

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

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|--|
| PT. Agro Muko |
| Client company Address: Gedung Bank Sumut Lt.7 Jl. Imam Bonjol 18 Medan North Sumatra 20152 Indonesia |
| Certification Unit: Mukomuko Palm Oil Mill and its Supply Base |
| Location of Certification Unit: Teruntung Village, Teras Terunjam 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 (Mukomuko POM) | | |
| Address | Head Office: Bank Sumut 7th Floor, Jl. Imam Bonjol No. 18 Medan – 20152, North Sumatra – Indonesia Location Address: Teruntung Village, Teras Terunjam District, Mukomuko Regency, Bengkulu Province, Indonesia | | |
| Subsidiary of (if applicable) | Sipef Group | | |
| Contact Name | Mr. Olivier Tichit (Director) | | |
| 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 556042 | Date | 22 nd February 2011 |
| Scope of Certification | Production of CPO and PK at: Mukomuko Palm Oil Mill and 6 estates as supply base, namely: Mukomuko estate, Sungai Betung estate, Tanah Rekah estate, Talang Petai estate, Sungai Kiang estate, Air Manjunto estate and KMD. Kebun Masyarakat Desa/KMD is owned by villages and fully managed by company. List of KMD attached in Appendix H. Mill capacity of Mukomuko 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 |

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| 3. Location(s) of Mill & Supply Bases | | | |
|--|--|--------------------------------|------------------------------|
| Name (Mill / Supply Base) | Location [Map Reference #] | GPS | |
| | | Easting | Northing |
| Mukomuko POM | Desa Teruntung, Kec. Teras Terunjam, Kab. Mukomuko, Provinsi Bengkulu, Indonesia | E101°16'00" | S02°36'00" |
| 1. Mukomuko estate | Desa Air Dikit, Desa Pondok Lunang, Desa Air Kasai, Desa Dusun Baru, Sari Bulan, Sumber, Teruntung, Talang Kuning, Kec. Air Dikit dan Kec. Teras Terunjam, Kab. Mukomuko, Provinsi Bengkulu, Indonesia | E101°11'41" E101°20'3" | S02°33'58" S02°41'10" |
| 2. Sungai Betung estate | Desa Sidomylyuyo, Penarik, Lubuk Sahung, Talang Medan, Suryan Bungkal, Sei Jerinjing, Talang Buai Kec. Penarik dan Selagan Raya Kab. Mukomuko, Provinsi Bengkulu, Indonesia | E101°19'24" E101°25'31" | S02°32'13" S02°38'26" |
| 3. Tanah Rekah estate | Desa Tanah Harapan, Tanah Rekah, Air Dikit, Setia Budi/SP-IV, Kec. Kota Mukomuko, Air dikit dan teras Terunjam. Kab. Mukomuko, Provisni Bengkulu, Indonesia | E101° 7' 5" E101° 15' 3" | S02° 34' 48" S02° 41' 10" |
| 4. Talang Petai estate | Desa Talang Petai, Talang Sepakat, Talang Sakti, Sungai Lintang, Sungai Rengas, Tunggal Jaya Kec. V-Koto dan Kec. Teras terunjam Kab. Mukomuko, Provinsi Bengkulu, Indonesia | E101° 13' 30" E101° 20' 29" | S02° 24' 46" S02° 32' 37" |
| 5. Sungai Kiang estate | Desa Lubuk Cabau, Kec. V-koto, Kab. Mukomuko, Provisni Bengkulu, Indonesia | E101° 10' 11" E101° 18' 9" | S02° 22' 18" S02° 27' 31" |
| 6. Air Manjunto estate | Desa Talang Petai dan Desa Talang Sepakat, Kec. V-koto, Kab. Mukomuko, Provinsi Bengkulu, Indonesia | E101° 15' 1" E101° 20' 32" | S02° 23' 27" S02° 28' 2" |
| 7. KMD (Managed by PT. Agro Muko) | Kabupaten Mukomuko; Propinsi Bengkulu; Indonesia | E101° 8' 31" E101° 21' 49" | S02° 23' 16" S02° 41' 28" |

| 4. Description of Supply Base | | | | | | | |
|--------------------------------------|--------------------|----------------------|---------------------------|-----------------|---|------------------------|---------------------|
| Estate | Mature (ha) | Immature (ha) | Total Planted (ha) | HCV (ha) | Infrastruc ture & Other (ha) | Total Hectarage | % of Planted |
| Mukomuko estate | 2,005.88 | 1,229.61 | 3,235.49 | 149.91 | 715.80 | 4,101.20 | 25.79 |
| Sungai Betung estate | 1,017.7 | 274.46 | 1,292.16 | 249.20 | 68.76 | 1,610.12 | 10.30 |
| Tanah Rekah estate | 2,751.7 | 309.69 | 3,061.39 | 620.37 | 167.24 | 3,849.00 | 24.40 |
| Talang Petai estate | 2,115 | - | 2,115.00 | 26.00 | 129.00 | 2,270.00 | 16.86 |
| Sungai Kiang estate | 1,935.28 | 21.40 | 1,956.68 | 62.32 | 152.03 | 2,171.03 | 15.60 |
| Air Manjunto estate | 402.00 | 482.00 | 884.00 | 135.00 | 781.00 | 1,800.00 | 7.05 |
| <i>Sub Total</i> | 10,227.56 | 2,317.16 | 12,544.72 | 1,242.80 | 2,013.83 | 15,801.35 | 97.53 |
| KMD | 400.00 | - | 400.00 | - | - | 400.00 | 100 |
| Total | 10,627.56 | 2,317.16 | 12,944.72 | 1,242.80 | 2,013.83 | 16,201.35 | |

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| 5. Plantings & Cycle | | | | | | | | |
|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|-------------------|-------------------|
| Estate | Age (Years) | | | | | Tonnage / Year | | |
| | 0 - 3* | 3 - 10* | 11 - 20 | 21 - 25 | 26 - 30 | Estimated (2016) | Actual (2016) | Forecast (2017) |
| Mukomuko | 1,229.61 | 1,168.97 | 92.43 | 539.54 | 204.94 | 40,369.00 | 39,000.10 | 51,656.00 |
| Sungai Betung | 274.46 | 620.49 | 397.21 | - | - | 15,744.00 | 13,357.73 | 25,873.00 |
| Tanah Rekah | 309.69 | 9.89 | 308.13 | 613.47 | 1,820.21 | 70,647.00 | 50,512.57 | 69,247.00 |
| Talang Petai | - | 990.00 | 1,125.00 | - | - | 45,633.00 | 31,900.39 | 46,645.00 |
| Sungai Kiang | 21.40 | 176.21 | 1,759.07 | - | - | 37,757.00 | 27,111.16 | 35,138.00 |
| Air Manjuntto | 482.00 | 402.00 | - | - | - | 4,521.00 | 2,431.18 | 6,807.00 |
| Sub Total | 2,317.16 | 3,367.56 | 3,681.84 | 1,153.01 | 2,025.15 | 214,671.00 | 164,313.13 | 235,366.00 |
| KMD | | 234.00 | 166.00 | - | - | 7,106.00 | 3,328.24 | 5,802.00 |
| Total | 2,317.16 | 3,601.56 | 3,847.84 | 1,153.01 | 2,025.15 | 221,777.00 | 167,641.37 | 241,168.00 |

| 6. Certified Tonnage of FFB (Own Certified Scope) | | | |
|---|-------------------|-------------------|-------------------|
| Estate | Tonnage / year | | |
| | Estimated (2016) | Actual (2016) | Forecast (2017) |
| 1. Mukomuko | 40,369.00 | 39,000.10 | 51,656.00 |
| 2. Sungai Betung | 15,744.00 | 13,357.73 | 25,873.00 |
| 3. Tanah Rekah | 70,647.00 | 50,512.57 | 69,247.00 |
| 4. Talang Petai | 45,633.00 | 31,900.39 | 46,645.00 |
| 5. Sungai Kiang | 37,757.00 | 27,111.16 | 35,138.00 |
| 6. Air Manjuntto | 4,521.00 | 2,431.18 | 6,807.00 |
| Sub Total | 214,671.00 | 164,313.13 | 235,366.00 |
| 7. KMD | 7,106.00 | 3,328.24 | 5,802.00 |
| Total | 221,777.00 | 167,641.37 | 241,168.00 |

| 7. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable | | | |
|--|------------------|---------------|-----------------|
| Independent FFB Supplier | Tonnage / year | | |
| | Estimated (2016) | Actual (2016) | Forecast (2017) |
| None | 0 | 0 | 0 |

| 8. Certified Tonnage | | | | | | | | | |
|----------------------|---------------------------|-----------|-----------|--------------------------|-----------|-----------|----------------------------|-----------|-----------|
| Mill | Estimated (Previous Year) | | | Actual (This Year, 2016) | | | Forecast (Next Year, 2017) | | |
| | FFB | CPO OER % | PK KER % | FFB | CPO OER % | PK KER % | FFB | CPO OER % | PK KER % |
| Mukomuko POM | 221,807.00 | 50,933.00 | 11,303.00 | 222,916.10 | 48,537.33 | 11,410.85 | 241,168.00 | 55,468.64 | 12,299.56 |

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
59200 Kuala Lumpur
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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 14/12/2016-17/12/2016. 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 (Certification) | Year 2 (ASA 1) | Year 3 (ASA 2) | Year 4 (ASA 4) | Year 5 (ASA 5) |
| Mukomuko POM | x | x | x | x | x |
| 1. Mukomuko estate | | x | | x | |
| 2. Sungai Betung estate | | x | | | x |
| 3. Tanah Rekah estate | x | | | x | |
| 4. Talang Petai estate | x | | | | |
| 5. Sungai Kiang estate | | | x | | |
| 6. Air Manjunto estate | | | x | | x |
| 7. KMD | x | x | x | x | x |

Tentative Date of Next Visit: December 1, 2017 – January 9, 2018

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 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

**RSPO Public Summary Report
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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: during this visit, audit team accompanied by qualifying auditor

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.

- Sipef group 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. | Yes |
| 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: | Yes |

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| | <p>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 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> |

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| Un-Certified Units or Holdings | | |
|---|--|-----|
| Did the company conduct an internal audit? If so, has a positive assurance statement been produced? | Yes Yes. Company conduct internal audit for un-certified unit/company. | Yes |
| 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: | Yes |

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| | Internal audit PT. Agro Kati Lama. | |
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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 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 it effectiveness and closed accordingly.

| Non-Conformity | | |
|----------------|--|--------------------------|
| NCR # | Description | Category (Major / Minor) |
| 1420737M1 | <p>Requirements: A health and safety policy shall be in place. A health and safety plan shall be documented and implemented, and its effectiveness monitored</p> | Major |
| | <p>Evidence of Nonconformity:</p> <ul style="list-style-type: none"> - Field visit in Mukomuko Mill with mill manager & team, FFB truck driver does not used appropriate PPE (safety shoes) in POM area, CPO truck driver does not used appropriate PPE in POM area, CPO loading area, Operator and supervisor does not used earplug/earmuff in ripple mill area, Operator Spraying in mukomuko estate did not use safety google - Risk Assessment document - health and safety plan | |
| | <p>Statement of Nonconformity: It found that implementation of OHS was not consistent with procedure and Health and Safety program, and risk Asessment</p> | |
| | <p>Corrective Actions:</p> <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. Make a checklist inspection to ensure compliance with PPE by driver (FFB, CPO, PK & material transporter) in accordance with risk assessment. Inspections carried out before the vehicles went into the factory area. 3. Monitoring and periodic evaluation of the inspection checklist charging K3 regularly in P2K3LHS meetings and reported to the Chairman P2K3LHS. | |
| | <p>Assessment Conclusion: Closed</p> | |
| | <p>Date of Closure : 02/02/2017 by Site visit</p> | |
| Non-Conformity | | |
| NCR # | Description | Category |

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| | | |
|-----------------------|--|---------------------------------|
| | | (Major / Minor) |
| 1420737N1 | <p>Requirements: An implemented water management plan shall be in place.</p> <p>Evidence of Nonconformity: Ground water permit No. 036 Tahun 2016. It stated in permit that water debit allowed is 140 m3/day however Bengkel usage is > 140m3/day (average > 9,000m3/month)</p> <p>Statement of Nonconformity: Company has water management plan, however can not demonstrate monitoring or evaluation of ground water usage.</p> <p>Corrective Actions:</p> <ul style="list-style-type: none"> - Evaluate the usage of ground water (ABT) by all OU - To report the use of ABT that exceeds the capacity permitted, immediately made application for revision of ABT user permission to GMOs to be forwarder to the relevant government institution - 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 <p>Assessment Conclusion: Closed, implementation will be verified in next audit</p> | Minor |
| Non-Conformity | | |
| NCR # | Description | Category (Major / Minor) |
| 1420737N2 | <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 based.</p> <p>Evidence of Nonconformity:</p> <ul style="list-style-type: none"> - Based on water analysis in Betung River 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 1,21 mg/L in upstream and 1,81 mg/L in downstream in "laporan hasil pengujian No. 947-9/A/BINA/VII/2016" - water quality and aquatic biota have monitored for each semester in Betung 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"> - Conduct dredging effluent ponds periodically so that retention time is maintained - Send samples for analysis of wastewater MMPOM on December 17, 2016 - Ensure that all POME must be processed in the biogas plant <p>Assessment Conclusion:</p> | Minor |

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| | Closed, implementation will be verified in next audit | |
|--|---|--|

| Observation | |
|-------------|--|
| OBS # | Description |
| 1 | It is recommended to monitor water levels and pizo meter explained also information about the actions performed as in SOP Water management, eg: Measuring piezo-meter water level is maintained at the level of 50-70 cm (SOP Based Water management), the actual month of November 2016: Measurement of piezo meters Month November 2016: Division 6 Block 94D02 (31 Ha): level 31 cm and Division 4 Block 13M07 (17 04 Ha): level 41 cm |

| 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 –Mukomuko POM has provided development to surrounding community and works in company. - PT Agro Muko – Mukomuko POM has implemented the social program in form of road maintenance, bore well, religious day celebration, scholarship award, public medication day and computer aid. - 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 |

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| | <p>harassment;</p> <ul style="list-style-type: none"> - 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>Management Response: Positive comments and the company will continued these issues.</p> <p>Auditor Team Findings: Company response is accepted</p> |
| 2 | <p>Labour issues:</p> <ul style="list-style-type: none"> - All normative agreement has been incorporated into Collective Work Agreement, including but not limited to salary, working hour, overtime, leave entitlement, etc. The collective work agreement is in accordance to regulations and acknowledged by provincial manpower authority; - 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. - There has been no industrial dispute between company and the employees. - All worker union member (employees) have been registered into social insurance scheme (BPJS) - Company implemented employee performance appraisal, as basic information for promotion/grade increment <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 – Mukomuko 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 Mukomuko Agro Sejahtera has done well. - No issue was raised by stakeholders <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 |
| 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 |
| 1420737M1 | Major | 17/12/2016 | 02/02/2016 |
| 1420737N1 | Minor | 17/12/2016 | 02/02/2017 |
| 1420737N2 | Minor | 17/12/2016 | 02/02/2017 |

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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 | | |
| 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>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 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 Mukomuko; - 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>), - 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. Mukomuko estate and Sungai Betung Estate have appointed an officer to communicate with stakeholders by Estate manager, Office Assisstant and Field Head Assisstant.</p> | <p>Yes</p> |

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| Criterion / Indicator | Assessment Findings | Compliance |
|--|---|------------|
| <p>1.1.2 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>Mukomuko POM: Based on document verification of "Rekaman Permintaan Informasi , throughout 2016, there are 6 types information request:</p> <ul style="list-style-type: none"> - Information request from UNIB Bengkulu on 16-03-2016 related to Internship Proposal. Responded by management on 16-03-2016 stated OA - Mukomuko POM "Perusahaan menyetujui peraktek lapangan" - Information request sent by Politeknik Teknologi Kimia Medan on 20 May 2016 related to Internship Proposal. Responded by OA- Mukomuko POM on 28 May 2016 - Information request sent by Poliklinik Ati Padang on 19 Nopember 2016 related to request for Kuliah Kerja Praktek. Verbal response provided from OA-MMPOM on 19 Nopember 2016, stated approverd for internship request <p>Mukomuko Estate: Based on document verification of "Informasi dan Jawaban", throughout 2016, there are 9 types information request:</p> <ul style="list-style-type: none"> - Information request from Dwi - transport on 5 December 2016 related to Genset perumahan air dikit rusak, konpensasi minyak belum diberikan. Responded by management on 6 December 2016 stated OA – Mukomuko Estate "Segera Data per kepala keluarga yang ada di perumahan air dikit" <p>Information request sent by Herman Pelani on 3 June 2016 related to kartu BPJS Kesehatan, responded by OA-Mukomuko mill on6 Junee 2016, approved, can be continued.</p> <p>Based on interview with Committee of Kebun Masyarakat Desa Air Dikit, KMD Pondok Lunang, Leaders of Sida Mulyo village, Leader of Penarik village, local contractors and communities of Pondok Baru village – stated communication with company is good. Company always responded information request, both verbal and written inquiries.</p> | <p>Yes</p> |
| <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> | | |

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| Criterion / Indicator | Assessment Findings | Compliance | |
|--|--|---|------------|
| <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 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>), - 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>Yes</p> | |
| <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 17 September 2016. Attended by 30 workers. - Communication to employee on 17 September 2016 in Mukomuko POM attended by 29 workers; - "Sosialisasi Kebijakan Perusahaan; Kebijakan HAM, Kebijakan Pekerja Paksa, Kebijakan Code of Conduct and Komitmen SPAM (Peduli Praktek Sosial Budidaya), in | <p>Yes</p> |

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| Criterion / Indicator | Assessment Findings | Compliance |
|---|--|------------|
| | <p>division 1 on 8 November 2016, attended by 30 Participants; division V on 1 December 2016 attended by 69 participants, consist of spraying, manuring and weeding employees.</p> <p>Based on interview with worker union, 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; Company policy on forced labour and human trafficking, signed by President Director on 23/10/2013; | |
| <p>Principle 2: Compliance with applicable laws and regulations</p> | | |
| <p>Criterion 2.1:</p> | | |
| <p>There is compliance with all applicable local, national and ratified international laws and regulations.</p> | | |
| <p>2.1.1</p> | <p>Estate:</p> <p>The company documented all relevants legal requirements still valid, it was reviewed and comply with regulation, such as:</p> <ol style="list-style-type: none"> 1. PT. Agro Muko <ol style="list-style-type: none"> a. Izin Lokasi (Location permit). <ul style="list-style-type: none"> - No. 245, dated 7th July 1989 from Bengkulu Governor for \pm 10,000 ha. - No. 156, dated 23rd April 1991 from Bengkulu Governor for \pm 3,740 ha. - No. 199, dated 12th June 1989 from Bengkulu Governor for \pm 6,000 ha. - No. 347/II/ BKPM/1990, dated 30th January 1990 from Bengkulu Governor for \pm 2,500 ha. b. Izin Usaha Perkebunan (Operational Plantation Permit). <ul style="list-style-type: none"> - No HK 350/E.4.900/11.89, dated 8th November 1989 for \pm 10,000 ha. - No.HK. 350/E.4.247/06.88, adetd 7th June 1988, for \pm 5,500 ha. - No. HK. 350/E.4.447/07.92, dated 10 July 1992 for \pm 2,000 ha for oil palm plantation and \pm1.800 ha for rubber plantation. - No. HK. 350/E.4.297/06.88, dated 7th June 1988 for \pm 3,600 ha untuk perkebunan kelapa sawit from "Dirjen Perkebunan". - Revised SPUP 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 \pm 22,914 ha and mill | <p>Yes</p> |

| Criterion / Indicator | Assessment Findings | Compliance |
|-----------------------|---|------------|
| | <p>capacity 60 ton FFB/hour.</p> <p>c. Based on over-lapping with "Rencana Tata Ruang Wilayah Kabupaten Mukomuko tahun 2012 – 2032" location of PT. Agro Muko and PT. MMAS in plantation purpose areas.</p> <p>d. HGU (Land Title Rights):</p> <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 Pebruary 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 Agromuko kapasitas 40.000 ton/tahun. - ton/tahun. <p>2. PT. Mukomuko 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, | |

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| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|--|---|------------|
| | | <p>dated 15 September 2014 (Location I: ± 1,800 ha and Location II: ± 1,167 ha) for "Inti".</p> <ul style="list-style-type: none"> - No. 374, dated 7th December 2011 (± 656 ha) for Plasma KKPA. - No. 375, dated 7th December 2011 (± 291 ha) for Plasma KKPA. <p>d. Izin Lingkungan (SEIA Permit) No. M.288, dated 09th September 2011, included Plasma (Scheme Smallholders)</p> <p>Mill:</p> <ul style="list-style-type: none"> - Izin Penyimpanan limbah B3 (<i>Hazardous waste temporary storage</i>) from "Kantor Pelayanan Terpadu Satu Pintu (KPTSP) Kab. Mukomuko" no. 503/06/KPTSP/PLB3/VII/2016, dated 25 July 2016 (valid 2 years) - Izin Pembuangan limbah POME (<i>Effluent Discharge permit</i>) from Kantor Pelayanan Terpadu Satu Pintu (KPTSP) Kab. Mukomuko no. 503/4/KPTSP/IPAL/XII/2014, dated 31 December 2014 (valid 2 year) - Izin penggunaan Air Permukaan (<i>Ground Water Usage Permit</i>) from Kemen PU no. 210/KPTS/M/2013, dated 14 May 2013 23 July 2015 (valid 5 year). - IMB mill no. 002/IB/II/BKPM, dated 04 July 1992. - Surat pendaftaran P2K3 di Dinsosnakertrans Kab. Mukomuko no. 556/003/D.3IV/2014, dated 21st January 2015. - Izin Poliklinik (<i>Policlinic permit</i>) dari Dinas Kesehatan Kab. Mukomuko no. 440/10/D.2/II/2015, dated 24th February 2015 (Valid 1 years). Already extended until 2017 - Pendaftaran LKS Bipartit dari Dinsosnakertrans no. 019, year 2015, dated 11th May 2015 (Valid 2 years) - UKL-UPL Pembangunan Pembangkit Listrik Tenaga Biogas (PLTB) 2x2 MW di lokasi MMPOM telah mendapat persetujuan dari Kepala Kantor Lingkungan Hidup Kabupaten Mukomuko. No. 660/1004/F.4/VII/2016. dengan kewajiban melaporkan kegiatan setiap 6 bulan. | |
| 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 Pesticida'.</p> | Yes |
| 2.1.3 | <p>A mechanism for ensuring compliance shall be implemented.</p> <p>- Minor compliance -</p> | <p>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 01st November 2011.</p> | Yes |

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| Criterion / Indicator | | Assessment Findings | Compliance |
|--|--|---|------------|
| 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), such as: - No. 31/HGU/BPN/89, dated 27 th June 1989 (10,000 ha) - No. 4/HGU/BPN 1994, dated 2 nd Pebruary 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). All document related to land tittle still valid on the audit day. | 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. Mukomuko 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 review document, it was seen that 43 pegs in good condition, monitoring was conducted by "Ranger". | Yes |
| 2.2.3 | Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). - Minor compliance - | 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. 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. | Yes |

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|--|--|---|------------|
| | | 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. | |
| 2.2.4 | There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. -Major compliance | Based on document review and stakeholder consultation, there was no noted land dispute in PT Agro Muko plantation areas. | Yes |
| 2.2.5 | 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). -Minor compliance | 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. | Yes |
| 2.2.6 | To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance | There is No land dispute was noted. | Yes |
| Criterion 2.3: Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent. | | | |
| 2.3.1 | Maps 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). - Major compliance - | Based on document review and stakeholder consultation, there was no noted land dispute in PT Agro Muko areas. | Yes |

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| <p>2.3.2</p> <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 was no noted land dispute in PT Agro Muko areas.</p> | <p>Yes</p> |
| <p>2.3.3</p> <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> | <p>Yes</p> |
| <p>2.3.4</p> <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> | <p>Yes</p> |

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.

| | | |
|---|---|------------|
| <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>Mill:</p> <p>The 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 2013 and 2014 is available.</p> <p>Mukomuko Mill and its supply base</p> <p>2016:</p> <ul style="list-style-type: none"> - Estimated FFB received: 221,807 tonnes (actual up to November 205,631 tonnes). - OER estimated: 23.00 % (actual: 22.55 %) | <p>Yes</p> |
|---|---|------------|

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|-----------------------|--|-------------|---------------|-------------|--|------|--------|--------|--|------|--------|--------|--|------|--------|--------|--|------|--------|--------|--|------|--------|--------|-------|------|--------|--|-----|------|--------|--|--|------|--------|--|--|------|---------------|-------------|------|-----|--------|------|-----|--------|------------|
| | <p>- KER estimated: 5.10 % (actual 5.21 %)</p> <p>Projected sampled: 2017: FFB (229,512 MT), Palm Kernel (64,493 MT), OER (23%), PK (11,705 MT) 2018: FFB (236,937 MT), Palm Kernel (54,496 MT), OER (23%), PK (12,084 MT) 2019: FFB (246,933 MT), Palm Kernel (56,795 MT), OER (23%), PK (12,594 MT)</p> <p>Sungai Betung Estate: Sungai Betung Estate management has develop business plan for year 2013-2022,</p> <p>Projected sampled: 2016: projection of FFB (15,744 MT). 2017: projection of FFB (16,072 MT). 2018: projection of FFB (17,423 MT). 2019: projection of FFB (17,771 MT). 2020: projection of FFB (18,126 MT). 2021: projection of FFB (18,489 MT). 2022: projection of FFB (18,859 MT). Sungai Betung estate has crop since year 2000, so they does not plan replanting in business plan yet.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>3.1.2</p> | <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: Compay 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" data-bbox="580 1503 1331 1805"> <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>compl</td> </tr> <tr> <td>2017</td> <td>471.02</td> <td></td> <td>rev</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>Sungai Betung: A planting programme for each year is available under "Replanting program" 2012 – 2019.</p> <table border="1" data-bbox="580 1935 1193 2031"> <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> <tr> <td>2013</td> <td>312</td> <td>305,40</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 | compl | 2017 | 471.02 | | rev | 2018 | 419.82 | | | 2019 | 417.18 | | | Year | Planning (Ha) | Actual (Ha) | 2012 | 150 | 233,37 | 2013 | 312 | 305,40 | <p>Yes</p> |
| 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 | compl | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2017 | 471.02 | | rev | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2018 | 419.82 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2019 | 417.18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Year | Planning (Ha) | Actual (Ha) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2012 | 150 | 233,37 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2013 | 312 | 305,40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|--|--|---------------------|-----|--------|------------|
| | | 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 | <p>Standard Operating Procedures (SOPs) for estates and mills are documented</p> <p>- Major compliance -</p> | <p>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:</p> <ul style="list-style-type: none"> - 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 - 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 1mx0.75mx1m; collection drain 2.5mx2mx2m; main drain 2.5mx2mx2m. <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</p> | Yes |
|--------------|--|---|-----|

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|--|---|------------|
| | <p>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 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 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. | |
| <p>4.1.2</p> <p>A mechanism to check consistent implementation of procedures shall be in place.</p> <p>- Minor compliance -</p> | <p>Mukomuko Estate</p> <p>The company conducts internal audit and regular inspection by Agronomist to monitoring Operational performance, documented in QC Agro Muko, and in Estate recorded on QC Log Book.</p> <p>Routine checks by QC Agro Muko each month, the last was made on 1/12/2016 by Mr. Darsono; recommendation:</p> <ul style="list-style-type: none"> - Preparation of frond trimmed in Block 13M03 - Berondol (loose fruit) in TPH is still less than clean in Block 13M03. <p>And also the operational monitoring of SFM visits (Senior Field Manager) on 10/09/2016.</p> <p>Sungai Betung Estate</p> <p>Routine checks by QC Agro Muko each month, the last was made on 8/12/2016 by Mr. Johanes; recommendation:</p> <ul style="list-style-type: none"> - Need to be selective weeding - Hand picking of berondolan (loose fruit) of crop residues to be cleaner | <p>Yes</p> |

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|---|---|------------|
| | <p>Mukomuko Palm Oil Mill: The company conduct internal audit and regular inspection by Engineering to monitoring Operational performance, e.g. Visit Report on 07th November 2016 as documented in "Action Plan – Kunjungan STM – AM (Senior Technical manager – Agro Muko).</p> | |
| <p>4.1.3 Records of monitoring and any follow-up actions shall be available. - Minor compliance -</p> | <p>Estates: 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 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>Mukomuko Estate: Inspection on the harvest date 14/12/2016 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 J.12 / TT'2012 (54 hectares) on the division 5; 7.020 palms; Borate fertilizer 100 gram / palm; fertilizer application is 702 kg; circle has been sprayed - inspection date 14/12/2016. The use of PPE by employees can be found (safety boots, masks and gloves).</p> <p>Inspections on activities spraying dated 14/12/2016 (path and circles) at block F.02 / TT'2012, division 02 (2 ha), 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>Minutes of Palm Oil Seed Culling "afkir" / Nursery Selection in 2016: Up to November 23, 2016: - Abnormal: 1601 seeds - Off / not growing: 831 seeds - Doubletons: 0 seeds</p> | <p>Yes</p> |

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|-----------------------|---|------------|----------|---|--|--|--|------------|
| | <p>Balance sprouts until the date of 23 November 2016 is 18,570 seeds. Surat Pengiriman Bibit dated 1/04/2016 delivery to the Division I counted 100 seedlings and delivery date of 11/11/2016 to Division I as much as 50 seeds</p> <p>Sungai Betung Estate: Inspection on the harvest date 16/12/2016 at block D.3/TT'2012, crop rotation 11 days, division 1, the "basis borong" of 250 kg with average bunch weight of 4 Kg. The use of PPE by the harvester can be found (safety boots, helmet, gloves of chisels and ax).</p> <p>Inspections on activities spraying dated 16/12/2016 (path and circles) at block F.3-2 / TT'2013, division 02 (32 ha), using the Glyphosate herbicide with a dose of 125 cc / knapsack (530 cc/ha). The use of PPE by employees can be found (safety boots, mask, apron, protective glasses and gloves).</p> <p>Mukomuko Palm Oil Mill FFA CPO production analysis reports, on 14/12/2016, the average FFA CPO production amounted to 3.47% base on Daily reports of oil analysis Losses on 14/12/2016.</p> <p>Calibration laboratory equipment and electronic scales:</p> <ul style="list-style-type: none"> - Calibration / Tera Weigh / electronic weighing scales (brand Avery Berkel, Type: L225, serial number: 79015389, on 28 September 2016 by Balai Metrologi Pemerintah Provinsi Bengkulu. - Calibration / Tera re Weigh / electronic scales (brand Avery Berkel, Type: L225, serial number: 00330065, on 28 September 2016 by Balai Metrologi Pemerintah Provinsi Bengkulu - Certificate of calibration of scales Top Loading Balance, serial no. 14630692, on February 29, 2016 by Dirjen Standardisasi dan Perlindungan Konsumen Kementerian Perdagangan - Certificate of calibration of electronic scales analytical Balance, serial no. XB-220A / 3103836, on February 29, 2016 by Dirjen Standardisasi dan Perlindungan Konsumen Kementerian Perdagangan | | | | | | | |
| <p>4.1.4</p> | <p>Records of the origins of all third-party FFB sourced (collector, deliver, Cooperative, Farmers Association and outgrower) shall be available.</p> <p>Mukomuko Palm Oil Mill Period 2016 Up to November 2016 Supply & Production (Kg)</p> <table border="1" data-bbox="576 1989 1136 2033"> <thead> <tr> <th>Kebun</th> <th>Produksi</th> <th>%</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | Kebun | Produksi | % | | | | <p>Yes</p> |
| Kebun | Produksi | % | | | | | | |
| | | | | | | | | |

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|-----------------------|--|----------------|------------|--------|-----|------------|-------|-----|------------|--------|-----|------------|--------|------|------------|--------|-----|-----------|-------|------|-----------|-------|--------------------|--|----------------|--|
| - Major compliance - | <table border="1"> <tr> <td>MME</td> <td>47,109,710</td> <td>22.91%</td> </tr> <tr> <td>SBE</td> <td>16,543,920</td> <td>8.05%</td> </tr> <tr> <td>TRE</td> <td>62,012,020</td> <td>30.16%</td> </tr> <tr> <td>TPE</td> <td>39,498,160</td> <td>19.21%</td> </tr> <tr> <td>SKGE</td> <td>33,172,840</td> <td>16.13%</td> </tr> <tr> <td>KMD</td> <td>4,111,280</td> <td>2.00%</td> </tr> <tr> <td>MMAS</td> <td>3,183,400</td> <td>1.55%</td> </tr> <tr> <td colspan="2" style="text-align: right;">205,631,330</td> <td>100.00%</td> </tr> </table> | MME | 47,109,710 | 22.91% | SBE | 16,543,920 | 8.05% | TRE | 62,012,020 | 30.16% | TPE | 39,498,160 | 19.21% | SKGE | 33,172,840 | 16.13% | KMD | 4,111,280 | 2.00% | MMAS | 3,183,400 | 1.55% | 205,631,330 | | 100.00% | |
| MME | 47,109,710 | 22.91% | | | | | | | | | | | | | | | | | | | | | | | | |
| SBE | 16,543,920 | 8.05% | | | | | | | | | | | | | | | | | | | | | | | | |
| TRE | 62,012,020 | 30.16% | | | | | | | | | | | | | | | | | | | | | | | | |
| TPE | 39,498,160 | 19.21% | | | | | | | | | | | | | | | | | | | | | | | | |
| SKGE | 33,172,840 | 16.13% | | | | | | | | | | | | | | | | | | | | | | | | |
| KMD | 4,111,280 | 2.00% | | | | | | | | | | | | | | | | | | | | | | | | |
| MMAS | 3,183,400 | 1.55% | | | | | | | | | | | | | | | | | | | | | | | | |
| 205,631,330 | | 100.00% | | | | | | | | | | | | | | | | | | | | | | | | |

Criterion 4.2:

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

| | | |
|--|--|------------|
| <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>Mukomuko Estate The standard dose of EFB applications that are used in Agromuko plantation are: TBM: 135-150 Kg / Palm and TM 40-45 Ton / Ha (300 Kg / Palm). 2 years before replanting is no longer cultivated.</p> <p>Some recommendations in accordance with the type of fertilizer used and the age of the plant oil palm.</p> | <p>Yes</p> |
|--|--|------------|

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| Criterion / Indicator | Assessment Findings | Compliance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------|--|----------------|------|----------------|----|----|---|----|----|---|----|----|---|----|----|---|-------|----|--|-------|------|----------------|----|----|---|----|----|---|----|----|---|----|----|---|-------|----|--|----|-----|--------------------|-------------|-------------------|-----|------------------|------------|--------------------|----------------|---------------------|-----------------|-----------------|--|--|
| | <p>Fertilization dosage recommendations Mukomuko Estate period 2016:</p> <p>Urea 1.5 kg/palm</p> <p>MOP 1.5 kg/palm</p> <p>RP 1.5 Kg/palm</p> <p>Borate 0.1 Kg/palm</p> <p>NPK (16-16-10-19-6) 3.0 Kg/palm</p> <p>Fertilizer recommendations in the Kebun Masyarakat Desa (KMD) period in 2016, namely:</p> <p>Semester I 2016 (NPK)</p> <table border="1" data-bbox="579 893 1070 1196"> <thead> <tr> <th>Group</th> <th>Area</th> <th>Dose (Kg/Palm)</th> </tr> </thead> <tbody> <tr> <td>AD</td> <td>12</td> <td>3</td> </tr> <tr> <td>PL</td> <td>13</td> <td>3</td> </tr> <tr> <td>DB</td> <td>15</td> <td>3</td> </tr> <tr> <td>SB</td> <td>10</td> <td>3</td> </tr> <tr> <td>Total</td> <td>50</td> <td></td> </tr> </tbody> </table> <p>Semester II 2016 (NPK)</p> <table border="1" data-bbox="579 1272 1059 1547"> <thead> <tr> <th>Group</th> <th>Area</th> <th>Dose (Kg/Palm)</th> </tr> </thead> <tbody> <tr> <td>AD</td> <td>12</td> <td>3</td> </tr> <tr> <td>PL</td> <td>13</td> <td>3</td> </tr> <tr> <td>DB</td> <td>15</td> <td>3</td> </tr> <tr> <td>SB</td> <td>10</td> <td>3</td> </tr> <tr> <td>Total</td> <td>50</td> <td></td> </tr> </tbody> </table> <p>Sungai Betung Estate Semester I/2016</p> <table data-bbox="579 1675 1091 1995"> <thead> <tr> <th>TM</th> <th>TBM</th> </tr> </thead> <tbody> <tr> <td>Urea (1.5 Kg/Palm)</td> <td>Urea (0,75)</td> </tr> <tr> <td>KCL (1.5 Kg/Palm)</td> <td>TSP</td> </tr> <tr> <td>RP (1.5 Kg/Palm)</td> <td>KCL (1 kg)</td> </tr> <tr> <td>Borate 100 gr/palm</td> <td>Borate (0,075)</td> </tr> <tr> <td>NPK 16-10-19-6+0,5B</td> <td>Kieserite (0,5)</td> </tr> <tr> <td>TSP (1 kg/palm)</td> <td></td> </tr> </tbody> </table> | Group | Area | Dose (Kg/Palm) | AD | 12 | 3 | PL | 13 | 3 | DB | 15 | 3 | SB | 10 | 3 | Total | 50 | | Group | Area | Dose (Kg/Palm) | AD | 12 | 3 | PL | 13 | 3 | DB | 15 | 3 | SB | 10 | 3 | Total | 50 | | TM | TBM | Urea (1.5 Kg/Palm) | Urea (0,75) | KCL (1.5 Kg/Palm) | TSP | RP (1.5 Kg/Palm) | KCL (1 kg) | Borate 100 gr/palm | Borate (0,075) | NPK 16-10-19-6+0,5B | Kieserite (0,5) | TSP (1 kg/palm) | | |
| Group | Area | Dose (Kg/Palm) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AD | 12 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PL | 13 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DB | 15 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SB | 10 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Group | Area | Dose (Kg/Palm) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AD | 12 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PL | 13 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DB | 15 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SB | 10 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TM | TBM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Urea (1.5 Kg/Palm) | Urea (0,75) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KCL (1.5 Kg/Palm) | TSP | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RP (1.5 Kg/Palm) | KCL (1 kg) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Borate 100 gr/palm | Borate (0,075) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NPK 16-10-19-6+0,5B | Kieserite (0,5) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TSP (1 kg/palm) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Criterion / Indicator | | Assessment Findings | Compliance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------------|--|---|------------|------------|------------------------------------|---|---------------------------|-----------|--------|-----------|---------------------|------------|-------|------------|-----------------|------|-------------|----|---|----|-----------------|----|---|----|--------------|----|---|-----|--------------|----|---|----|-------|------------|-----------------|------|-----|
| | | <p>Kieserite (0,75 kg/palm)</p> <p>Semester II/2016</p> <table border="0"> <tr> <td>TM</td> <td>TBM</td> </tr> <tr> <td>NPK 16-10-19-6-0,5B 2,5 kg/palm</td> <td>Urea (1,5) Borate 0,075 gr/palm KCL 1,5 kg/palm</td> </tr> <tr> <td>Kieserite 0,75 kg/palm</td> <td></td> </tr> </table> | TM | TBM | NPK 16-10-19-6-0,5B 2,5 kg/palm | Urea (1,5) Borate 0,075 gr/palm KCL 1,5 kg/palm | Kieserite 0,75 kg/palm | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TM | TBM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NPK 16-10-19-6-0,5B 2,5 kg/palm | Urea (1,5) Borate 0,075 gr/palm KCL 1,5 kg/palm | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kieserite 0,75 kg/palm | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.2.2 | <p>Records of fertiliser inputs shall be maintained.</p> <p>- Minor compliance -</p> | <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>Mukomuko Estate Realization of fertilization Mukomuko Estate up to December 2016.</p> <table border="0"> <tr> <td>Urea</td> <td>719,432 Kg</td> </tr> <tr> <td>MOP</td> <td>651,834 Kg</td> </tr> <tr> <td>RP</td> <td>64,809 Kg</td> </tr> <tr> <td>Borate</td> <td>49,350 Kg</td> </tr> <tr> <td>NPK (16-16-10-19-6)</td> <td>378,533 Kg</td> </tr> </table> <p>Realization of fertilization KMD up to December 2016. Semester I 2016 (NPK)</p> <table border="1"> <thead> <tr> <th>Group</th> <th>Areas (Ha)</th> <th>Dose (Kg/pal m)</th> <th>Bags</th> </tr> </thead> <tbody> <tr> <td>- Air Dikit</td> <td>12</td> <td>3</td> <td>66</td> </tr> <tr> <td>- Pondok Lunang</td> <td>13</td> <td>3</td> <td>69</td> </tr> <tr> <td>- Dusun Baru</td> <td>15</td> <td>3</td> <td>115</td> </tr> <tr> <td>- Sari Bulan</td> <td>10</td> <td>3</td> <td>55</td> </tr> </tbody> </table> <p>@bag = 50 Kg</p> <p>Semester II 2016 (NPK)</p> <table border="1"> <thead> <tr> <th>Group</th> <th>Areas (Ha)</th> <th>Dose (Kg/pal m)</th> <th>Bags</th> </tr> </thead> <tbody> </tbody> </table> | Urea | 719,432 Kg | MOP | 651,834 Kg | RP | 64,809 Kg | Borate | 49,350 Kg | NPK (16-16-10-19-6) | 378,533 Kg | Group | Areas (Ha) | Dose (Kg/pal m) | Bags | - Air Dikit | 12 | 3 | 66 | - Pondok Lunang | 13 | 3 | 69 | - Dusun Baru | 15 | 3 | 115 | - Sari Bulan | 10 | 3 | 55 | Group | Areas (Ha) | Dose (Kg/pal m) | Bags | Yes |
| Urea | 719,432 Kg | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MOP | 651,834 Kg | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RP | 64,809 Kg | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Borate | 49,350 Kg | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NPK (16-16-10-19-6) | 378,533 Kg | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Group | Areas (Ha) | Dose (Kg/pal m) | Bags | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| - Air Dikit | 12 | 3 | 66 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| - Pondok Lunang | 13 | 3 | 69 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| - Dusun Baru | 15 | 3 | 115 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| - Sari Bulan | 10 | 3 | 55 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Group | Areas (Ha) | Dose (Kg/pal m) | Bags | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| Criterion / Indicator | Assessment Findings | | | | Compliance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|---|-----------|-----|-----------|--------------------|-------------|-------------------|------------|------------------|-----------------|--------------------|----------|---------------------|--------------|-----------------|-----------|--------------------------|--------------|---------------------|-----------|-----|---|-----------------|-----------|------------------------|----------|-------------------------|-----------|---------------------|------------|-------------|--|-----------|-----------|-------------|--|
| | <table border="1"> <tr> <td></td> <td></td> <td>m)</td> <td></td> </tr> <tr> <td>- Air Dikit</td> <td>12</td> <td>3</td> <td>66</td> </tr> <tr> <td>- Pondok Lunang</td> <td>13</td> <td>3</td> <td>69</td> </tr> <tr> <td>- Dusun Baru</td> <td>15</td> <td>3</td> <td>115</td> </tr> <tr> <td>- Sari Bulan</td> <td>10</td> <td>3</td> <td>55</td> </tr> </table> | | | m) | | - Air Dikit | 12 | 3 | 66 | - Pondok Lunang | 13 | 3 | 69 | - Dusun Baru | 15 | 3 | 115 | - Sari Bulan | 10 | 3 | 55 | | | | | | | | | | | | | | | |
| | | m) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| - Air Dikit | 12 | 3 | 66 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| - Pondok Lunang | 13 | 3 | 69 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| - Dusun Baru | 15 | 3 | 115 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| - Sari Bulan | 10 | 3 | 55 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>@bag = 50 Kg</p> <p>Sungai Betung Estate Realization of fertilization Sungai Betung Estate up to December 2016.</p> <p>Mature Plants (TM:Tanaman Menghasilkan) on Semester I/2016:</p> <table> <tr> <td>Urea (1.5 Kg/Palm)</td> <td>106,764 Kg</td> </tr> <tr> <td>KCL (1.5 Kg/Palm)</td> <td>109,412 Kg</td> </tr> <tr> <td>RP (1.5 Kg/Palm)</td> <td>77,882 Kg</td> </tr> <tr> <td>Borate 100 gr/palm</td> <td>3,063 Kg</td> </tr> <tr> <td>NPK 16-10-19-6+0,5B</td> <td>4,742 Kg</td> </tr> <tr> <td>TSP (1 kg/palm)</td> <td>30,631 Kg</td> </tr> <tr> <td>Kieserite (0,75 kg/palm)</td> <td>22,973 Kg</td> </tr> </table> <p>Immature Plants (TBM:Tanaman Belum Menghasilkan) on Semester II/2016:</p> <table> <tr> <td>Urea (0,75 Kg/Palm)</td> <td>26,245 Kg</td> </tr> <tr> <td>TSP</td> <td>-</td> </tr> <tr> <td>KCL (1 Kg/Palm)</td> <td>34,993 Kg</td> </tr> <tr> <td>Borate (0,075 Kg/Palm)</td> <td>2,624 Kg</td> </tr> <tr> <td>Kieserite (0,5 Kg/Palm)</td> <td>17,497 Kg</td> </tr> </table> <p>Mature Plants (TM:Tanaman Menghasilkan) on Semester II/2016:</p> <table> <tr> <td>NPK 16-10-19-6-0,5B</td> <td>191,601 Kg</td> </tr> <tr> <td>2,5 kg/palm</td> <td></td> </tr> <tr> <td>Kieserite</td> <td>28,158 Kg</td> </tr> <tr> <td>0,75 kg/pkk</td> <td></td> </tr> </table> | | | | Urea (1.5 Kg/Palm) | 106,764 Kg | KCL (1.5 Kg/Palm) | 109,412 Kg | RP (1.5 Kg/Palm) | 77,882 Kg | Borate 100 gr/palm | 3,063 Kg | NPK 16-10-19-6+0,5B | 4,742 Kg | TSP (1 kg/palm) | 30,631 Kg | Kieserite (0,75 kg/palm) | 22,973 Kg | Urea (0,75 Kg/Palm) | 26,245 Kg | TSP | - | KCL (1 Kg/Palm) | 34,993 Kg | Borate (0,075 Kg/Palm) | 2,624 Kg | Kieserite (0,5 Kg/Palm) | 17,497 Kg | NPK 16-10-19-6-0,5B | 191,601 Kg | 2,5 kg/palm | | Kieserite | 28,158 Kg | 0,75 kg/pkk | |
| Urea (1.5 Kg/Palm) | 106,764 Kg | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KCL (1.5 Kg/Palm) | 109,412 Kg | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RP (1.5 Kg/Palm) | 77,882 Kg | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Borate 100 gr/palm | 3,063 Kg | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NPK 16-10-19-6+0,5B | 4,742 Kg | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TSP (1 kg/palm) | 30,631 Kg | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kieserite (0,75 kg/palm) | 22,973 Kg | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Urea (0,75 Kg/Palm) | 26,245 Kg | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TSP | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KCL (1 Kg/Palm) | 34,993 Kg | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Borate (0,075 Kg/Palm) | 2,624 Kg | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kieserite (0,5 Kg/Palm) | 17,497 Kg | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NPK 16-10-19-6-0,5B | 191,601 Kg | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2,5 kg/palm | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kieserite | 28,158 Kg | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0,75 kg/pkk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| Criterion / Indicator | | Assessment Findings | Compliance | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------|---|---|------------|-----------------|-----|---|-----|-------|-----|------|-----|-------|-----|--------|-----|-------|-----|--------|--------|--------|-----|-------|-----|--------|-----|
| | | <p>Immature Plants (TBM:Tanaman Belum Menghasilkan) on Semester II/2016</p> <p>Urea (1,5 kg/palm) 52494 Kg</p> <p>Borate (0,075 kg/palm) 2624 Kg</p> <p>KCL 1,5 kg/palm 52494 Kg</p> <p>TSP (1 Kg/Palm) 52494 Kg</p> <p>Kieserite (0,5 Kg/Palm) 26246 Kg</p> <p>Overall generally the application of fertilizer in 2016 has been realized 100%.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| 4.2.3 | <p>Records of periodical leaf, soil and visual analysis shall be available.</p> <p>- Minor compliance -</p> | <p>Mukomuko Estate Sampling leaf (LSU) by Verdant Bioscience, last conducted in February - August 2016 is for the recommendations in the semester II/2017 - I/2018.</p> <p>Sungai Betung 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> | 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>Fertilization using empty bunch (EFB), only done in Mukomuko Estate in Division F1 and Air Bikuk Estate in Division 3.</p> <p>Empty bunch of applications in 2016 Mukomuko Estate are as follows:</p> <p>EFB Application on Divisi F1</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Tones Div F1</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>-</td></tr> <tr><td>Feb</td><td>47.53</td></tr> <tr><td>Mar</td><td>51.8</td></tr> <tr><td>Apr</td><td>20.59</td></tr> <tr><td>Mei</td><td>210.69</td></tr> <tr><td>Jun</td><td>61.92</td></tr> <tr><td>Jul</td><td>199.59</td></tr> <tr><td>August</td><td>137.56</td></tr> <tr><td>Sep</td><td>519.2</td></tr> <tr><td>Oct</td><td>902.01</td></tr> </tbody> </table> | Month | Tones Div F1 | Jan | - | Feb | 47.53 | Mar | 51.8 | Apr | 20.59 | Mei | 210.69 | Jun | 61.92 | Jul | 199.59 | August | 137.56 | Sep | 519.2 | Oct | 902.01 | Yes |
| Month | Tones Div F1 | | | | | | | | | | | | | | | | | | | | | | | | |
| Jan | - | | | | | | | | | | | | | | | | | | | | | | | | |
| Feb | 47.53 | | | | | | | | | | | | | | | | | | | | | | | | |
| Mar | 51.8 | | | | | | | | | | | | | | | | | | | | | | | | |
| Apr | 20.59 | | | | | | | | | | | | | | | | | | | | | | | | |
| Mei | 210.69 | | | | | | | | | | | | | | | | | | | | | | | | |
| Jun | 61.92 | | | | | | | | | | | | | | | | | | | | | | | | |
| Jul | 199.59 | | | | | | | | | | | | | | | | | | | | | | | | |
| August | 137.56 | | | | | | | | | | | | | | | | | | | | | | | | |
| Sep | 519.2 | | | | | | | | | | | | | | | | | | | | | | | | |
| Oct | 902.01 | | | | | | | | | | | | | | | | | | | | | | | | |

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|---|--|---|----------------|------------|
| | | Nov | 828.89 | |
| | | Des | - | |
| | | Total | 2979.78 | |
| | | Area | 205.32 | |
| | | No. of Palm | 24843.72 | |
| | | <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> | | |
| <p>Criterion 4.3: Practices minimise and control erosion and degradation of soils.</p> | | | | |
| 4.3.1 | <p>Maps of any fragile soils shall be available.</p> <p>- Major compliance -</p> | <p>PT Agro 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>Mukomuko Estate: Soil survey result under "Semi detail soil survey report PT Agro Muko" on March and June 2010. Total area surveyed was 14,741 Ha, topography ranges from flat to very steep hill. Estimated 10,332 Ha (70%) of the area are undulating to hilly and 1,114 Ha (8%) are steep to very steep. The dominant soil series are Berlian Jaya (BJA) series of 5,753 Ha; Berlian Jaya and Mukomuko (MMK) series of 3,867 Ha and Sangai (SGI) series of 3,157 Ha.</p> <p>From the soil analysis, it is estimated 2,12° 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.</p> <p>Sungai Betung Estate Soil classes PT Agro Muko shows the dominant series is Berlian Jaya, Mukomuko and Sangai series. Slope between 2-12° is 1,449 Ha; 6-20° is 1,218 Ha; 12-25° is 1,071 Ha; slope 20° up to more than 25° is 216 Ha.</p> <p>PT Agro Muko is able to presented map; consist of information related to soil type and topographic condition of Air Manjuntio Estate Estate. Based on identified soil type, the plantation located on mineral soil – limiting factor identified was steep slope.</p> | | Yes |

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| 4.3.2 | <p>A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific).</p> <p>- Minor compliance -</p> | <p>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 <i>Mucuna bracteata</i> 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. 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>- Minor compliance -</p> | <p>PT Agro Muko able to demonstrate a road maintenance programs – along with the progress. Road maintenance in Agro Muko Plantation based road maintenance program in 2016 (in the 2016 budget), of which by grading the road and road stoning.</p> <p>Mukomuko Estate: Grading and compacting, Divisi II Mukomuko Estate, road maintenance planned for 35,091 meters up to May 2016, actual implementation 2,561 meters in January 2016; 13,608 meters in February 2016, 9,783 meters in March and 6,700 meters in May 2016.</p> <p>Sungai Betung Estate Road maintenance in Sungai Betung Estate based road maintenance program in 2016 (in the 2016 budget), of which by grading the road and road stoning. Here are the program and the realization of road maintenance in Sungai Betung Estate in 2016: Road Maintenance Program and Realization up to November 2016 Sungai Betung Estate:</p> <table border="1" data-bbox="577 1998 1182 2036"> <thead> <tr> <th>Activity</th> <th>Maintenance (Km)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> | Activity | Maintenance (Km) | | | Yes |
| Activity | Maintenance (Km) | | | | | | |
| | | | | | | | |

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| | | <table border="1"> <thead> <tr> <th></th> <th>Program</th> <th>Realization</th> </tr> </thead> <tbody> <tr> <td>Road grading MR & CR</td> <td>0</td> <td>11.6</td> </tr> <tr> <td>Road stoning</td> <td>26.4</td> <td>117.185</td> </tr> <tr> <td>Road Slashing</td> <td>0</td> <td>37.622</td> </tr> </tbody> </table> | | Program | Realization | Road grading MR & CR | 0 | 11.6 | Road stoning | 26.4 | 117.185 | Road Slashing | 0 | 37.622 | |
| | Program | Realization | | | | | | | | | | | | | |
| Road grading MR & CR | 0 | 11.6 | | | | | | | | | | | | | |
| Road stoning | 26.4 | 117.185 | | | | | | | | | | | | | |
| Road Slashing | 0 | 37.622 | | | | | | | | | | | | | |
| 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.</p> <p>For estate with peat soil, water management is in place with establishment of main drain, collection drain, field drain and controlled through Watergate. Water level pole is available to monitor the water level; piezometer is in place to monitor the water level in the soil. A part of that, a soil subsidence poles are implemented in May 2015 to monitor the subsidence level.</p> <p>Measurement of water level is maintained at a level at 40-70 cm (base on the SOP of Water Management), the actual month of November 2016:</p> <ul style="list-style-type: none"> - Divisi 6 Blok 13E04 (25,67 Ha): level 42 cm - Divisi 5 Blok 92K04 (24,54 Ha): level 53 cm - Divisi 4 Blok 13M07 (17,04 Ha): level 54 cm <p>Measurement of water level piezo meter is maintained at a level at 50-70 cm (base on the SOP of Water Management), the actual month of November 2016:</p> <ul style="list-style-type: none"> - Divisi 6 Blok 94D02 (31 Ha): level 31 cm - Divisi 5 Blok 92K04 (24,54 Ha): level 47 cm - Divisi 4 Blok 13M07 (17,04 Ha): level 41 cm <p>On the condition of the water level was below standard, then action by closing water gate from the sack in the trenches, but in fact the water level observation reports, there are no explanations recording actions that have been carried out in accordance with the procedure.</p> <p>Subsidence has been measured (once a month) in November 2016, are as follows: Division 4 Block 13E03, a decrease up to November 2016 amounted to 1.5 cm</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>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> | Yes | | | | | | | | | | | | |

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| <p>- Minor compliance -</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> | |
| <p>4.3.6 A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - 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> | <p>Yes</p> |
| <p>Criterion 4.4: Practices maintain the quality and availability of surface and ground water.</p> | | |
| <p>4.4.1 An implemented water management plan shall be in place. - Minor compliance -</p> | <p>Mukomuko Estate: The company still implement water management plan named "Water Management Plan-2015, it has been implemented, such as: 1. Prevent contamination in water river water: planting vitever, install dam, upkeep "Bronjong". 2. Maintain water level and piezo meter in peat areas. 3. Monitoring of water quality by independent laboratory regularly, e.g. water sampling test by "Labkesda of Prov. Bengkulu" on 3rd December 2015. 4. Eficiency of water usage in mill and estate, included water usage for FFB process. however company can not demonstrate monitoring or evaluation of ground water usage</p> | <p>NC</p> |
| <p>4.4.2 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. - Major compliance -</p> | <p>Mill and Estate: 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 The company has reserved riparian zone, based on field visit, it was seen that riparian zones is maintained well and no chemical applied along the riparian zones.</p> | <p>Yes</p> |
| <p>4.4.3 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>The company discharge effluent to water course, water sampling is taken regularly every month by independent third party by "Binalab", e.g. water sample in "Effluent Final Dscharge Pond" by Binalab in April 2015 (47.5 mg/L), May 2015 (BOD level 52.6 mg/L), June 2015 (62.2 mg/L). BOD level standard less than 100 mg/L as regulated in Kepmen LH No. 05 Tahun 2014.</p> | <p>Yes</p> |

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| - Minor compliance – | Mukomuko POM conduct monitoring of water quality in Sungai Betung where effluent discharged, the monitoring was conducted every 6 (six) month, e.g. the last monitoring on 08 June 2015 by Binalab with result all parameters (pH, BOD, COD, TSS, NH3-N, Minyak dan lemak, N-Total) is comply with national regulation PP no. 82, year 2001. | |
| 4.4.4 Monitoring of mill water use per ton of FFB shall be recorded. - Minor compliance – | Record of water consumption for processing in Mukomuko Mill is updated monthly, record in 2016 is shown that average water usage is 1.03 MT/ton FFB processed. Record shown in 2012 (0.99 MT/ton FFB), 2013 (0.96 MT/ton FFB), 2014 (0.83 ton/ton FFB), 2015 (1.06 MT/ton FFB) Water consumption is monitored monthly in the "Rekapitulasi Pemakaian Air dan Solar terhadap FFB Produksi | Yes |
| Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques. | | |
| 4.5.1 Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance - | 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 barn owl boxes, Ganoderma census, Turnera, Antigonon and Cassia tora planting. Mukomuko Estate: Turnera planting: 60 trees in division I, block 16T02 – 1 November 2016; 32 trees in division III, block 16P01 – 18 Agustus 2016, completed with map; Antigonon planting: 30 trees in division I, block 16Q16 – 1 November 2016 and 4 trees in division III, block 16P02– 18 Agustus 2016, completed with map; Census Ganoderma Juli 2016, division F7, block 94V01, 13,14 Ha, dead palm 0 palms, stadium III: 0 palm, stadium IV: palms, total healthy palms 2889 palm. Census Ganoderma Februari 2016, division 1, block 90B22, 8,90 Ha, Tunggul titik tumbuh 8 palm, pohon patah 6 palm dan masih hidup 1, total palm 997 palm. Owl monitoring on November 2016, block 95T04 – inactive, block 91R06 – inactive. Owl monitoring on 27/12/2015, block 89C01 – active, block 94D08 – active. Owl monitoring Division I, 91R05 – active (faeces and feather); Sungai Betung Estate: - Monitoring of cage of barn owl (Gupon), last terakhir pada | Yes |

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| | | <p>bulan November 2016 terdapat 28 gupon dan sebanyak 2 aktif dihuni.</p> <ul style="list-style-type: none"> - Turnera planting: 53 trees in division I, block B04, B05, C01-C06 dan D04 on January 2016; completed with map; - Antigonon planting: 20 trees in division II, block K03 and K04 on August 2016, completed with map; <p>Census warm bugs inn August 9, 2016 in the G04 block planting year 2014 5 of 60 principal staple attacked ("light").</p> | |
| 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>Mukomuko Estate:</p> <ul style="list-style-type: none"> - Training to control pests and plant diseases on 9 December 2016; Integrated pest management training 33 participants. - Training handling of herbisida terbatas on 11 March 2016 was attended by 83 employees. <p>Sungai Betung Estate:</p> <ul style="list-style-type: none"> - Training handling of herbisida terbatas implemented by Syngenta on 6-7 May 2014 - Socialization mush identification of host plants naturally on plant oil palm on 28 September 2016 - Training on the use of pesticides is limited to the date of 30/11/2016, followed by 22 employees spray. | Yes |
| Criterion 4.6: | | | |
| Pesticides are used in ways that do not endanger health or the environment | | | |
| 4.6.1 | <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> | Yes |
| 4.6.2 | <p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and</p> | <p>Mukomuko Estate</p> <p>Records of the use of herbicides and pesticides list in Mukomuko Estate until November 2016, consists:</p> <ol style="list-style-type: none"> 1. Smart 486 SL 2. Garlon 670 EC | Yes |

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| | <p>number of applications) shall be provided.</p> <p>- Major compliance -</p> | <p>3. Metsulindo 20 WP 4. Vulgar 865 AS 5. Decis 25 EC 6. Dithane 45 80 WP 7. Samite 135 EC</p> <p>Sungai Betung Estate Records of the use of herbicides and pesticides list in Sungai Betung Estate until November 2016, consists:</p> <p>1. Smart 486 SL (2796,63 ltr) 2. Grmoxone (420 ltr) 3. Garlon 670 EC (41,3 ltr.) 4. Metsulindo 20 WP (100,476 Kg) 5. Vulgar 865 AS (5,8 ltr) 6. Round up</p> | |
| 4.6.3 | <p>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.</p> <p>- Major compliance -</p> | <p>There is no usage of prophylactic use of pesticides throughout PT AgroMuko. In general there is no use of pesticide to control pest in PT Agro Muko.</p> | Yes |
| 4.6.4 | <p>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 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>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.</p> | Yes |
| 4.6.5 | <p>Evidence of pesticide application by trained person and in accordance with</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</p> | Yes |

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| | <p>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>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>Mukomuko Estate:</p> <ul style="list-style-type: none"> - Training handling of herbisida terbatas on 11 March 2016 was attended by 83 employees. <p>Sungai Betung Estate:</p> <ul style="list-style-type: none"> - Training handling of herbisida terbatas implemented by Syngenta on 6-7 May 2014 - Socialization mush identification of host plants naturally on plant oil palm on 28 September 2016 - Training on the use of pesticides is limited to the date of 30/11/2016, followed by 22 employees spray. | |
| 4.6.6 | <p>Storage of pesticides shall be according to 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>The storage for all pesticide is in good condition. A standard storage system appears to be implemented across PT Agro 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> | Yes |
| 4.6.7 | <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. e.g MSDS Ronindo 80 WP, active ingredients diuron 80%.</p> | Yes |
| 4.6.8 | <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 aerially application of pesticide throughout PT Agro Muko .</p> | Yes |

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| 4.6.9 | <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, Sungai Betung 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, followed by seven employees, including staff in warehouse (krani). - Training MSDS Introduction to B3 and B3, dated 23 September 2016, attended by 13 employees, including krani warehouse and paramedics. | Yes |
| 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> <p>- Minor compliance -</p> | <p>Chemical storekeeper in Mukomuko, and Sungai Betung 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> <p>- Major compliance -</p> | <p>Mukomuko Estate</p> <p>The medical examination / MCU on the employees who are at high risk carried by Anugerah Ibu Specialist Clinic on 30 May 2016 to 63 employees sprayers and Annual Medical Check Up Employees (Workers Not at High Risk) made on 31 May 2016 to all workers as many as 143 workers.</p> <p>Sungai Betung estate</p> <p>The medical examination / MCU on the employees of high-risk carried by Anugerah Ibu Specialist Clinic on 30 May 2016 to 30 employees sprayers and operators generators, eg on behalf Gumbira (Sprayer), "pass" with the advice of doctors that supplementation of blood and consultation to doctor.</p> <p>Annual Medical Check Up Employees (Workers Not at High Risk) dated 16/11/2016 as many as 195 employees.</p> <p>Mukomuko Palm Oil Mill</p> <p>1. Medical examination / MCU at high risk (the engine room, boiler, water treatment, waste officer B3 and cernel plan) has been held on 2 June 2016 to all workers as many as 26 workers. Specialist Clinic conducted by Anugerah Ibu.</p> | Yes |

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| | | 2. The medical examination / MCU are not at high risk have been conducted on 16 November 2016 to all workers as many as 110 workers. Performed by Doctor Examining Healthcare Workers PT Tolan Tiga Indonesia (SPEF Group). | |
| 4.6.12 | Records shall be available to show that spraying is not conducted by pregnant or breast-feeding women. - Major compliance - | Pregnancy examination done 3 months, the last inspection in Mukomuko Estate is on 30 November 2016 and antenatal care in Sungai Betung Estate last performed also on November 30, 2016. Pregnancy tests done 3 months in Tanjung Bunga Estate, last performed at November 30, 2016. Antenatal Air Bikuk Estate on 30 November 2016 to 6 female employees. | Yes |
| Criterion 4.7: | | | |
| An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following: | | | |
| 4.7.1 | A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. - Major compliance - | PT Agro Muko and PT Mukomuko Agro Sejahtera have an Occupational Health and Safety Policy, signed by President Director 1 st March 2013. PT Agro Muko has a safety committee with annual health and safety program, monitored on regular basis through internal audit. Health and safety programme is available under "Program P2K3 LHS", consist of health and safety meeting, regular reporting to Dinas Tenaga Kerja, Risk assessment, Social – Environmental impact communication, fire extinguisher training, emergency response simulation, regular health examination, general medical check up for all workers. How ever It found that implementation of OHS was not consistent with procedure and Health and Safety program suc as <ul style="list-style-type: none"> - FFB truck driver does not used appropriate PPE (safety shoes) in POM area - CPO truck driver does not used appropriate PPE in POM area, CPO loading area - Operator and supervisor does not used earplug/earmuff in ripple mill area. - Operator Spraying in mukomuko estate did not use safety google | NC |
| 4.7.2 | All operations where health and safety is an issue shall be risk assessed, and procedures | Company has defined PPE needed in mill opration and it implement in Mill operation | NC |

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| <p>and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>- Major compliance -</p> | <p>Mill: Mukomuko 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 to be appropriate, as no risk calculation is intolerable. PPE are provided for harvester, sprayer and manuring workers.</p> | |
| <p>4.7.3 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>Company has health and safety program in P2K3 Program (AMPOM-OFF/005(A)), contain P2K3 meeting, Reporting to local government, Maintainance of Fire Extinghuiser, Hydrant Maintenance, Monthly muster, Fire drill annual, Training Aspect and Impact, Training basic safety, Training First aider, Medical chek up, and Daftar Alat pelindung Diri (PPE) as implementation of Risk assessment regarding availability and practical usage of PPE.</p> <p>MME has program to implement halth and safety e.i: P2K3 meeting, Reporting to local government, Maintainance of Fire Extinghuiser, Hydrant Maintenance, Monthly muster, Fire drill annual, Training Aspect and Impact, Training basic safety, Training First aider, Medical chek up, and Risk assessment regarding availability and practical usage of PPE.</p> <p>SBE has defined usage of PPE and it implementation, based on field observasion it is found that all operator has used PPE properly such as apron, masker, safety google, boots, hand gloves, and boots for harvester.</p> | <p>Yes</p> |
| <p>4.7.4 The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers.</p> | <p>company has a safety committee and Safety officer at each Estate and Mill. Mr. Mervin Roy Tua Aritonang assigned as safety officer and asafety committee secretary. holds a monthly meeting to discuss the health and safety issue,.</p> <p>Mill: Mukomuko POM has a safety committee and Safety officer</p> | <p>Yes</p> |

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| <p>Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p> <p>- Major compliance -</p> | <p>(P2K3), registered in Dinas Sosial, Tenaga Kerja dan Transmigrasi Kab. Mukomuko. 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. Example: for example, monthly meeting in November 2016 in POM Meeting Room attended by Mill Manager, processing assistant, and others employee representatives.</p> <p>Mukomuko Estate:</p> <p>MME has assigned mr Dadiyanto, as safety committee The safety committee through "Surat Keterangan Pendaftaran No.566/019/D.3/IV/2014" dated 16/09/2014 and in process for extention. The extention process through "Surat Perpanjangan Keterangan Pendaftaran P2K3LHS Mukomuko Estate".</p> <p>Meeting of committee monthly an on November 01 conducted with agenda discussed about report of ranger patrol, and reporting of accident and environmrnt incident Laporan Bulanan (Monthly report) of P2K3LHS period July – September 2015. Minutes of meeting for safety committee dated 03/12/2015.</p> <p>Checklist for office, material warehouse, hazardous waste store, workshop, policlinic, housing, (facility, pollution prevention, housekeeping, health and safety, emergency first response, electricity equipment),</p> <p>Sungai Betung Estate: The safety committee through "Surat Keterangan Pendaftaran No.560/02/D.3/IV/2014" dated 02/01/2015, expired in 31/12/2015. Due to changes in management, Sungai Betung Estate proposed for re-application through Letter No.03/SBE-Disnaker/XII/15 dated 16/12/2015.</p> <p>SBE has safety renew safety committee on November 30th, 2016 since February 2016 has non safety expert secretary . Safety committee has regular meeting discuss regarding safety and health, as conducted in November 30th, 2016 talking about health and safety, attended by employees reresentatives.</p> | |
| <p>4.7.5 A procedure for emergency and work accident shall be available in Indonesian Language; and the workers,</p> | <p>Mill: Mukomuko POM has a set of emergency procedures for FFB transport/car accident, perticide/herbicide spill, fire, earthquake, tsunami, etc. The procedures have been</p> | <p>Yes</p> |

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| <p>who have attended First Aids training, are available in the working areas.</p> <p>- Minor compliance -</p> | <p>communicated to all level of workforce and also procedure for Handling, reporting and working Accident Investigation (TTI/PROS/IMP/25)</p> <p>Company has trained some workers by frst aid training and available in working area POM, they are available in warehouse, boiler station, office, clarification station, mechanical workshop, housting crane.</p> <p>Mukomuko POM has also appointed trained first aider in the case of accident. Example: Training of first aider in Mukomuko POM dated September 17th, 2016, Records of accident is available and reviewed during safety committee meeting,</p> <p>MM Estate: The company has a set of emergency procedures for FFB transport/car accident, perticide/herbicide spill, fire, earthquake, tsunami, etc. The procedures have been communicated to all level of workforce, the company also appointed trained first aider in the case of accident. The last training for first aider conducted in April 30th, 2016</p> <p>SBE: All mandore has trained in first aid related to their job such as spraying and harvesting. All mandore carried first aid kit and completed, they also able to demonstrate how to handles such an injury like fracture, and luxation,</p> | |
| <p>4.7.6 All workers shall be provided with medical care, and covered by accident insurance.</p> <p>- Minor compliance -</p> | <p>Mill and Estate: The company has provided clinic for all workers. Referral are made to nearest hospital should the case is severe in Mukomuko Region Hospital based on new regulation in Indonesia (BPJS kesehatan). The company also providing social and accident insurance in form of Jamsostek (BPJS Ketenagakerjaan) for all workers. For example; Ms Mariana Purba BPJS (national health Insurance) number 0001489960574 covering medical and accident.</p> <p>All mandore has trained in first aid related to their job such as spraying and harvesting. All mandore carried first aid kit and completed, they also able to demonstrate how to handles such an injury like fracture, and luxation,</p> | <p>Yes</p> |
| <p>4.7.7 Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics</p> | <p>The accident records are compiled under "Rekapitulasi Laporan Kehilangan Waktu" loss time injury on monthly basis, indicating the Lost Time Accident information.</p> <p>Sungai Betung Estate:</p> | <p>Yes</p> |

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| - Minor compliance - | <p>there are 4 accident in in November 2016, wand total lost time recorded is 5 mandays, one accident in September 2016, 3 in august LTA 6 days, 4 in july LTA 8 days, one in may LTA 1 day, 4 in April LTA 7 days, 5 in March LTA 5 days, 2 in February LTA 3 days, and 7 in January LTA 7 days.</p> <p>All accident investigated by safety expert and correctives action proposed has been approved by estate manager.</p> <p>Mill: Total LTA in 2016 is zero during year of 2016 till November 2016.</p> | |

Criterion 4.8:

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

| | | |
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| <p>4.8.1</p> <p>A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme.</p> <p>- Major compliance -</p> | <p>Mill: Mukomuko 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> <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>MM Estate has training program to implementation of RSPO e.i:</p> <ul style="list-style-type: none"> - Harvesting and FFB quality, spraying and safety aspect and environment, manuring and safety aspect and environment, safety transportation, vehicle operation, heavy equipment and generator power, fire extinguisher, emergency, MSDS & and hazard label, first aider, IPM. <p>SB Estate has training program to implementation of RSPO</p> | <p>Yes</p> |
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| | | <p>e.i: Harvesting and FFB quality, spraying and safety aspect and environment, manuring and safety aspect and environment, first aid, safety transportation, vehicle operation, heavy equipment and generator power, fire extinguisher, emergency respon of , MSDS & and hazard label, first aider, IPM.</p> <p>All Training plan has been progressed during this year, e.g.</p> <ol style="list-style-type: none"> 1. First Aider training was conducted by PT Agromuko on 18th April 2016, attended all estate represented 6 workers. 2. Emergency Respon Training was conducted on May 10th, 2016, attended 22 personnil "Bakortiba" and employees. (Attendance list, training material and photograph as evidences). 3. Integrated Pest Management conducted by Agronomist Officer attended by 18 personnel Sungai Betung estate including FA, mandore, harvester, and spraying. | |
| 4.8.2 | <p>Records of training for each employee shall be maintained.</p> <p>- Minor compliance -</p> | <p>The company is able to demonstrate records of training for each employee.</p> <p>Mukomuko POM:</p> <p>- Mrs. Mariana Purba (Document Controler), he has been attended 14 training since joined in the company on April 2001, e.g. first Aider on OCTober 18th, 2012 by company doctor.</p> <p>Mukomuko estate:</p> <p>Mr. johan (mandor harvesting) has training record for 12 times, since September 1993 including FFB Quality, harvesting quality monitoring, safety harvesting, company poicy, good harvesting practice, etc.</p> <p>Sungai Betung Estate:</p> <p>Employee training and education record of employe Ahmad (00633, spraying mandore) since 2013, has attended 24 training incuding training of limited pesticides on November 30th, 2016.</p> | Yes |

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 | <p>Environmental impact assessment document(s) shall be available.</p> | <p>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 09th September 2011, included Plasma (Scheme Smallholders) for PT. MMAS.</p> | Yes |
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| - Major compliance - | AMDAL document still valid for company current operation. | |
| <p>5.1.2</p> <p>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.</p> <p>- Minor compliance -</p> | <p>There has been no change in PT Agro Muko's operation, and no revision made to the environment programme.</p> <p>Environment management plan document to prevent negative impacts presented in "Rencana Pengelolaan Lingkungan (RKL) Perkebunan dan Pabrik Pengolahan Kelapa Sawit dan Karet di Kec. Mukomuko Utara, Kec. Lubuk Pinang, Kec. Teras Terunjam dan Kec. Pondok Suguh Kab. Muko-Muko Provinsi Bengkulu 2005".</p> <p>Environmental Impact assessment covered in ANDAL, RKL-RPL document and environmental aspect and impact, e.g.:</p> <ul style="list-style-type: none"> • Building new roads, processing mills or other infrastructure; • Putting in drainage or irrigation systems; • 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 provinsi Bengkulu).</p> | <p>Yes</p> |
| 5.1.3 | Environment monitoring plan | Company has prepared report on Environmental Management |
| | | NC |

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| | 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. - Minor compliance – | and Monitoring implementation (Laporan RKL-RPL) and sent report every 6 month to local government, e.g RKL-RPL report semeseter I 2016 (Period January - June 2016), acceptance letter by BLH Kab. Mukomuko by officer Vita (Government stamped). Management and monitoring plan based on AMDAL have been covered in regular report of RKL / RPL. However Environment monitoring plan document was not consistently implement as per RPL matrix | |
| 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. | | | |
| 5.2.1 | 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. - Major compliance - | 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: <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; 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). HCV identification assessments were consulted to the the stakeholders, such as: public consultation in sub-district V-Koto on 9 th July 2010, attended 49 stakeholders. 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). | Yes |
| 5.2.2 | Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them | 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. The management and monitoring plan, covering monitoring of HCV area, socialization to the internal and local | Yes |

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| <p>shall be implemented through a management plan.</p> <p>- Major compliance -</p> | <p>communities, restoration and displayed sign board.</p> <p>Record of monitoring activities is recorded, e.g. monitoring HCV on 10th March 2016 and 5th December 2016 both in Muko-Muko Estate and Sungai Betung Estate; Internal socialization to employee in Muko-Muko Estate on 15th April 2016 and eksternal socialization to surrounding community on 15th April 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 Muko-Muko and Sungai Betung Estate, such as:</p> <ul style="list-style-type: none"> - Beruk (<i>Macaca nemestrina</i>), - Musang Belang (<i>Diplogale derbyanus</i>), - Monyet Ekor Panjang (<i>Macaca fascicularis</i>), - Landak (<i>Hystrix brachyuran</i>). - Beruang Madu (<i>Helarctos Malayanus</i>) - Harimau Sumatera (<i>Panthera tigris sumatrae</i>) - Siamang (<i>Symphalangus syndactylus</i>) - Kijang Muncak (<i>Muntiacus muntjak</i>) - Kucing Hutan (<i>Prionailurus bengalensis</i>) - Lutung Simpai (<i>Prsbytis melalophos</i>) - Ayam Hutan Merah (<i>Gallus gallus</i>) - Tapir Asia (<i>Tapirus indicus</i>) - Babi Berjanggut (<i>Sus barbatus</i>) <p>Responsible person to HCV monitoring under Ranger Department, e.g. Mr. Fajri in Mukomuko Estate an M. Al Fajri in Sungai Betung 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 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>Muko-muko and Sungai Betung 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>Muko-muko and Sungai Betung 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</p> | <p>Yes</p> |

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| | | Asisstant and Ranger internally to employee and externally to surrounding community. Last dissemination was performed in 23 rd November 2016 to Muko-muko Estate employee, on 5 th October to Sungai Betung employee and on 30 th November 2016 to surrounding community. | |
| 5.2.4 | Once the management plan is prepared, continuous monitoring documentation and 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. - Minor compliance – | The company has conducted monitoring of HCV, Ranger reported each week covered current HCV condition, illegal 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 Muko-muko and Sungai Betung Estate shown some presence of animal such as: <ul style="list-style-type: none"> - Beruk (<i>Macaca nemestrina</i>), - Musang Belang (<i>Diplogale derbyanus</i>), - Monyet Ekor Panjang (<i>Macaca fascicularis</i>), - Landak (<i>Hystrix brachyuran</i>). - Beruang Madu (<i>Helarctos Malayanus</i>) - Harimau Sumatera (<i>Panthera tigris sumatrae</i>) - Siamang (<i>Symphalangus syndactylus</i>) - Kijang Muncak (<i>Muntiacus muntjak</i>) - Kucing Hutan (<i>Prionailurus bengalensis</i>) - Lutung Simpai (<i>Prsbytis melalophos</i>) - Ayam Hutan Merah (<i>Gallus gallus</i>) - Tapir Asia (<i>Tapirus indicus</i>) - Babi Berjanggut (<i>Sus barbatus</i>) 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. | Yes |
| 5.2.5 | 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. - Minor compliance – | Based on HCV assessment and public consultation with stakeholder and local communities, there is no local communities rights identified in HCV areas both in Muko-muko and Sungai Betung Estate. | Yes |
| Criterion 5.3: | | | |
| Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner. | | | |
| 5.3.1 | A documented identified source of all waste and | The company has a waste management plan, identifying type and source of waste which documented in "Daftar Aspek dan Pengaruh Lingkungan". Update September 2016. All waste | Yes |

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| <p>pollution, shall be available. - Major compliance -</p> | <p>resulting from each activity in Muko-muko Mill and Estate (Muko-muko and Sungai Betung Estate) registered on that 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> | |
| <p>5.3.2 There shall be evidence that all chemicals and their empty containers are disposed of responsibly. - 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> <ul style="list-style-type: none"> - In Muko-muko POM "Keputusan kepala kantor Pelayanan Terpadu Satu pintu Kab. Mukomuko No:503/06/KPTSP/IPLB3/VII/2015" dated 25 July 2015, valid for 2 years. - In Muko-muko Estate "Keputusan Kepala Kantor pelayanan terpadu satu pintu Kab. Muko-muko No.503/17/KPTSP/IPLB3/VII/2015" dated 23 July 2015, valid for 2 years. - In Sungai Betung Estate "Keputusan Kepala kantor Pelayanan Terpadu Satu Pintu Kab. Muko-Muko No.503/15/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 Beraacun". 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>Yes</p> |

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|---|--|-------------------------|--------|-----------------|-------------------------|--|--|----------|-------|---------|----------------|-------|--------|------------------------|-------|---------|---------------|------|---------|-----------------------------|--|--|----------|-------|---------|----------------|-------|---------|-----------------------------------|-------|---------|------------------------|---------|---------|--------------------|---------|---------|----------|------|---------|---------------|--------|---------|--|
| | <p>Hazardous waste shipments conducted eah quarter to CV Amindy Barokah, last shipment conducted on 5 December for Muko-muko Estate and 7 December for Sungai Betung Estate. Shipment record and manifest can be demonstrated. Below are the sample record of hazardous waste shipment:</p> <table border="1" data-bbox="584 607 1198 1534"> <thead> <tr> <th>Type of Hazardous waste</th> <th>Volume</th> <th>Manifest Number</th> </tr> </thead> <tbody> <tr> <td colspan="3">Muko-muko Estate</td> </tr> <tr> <td>Used oil</td> <td>768 L</td> <td>0010934</td> </tr> <tr> <td>Ex Fuel Filter</td> <td>27 Kg</td> <td>001935</td> </tr> <tr> <td>Ex chemical containers</td> <td>30 Kg</td> <td>0010937</td> </tr> <tr> <td>Medical waste</td> <td>2 Kg</td> <td>0010936</td> </tr> <tr> <td colspan="3">Sungai Betung Estate</td> </tr> <tr> <td>Used oil</td> <td>235 L</td> <td>0010962</td> </tr> <tr> <td>Ex Fuel Filter</td> <td>11 Kg</td> <td>0010961</td> </tr> <tr> <td>Contaminated majun and handgloves</td> <td>15 Kg</td> <td>0010988</td> </tr> <tr> <td>Ex chemical containers</td> <td>6.65 Kg</td> <td>0010965</td> </tr> <tr> <td>Contaminated majun</td> <td>1.25 Kg</td> <td>0010964</td> </tr> <tr> <td>Ex Toner</td> <td>3 Kg</td> <td>0011001</td> </tr> <tr> <td>Medical waste</td> <td>3.5 Kg</td> <td>0010963</td> </tr> </tbody> </table> | Type of Hazardous waste | Volume | Manifest Number | Muko-muko Estate | | | Used oil | 768 L | 0010934 | Ex Fuel Filter | 27 Kg | 001935 | Ex chemical containers | 30 Kg | 0010937 | Medical waste | 2 Kg | 0010936 | Sungai Betung Estate | | | Used oil | 235 L | 0010962 | Ex Fuel Filter | 11 Kg | 0010961 | Contaminated majun and handgloves | 15 Kg | 0010988 | Ex chemical containers | 6.65 Kg | 0010965 | Contaminated majun | 1.25 Kg | 0010964 | Ex Toner | 3 Kg | 0011001 | Medical waste | 3.5 Kg | 0010963 | |
| Type of Hazardous waste | Volume | Manifest Number | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Muko-muko Estate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Used oil | 768 L | 0010934 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ex Fuel Filter | 27 Kg | 001935 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ex chemical containers | 30 Kg | 0010937 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Medical waste | 2 Kg | 0010936 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sungai Betung Estate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Used oil | 235 L | 0010962 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ex Fuel Filter | 11 Kg | 0010961 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contaminated majun and handgloves | 15 Kg | 0010988 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ex chemical containers | 6.65 Kg | 0010965 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contaminated majun | 1.25 Kg | 0010964 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ex Toner | 3 Kg | 0011001 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Medical waste | 3.5 Kg | 0010963 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <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 | <p>Yes</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | | <p>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.</p> <ul style="list-style-type: none"> - Liquid waste resulting from mill process in IPAL (waste water processing installation) until meet quality standards before 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>Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.</p> | | | |
| 5.4.1 | <p>A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored.</p> <p>- Minor compliance -</p> | <p>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: 2,437.670 ton, total January - November 26,129.535 ton - Shell: 859.363 ton, total January - November 10,141.373 ton <p>Energy usage from fibre and shell per kg CPO is 947.17 Kcal/Kg CPO. Total renewable energy in November 2016 was 93,90 Kcal/ton CPO.</p> <p>Fossil fuel usage for Genset is decreasing significantly due to Biogas Plant and EFB Plant, e.g. in November 2016: source of energy in Mill (Genset 4.37 % : Steam Turbine 95.63 %). Fossil fuel usage in 2014 is 608,000 litres and in 2015 is 457,238 litres and in 2016 year to date November 2016 is 182,860 litre.</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> | | | |

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|--|--|---|------------|------------|----------|--|-------------|-------------------------------|-----|
| 5.5.1 | There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance - | 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 using fire danger rating; risk differed by number of rainy day, rain fall, and or occurrence of fire at boundary. Mukomuko Estate: Laporan Patroli Ranger November 2015, shows no fire. | Yes | | | | | | |
| 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. | Yes | | | | | | |
| 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 - | The company has conducted assessment of polluting activities as documented in "Mitigasi GRK" and "Environmental Aspect & Impact List (Daftar Aspek & Pengaruh Lingkungan). 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 to reduce or minimise them implemented. - Major compliance | Identification of pollutant and mitigation plan, included GHG is documented in "Rencana Pengurangan Emsi Gas Rumah Kaca (GHG Emmission). <table border="1" data-bbox="579 1843 1332 2033"> <thead> <tr> <th>Source</th> <th>Mitigation</th> </tr> </thead> <tbody> <tr> <td>Effluent</td> <td>- 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>- Biogas Plant - EFB Plant</td> </tr> </tbody> </table> | Source | Mitigation | Effluent | - Biogas Plant is commenced in August 2013 - Biogas is used in Steam Boiler. - Monitoring of renewable energy use. | Fossil Fuel | - Biogas Plant - EFB Plant | Yes |
| Source | Mitigation | | | | | | | | |
| Effluent | - Biogas Plant is commenced in August 2013 - Biogas is used in Steam Boiler. - Monitoring of renewable energy use. | | | | | | | | |
| Fossil Fuel | - Biogas Plant - EFB Plant | | | | | | | | |

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|--|---|--|------------|--------------------------------------|------------|---------------------------------------|-----------|--|---------------|---------------------------|--|
| | | <table border="1"> <tr> <td></td> <td>- Plan to use biogas for electricity</td> </tr> <tr> <td>Fertilizer</td> <td>- Increasing using EFB for fertilizer</td> </tr> <tr> <td>Peat Land</td> <td>- Maintain water level in 50 – 70 cm - Prevent fire in peat area.</td> </tr> <tr> <td>Land Clearing</td> <td>- No planted in HCV area.</td> </tr> </table> | | - Plan to use biogas for electricity | Fertilizer | - Increasing using EFB for fertilizer | Peat Land | - Maintain water level in 50 – 70 cm - Prevent fire in peat area. | Land Clearing | - No planted in HCV area. | |
| | - Plan to use biogas for electricity | | | | | | | | | | |
| Fertilizer | - Increasing using EFB for fertilizer | | | | | | | | | | |
| Peat Land | - Maintain water level in 50 – 70 cm - Prevent fire in peat area. | | | | | | | | | | |
| Land Clearing | - No planted in HCV area. | | | | | | | | | | |
| 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> <p>- Minor compliance –</p> | <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 pet area, - Air quality ambient for boiler and Genset, e.g. was conducted by Sky Pacific Indonesia in June 2015 with result all parameters is comply with "Peraturan pemerintah No. 41, year 1999. - Water quality test for surface and groun 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 June 2015, where all parameters is comply with the national regulateion PP no. 62,/2011, sample taken: TSS is 24.37 mg/L in upstream and 33.11 mg/L in downstream (National Standard is 50.00 mg/L as regulated in PP no. 62/2001). - 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 April 2015 (47.5 mg/L), May 2015 (BOD level 52.6 mg/L), June 2015 (62.2 mg/L). - Noise level, e.g. was conducted by Sky Pacific Indonesia in June 2015 - etc. <p>The monitoring result is incorporated in RKL / RPL and reported regularly to the government.</p> | Yes | | | | | | | | |
| 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 | <p>A social impact assessment (SIA) including records of meetings shall be documented.</p> <p>- Major compliance -</p> | <p>The social impact study is available under environmental document, consist of:</p> <ol style="list-style-type: none"> 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 09th | Yes | | | | | | | | |

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| | <p>September 2011, included Plasma (Scheme Smallholders) for PT. MMAS, the social impact incorporate in these SEIA documents.</p> <p>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 29th September 2011.</p> <p>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.</p> <p>PT Agro Muko has also conducted the annually, 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.</p> | |
| <p>6.1.2</p> <p>There shall be evidence that the assessment has been done with the participation of affected parties.</p> <p>- Major compliance -</p> | <p>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> | <p>Yes</p> |
| <p>6.1.3</p> <p>Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation.</p> <p>- Major compliance -</p> | <p>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> | <p>Yes</p> |
| <p>6.1.4</p> <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</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</p> | <p>Yes</p> |

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| | <p>review process includes participation of all affected parties.</p> <p>- Minor compliance –</p> | <p>was involving various stakeholders including impact on plasma development, comprise of 31 villages around company premises and 140 respondents.</p> | |
| 6.1.5 | <p>Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).</p> <p>- Minor compliance –</p> | <p>PT Agro Muko has AMDAL document where social parameter has been assessed and reviewed</p> <p>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.</p> <p>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.</p> | Yes |
| <p>Criterion 6.2:</p> <p>There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.</p> | | | |
| 6.2.1 | <p>Communication and consultation procedures shall be documented.</p> <p>- Major compliance –</p> | <p>PT Agro Muko has a mechanism to regulates communication and consultation process with stakeholders:</p> <ul style="list-style-type: none"> - "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 procedure explains steps to convey complaint/grievance and provide response to complaint/grievance from internal party, completed with flowchart for response upon complaint. - 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>Mukomuko POM:</p> <p>Based on document verification of "Rekaman Permintaan Informasi", throughout 2016, there are 6 types information request:</p> <ul style="list-style-type: none"> - Information request from UNIB Bengkulu on 16-03-2016 | Yes |

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|---|---|---|------------|
| | | related to Internship Proposal. Responded by management on 16-03-2016 stated OA - Mukomuko POM stated approved for internship request, can continued Information request sent by Politeknik Teknologi Kimia Medan on 20 May 2016 related to Internship Proposal. Responded by OA- Mukomuko POM on 28 May 2016, stated approved for internship request, can continued Information request sent by Poliklinik Ati Padang on 19 Nopember 2016 related to request for Kuliah Kerja Praktek. Verbal response provided from OA-MMPOM on 19 Nopember 2016, stated approved for internship request, can continued | |
| 6.2.2 | The company shall have official(s) who is responsible for consultation and communications with parties. - Minor compliance - | External complaint verbally logged by Ketua Karang Taruna Dusun Baru village, on 20/01/2015, related to grass cutting on football field and responded by company. Company responds that the request is not being complicated, but due to machinery break down and repaired in Central workshop. The official's who is responsible for consultation and communication with parties are Ssenior Manager Operational, Office Assistant, Filed Head Assistant as in document of communication with local community in Mukomuko Estate dated 14 November 2016 and as per Job Description of Estate Manager, poin 11, mentioned "Melakukan konsultasi dan komunikasi dengan masyarakat" | Yes |
| 6.2.3 | 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 response to input from stakeholders. - Minor compliance - | 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 receiving internal/external grievance is Manager and in daily operation in estate managers appointed Field Head Assistance and Office Assistant to communicate with local communities. | Yes |
| 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. | | | |
| 6.3.1 | The mechanism, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested, as long as that information is supported with adequate initial evidence. | Based on document verification, PT Agro Muko has a mechanism to resolve disputes such as "Prosedur Ganti Rugi Lahan" 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 | Yes |

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| | - Major compliance - | <p>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> | |
| 6.3.2 | <p>There shall be records of process and outcome of dispute resolution.</p> <p>- Major compliance -</p> | <p>Based on document verification and public stakeholder consultation with relevant authorities (Plantation service, 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. Internal and External Grievance available in “Buku Komplain Keluh Kesah Internal dan Eksternal” 2016, there are 8 complaints logged in:</p> <ul style="list-style-type: none"> - Complaint under name of worker “Hevester Mukomuko Estate” in October 2016 (no 10) related compensation for harversting equipement to be realization, verbally logged and responded by company on 10 October 2016 – stating the compensation will be realization. - Complaint under name Mrs Suparti in Mukomuko Estate, in September 2016, related to transport of domestic waste was not properly conduct. Responded by management on 5 September 2016, stating will be follow up. <p>Review of document “Buku Keluh Kesah” in Sungai Betung Estate, 2016. Therea are 5 grievances noted in 2016 .</p> | Yes |
| <p>Criterion 6.4:</p> <p>Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p> | | | |
| 6.4.1 | A procedure for identifying legal, customary or user rights, and a procedure for identifying | 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 | Yes |

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| <p>people entitled to compensation, shall be available, referring to decision of the Constitution Court.</p> <p>- Major compliance –</p> | <p>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>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 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> | <p>Yes</p> |
| <p>6.4.3</p> <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</p> | <p>Yes</p> |

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|---|---|---|-------------|--------|-------|-------|--------------|-----------|-----------|---------|----------------|---------|---------|-------|----------------------|--------|--------|------|----------------|--------|--------|------|--------------|--------|--------|------|-------|-----------|-----------|---------|--------|---------|----|-------|-------------|--------|--------|--------|--------------|-----------|-----------|----------|----------------|---------|---------|--------|----------------------|--------|--------|-------|----------------|--------|--------|-------|--------------|--------|---|-------|-------|---------|---------|----------|--------|---|---|--|-----|
| | | party, including local community. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Criterion 6.5: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6.5.1 | Documentation of pay and conditions shall be available. - Major compliance - | <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. Mukomuko Mill: based on document review "Buku Gaji MM POM- November 2016", e.g.</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Mr. SR</th> <th>Mr. S</th> <th>Mr. H</th> </tr> </thead> <tbody> <tr> <td>Basic Salary</td> <td>1,668,000</td> <td>1,605,000</td> <td>1,668,0</td> </tr> <tr> <td>Rice Allowance</td> <td>272,160</td> <td>324,000</td> <td>336,9</td> </tr> <tr> <td>BPJS Ketenagakerjaan</td> <td>82,520</td> <td>79,660</td> <td>82,5</td> </tr> <tr> <td>BPJS Kesehatan</td> <td>66,720</td> <td>64,200</td> <td>66,7</td> </tr> <tr> <td>BPJS pensiun</td> <td>36,353</td> <td>35,093</td> <td>36,3</td> </tr> <tr> <td>Premi</td> <td>1,885,978</td> <td>1,133,064</td> <td>1,880,7</td> </tr> <tr> <td>Others</td> <td>155,213</td> <td>-0</td> <td>103,1</td> </tr> </tbody> </table> <p>Mukomuko Mill</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Mr. MA</th> <th>Mr. DR</th> <th>Mr. ES</th> </tr> </thead> <tbody> <tr> <td>Basic Salary</td> <td>1,908,000</td> <td>1,605,000</td> <td>1,948,00</td> </tr> <tr> <td>Rice Allowance</td> <td>272,160</td> <td>129,600</td> <td>336,96</td> </tr> <tr> <td>BPJS Ketenagakerjaan</td> <td>92,371</td> <td>78,615</td> <td>94,18</td> </tr> <tr> <td>BPJS Kesehatan</td> <td>76,320</td> <td>64,200</td> <td>77,92</td> </tr> <tr> <td>BPJS pensiun</td> <td>40,692</td> <td>-</td> <td>41,49</td> </tr> <tr> <td>Premi</td> <td>990,900</td> <td>789,952</td> <td>1,423,07</td> </tr> <tr> <td>Others</td> <td>-</td> <td>-</td> <td></td> </tr> </tbody> </table> | Description | Mr. SR | Mr. S | Mr. H | Basic Salary | 1,668,000 | 1,605,000 | 1,668,0 | Rice Allowance | 272,160 | 324,000 | 336,9 | BPJS Ketenagakerjaan | 82,520 | 79,660 | 82,5 | BPJS Kesehatan | 66,720 | 64,200 | 66,7 | BPJS pensiun | 36,353 | 35,093 | 36,3 | Premi | 1,885,978 | 1,133,064 | 1,880,7 | Others | 155,213 | -0 | 103,1 | Description | Mr. MA | Mr. DR | Mr. ES | Basic Salary | 1,908,000 | 1,605,000 | 1,948,00 | Rice Allowance | 272,160 | 129,600 | 336,96 | BPJS Ketenagakerjaan | 92,371 | 78,615 | 94,18 | BPJS Kesehatan | 76,320 | 64,200 | 77,92 | BPJS pensiun | 40,692 | - | 41,49 | Premi | 990,900 | 789,952 | 1,423,07 | Others | - | - | | Yes |
| Description | Mr. SR | Mr. S | Mr. H | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Basic Salary | 1,668,000 | 1,605,000 | 1,668,0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rice Allowance | 272,160 | 324,000 | 336,9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BPJS Ketenagakerjaan | 82,520 | 79,660 | 82,5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BPJS Kesehatan | 66,720 | 64,200 | 66,7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BPJS pensiun | 36,353 | 35,093 | 36,3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Premi | 1,885,978 | 1,133,064 | 1,880,7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Others | 155,213 | -0 | 103,1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Description | Mr. MA | Mr. DR | Mr. ES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Basic Salary | 1,908,000 | 1,605,000 | 1,948,00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rice Allowance | 272,160 | 129,600 | 336,96 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BPJS Ketenagakerjaan | 92,371 | 78,615 | 94,18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BPJS Kesehatan | 76,320 | 64,200 | 77,92 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BPJS pensiun | 40,692 | - | 41,49 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Premi | 990,900 | 789,952 | 1,423,07 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Others | - | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6.5.2 | Collective Labor Agreement/Company Regulation, in accordance with the manpower regulations, shall be available in understandable language; and explained by the management or Labor Union to the workers. - Major compliance - | <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. Mukomuko, dated 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> | Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6.5.3 | Growers and millers shall provide adequate housing, water supplies, medical, | The company has prepared facilities for their workers, such as: housing, polyclinic, mosque, sport facilities, electricity and water supply, e.g. | Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|---|--|--|------------|
| | <p>educational and welfare amenities to national standards or above, where such public facilities are unavailable or inaccessible.</p> <p>- Minor compliance –</p> | <p>MukoMuko POM:</p> <ul style="list-style-type: none"> - Housing (146 units) - Mosque (1 units) - Community hall (1 unit) - Sport facilities (golf, football, badminton, tennis, etc) - Polyclinic (1 unit) - TK (2 units) <p>Mukomuko Estate:</p> <ul style="list-style-type: none"> - Housing (584 units) - Mosque (3 units) - Kindergarden (3 units) - Madrasah (1 unit)] - Community hall (3 units) - Sport facilities - Tempat Penitipan anak/Creche (2 unit) - Koperasi (1 unit) - Poliklinik (1 unit) - School Bus (4 units) <p>Sungai Betung 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> <p>- Minor compliance –</p> | <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> <p>- Major compliance –</p> | <p>Recognizing of freedom association in "Kebebasan Berserikat", dated 01 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 |
| 6.6.2 | <p>Records of meetings with labor unions or workers representatives shall be available.</p> | <p>Meeting with the company and labour union is conducted regularly, the last meeting was held on 7th December 2016, attended 10 Labour union and company representatives in Agro Muko Estate and SPAM meeting in Sungai Betung Estate conducted on 11 November 2016, attended 41 Labour union</p> | Yes |

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|---|---|---|------------|
| | - Minor compliance – | and company representatives in Sungai Betung Estate (Attendance list, minutes meeting and photograph are available). | |
| 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, adted 01 st March 2013 that stated no hiring workers under 18 years old. Based on review of List of employees updated ojn November 2016, it was seen that no employees were hired under 18 years old , in Sungai Betung Estate, the youngest employee is Mr. Amos Ginting (joined on 01/04/2013, 18 years, 1 month), Mrs Repi Nasma (joined on 1/12/2011, 20 years old), Mr. Wandi Yusman (19 years, 8 months) and Mr. Hermantoni (29/05/1996), joined (01/07/2015), 19 years, 2 months. | Yes |
| 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. Sample taken: Sample taken in Sungai Betung Estate, the socialization of company policy on 30 November 2016 attended by 21 personnel, . | Yes |
| 6.8.2 | Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated. - Major compliance – | 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. 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. | Yes |
| 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 | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|--|--|------------|
| | | 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. | |
| 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 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. This policy has been communicated (sample taken on 30 November 2016) and until this annual surveillance assessment, there has no sexual harassment complaint received by the gender committee. | Yes |
| 6.9.2 | A policy to protect the reproductive rights, shall be documented, implemented and communicated to all levels of the workforce. - Major compliance – | 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. 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. | Yes |

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|---|--|---|------------|
| | | The policy communicated through notification board and during gender committee meeting to workers. Sample taken, socialization of company policy conducted on 30 November 2016. | |
| 6.9.3 | 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. - Minor compliance - | 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. Based on interview with female worker in Mukomuko Estate and Sungai Betung Estate (sprayers and fertilizer applicators), they understand the grievance mechanism | Yes |
| Criterion 6.10: | | | |
| Growers and mills deal fairly and transparently with smallholders and other local businesses. | | | |
| 6.10.1 | Current and past prices paid for Fresh Fruit Bunches (FFB), shall be publicly available. - Minor compliance - | 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. Agreement seen: between company and Ujung Padang Village, as written in "Perjanjian Kerjasama Panitia Desa Ujung Padang Dengan PT. Agro Muko", dated 1st November 2000 for the management of village's plantation of 15Ha, located in Ujung Padang Village, Mukomuko Regency, Bengkulu Province. The agreement signed by "Panitia Kebun Kas Desa Ujung Padang and Vice President Director dated 1st November 2000. Renewal agreement seen: between PT. Agro Muko and Pasar Mukomuko Village, as written in "Perjanjian Kerjasama tentang Pembangunan dan Pemeliharaan Kebun Kelapa Sawit antara Kebun Masyarakat Desa Pasar Mukomuko dan PT. Agro Muko", dated 1st May 2013 for the management and upkeep of village plantation, located in Kelurahan Pasar Mukomuko, Mukokuko Regency, Bengkulu Province. The scope of agreement covering guarantee for financial, upkeep, right and obligation from each party, sales of FFB, etc. 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 - FFB purchasing price period of 28 November – 4 December | Yes |

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| Criterion / Indicator | Assessment Findings | Compliance |
|-----------------------|---|------------|
| | <p>2016: Category A: Rp.1,770/kg – Category B: Rp.1,755/kg – Category C: Rp.1,740/kg.</p> <p>- FFB purchasing price period of 7-13 November 2016: Category A: Rp.1,614/kg – Category B: Rp.1,599/kg – Category C: Rp.1,584/kg.</p> <p>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> | |
| <p>6.10.2</p> | <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>Yes</p> |
| <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:</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. Agreement seen: between company and Ujung Padang Village, as written in “Perjanjian Kerjasama Panitia Desa Ujung Padang Dengan PT. Agro Muko”, dated 1st November 2000 for the management of village’s plantation of 15Ha, located in Ujung Padang Village, Mukomuko Regency, Bengkulu Province. The agreement signed by “Panitia Kebun Kas Desa Ujung Padang and Vice President Director dated 1st November 2000. Renewal agreement seen: between PT. Agro Muko and Pasar Mukomuko Village, as written in “Perjanjian Kerjasama tentang Pembangunan dan Pemeliharaan Kebun Kelapa Sawit antara Kebun Masyarakat Desa Pasar Mukomuko dan PT. Agro Muko”, dated 1st May 2013 for the management and upkeep of village plantation, located in Kelurahan Pasar Mukomuko, Mukokuko Regency, Bengkulu Province. The scope of agreement covering guarantee for financial, upkeep, right and obligation from each party, sales of FFB, etc. Sample taken: Contract with KSU-AM no. 01/KSU-MM.POM/PPTK-FL/I/2015, dated 26th January 2015 for Mill</p> | <p>Yes</p> |

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| Criterion / Indicator | | Assessment Findings | Compliance |
|--|---|---|------------|
| | | Housekeeping. Estate: Sample taken: - SPK no 20/MME-GMO/2016, with PT CV Ari Putri tentang Land Clearing Replanting Kelapa Sawit 302.05 Ha di Mukomuko Estate, dated 09 August 2016. - SPK no 40/MME-EDB/2016, with CV Sionggang Jaya Makmur, on Road Preparation and Spreading Batu Koral menggunakan Road Grader and Road Compacting menggunakan Vibratrator Campactor, dated 13 April 2016. - SPK no 012/SBE-EDB/2016, with CV Pantang Mundur, on on Road Preparation and Spreading Batu Koral, dated 20 January 2016. | |
| 6.10.4 | Agreed payments shall be made in a timely manner. - Minor compliance - | Evidence of payment is reviewed and it was seen paid timely manner, e.g. - Berita Acara Penyerahan Pekerjaan Progress I, amount Rp 1,233,676 on 28 October 2016 - Kwitansi CV Panang Mundur daed 18 July 2016, amount Rp 28,600,000 on the payment of work progress road preparation. | Yes |
| Criterion 6.11: | | | |
| Growers and millers contribute to local sustainable development where appropriate. | | | |
| 6.11.1 | Records of contributions to local development based on the results of consultation with local communities shall be available. - Minor compliance - | PT Agro Muko has prepared community development program for each estate, on annual base. Mukomuko Estate, All community development activities are documented, including hand over detail and photograph files: - Berita Acara Serah Terima Community Development on Pembabatan rumput lapangan bola kaki di Desa Dusun Bru, on 15 January 2016, amount Rp 220,682. - Berita Acara Serah Terima Community Development on Perbaikan Akses (Jalan) di Desa KMD Air Dikit, on 29 May 2016, amount Rp 3,700,000. - Berita Acara Serah Terima Community Development on Pemberian 1 (satu) unit Notebook dan 1 (unit) printer untuk Desa Sari Bulan, on 31 August 2016. Sungai Betung Estate, - Berita Acara Serah Terima Community Development Sungai Betung, on photo leveling lokasi Tapak Sekolah by bulldozer in Sido Mulyo Penarik village, mount RP 4,500,000 Berita Acara Serah Terima Community Development Sungai Betung, on sumbangan 8 unit kipas angin ke greja St Yohanes Maria Veanney in Penarik village. | Yes |

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|---|--|--|------------|
| 6.11.2 | Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve scheme smallholder productivity. - Minor compliance - | The company fully managed KMD and scheme smallholders. | Yes |
| Criterion 6.12: No forms of forced or trafficked labour are used. | | | |
| 6.12.1 | There shall be evidence that no forms of forced or trafficked labor are used. - Major compliance - | Company has a policy against force labour and trafficked worker, signed by President Director 23/10/2013, which consist, among other: - 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 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. | Yes |
| 6.12.2 | It shall be demonstrated that no contract substitution has occurred. - Minor compliance - | Based on document review and interview with workers and labour union, confirmed that no contract substitution was noted. | Yes |
| 6.12.3 | Where migrant/foreign/honorary workers are employed, a special worker policy and procedures and the evidence of implementation shall be available. - Major compliance - | The agreement for temporary workers is available and signed by workers. There is no migrant worker | Yes |
| Criterion 6.13: Growers and millers respect human rights. | | | |
| 6.13.1 | A policy to respect human rights shall be documented and communicated to all levels of the workforce and | Company has a policy in protection of human rights, signed by President Director on 01/03/2014, consist of, among other: - PT Agro Muko acknowledges human rights are universal; | Yes |

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| | operations. - Major compliance - | 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. | |
| Principle 7: Responsible development of new plantings | | | |
| Criterion 7.1: | | | |
| A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations. | | | |
| 7.1.1 | An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented. - Major compliance - | Since the last audit till currently there is no new planting, but 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 |
| 7.1.2 | Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts. - Minor compliance - | Since the last audit till currently there is no new planting, but 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 |
| 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 - | Since the last audit till currently there is no new planting, but 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 7.2: | | | |
| 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 | Since the last audit till currently there is no new planting, but 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 | Yes |

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| | shall be available and taken into account in plans and operations. - Major compliance - | 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" | |
| 7.2.2 | Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available and taken into account in plans and operations. - Minor compliance - | Since the last audit till currently there is no new planting, but 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 7.3: | | | |
| 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 - | Since the last audit till currently there is no new planting, but 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 |
| 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 – | Since the last audit till currently there is no new planting, but 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 |
| 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 | Yes |

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| | | notification on 6 th March 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" | Yes |
| 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" | Yes |
| 7.4.2 | 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 – | 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 |

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| Criterion / Indicator | Assessment Findings | Compliance |
|--|--|--|
| <p>Criterion 7.5:</p> | | |
| <p>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 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples.</p> <p>- Major compliance -</p> | <p>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>Yes</p> |
| <p>Criterion 7.6:</p> | | |
| <p>Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</p> | | |
| <p>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>Yes</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>Yes</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>Yes</p> |

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| Criterion / Indicator | | Assessment Findings | Compliance |
|--|--|---|------------|
| 7.6.4 | Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development. - 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 |
| 7.6.5 | The process and outcome of any compensation claims shall be documented and made publicly 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” | Yes |
| 7.6.6 | 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. - 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 7.7: | | | |
| 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. | | | |
| 7.7.1 | 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. - 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” | Yes |
| 7.7.2 | 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 | 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 |

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| Criterion / Indicator | | Assessment Findings | Compliance |
|--|--|---|------------|
| | Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance – | | |
| Criterion 7.8: | | | |
| New plantation developments are designed to minimise net greenhouse gas emissions. | | | |
| 7.8.1 | The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated. - Major compliance – | 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 |
| 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" | Yes |
| 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. | | | |
| 8.1.1 | The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria. As a minimum, these shall include, but are not necessarily be limited to: <ul style="list-style-type: none"> Reduction in use of pesticides(Criterion 4.6); | Continual improvement integrated with daily activities | Yes |

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| Criterion / Indicator | Assessment Findings | Compliance |
|---|---------------------|------------|
| <ul style="list-style-type: none"> Environmental impacts (Criteria 4.3, 5.1 and 5.2); Waste reduction (Criterion 5.3); Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); Social impacts (Criterion 6.1); Optimising the yield of the supply base. <p>- Major compliance -</p> | | |

Appendix B: Approved Time Bound Plan

| Name of company | Name of Mill | Locatiom | Supply Base | Time Bound Plan | Target Year for RSPO |
|----------------------|-----------------------|--|---|-----------------|--|
| PT. Agro Muko | Mukomuko Mill | Mukomuko District, Bengkulu Province, Indonesia | Mukomuko estate, S. Betung estate, Tanah rekah estate, Talang Petai estate, S. Kiang estate and KMD | 2011 | Certified February 2011 |
| | Bunga Tanjung Mill | Mukomuko District, Bengkulu Province, Indonesia | Bunga Tanjung estate, Air Bikuk estate, Air Buluh estate and KMD | 2011 | Certified February 2011 |
| | | | PT. Mukomuko Agro Sejahtera: - Air Manjuntio estate - Malin Deman estate | 2014 | Certified January 2019 |
| 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 | - | | | | Still developed (It has been RSPO NPP), RSPO public Notification on 31 st |

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| | | | | | |
|-------------------------------|-------------|---|--|------|--|
| | | | | | March 2014. |
| PT. Agro Rawas Ulu | - | | | | Still developed (It has been RSPO NPP), RSPO public Notification on 31 st March 2014. |
| PT. Agro Muara Rupit | - | | | | Still 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 | RSPO Certified in April 2009 |
| | Navo Mill | 50 Kms East of Bialla, West New Britain Province, PNG | Navo Estate, Bakada Estate and Mungen Estate | 2009 | RSPO 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

Mukomuko Palm Oil Mill and Supply Base

BSI RSPO Certificate No: RSPO 556042

Date of Initial Certificate Issued: 22nd February 2011

Date of Expiry: 21st February 2021

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

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

| Mukomuko Palm Oil Mill and Supply Base | | | | | | |
|--|--|-----------------|-----------------|-----------------|--|----------------------------|
| Location Address | Teruntung Village, Teras Terunjam District, Mukomuko Regency, Bengkulu Province, Indonesia | | | | | |
| GPS Location | E 101°16'00" and S 02°36'00" | | | | | |
| CPO Tonnage Total | 55,468.64 MT | | | | | |
| PK Tonnage Total | 12,299.56 MT | | | | | |
| CPO Claimed for Certification* | 55,468.64 MT | | | | | |
| PK Claimed for Certification* | 12,299.56 MT | | | | | |
| Own estates FFB Tonnage | 235,366 MT | | | | | |
| Scheme Smallholder FFB Tonnage | 5,802 MT | | | | | |
| Estates | Production Area | | Other use (ha) | HCV (ha) | Certified Area / Total land lease (ha) | Annual FFB Production (mt) |
| | Mature (ha) | Immature (ha) | | | | |
| Mukomuko estate | 2,005.88 | 1,229.61 | 715.80 | 149.91 | 4,101.20 | 51,656 |
| Sungai Betung estate | 1,017.70 | 274.46 | 68.76 | 249.20 | 1,610.12 | 25,873 |
| Tanah Rekah estate | 2,751.70 | 309.69 | 167.24 | 620.37 | 3,849.00 | 69,247 |
| Talang Petai estate | 2,115.00 | - | 129.00 | 26.00 | 2,270.00 | 46,645 |
| Sungai Kiang estate | 1,935.28 | 21.40 | 152.03 | 62.32 | 2,171.03 | 35,138 |
| Air Manjuntio estate | 402.00 | 482.00 | 781.00 | 135.00 | 1,800.00 | 6,807 |
| Sub Total | 10,227.56 | 2,317.16 | 2,013.83 | 1,242.80 | 15,801.35 | 235,366 |
| KMD | 400.00 | - | - | - | 400.00 | 5,802 |
| TOTAL | 10,627.56 | 2,317.16 | 2,013.83 | 1,242.80 | 16,201.35 | 241,168 |

*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-Agric/HCV | PRSCO-SA |
| Tuesday, 13/12/2016 | 06.15 – 08.05 | Flight Jakarta – Padang (GA 160) | | √ | √ | √ |
| | 06.00 – 07.15 | Flight Medan – Padang (JT 231) | √ | | | |
| | 10.00 – 17.00 | Travelling Padang – Estate by Car | √ | √ | √ | √ |
| Wednesday 14/12/2015 | 08.00 – 09.00 | Opening Meeting Presentation by PT. Agro Muko. Update most recently condition/improvement | √ | √ | √ | √ |
| | 09.00 – 12.00 | Document Review: Mukomuko Estate | √ | √ | √ | √ |
| | 12.00 – 14.00 | Lunch | | | | |
| | 14.00 – 17.00 | Document Review: Mukomuko Estate and Others | √ | √ | √ | √ |
| Thursday, 15/12/2016 | 08.00 – 12.00 | Field Visit: Mukomuko 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: Mukomuko Estate Boundaries inspection, worker interviews, social amenities, etc. Interview with: Labour Union and Gender Committee. | | | | √ |
| | 14.00 – 17.00 | Field Visit: Mukomuko POM Included interview with Mill's workers | √ | | | |
| | | Field Visit: Mukomuko 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: Mukomuko POM RSPO SCCS | √ | √ | √ | |
| | | Field Visit: Mukomuko 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-Agric/HCV | PRSP0-SA |
| Friday 16/12/2016 | 08.00 – 12.00 | Field Visit: Sungai Betung 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: Sungai Betung Estate Boundaries inspection, worker interviews, social amenities, etc. Interview with: Labour Union and Gender Committee. | | | | √ |
| | 12.00 – 14.00 | Lunch | | | | |
| | 14.00 – 17.00 | Field Visit: KMD 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: KMD Estate Boundaries inspection, worker interviews, social amenities, etc. Interview with: Labour Union and Gender Committee. | | | | √ |
| Saturday, 17/12/2015 | 08.00 – 10.00 | Document Review: KMD Estate | √ | √ | √ | √ |
| | 10.00 – 11.00 | Preparation for closing Meeting | √ | √ | √ | √ |
| | 11.00 – 12.00 | Closing Meeting | √ | √ | √ | √ |
| | 12.00 | End of Audit in Muko-muko POM | | | | |

Appendix E: Stakeholders Contacted

| | |
|-------------------------------|--|
| Internal Stakeholders | Union/Contractors/Local Communities |
| Government Departments | NGO |

| No. | Name | Institution |
|------------|--------------------|--------------------------------|
| 1 | Ruslan effendi | Village secretary of Sidamulya |
| 2 | Halmidi | Village secretary of Penarik |
| 3 | Ali sarman | Village Head Brangan Mulya |
| 4 | anonymous | Gender Committee |
| 5 | anonymous | Worker Union |
| 6 | F. Waruhu | Sprayer team Leader |
| 7 | Johan | Harvester |
| 8 | Budi Harahap | General Clerk |
| 9 | Rudi Hartono | Mandore |
| 10 | Sigit wahyoko, Spd | NGO laksar merah putih |
| 11 | 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 Mukomuko 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 under PT Agromuko, namely Mukomuko 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 Mukomuko POM is recorded by CB in the public summary report and RSPO certificate.</p> <p>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> |

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| | |
|--|---|
| | <p>The mill appear to consistently follow all reporting 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: Mukomuko POM 2,749.038 MT. Received from Mukomuko POM 337.900. Balance stock Mukomuko POM 1,463.382 MT. Storage tank No. 2: Mukomuko POM 130.805, Storage tank No. 6: Mukomuko POM 144.991 MT, Storage tank No. 7: Mukomuko POM 1,069.427 MT, , Storage tank No. 8: Muko-Muko POM 118.159.</p> <p>Storage tank monthly reporting: Monthly report in form of AMTT Stock, Receiving, Despatch as at month 12/2016. Stock 21/12/2016: Mukomuko POM 1,463.382. Received in month 12/2015: Mukomuko POM 2,527.730. Despatch for shipping Mukomuko stock 9,124.426</p> |

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| | |
|---|--|
| | <p>Storage tank shipping records: Shipping instruction for contract No.PMMO- 10034, 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. | Mukomuko 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 | Mukomuko POM only received certified FFB (no any |

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documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from non- certified material including during transport and storage.

received FFB non certified sources).

FFB Received:

Muko-Muko Estate:

1. Surat Pengantar (Delivery Order of FFB from Field):
 - 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:
 - 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

KMD (Koperasi masyarakat Desa) Pondok Batu:

1. Surat Pengantar (Delivery Order of FFB from Field):
 - 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:
 - 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

Delivered CPO Certified Product:

- 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
- Date: 08/12/2016
- Quantity: 18,050 kg

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| | |
|--|---|
| | <ul style="list-style-type: none"> - 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 Mukomuko POM and Another 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, Mukomuko POM only received FFB certified sources and produced 100 % CPO and PK certified.</p> <p>AMTT has three dedicated tank to received CPO from Mukomuko 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> |

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Actual Tonnage Certified Palm Production – 22-02-2016–21-02-2017

| Mill | Capacity | CPO | PK |
|--------------|------------|------------|-----------|
| Mukomuko POM | 60MT/Hours | 36,371.272 | 8,550.679 |

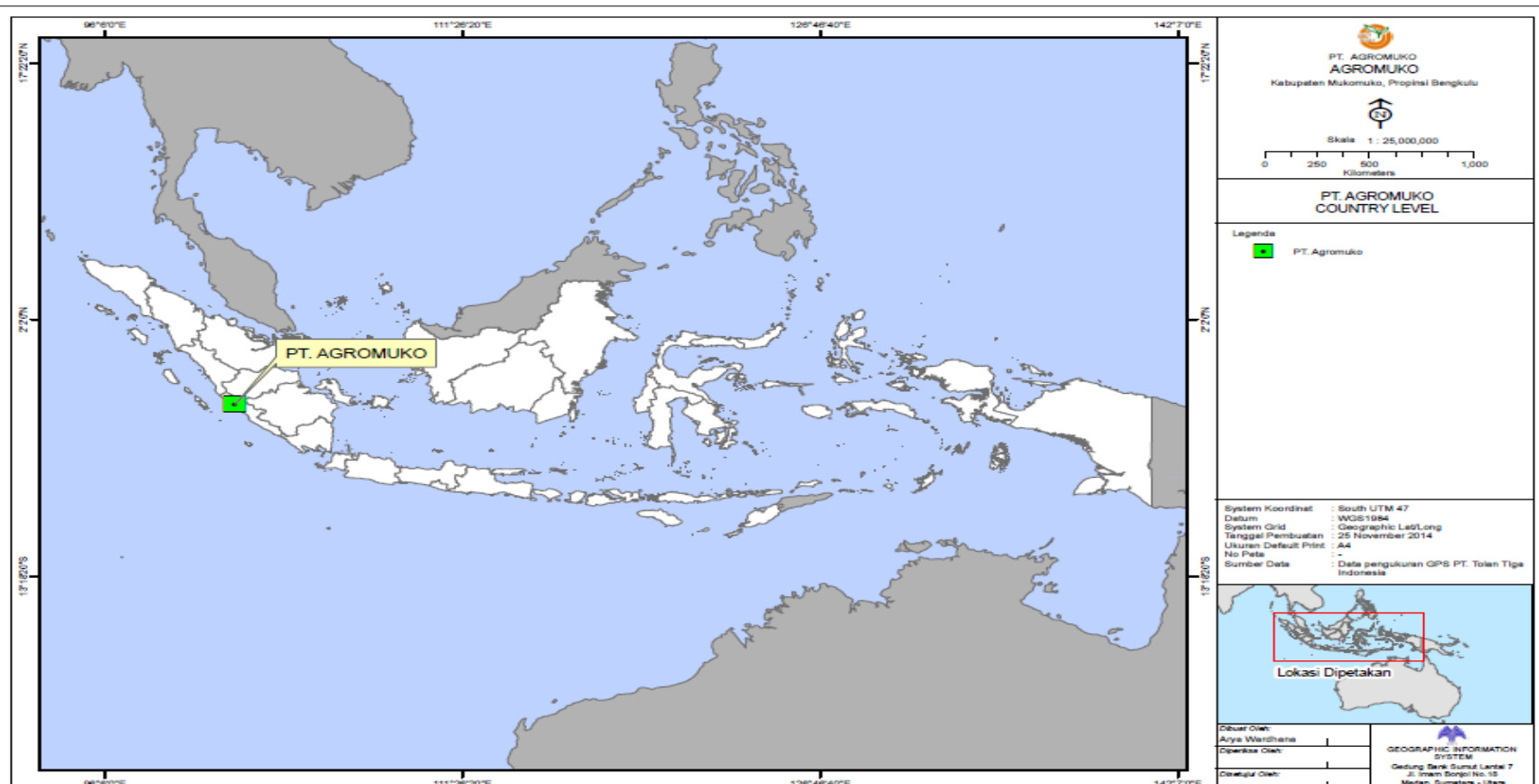
Actual Tonnage Sales of Certified Palm Products –(22-02-2016 –21-02-2017)*

| Mill | Certified CPO Sales | Certified PK Sales | Remarks |
|--------------|---------------------|--------------------|-------------------------|
| Mukomuko POM | 44,084 MT | 11,961 | 1464 MT extended volume |

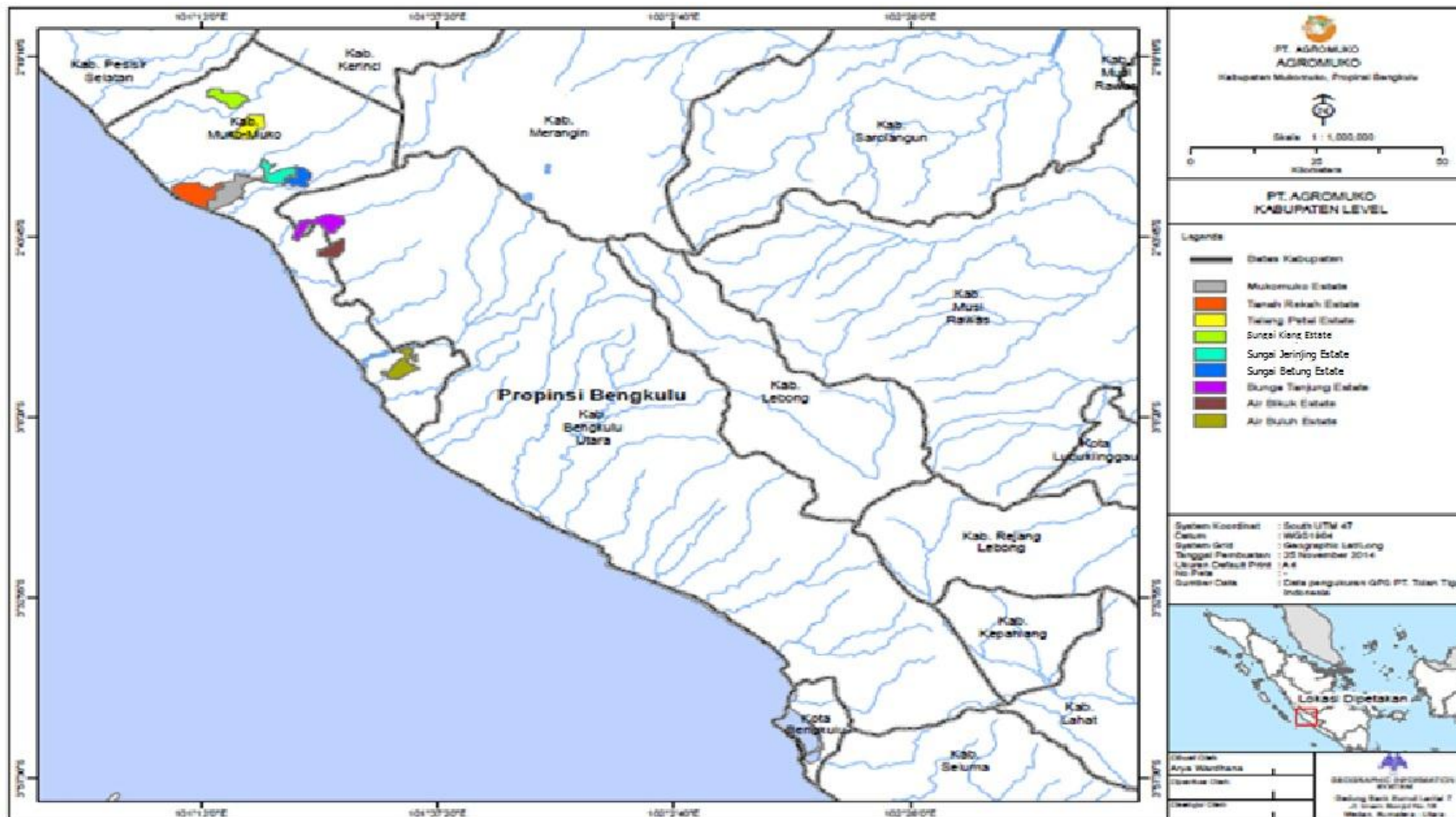
*Based on e-trace record

| Month | Certified Supply Base (from own certificate scope) (mt) | | | | | | | Total FFB/Month (mt) |
|----------------|---|----------------------------|--------------------------|---------------------------|--------------------|--------------------------|-----------------|----------------------------|
| | Mukomuko Estate | Sungai Betung Estate | Tanah Rekah Estate | Talang Petai Estate | Si Kiang Estate | Air Manjunt Estate | KMD | |
| Januari 2016 | 3,696.04 | 1,233.70 | 4,272.75 | 2,983.10 | 2,458.53 | 264.08 | 291.22 | 15,199.42 |
| Februari 2016 | 3,801.13 | 1,130.06 | 4,830.36 | 2,762.38 | 2,567.63 | 220.17 | 306.87 | 15,618.60 |
| Maret 2016 | 4,319.39 | 1,572.71 | 5,299.91 | 3,278.55 | 2,954.35 | 296.84 | 338.62 | 18,060.37 |
| April 2016 | 4,046.79 | 1,537.12 | 5,187.12 | 3,589.44 | 3,118.14 | 328.01 | 317.50 | 18,124.12 |
| Mei 2016 | 4,188.47 | 1,419.35 | 5,577.99 | 3,456.57 | 2,976.45 | 265.00 | 337.85 | 18,221.68 |
| Juni 2016 | 4,755.89 | 1,627.08 | 6,086.01 | 3,878.65 | 3,127.10 | 258.79 | 453.59 | 20,187.11 |
| Juli 2016 | 4,482.40 | 1,459.53 | 6,398.61 | 3,803.66 | 3,313.51 | 218.99 | 463.79 | 20,140.49 |
| Agustus 2016 | 4,901.70 | 1,706.41 | 6,716.13 | 4,407.94 | 3,549.85 | 273.28 | 404.32 | 21,959.63 |
| September 2016 | 4,808.29 | 1,671.77 | 6,143.69 | 3,740.10 | 3,045.52 | 306.02 | 414.48 | 20,130.14 |
| Oktober 2016 | 4,333,65 | 1,603,18 | 5,708,01 | 3,793,58 | 2,994,56 | 375,73 | 427,86 | 19,236,57 |
| November 2016 | 3,774,96 | 1,583,01 | 5,791,44 | 3,804,19 | 3,067,12 | 376,49 | 356,18 | 18,753,39 |
| Desember 2016 | 3,734,75 | 3,734,75 | 5,173,97 | 3,502,39 | 2,802,93 | 326,93 | 336,04 | 17,284,77 |
| Total | 50,843,46 | 17,951,68 | 67,185,99 | 43,000,55 | 35,975,77 | 3,510,33 | 4,448,32 | 222,916,10 |

Appendix G: Location Map of Certification Unit and Supply bases



Appendix H: Estate Field Map



Appendix I: List of Smallholder Sampled

| No. | Small holder | Location |
|-----|---------------|-------------------|
| 1 | KMD Sidamulya | Sidamulya Village |
| 2 | KMD Penarik | Penarik 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 |
| KMD | Kebun Masyarakat Desa |
| IPM | Integrated Pest Management |
| ISCC | International Sustainable Carbon Certification |
| 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) |
|--------------------------------|--|---------------------------|
| Mukomuko POM | | |
| Mukomuko Estate | Dusun Baru Village | 15 |
| | Pondok Lunang Village | 13 |
| | Sari Bulan Village | 10 |
| | Air Dikit Village | 15 |
| Subtotal | 4 KMDs | 53 |
| Tanah Rekah Estate | Tanah Rekah Village | 15 |
| | Pondok Batu Village | 12 |
| | Pasar Mukomuko Village | 15 |
| | Ujung Padang Village | 15 |
| Subtotal | 4 KMDs | 57 |
| Talang Petai Estate | Tunggal Jaya Village | 15 |
| | Sungai Lintang Village | 15 |
| | Sungai Gading Village | 10 |
| | Talang Petai Village | 15 |
| Subtotal | 4 KMDs | 55 |
| Sungai Kiang Estate | Lubuk Pinang Village | 15 |
| | Lalang Luas Village | 15 |
| Subtotal | 2 KMDs | 30 |
| Sungai Jerinjing Estate | Penarik Village | 11 |
| | Sei Jerinjing Village | 15 |
| | Teras Terunjam Village | 15 |
| | Lubuk Sahung Village | 15 |
| Subtotal | 4 KMDs | 56 |
| Sungai Betung Estate | Surian Bungkal Village | 15 |
| | Sungai Ipuh Village | 15 |
| | Ranah Karya Village | 9.5 |
| | Teruntung Village | 8 |
| | Talang Medan Village | 8 |
| | Talang Kuning Village | 8 |
| | Sei Ipuh Satu Village | 9.5 |
| | Sei Ipuh Dua Village | 9.5 |
| | Pondok Baru Hamlet, Sei Ipuh Village | 9.5 |
| | Aur Cina Village | 9.5 |
| | Lubuk Bangko Village | 9.5 |
| | Setia Budi Village | 9.5 |
| | Sumber Sari Village | 9.5 |
| | Pondok Kopi Village | 9.5 |
| | Talang Buai Village | 9.5 |
| Subtotal | 15 KMDs | 149 |
| Total | 33 KMDs | 400 |