upkeep and oil palm plantation activities were carried out by PT. Agro Muko, under supervision of each Estate manager. At the end each month, a meeting was held to review and evaluate the performance, including financial indicators. Renewal Agreement seen: Memorandum of Understanding between KMD Desa Nelan Indah with PT. Agro Muko available under "Perjanjian Kerjasama Pembangunan dan Pemeliharaan Kebun Kelapa Sawit di Desa Nelan Indah" dated 7th October 2014 – chapter 12 related to sales of FFB harvest with market price during receiving of FFB and loose fruit. Valid until 31st October 2039. "Addendum No 1. Perjanjian Kerjasama Panitia Desa Air Bikuk", dated 15th February 2014, valid until 1st January 2023. In chapter 4.2, mentioned that sales of FFB harvest with market price during receiving of FFB and loose fruit.</p> <p>Sample taken:</p> <ul style="list-style-type: none"> - SPK no 004/BT.POM-EDB/2016, with CV Putri Bungsu, on sela alat berat excavator untuk pembersihan kolam limbah di PT Agro Muko Bunga Tanjung POM, dated 2 January 2016. - SPK no 04/BRS-GMO/XI/2016, with UD Simpang Pabrik untuk perjanjian pengadaan beras catu seluruh Karyawan SKU PT Agro Muko for period October until December 2016, dated 22 September 2016. 	<p>Yes</p>
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		<p>Bunga Tanjung Estate: Sample taken:</p> <ul style="list-style-type: none"> - SPK no 25/BTE-GMO/2016, with PT CV Eka Kurniawan on Upkeep Cross Path by Bulldozer Series D9, Upkeep Road by Bullsozer Series D3, dated 26 September 2016. - SPK NO 10/XI/BTE/DIV I/2016, with Mr Zulhendri (KSU AM – Local Contractor), on Upkeep road (road paths and bridges), Upkeep cross path counter. <p>Air Bikuk Estate:</p> <ul style="list-style-type: none"> - SPK no 02/GMO-ABKE/TBS/2016, with UD Yandi Bersaudara (local contractor of transpoters), on Transport FFB from loading ramp to mill. - 	
<p>6.10.4</p>	<p>Agreed payments shall be made in a timely manner.</p> <ul style="list-style-type: none"> - Minor compliance - 	<p>Evidence of payment is reviewed and it was seen paid timely manner, e.g.</p> <ul style="list-style-type: none"> - Rakapitulasi Tagihan Pembayaran di HO Medan, to KSU – AM, dated 30 September 2016, amount Rp 68,328,636. - Letter of Pembayaran no 05/PB_EDB/III/2016 to CV Putri Bungsu, on pembayaran atas rental excavator untuk pembersihan kolam limbah DI Bunga Tanjung POM dated 1 March 2016, amount Rp 79,750,000 - Pembayaran atas Pasokan no 88/SP-GMO/XI/2016 to CV Simpang Pabrik untuk pengadaan beras karyawan November, dated 15 November 2016. - Rekapitulasi Tagihan pembayaran di HO Medan, dated 20 November 2016 in Air Bikuk Estate 	<p>Yes</p>
<p>Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.</p>			

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<p>6.11.1</p>	<p>Records of contributions to local development based on the results of consultation with local communities shall be available. - Minor compliance -</p>	<p>PT Agro Muko has prepared community development program for each estate, on annual base.</p> <p>All community development activities are documented, including hand over detail and photograph files.</p> <p>Sample taken:</p> <p>1. Program Community Development and CSR 2016 in Bungo Tanjung Estate, there are 10 program CD and CSR in 2016. Such as:</p> <ul style="list-style-type: none"> - Rehap Jalan ke Desa Nelan Indah by Becholoader JCB - Rehap Jaln ke Desa Nenggallo, Desa Bantai, Desa Teramang Indah, etc. <p>Record of realization:</p> <ul style="list-style-type: none"> - Berita Acara Penyerahan Bantuan CSR, dated 30 November 2016 on path maintenance in Pondok Baru, amount Rp 1,767,080 for 100 meters. - Berita Acara Penyerahan Bantuan CSR, dated 26 October 2016 on Path maintenance in Desa Nelan Indah, amount Rp 6,863,170 for 300 meters. <p>2. Program Community Development and CSR in Bungo Tanjung POM, there are 6 program of CD and CSR in 2016, i.e:</p> <ul style="list-style-type: none"> - Pemberian Amaran Desa Bantal - Pemberian Papan Merek Lokasi Kantor Desa Bangan Mulya - Pemberian Tiang Lampu Desa Pondok Baru <p>Record of realization:</p> <ul style="list-style-type: none"> - Berita Acara Penyerahan CSR, on 27 October 2016 to Desa Pondok Baru, amount 1 units tiang listrik. - Berita Acara Serah Terima Tiang Antena WIFI, on 15 	<p>Yes</p>
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		<p>October 2015 to SDN 11 Teramang Jaya BTE – BT POM, amount 1 unit tiang antena.</p> <p>3. Realization of CD and CSR Air Bikuk Estate in 2016, reported in monthly based, such as:</p> <ul style="list-style-type: none"> - Berita Acara Serah Terima Community Development untuk dana pembangunan teras masjid di Air Berau, senilai Rp 3.000.000, dated 30 June 2016. <p>Berita Acara Serah Terima 1 unit JCB (36 HM) untuk menggali siring di perumahan desa karya mulyam pondok kandang dan air berau, sejumlah Rp 2,087,439.</p>	
6.11.2	<p>Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve scheme smallholder productivity.</p> <ul style="list-style-type: none"> - Minor compliance - 	<p>The company fully managed KMD and scheme smallholders.</p> <p>There are 4 KMD in Bungo Tanjung Estate, i.e: KMD Nenggalo, KMD Pondk Baru, KMD Bunga Tanjung, and KMD Pasar Bantal.</p> <p>There are 3 KMD in Air Biku Estate: KMD Air Bikuk, KMD Air Berau and Air Pondok Sugh.</p>	Yes
Criterion 6.12:			
No forms of forced or trafficked labour are used.			
6.12.1	<p>There shall be evidence that no forms of forced or trafficked labor are used.</p> <ul style="list-style-type: none"> - Major compliance - 	<p>Company has a policy against force labour and trafficked worker, signed by President Director 23/10/2013, which consist, among other:</p> <ul style="list-style-type: none"> - PT Agro Muko did no use force labour or trafficked labour, directly or through third party. - PT Agro Muko admitted the use of forced labour or trafficked labour is unacceptable in any form. Worker bond to industrial relation because of debt considered as forced labour. - Accusations upon use of forced labour or trafficked labour by complay employee, if proven, resulted in disciplinary action up 	Yes

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		<p>to termination of work relation, and could cause legal action. Company doing business with PT Agro Muko abide to this policy. Violation against the of forced labour or trafficked labour by complay employee, if proven, resulted in disciplinary action up to termination of work relation, and could cause legal action.</p> <p>Record seen:</p> <ul style="list-style-type: none"> - The policy also has communicated to all workers of Bungo Tanjung in "Apel Pagi", sample taken on 2 June in division 4 attended by 58 workers, on 13 June 2016 in division 2 attended by 30 workers, on 15 September 2016 in division 1 attended by 29 workers. - Attendance List of Muster Chit in Bunga Tanjung Mill, on 15 September 2016, attended by 64 employees. - Attendance List of Muster Chit on 15 November 2016, attended by 99 participants (including SKU and contractor), in Air Bikuk Estate division 2. 	
6.12.2	<p>It shall be demonstrated that no contract substitution has occurred.</p> <p>- Minor compliance -</p>	<p>Based on document review and interview with workers and labour union (SPAM), confirmed that no contract substitution was noted.</p>	
6.12.3	<p>Where migrant/foreign/honorary workers are employed, a special worker policy and procedures and the evidence of implementation shall be available.</p> <p>- Major compliance -</p>	<p>The agreement for temporary workers is available and signed by workers. There is no migrant worker</p>	Yes
<p>Criterion 6.13: Growers and millers respect human rights.</p>			
6.13.1	<p>A policy to respect human rights shall be documented and communicated to all levels of</p>	<p>Company has a policy in protection of human rights, signed by President Director on 01/03/2014, consist of, among other:</p>	Yes

	<p>the workforce and operations. - Major compliance -</p>	<ul style="list-style-type: none"> - PT Agro Muko acknowledges human rights are universal; thus applicable to all operation. - PT Agro Muko support implementation of human rights and ILO declaration related to principles and basic rights in working place that has been ratified by Republic of Indonesia. - Accusations against violation of human rights, if proven, resulted in disciplinary action up to termination of work relation, and could cause legal action. <p>Sample Taken:</p> <ul style="list-style-type: none"> - The policy has communicated to all employees of Bungo Tanjung Estate, in division 5 on 22 November 2016, in division 3 on 20 July 2016. - Attendance list of Muster Chit on 16 Septer 2016, attended by 73 employees. - Attendance List of Muster Chit in Bunga Tanjung Mill, on 15 September 2016, attended by 64 employees. - Attendance List of Muster Chift in Air Bikuk Estate on 3 November 2016, attended by 82 workers in division 3. 	
<p>Principle 7: Responsible development of new plantings</p>			
<p>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.</p>			
<p>7.1.1</p>	<p>An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented.</p>	<p>Air Manjunto Estate (dan Malin Deman Estate) under PT. Mukomuko Agro Sejahtera – has new planting after 1 January 2010. RSPO NPP for PT. Mukomuko Agro Sejahtera has been uploaded in RSPO website for public notification on 6th March 2012”</p>	<p>N/A</p>

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	- Major compliance -		
7.1.2	Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts. - Minor compliance -	Air Manjuntio Estate (dan Malin Deman Estate) under PT. Mukomuko Agro Sejahtera – has new planting after 1 January 2010. RSPO NPP for PT. Mukomuko Agro Sejahtera has been uploaded in RSPO website for public notification on 6 th March 2012”	N/A
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 -	Air Manjuntio Estate (dan Malin Deman Estate) under PT. Mukomuko Agro Sejahtera – has new planting after 1 January 2010. RSPO NPP for PT. Mukomuko Agro Sejahtera has been uploaded in RSPO website for public notification on 6 th March 2012”	N/A
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 -	For the last one year, there is no new planting in PT Agromuko since Air Manjuntio Estate (dan Malin Deman Estate) under PT. Mukomuko Agro Sejahtera – has new planting after 1 January 2010. RSPO NPP for PT. Mukomuko Agro Sejahtera has been uploaded in RSPO website for public notification on 6 th March 2012”	N/A
7.2.2	Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available	For the last one year, there is no new planting in PT Agromuko since Air Manjuntio Estate (dan Malin Deman Estate) under PT. Mukomuko Agro Sejahtera – has new planting after 1 January	N/A

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	and taken into account in plans and operations. - Minor compliance -	2010. RSPO NPP for PT. Mukomuko Agro Sejahtera has been uploaded in RSPO website for public notification on 6 th March 2012”	
Criterion 7.3:			
New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.			
7.3.1	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). - Major compliance -	For the last one year, there is no new planting in PT Agromuko since Air Manjuntio Estate (dan Malin Deman Estate) under PT. Mukomuko Agro Sejahtera – has new planting after 1 January 2010. RSPO NPP for PT. Mukomuko Agro Sejahtera has been uploaded in RSPO website for public notification on 6 th March 2012”	N/A
7.3.2	Reports of comprehensive HCV assessment, which involves stakeholder consultation and includes record of land-use change since November 2005, shall be available. This HCV assessment shall be conducted prior to any conversion or new planting. - Major compliance –	For the last one year, there is no new planting in PT Agromuko since Air Manjuntio Estate (dan Malin Deman Estate) under PT. Mukomuko Agro Sejahtera – has new planting after 1 January 2010. RSPO NPP for PT. Mukomuko Agro Sejahtera has been uploaded in RSPO website for public notification on 6 th March 2012”	N/A
7.3.3	Records of land preparation and clearing dates shall be available. - Minor compliance –	For the last one year, there is no new planting in PT Agromuko since Air Manjuntio Estate (dan Malin Deman Estate) under PT. Mukomuko Agro Sejahtera – has new planting after 1 January 2010. RSPO NPP for PT. Mukomuko Agro Sejahtera has been uploaded in RSPO website for public notification on 6 th March	N/A

		2012"	
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 –	For the last one year, there is no new planting in PT Agromuko since Air Manjuntio Estate (dan Malin Deman Estate) under PT. Mukomuko Agro Sejahtera – has new planting after 1 January 2010. RSPO NPP for PT. Mukomuko Agro Sejahtera has been uploaded in RSPO website for public notification on 6 th March 2012"	N/A
7.3.5	Evidence of consultation with the affected community shall be available in order to identify the area required by such community to fulfill its basic needs, by considering the positive and negative changes to the livelihood as a result of plantation operations. Such matters shall be included in the HCV analysis and management plan (see Criteria 5.2). - Minor compliance –	For the last one year, there is no new planting in PT Agromuko since Air Manjuntio Estate (dan Malin Deman Estate) under PT. Mukomuko Agro Sejahtera – has new planting after 1 January 2010. RSPO NPP for PT. Mukomuko Agro Sejahtera has been uploaded in RSPO website for public notification on 6 th March 2012"	Yes
Criterion 7.4:			
Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.			
7.4.1	Indicative maps showing marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided. - Major compliance –	For the last one year, there is no new planting in PT Agromuko since Air Manjuntio Estate (dan Malin Deman Estate) under PT. Mukomuko Agro Sejahtera – has new planting after 1 January 2010. RSPO NPP for PT. Mukomuko Agro Sejahtera has been uploaded in RSPO website for public notification on 6 th March 2012"	N/A

<p>7.4.2</p>	<p>Where limited planting on fragile and marginal soils, including peat, is proposed, a documented plan shall be developed and implemented to protect them without incurring adverse impacts. - Major compliance –</p>	<p>For the last one year, there is no new planting in PT Agromuko since Air Manjuntio Estate (dan Malin Deman Estate) under PT. Mukomuko Agro Sejahtera – has new planting after 1 January 2010. RSPO NPP for PT. Mukomuko Agro Sejahtera has been uploaded in RSPO website for public notification on 6th March 2012”</p>	<p>N/A</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</p>	<p>Evidence shall be available that affected local peoples understand they have the right to say ‘yes’ or ‘no’ to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples (see Criteria 2.2, 2.3, 6.2, 6.4 and 7.6) - Major compliance –</p>	<p>For the last one year, there is no new planting in PT Agromuko since Air Manjuntio Estate (dan Malin Deman Estate) under PT. Mukomuko Agro Sejahtera – has new planting after 1 January 2010. RSPO NPP for PT. Mukomuko Agro Sejahtera has been uploaded in RSPO website for public notification on 6th March 2012”</p>	<p>N/A</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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<p>7.6.1</p>	<p>Records of identification and assessment of legal, customary and user rights shall be available.</p> <p>- Major compliance –</p>	<p>For the last one year, there is no new planting in PT Agromuko since Air Manjuntio Estate (dan Malin Deman Estate) under PT. Mukomuko Agro Sejahtera – has new planting after 1 January 2010. RSPO NPP for PT. Mukomuko Agro Sejahtera has been uploaded in RSPO website for public notification on 6th March 2012”</p>	<p>N/A</p>
<p>7.6.2</p>	<p>The process and outcome of any compensation claims shall be documented and made available to the affected communities and their representatives.</p> <p>- Minor compliance –</p>	<p>For the last one year, there is no new planting in PT Agromuko since Air Manjuntio Estate (dan Malin Deman Estate) under PT. Mukomuko Agro Sejahtera – has new planting after 1 January 2010. RSPO NPP for PT. Mukomuko Agro Sejahtera has been uploaded in RSPO website for public notification on 6th March 2012”</p>	<p>N/A</p>
<p>7.6.3</p>	<p>Records of calculation system and distribution of fair compensation shall be available.</p> <p>- Major compliance –</p>	<p>For the last one year, there is no new planting in PT Agromuko since Air Manjuntio Estate (dan Malin Deman Estate) under PT. Mukomuko Agro Sejahtera – has new planting after 1 January 2010. RSPO NPP for PT. Mukomuko Agro Sejahtera has been uploaded in RSPO website for public notification on 6th March 2012”</p>	<p>N/A</p>
<p>7.6.4</p>	<p>Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development.</p> <p>- Minor compliance –</p>	<p>For the last one year, there is no new planting in PT Agromuko since Air Manjuntio Estate (dan Malin Deman Estate) under PT. Mukomuko Agro Sejahtera – has new planting after 1 January 2010. RSPO NPP for PT. Mukomuko Agro Sejahtera has been uploaded in RSPO website for public notification on 6th March 2012”</p>	<p>N/A</p>

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<p>7.6.5</p>	<p>The process and outcome of any compensation claims shall be documented and made publicly available.</p> <p>- Minor compliance -</p>	<p>For the last one year, there is no new planting in PT Agromuko since Air Manjuntio Estate (dan Malin Deman Estate) under PT. Mukomuko Agro Sejahtera – has new planting after 1 January 2010. RSPO NPP for PT. Mukomuko Agro Sejahtera has been uploaded in RSPO website for public notification on 6th March 2012”</p>	<p>N/A</p>
<p>7.6.6</p>	<p>Evidence shall be available that the affected communities and rights holders have access to information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.</p> <p>- Minor compliance -</p>	<p>For the last one year, there is no new planting in PT Agromuko since Air Manjuntio Estate (dan Malin Deman Estate) under PT. Mukomuko Agro Sejahtera – has new planting after 1 January 2010. RSPO NPP for PT. Mukomuko Agro Sejahtera has been uploaded in RSPO website for public notification on 6th March 2012”</p>	<p>N/A</p>
<p>Criterion 7.7: No use of fire in the preparation of new plantings other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.</p>			
<p>7.7.1</p>	<p>Records of zero burning implementation on land clearing, referring to the ASEAN Policy on zero burning (2003) and recognised techniques based on the existing regulations shall be available.</p> <p>- Major compliance –</p>	<p>For the last one year, there is no new planting in PT Agromuko since Air Manjuntio Estate (dan Malin Deman Estate) under PT. Mukomuko Agro Sejahtera – has new planting after 1 January 2010. RSPO NPP for PT. Mukomuko Agro Sejahtera has been uploaded in RSPO website for public notification on 6th March 2012”</p>	<p>N/A</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</p>	<p>For the last one year, there is no new planting in PT Agromuko since Air Manjuntio Estate (dan Malin Deman Estate) under PT. Mukomuko Agro Sejahtera – has new planting after 1 January 2010. RSPO NPP for PT. Mukomuko Agro Sejahtera has been</p>	<p>N/A</p>

	Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance –	uploaded in RSPO website for public notification on 6 th March 2012”	
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 –	For the last one year, there is no new planting in PT Agromuko since Air Manjuntio Estate (dan Malin Deman Estate) under PT. Mukomuko Agro Sejahtera – has new planting after 1 January 2010. RSPO NPP for PT. Mukomuko Agro Sejahtera has been uploaded in RSPO website for public notification on 6 th March 2012”	N/A
7.8.2	Records of a plan to minimize net GHG emissions shall be available. - Minor compliance –	For the last one year, there is no new planting in PT Agromuko since Air Manjuntio Estate (dan Malin Deman Estate) under PT. Mukomuko Agro Sejahtera – has new planting after 1 January 2010. RSPO NPP for PT. Mukomuko Agro Sejahtera has been uploaded in RSPO website for public notification on 6 th March 2012”	N/A
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.			

<p>8.1.1</p>	<p>The action plan for monitoring shall be available, based on a consideration of the social and environmental impacts and routine evaluation of the plantation and mill operations. As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of certain chemicals (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 FFB production (Criterion 4.2) 	<p>Continual improvement integrated with daily activities, including effort to reducing chemical, waste reduction, GHG minimizing, etc</p>	<p>N/A</p>
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Appendix B: Approved Time Bound Plan

Name of company	Name of Mill	Location	Supply Base	Time Bound Plan	Target Year for RSPO
PT. Agro Muko	Muko Muko Mill	Mukomuko District, Bengkulu Province, Indonesia	Muko Muko estate, S. Betung estate, Tanah rekah estate, Talang Petai estate, S. Kiang estate and KMD	2011	Certified
	Bunga Tanjung Mill	Mukomuko District, Bengkulu Province, Indonesia	Bunga Tanjung estate, Air Bikuk estate, Air Buluh estate and KMD	2011	Certified
			PT. Mukomuko Agro Sejahtera: - Air Majunto estate - Malin Deman estate	2014	Certified
PT. Tolan Tiga	Bukit Maradja Mill	Simalungun District, North Sumatera, Indonesia	- Bukit Maradja Estate (PT. ESI) - Kerasaan Estate (PT. Kerasaan Indonesia)	2010	Certified May 2010
	Perlabian Mill	Labuhan Batu Selatan District, North Sumatera, Indonesia	Perlabian estate and Tolan estate.	2010	Certified May 2010
PT. Umbul Mas Wisesa	Umbul Mas Wisesa Mill		UMW South estate, UMW North estate and Toton Usaha Mandiri estate	2014	Certified in March 2015
PT. Agro Kati Lama					developed (It has been RSPO NPP), RSPO public Notification on 31 st March 2014.
PT. Agro Rawas Ulu					developed (It has been RSPO NPP), RSPO public Notification on 31 st March 2014.
PT. Agro Muara Rupit					developed (It has been RSPO NPP), RSPO public Notification on 31 st March 2014.
Hargy Oil Palm Limited (HOPL)	Hargy Mill	East of Bialla, West New Britain Province, PNG	Hargy Estate	2009	Certified in April 2009
	Navo Mill	50 Kms East of Bialla, West New Britain Province, PNG	Navo Estate, Bakada Estate and Mengen Estate	2009	Certified in April 2009
	Barema Mill	30 km East of Bialla, West New Britain Province, PNG	Barema Estate	2014	RSPO Certified in April 2014

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Appendix C: Certification Unit RSPO Certificate Details

Bunga Tanjung Palm Oil Mill and Supply Base

BSI RSPO Certificate No: RSPO 646338

Date of Initial Certificate Issued: 22nd February 2011

Date of Expiry: 21 february 2021

RSPO membership number: 1-0021-05-000-00

Applicable Standards: **RSPO P&C Generic 2013**; *RSPO Supply Chain Certification Standard November 2014*
Module D - CPO Mills: IP

Bunga Tanjung Palm Oil Mill and Supply Base						
Location Address	Brangan Mulia Village, Teramang Jaya District, Mukomuko Regency, Bengkulu Province, Indonesia					
GPS Location	E 101°22'00" and S 02°43'00"					
CPO Tonnage Total	33,937.20 MT					
PK Tonnage Total	7,524.95 MT					
CPO Claimed for Certification*	33,937.20 MT					
PK Claimed for Certification*	7,524.95 MT					
Own estates FFB Tonnage	137,064.00 MT					
Scheme Smallholder FFB Tonnage	10,484.00 MT					
Estates	Production Area		Other use (ha)	HCV (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)				
1. Bunga Tanjung Estate	2,312.19	-	353.84	236.97	2,903.00	51,656.00
2. Air Bikuk Estate	1,167.35	65.54	8.80	168.31	1,410.00	21,164.00
3. Air Buluh Estate	2,148.89	-	89.56	261.55	2,500.00	53,741.00
4. Malin Deman Estate	499.33	109.35	427.93	130.39	1,167.00	10,503.00
Sub Total	6,127.76	174.89	880.13	797.22	7,980.00	137,064.00
5. KMD	220.00	20.90	-	-	240.90	4,432.00
6. Koperasi Perkebunan Air Buluh Agro Muko	135.10	-	-	-	135.10	2,848.00
7. Koperasi Perkebunan Sejahtera Bersama	139.00	25.40	-	-	164.40	3,204.00
Sub Total	494.10	46.30	0.00	0.00	540.40	10,484.00
TOTAL	6,621.86	221.19	880.13	797.22	8,520.40	147,548.00

*Certified Production

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Appendix D: Assessment Plan

Date	Time	Subjects	Aswan Hasibuan	Edy Widodo	Mujinius jalaraya	Imam Fahrur azi
			PRSCO LA OHS	PRSCO-BAP/	PRSCO-Envi/HCV/SCC	PRSCO-SA
Monday 19/12/2015	08.00 – 09.00	Opening Meeting Presentation by PT. Agro Muko. Update most recently condition	√	√	√	√
	09.00 – 12.00	Document Review: Bunga Tanjung Estate	√	√	√	√
	12.00 – 14.00	Lunch				
	14.00 – 17.00	Document Review: Bunga Tanjung Estate and Others	√	√	√	√
Tuesday, 20/12/2016	08.00 – 12.00	Field Visit: Bunga Tanjung Estate Herbicide application programmes, harvesting, fertilising operations, , water management, road maintenance, terracing, chemical stores, fertilizer store, workshops, housing, landfill, clinic, HCV's, riparian zones, Hazardous Waste, etc.	√	√	√	
		Field Visit: Bunga Tanjung Estate Boundaries inspection, worker interviews, social amenities, etc. Interview with: Labour Union and Gender Committee.				√
	14.00 – 17.00	Field Visit: Bunga Tanjung POM Included interview with Mill's workers	√			
		Field Visit: Bunga Tanjung Estate Herbicide application programmes, harvesting, fertilising operations, , water management, road maintenance, terracing, chemical stores, fertilizer store, workshops, housing, landfill, clinic, etc.		√		
	14.00 – 17.00	Document Review: Bunga Tanjung POM RSPO SCCS	√	√	√	
		Field Visit: Bunga Tanjung Estate (Continued)		√		
		Interview with: Local communities (KMD, Head of village, community leader), etc.				√

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Date	Time	Subjects	Aswan Hasibuan	Edy Widodo	Mujinius jalaraya	Imam Fahrur azi
			PRSP0 LA OHS	PRSP0-BAP/	PRSP0- Envi/ HCV/SCC	PRSP0-SA
Wednesday 21/12/2016	08.00 – 12.00	Field Visit: Air Bikuk Estate Herbicide application programmes, harvesting, fertilising operations, , water management, road maintenance, terracing, chemical stores, fertilizer store, workshops, housing, landfill, clinic, HCV's, riparian zones, Hazardous Waste, etc.	√	√	√	
		Field Visit: Air Bikuk Estate Boundaries inspection, worker interviews, social amenities, etc. Interview with: Labour Union and Gender Committee.				√
	12.00 – 14.00	Lunch				
	114.00 – 17.00	Field Visit: KPSB Herbicide application programmes, harvesting, fertilising operations, , water management, road maintenance, terracing, chemical stores, fertilizer store, workshops, housing, landfill, clinic, HCV's, riparian zones, Hazardous Waste, etc.	√	√	√	
	14.00 – 17.00	Field Visit: KPSB Boundaries inspection, worker interviews, social amenities, etc. Interview with: Labour Union and Gender Committee.				√
Thursday, 22/12/2016	06.00	Travel Estate – Padang Bulking			√	
	08.00 – 12.00	Document Review: KPSB & others	√	√		√
	12.00 – 13.00	Lunch	√	√	√	√
	13.00 – 15.00	RSPO SCCS in Bulking Station - Padang Preparing report	√	√	√	√
	16.00 – 17.00	Closing Meeting				

Appendix E: Stakeholders Contacted

Internal Stakeholders	Union/Contractors/Local Communities
Government Departments	NGO

No.	Name	Institution
1.	Ruslan effendi	Village secretary of Sidamulya
2.	Suprianto	Grading operator
3.	Suriono	Harvesting Mandore
4.	Arifin	Spraying Team leader
5.	Halmidi	Village secretary of Penarik
6.	Ali sarman	Village Head Brangan Mulya
7.	anonymous	Gender Committee
8.	anonymous	Worker Union
9.	F. Waruhu	Sprayer team Leader
10.	Johan	Harvester
11.	Budi Harahap	General Clerk
12.	Rudi Hartono	Mandore
13.	Sigit wahyoko, Spd	NGO laksar merah putih
14.	anonymous	Cooperative Manager

Appendix F: CPO Mill Supply Chain Assessment Report

(Module D - CPO Mills: Identity Preserve)

Requirements	Compliance
D.1 Definition	
<p>D.1.1 A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.</p>	<p>Based on procedure "Rantai Pasok dan Mampu Telusur" No. ENC/SCC/01, rev. 3, dated 26th March 2015 described that product received and stored in Muko Muko POM only received FFB certified source from their own estate and KMD. Agro Muko Tank Terminal received CPO in separated tank based on supply chain model.</p> <p>Agro Muko Tank Terminal (AMTT) is deemed as part of the palm oil mill. The control over tank terminal is under PT Agro Muko. Agro Muko Tank Terminal is only receiving CPO from certified palm oil mills, namely Muko muko POM and Bunga Tanjung POM.</p> <p>AMTT implemented the procedure as per "Prosedur Rantai Pasok dan Mampu Telusur No.ENC/SCC/01 rev.03 tanggal 26/03/2015". Procedure completed with the flow diagram of FFB acceptance, processing in POM, CPO shipping to tank terminal; Receiving and shipping of CPO from tank terminal.</p> <p>Person responsible for implementation of supply chain standard is the tank terminal manager, Mr. Subhan.</p>
D.2 Explanation	
<p>D.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the certification body (CB) in the public summary of the P&C certification report. 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 shall then be recorded in each subsequent annual surveillance report</p>	<p>The projection of CPO and PK product from Muko Muko POM is recorded by CB in the public summary report and RSPO certificate. The actual CPO and PK produced verified during each subsequent visit to ensure that certified mill only deliver the allowed tonnage for the year.</p>
<p>D.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>	<p>The mill has met all registration requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform). It was noted that the management has registered the site through e-trace .</p> <p>The company has registered and projected volume and sold out of product is registered in e-trace.</p> <p>The mill appear to consistently follow all reporting</p>

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	<p>requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim). All dispatched products have been consistently registered through announcing in the RSPO IT Platform (e-Trace)</p>
<p>D.3 Documented procedures</p>	
<p>D.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b) The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site's procedures for the implementation of this standard.</p>	<p>The premise has implemented a supply chain and traceability procedure under "Prosedur Rantai Pasok dan Mampu Telusur No.ENC/SCC/01 rev.03 tanggal 26/03/2015". The procedure explains in all aspects of supply chain and traceability scope in PT Agro Muko, starting from FFB harvesting, harvest recording and delivery to Palm Oil Mill; FFB receiving and processing in Palm Oil Mill, CPO and PK production and reporting; CPO and PK dispatch from Palm Oil Mill and receiving in storage tank for export, Shipping instruction and preparation, CPO stock balancing post-shipping.</p> <p>Sample: CPO dispatch from POM and receiving in storage tank: Dispatch slips No. 123/12/AM-MS/16 dated 20/12/2016 quantity 18.690 MT from Muko-Muko POM with truck No.BA9443BU – sustainable product SG, Transporter PT Genta Perdana Diandra. Receiving slip No. 123/12/AM-MS/16 Ticket No.CPO16008121W, dated 21/12/2016 for 18.670 MT CPO from Muko-Muko POM. Unloading ticket for truck No.BA9443BU to Tank 7.</p> <p>Storage tank daily reporting: Daily Stock Position Report for 22/12/2016 Stock B/F: Bunga Tanjung POM: 2,475.130 MT . Received from Bunga Tanjung POM 0.000, Balance stock Bunga Tanjung POM 600.575 MT . Storage tank No. 1: Bunga Tanjung POM 62.443 MT, Bunga Tanjung POM 537.700 MT, Storage tank No. 8: Bunga Tanjung POM 0.432 MT.</p> <p>Storage tank monthly reporting: Monthly report in form of AMTT Stock, Receiving, Despatch as at month 12/2016. Stock 21/12/2016: for Bunga Tanjung POM 600.575 – total 2,063.957. Received in month 12/2015: Bunga Tanjung POM 1,996.380– total 4,524.110. Despatch for shipping from Bunga Tanjung stock 1,875.395 (RSPO – SG).</p> <p>Storage tank shipping records: Shipping instruction for contract No.PMMO- 10034,</p>

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	<p>PMMO-10037, PMMO-10044, PMMO-10045, PMMO-10046 and PMMO-10047 for 5,000 MT Indonesian Crude Sustainable Palm Oil/SG. Notify Address AAK (UK) ltd, King George Dock, Hull, England. MT BORCHALI eta 21st-28th/11/2016. Port of loading Teluk Bayur Padang. Note: All documents have to state RSPO SG, RSPO Certificate SPO 556042 and RSPO 646338 valid until 21/02/2017.</p> <p>Shipping instruction for contract No.PMMO-10035, PMMO-10038, PMMO-10048, PMMO-10049, PMMO-10050 for 3,500 MT Indonesian Crude Sustainable Palm Oil/SG. Notify Address AAK (UK) ltd, King George Dock, Hull, England. Vessel MT SOUTHPORT eta 19-25/12/2016. Port of loading Teluk Bayur Padang. Note: All documents have to state RSPO SG, RSPO Certificate SPO 556042 and RSPO 646338 valid until 21/02/2017.</p> <p>Based on Prosedur Rantai Pasok dan Mampu Telusur No.ENC/SCC/01 rev.03 tanggal 26/03/2015, the company has appointed the responsible person for handling supply chain along their supply chain, e.g. in estate (Estate Manager) in Mill (Mill Manager) and AMTT Bulking is Bulking Station Manager as described "Diagram alir"/Flow Chart sesuai section 6. Diagram Alir (Flow Chart)</p>
D.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.	Muko-muko POM only receives and processing certified product.
D.4 Purchasing and goods in	
D.4.1 The site shall verify and document the tonnage and sources of certified and non-certified FFBs received.	Muko-muko POM only received FFB certified source.
D.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	This has been regulated in "Prosedur Rantai Pasok dan Mampu Telusur No.ENC/SCC/01 rev.03 tanggal 26/03/2015" section 4.8. In the case of projected overproduction of certified tonnage, Marketing Department will coordinates with ENC to create report to Certification Body.
D.5 Record keeping	
D.5.1 The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis	The company recorded received RSPO FFB certified and delivered of RSPO certified CPO and PK on 3 monthly basic.
D.6 Processing	
D.6.1 The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from	Mukomuko POM only received certified FFB (no any received FFB non certified sources).

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<p>non- certified material including during transport and storage.</p>	<p>FFB Received:</p> <p>Muko-Muko Estate:</p> <ol style="list-style-type: none"> 1. Surat Pengantar (Delivery Order of FFB from Field): <ul style="list-style-type: none"> o SP. No. MME/001918. o Date: 09/12/2016 o Transport: WT 13 o Quantity: 156 bunches o Sustainable Product / IP RSPO Certified No. RSPO 556042 o Division:F2 2. Weight Bridge: <ul style="list-style-type: none"> o Ticket No.: FFB 16029968W o Date: 09/12/2016 o Origin: Muko-Muko estate, Division 7 o Quantity: 5,100 kg o Sustainable Product / IP RSPO Certified No. RSPO 556042 <p>KMD (Koperasi masyarakat Desa) Pondok Batu:</p> <ol style="list-style-type: none"> 1. Surat Pengantar (Delivery Order of FFB from Field): <ul style="list-style-type: none"> - SP. No. TRE/002032. - Date: 09/12/2016 a. Truck: BD 8527 AU b. Quantity: 300 bunches, 6 MT c. Sustainable Product / IP RSPO Certified No. RSPO 556042 d. Origin: KMD Pondok Batu 2. Weight Bridge: <ul style="list-style-type: none"> - Ticket No.: FFB 16030002W - Date: 09/12/2016 - DO. No. 2032 - Origin: KMD Pondok Batu - Quantity: 6,000 kg, 300 bunches - Sustainable Product / IP RSPO Certified No. RSPO 556042 <p>Delivered CPO Certified Product:</p> <ul style="list-style-type: none"> - Ticket no.: CPO16002529W - SP. No. 24/12/AM-MS/16 - Origin: PT. Agro Muko, Muko-Muko POM - Name of product: Crude Palm Oil (CPO) - Receiver: Agro Muko Tank Terminal (AMTT) Padang
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	<ul style="list-style-type: none"> - Date: 08/12/2016 - Quantity: 18,050 kg - Sustainable Product – IP / RSPO Certified No. RSPO 556042 <p>Delivered PK Certified Product:</p> <ul style="list-style-type: none"> - Ticket no.: PK16000694W - Date : 09/12/2016 - DO No. 2016/MM-PK/DO/12 - Origin: PT. Agro Muko, Muko-muko POM - Name of product: Palm Kernel (PK) - Receiver: PT Wira Inno Mas (LOC0506) - Quantity: 16,720 kg - Sustainable Product – IP / RSPO Certified No. RSPO 556042 <p>Agro Muko conducted Internal audit on annual basis to ensure AMTT met all requirement relevant to RSPO Supply Chain Certification Standard. Latest internal audit carried out on 25 - 28/11/2016. Record seen: Report Audit dated 03/12/2016 by Sugio, findings related to physical segregation of CPO product from Muko muko POM and Bunga Tanjung POM has been addressed.</p>
<p>D.6.2 The objective is for 100 % segregated material to be reached.</p>	<p>Based on field visit and document review, Bunga Tanjung POM only received FFB certified sources and produced 100 % CPO and PK certified.</p> <p>AMTT has three dedicated tank to received CPO from Bunga Tanjung POM and Muko muko POM. Currently Tank No.1 (2,500 MT), Tank No.2 (2,500 MT), Tank no. 6, Tank No. 7 and Tank No. 8 (3,000 MT) is used to received CPO. To prevent commingling with CPO from other source, AMTT has a designated piping system to pump the CPO from Agro Muko to the tanks.</p>

Actual Tonnage Certified Palm Production 22-02-2017 –21-02-2017)

Mill	Capacity	CPO	PK
Bunga Tanjung Mill	60 tonnes FFB/Hours	22,194.92	5,237.169

Actual Tonnage Sales of Certified Palm Products - DD MM 20YY – DD MM 20YY (MA)

Mill	Certified CPO Sales	Certified PK Sales	Remarks
Bunga Tanjung	19,415 MT	7,239	

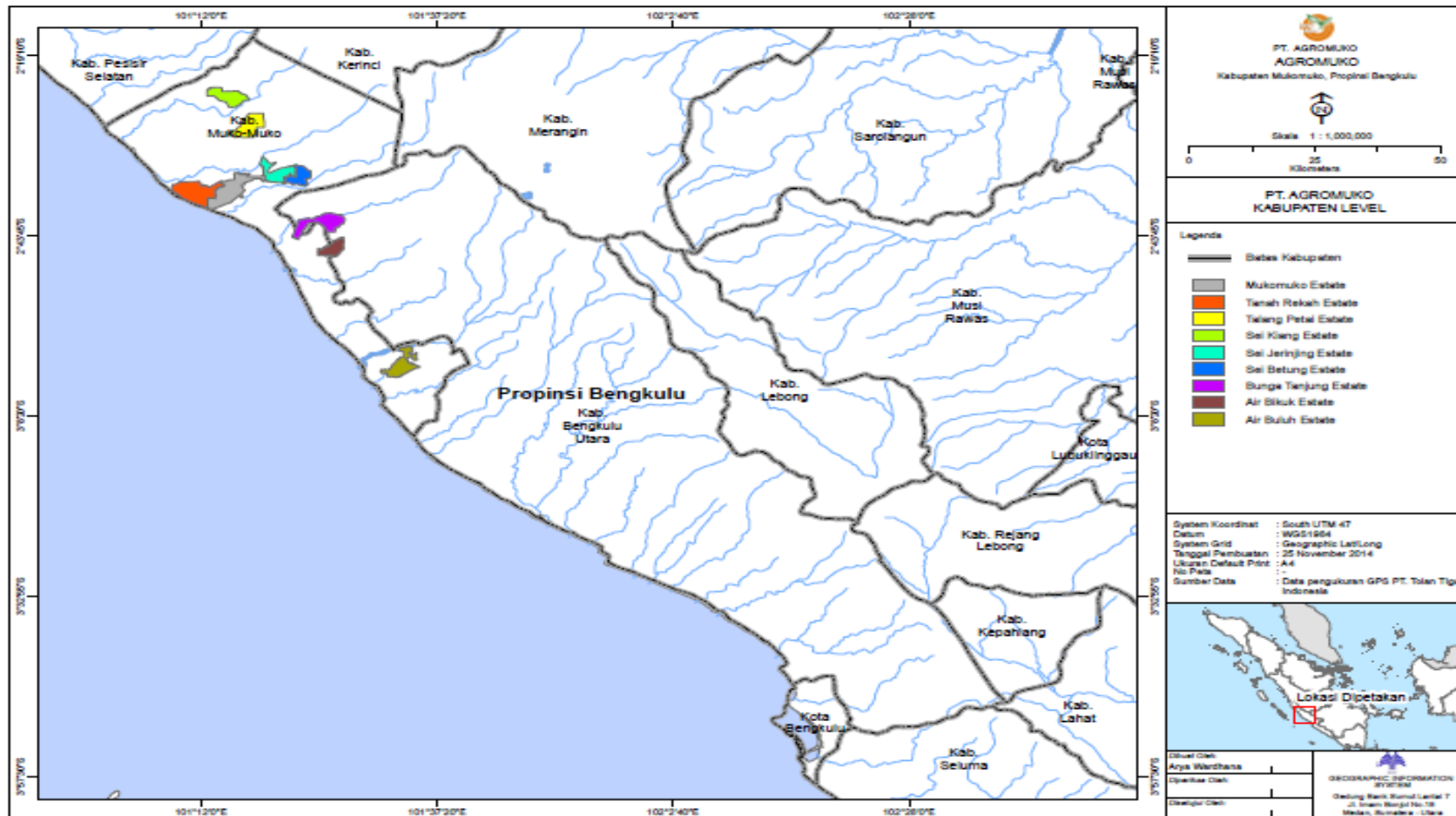
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Month	Certified Supply Base (from own certificate scope) (mt)						Total FFB/Month (mt)
	Bunga Tanjung Estate	Air Bikuk Estate	Air Buluh Estate	Malin Deman Estate	KMD	MDE Plasma	
Januari 2016	3,585.49	1,789.52	3,696.66	260.08	245.99	214,77	9,792.51
Februari 2016	3,241.32	1,983.51	2,882.04	210.87	299.01	229,90	8,846.65
Maret 2016	4,036.75	2,143.71	3,912.00	369.72	278.33	292,94	11,033.45
April 2016	3,743.76	1,570.21	3,393.82	470.16	263.12	407,87	9,848.94
Mei 2016	3,757.3	2,024.78	3,570.15	475.45	275.98	366,31	10,469.97
Juni 2016	4,347.03	2,295.59	4,590.87	532.62	392.35	366,59	12,525.05
Juli 2016	3,980.7	2,227.16	4,564.27	439.69	284.20	350,23	11,846.25
Agustus 2016	5,116.87	1,971.67	4,484.05	438.02	348.56	349,12	12,708.39
September 2016	4,463.71	2,557.79	5,216.01	539.78	347.16	395,96	13,520.41
Oktober 2016	4,144,34	2,198,66	5,203,95	612,18	349,24	404,12	12,912,49
November 2016	4,551,56	2,307,70	5,757,52	622,77	393,58	450,07	14,083,20
Desember 2016	4,303,45	1,853,11	5,496,20	617,94	391,17	309,74	12,971,61
Total	36,272.93	18,563.94	36,309.87	3,736.39	2,734.70	4,137,62	140,558,82

Appendix G: Location Map of Certification Unit and Supply bases



Appendix H: Estate Field Map



Appendix I: List of Smallholder Sampled

No	Smallholder name	Location
1	Air Bikuk Cooperatives Villagers	Air Bikuk Village
2	Bunga Tanjung Cooperatives Villagers	Bunga Tanjung Village

Appendix J: List of Abbreviations Used

AN	Ammoniacal Nitrogen
ANPN	National Park Agency Gabon
BOD	Biological Oxygen Demand
CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
DGEPN	Environmental Protection Agency Gabon
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
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
KMD	Kebun Masyarakat Desa
MSDS	Material Safety Data Sheet
O&G	Oil and Grease
PK	Palm Kernel
PPE	Personal Protective Equipment
PSQM	Plantation Sustainability and Quality Management
PQR	Performance Quality Rating
RC	Re-Certification
RED	Renewable Energy Directive
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
SOU	Strategic Operating Unit
SS	Suspended Solids
TN	Total Nitrogen
TS	Total Solids
VFA	Volatile Fatty Acids

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Appendix H : List of KMD

Supply Mill/ Estate	Name of "Kebun Masyarakat Desa/KMD" Village's plantation (unit)	Hectarage (Ha)
BT POM		
BTE	1. Nenggalo	15
	2. Pondok Baru	15
	3. Bunga Tanjung	15
	4. Bantal	15
	5. Nelan Indah	11.25
Sub Total	5 KMD	71.25
ABKE	1. Air Bikuk	15
	2. Air Berau	10
	3. Pondok Sugh	10
Sub Total	3 KMD	35
ABE	1. Serami Baru	10
	2. Talang Arah	15
	3. Talang Rio	10
	4. Dusun Pulau	10
	5. Air Buluh	15
	6. Talang Baru	15
	7. Semundam	14
	8. Tanjung Jaya	9
	9. Pulau Baru	9
	10. Medan Jaya	9
	11. Tanjung Harapan	9
	12. Bukit Harapan	9.65
Sub Total	12 KMD	134.65
Total	20 KMD	240.90