

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

<b>PT Inti Indosawit Subur Ukui I Palm Oil Mill and its Supply Bases</b>
Client company Address: Jl. M.H Thamrin No.31 Jakarta 10230 Indonesia
Certification Unit: Ukui I Palm Oil Mill  Location of Certification Unit: Pelalawan Regency Riau Province Indonesia

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### Section 1: Scope of the Certification Assessment

1. Company Details			
<b>RSPO Membership Number</b>	1-0022-06-000-00	<b>Date</b>	6 <sup>th</sup> February 2006
<b>Company Name</b>	PT. Inti Indosawit Subur – Ukui I Palm Oil Mill		
<b>Address</b>	Head Office: Jl. M.H Thamrin No.31 Jakarta 10230, Indonesia  Site Location: Pelalawan Regency, Riau Province, Indonesia		
<b>Subsidiary of (if applicable)</b>	PT. Inti Indosawit Subur		
<b>Contact Name</b>	Mrs.Asrini Subrata		
<b>Website</b>	<a href="http://www.asianagri.com">www.asianagri.com</a>	<b>E-mail</b>	<a href="mailto:asrini_subrata@asianagri.com">asrini_subrata@asianagri.com</a>
<b>Telephone</b>	+62 21 23201119	<b>Facsimile</b>	+62 21 2301120

2. Certification Information			
<b>Certificate Number</b>	RSPO 633774	<b>Date</b>	01/03/2011
<b>Scope of Certification</b>	Production of CPO an PK at Ukui I Palm Oil and FFB supplied from one (1) company own plantation namely Ukui Estate (Division I, II, II and IV only) and nine (9) cooperatives of scheme smallholder. Mill capacity 90 tonnes FFB/hour.		
Other Certifications			
<b>Certificate Number</b>	Standard(s)	Certificate Issued by	Expiry Date
ID05/65250	ISO 14001:2004	SGS	10 June 2017
EU-ISCC-Cert-DE100-20432017	ISCC (Ukui I POM)	SGS	3 <sup>rd</sup> February 2017 - 2 <sup>nd</sup> February 2018

3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Eastings	Northing
Ukui Estate*	Ukui Village, Ukui District, Pelalawan Regency	102° 02' 43" - 102° 11' 37" E	00° 10' 5" S - 00° 17' 18" S
KUD Sumber Makmur	Bukit Gajah Village, SP 1, Ukui District	102° 09' 26" E	00° 09' 05" S
KUD Bina Usaha Baru	Bukit Jaya Village, SP 2, Ukui District	102° 06' 23" E	00° 09' 36" S

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KUD Bakti	Trimulya Jaya Village, SP 3A, Ukui District	102° 05' 48" E	00° 08' 25" S
KUD Karya Bersama	Air Emas Village, SP 3BC, Ukui District	102° 05' 55" E	00° 07' 00" S
KUD Sawit Subur	Kampung Baru Village, SP 4, Ukui District	102° 03' 29" E	00° 09' 42" S
KUD Bina Sejahtera	Lubuk Kembang Sari Village, SP 5, Ukui District	102° 06' 18" E	00° 12' 07" S
KUD Sumber Bahagia	Silikuan Hulu Village, SP 6, Ukui District	102° 06' 31" E	00° 13' 56" S
KUD Bukit Potalo	Ukui II Village, SP 6, Ukui District	102° 10' 09" E	00° 08' 41" S
KUD Usaha Baru	Redang Seko Village, SP 6, Lirik District, Indragiri Hulu Regency	102° 13' 13" E	00° 10' 57" S

*\*) Ukui Estate Division I, II, III & IV only*

<b>4. Description of Supply Base</b>							
<b>Estate</b>	<b>Mature (ha)</b>	<b>Immature (ha)</b>	<b>Infras &amp; Other (ha)</b>	<b>HCV (ha)</b>	<b>Total Planted (ha)</b>	<b>Total Hectarage</b>	<b>% of Planted</b>
Ukui Estate*	3,075	307	80.84	116.16	3,382	3,579	94.50
KUD Sumber Makmur	1,562	0	0	0	1,562	1,562	100
KUD Bina Usaha Baru	616	0	0	0	616	616	100
KUD Bakti	448	0	0	0	448	448	100
KUD Karya Bersama	864	0	0	0	864	864	100
KUD Sawit Subur	908	0	0	0	908	908	100
KUD Bina Sejahtera	1,236	0	0	0	1,236	1,236	100
KUD Sumber Bahagia	1,206	0	0	0	1,206	1,206	100
KUD Bukit Potalo	494	0	0	0	494	494	100
KUD Usaha Baru	494	0	0	0	494	494	100
<b>Total</b>	<b>10,903</b>	<b>307</b>	<b>80.84</b>	<b>116.16</b>	<b>11,210</b>	<b>11,407</b>	<b>99.52</b>

Note:

*\*) Only Ukui Estate, Division I, II, III & IV, supplying certified FFB to Ukui I POM;*

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<b>5. Plantings &amp; Cycle</b>								
Estate	Age (Years)					Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Estimated (Jan – Dec 2016)	Actual (Jan – Dec 2016)	Forecast (Jan – Dec 2017)
Ukui Estate	307	0	25	2,243	807	76,264	88,739	80,419
KUD Sumber Makmur	0	0	0	1,406	156	40,078	33,137	36,995
KUD Bina Usaha Baru	0	0	0	12	604	308	11,327	0*
KUD Bakti	0	0	0	0	448	9,121	9,317	1,199
KUD Karya Bersama	0	0	0	160	704	16,512	20,183	19,922
KUD Sawit Subur	0	0	0	0	908	22,676	16,008	6,574
KUD Bina Sejahtera	0	0	0	60	1,176	30,916	26,372	30,158
KUD Sumber Bahagia	0	0	0	802	404	33,654	25,886	29,609
KUD Bukit Potalo	0	0	494	0	0	10,260	9,278	9,229
KUD Usaha Baru	0	0	494	0	0	10,260	7,750	9,229
<b>Total</b>	<b>307</b>	<b>0</b>	<b>1,013</b>	<b>4,683</b>	<b>5,207</b>	<b>250,049</b>	<b>247,997</b>	<b>223,334</b>

Note: \* Replanting

<b>6. Certified Tonnage</b>									
Mill	Estimated (Jan – Dec 2016)			Actual (Jan – Dec 2016)			Forecast (Jan – Dec 2017)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Ukui I POM	250,049	54,571	13,753	247,997	52,976	13,089	223,334	48,450	12,283
<b>Total</b>	<b>250,049</b>	<b>54,571</b>	<b>13,753</b>	<b>247,997</b>	<b>52,976</b>	<b>13,089</b>	<b>223,334</b>	<b>48,450</b>	<b>12,283</b>

<b>7. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable</b>			
Independent FFB Supplier	Tonnage / year		
	Estimated (Jan – Dec 2016)	Actual (Jan – Dec 2016)	Forecast (Jan – Dec 2017)
Third party FFB supplier/Collector	70,000	145,036	70,000

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<b>8. Certified Tonnage CPO</b>									
<b>Mill</b>	<b>Estimated (Previous Year)</b>			<b>Actual (This Year)</b>			<b>Forecast (Next Year)</b>		
	<b>FFB</b>	<b>CPO OER %</b>	<b>PK KEP %</b>	<b>FFB</b>	<b>CPO OER %</b>	<b>PK KEP %</b>	<b>FFB</b>	<b>CPO OER %</b>	<b>PK KEP %</b>
Ukui I POM	250,059	21.82	5.50	247,997	21.36	5.28	223,334	21.69	5.50

## Section 2: Assessment Process

### Certification Body:

BSI Services Malaysia Sdn Bhd,  
(ASI Accreditation Number: RSPO-ACC-19)  
Unit 3, Level 10, Tower A  
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BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (RSPO-ACC-19) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Singapore, Jakarta, Bangkok and Australia which involve in RSPO Certification Program.

### Assessment Methodology, Programme, Site Visits

The on-site annual surveillance assessment was conducted from 1<sup>st</sup> December – 5<sup>th</sup> December 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 31<sup>st</sup> January 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 P&C Generic 2013 and RSPO SCCS 2014 were used as Checklists and questionnaires were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

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. For the assessment, the risk factor sets at 1.2 and the standard being use for scheme smallholder is following RSPO P&C Generic 2013 . 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  
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meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

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

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

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 internally reviewed by Mr Hoo Boon Han, prior to certification decision by BSI.

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

<b>1. Assessment Program</b>					
<b>Name (Mill / Supply Base)</b>	<b>Year 1 (Certification)</b>	<b>Year 2 (ASA 1)</b>	<b>Year 3 (ASA 2)</b>	<b>Year 4 (ASA 4)</b>	<b>Year 5 (ASA 5)</b>
<b>Ukui I POM</b>	X	X	X	X	X
Ukui Estate	-	X	X	X	X
KUD Sumber Makmur	X			X	
KUD Bina Usaha Baru	X				X
KUD Bakti		X		X	
KUD Karya Bersama			X		X
KUD Sawit Subur		X			
KUD Bina Sejahtera		X			X
KUD Sumber Bahagia			X		
KUD Bukit Potalo	X			X	
KUD Usaha Baru			X		

**Tentative Date of Next Visit: ASA2, December 4, 2017 - December 10, 2017**

**Total No. of Mandays: 28 manday**



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He hold Bachelor degree from Faculty of Forestry, Bogor Agricultural University (IPB) in 2008, Majoring in Forest Resources Conservation and Ecotourism. He have a working experience in palm oil plantations as SHE Assistant at PT. Astra Agro Lestari Tbk in 2008 - 2012 and as Supervisor Sustainability at Teladan Prima Group in 2012 – 2014. He involved in RSPO certification since 2014 as a team member subsequently as a Lead Auditor. He has completed the training, such as: Lead Auditor ISO 9001: 2008 course, Lead Auditor ISPO course, Lead Auditor RSPO endorsed course, RSPO SCCS Lead Auditor endorsed course, HCV Identification and management, Internal Auditor ISO 14001: 2004 Training, Training for Trainers, OHS Expert Training, etc. During this assessment, he assessed on the aspects of Legal, Best Management Practices for Palm Oil Mill, HCV management, and Smallholder audits. He is fluently speaking in English and Bahasa Indonesia.

**Aswan Hasibuan – Team Member**

He graduated from University of Sumatera Utara on 1999, majoring in Industrial Engineering. He 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. He 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, CPO Mill Supply chain and Smallholder audits. He is fluently speaking in English and Bahasa Indonesia.

**Imam Fakhrurozi – Team Member**

Imam holds degree in Agriculture Technology and graduated from Gadjah Mada University, Yogyakarta in 2011. He had 2 (two) years working experienced 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 include 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 2016. During this assessment, he assessed on the aspects of mill and estate best practices, environment and OHS.

**Nanang Mualib – Team Member**

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

**Accompanying Persons: Nil**

### Section 3: Assessment Findings

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

- PT Inti Indosawit Subur 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 on November 2014
- RSPO P&C 2013 Generic Checklist

#### 3.2 Progress against Time Bound Plan

Time Bound Plan		
Requirement	Remarks	Compliance
<b>Summary of the Time Bound Plan</b>		
Does the plan include all subsidiaries, estates and mills?	PT. Inti Indosawit Subur has explained the certification plan for all of its subsidiaries; indicating all palm oil mills, company-owned estates and scheme smallholder as the supply base.	Comply
Is the time bound plan challenging?  <ul style="list-style-type: none"> <li>• Age of plantations.</li> <li>• Location.</li> <li>• POM development</li> <li>• Infrastructure.</li> <li>• Compliance with applicable law.</li> </ul>	The time bound plan is challenging. PT. Inti Indosawit Subur demonstrate progress overtime.  The age of plantation was generally mature. All of plantation has been incorporated with palm oil mill to process the FFB produced.  The location of plantation was covering three provinces in Sumatera Utara Province, Riau Province and Jambi Province – Indonesia.	Comply
Have there been any changes since the last audit? Are they justified?	No changes.	Comply
If there have been changes, what circumstances have occurred?	No changes.	Comply
Have there been any stakeholder comments?	Yes, there was a report related to company's supply chain. Company has released official response. BSI was notified and provided response to this matter.  BSI has also provided response to this matter.	Comply

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Have there been any newly acquired subsidiaries?	There are no newly acquired subsidiaries.	Comply
Have there been any isolated lapses in implementation of the plan?	No isolated lapses. Company managed to demonstrate commitment to certify all of palm oil mill and supply base.	Comply
<b>Un-Certified Units or Holdings</b>		
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	Yes. PT. Mitra Unggul Pusaka – Segati POM conducted internal audit annually.	Comply
No replacement after dates defined in NIs Criterion 7.3: <ul style="list-style-type: none"> <li>• Primary forest.</li> <li>• Any area identified as containing High Conservation Values (HCVs).</li> <li>• Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3.</li> </ul>	In area where BSI conducted audit, there are no replacement/conversion of primary forest after November 2005.	Comply
Any new plantings since January 1 <sup>st</sup> 2010 must comply with the RSPO New Plantings Procedure.	There is new planting after January 1 <sup>st</sup> , 2010. New planting was performed through conversion from rubber plantation. Company conducted new planting comply with the RSPO New Plantings Procedure.	Comply
Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.	No more land compensation.	Comply
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	No labor dispute noted. This was based on stakeholder interview with worker union in each company. In addition, audit team found the same based on stakeholder interview with “Dinas Tenaga Kerja” on each regency audited.	Comply
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	Yes. PT. Mitra Unggul Pusaka – Segati POM conducted internal audit annually. Last audit performed in April 2016.	Comply
Any Legal non- compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	PT. PT. Mitra Unggul Pusaka – Segati POM has comply with all legal compliance	Comply

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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 Annual Surveillance Assessment there were two (2) Major & one (1) Minor nonconformities raised. PT Inti Indosawit Subur – Ukui I POM 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 action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Major Nonconformity(ies) has been verified for its effectiveness on 31<sup>st</sup> January 2017 and closed accordingly.

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1412027M1	<p><b>Requirements:</b> RSPO P &amp; C Generic 2013 Indicator 4.6.5 Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7).</p>	Major
	<p><b>Evidence of Nonconformity:</b> Based on field visit to smallholder plantation in KUD Sawit Subur (Kav. 1291), member of smallholder used or applied paraquat/limited pesticides by themselves without completed the necessary training and appropriate PPE.</p>	
	<p><b>Statement of Nonconformity:</b> Lack of evidence that pesticides (paraquat/limited pesticides) only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label; in addition, appropriate safety and application equipment was not used in smallholder plantation.</p>	
	<p><b>Corrective Action Effectiveness Review:</b> Scheme manager has issued Circular Letter no. 182/ES-KLU/EXT/12/2016 and disseminated to all KUD, on the letter stated that farmer are restricted to do spraying activity by themselves and spraying only conducted by TUS team that provided by company. TUS team has been trained for pesticide/herbicide application including limited pesticide and they have equipped with adequate and appropriate PPE by company. Company will conducted continuously socialization and awareness to all farmer members of smallholder/KUD and included in work program " team unit semprot".</p>	
	<p><b>Assessment Conclusion:</b> Major NC is Closed on 31/01/2017</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1412027M2	<p><b>Requirements:</b> RSPO P &amp; C Generic 2013 Indicator 4.6.6 Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3).</p>	Major
	<p><b>Evidence of Nonconformity:</b> Based on interview and field visit at KUD Bina Sejahtera in KT. 89, it was found that the parcel owner cannot demonstrate knowledge on pesticide handling and proper disposed empty container pesticides.</p>	
	<p><b>Statement of Nonconformity:</b> KUD has established the mechanism to hazardous waste management, including handling the empty chemical containers. The procedure mentioned all pesticide containers shall be properly disposed in hazardous waste storage permit, however audit team found a lack of knowledge in handling and disposal of empty pesticide container according to those procedure.</p>	
	<p><b>Corrective Action Effectiveness Review:</b> Scheme manager has issued Circular Letter no. 182/ES-KLU/EXT/12/2016 and disseminated to all KUD, on the letter stated that farmer are restricted to do spraying activity by themselves and spraying only conducted by TUS who have been trained and have an adequate knowledge and best practise related to pesticide/herbicide spraying. Company will conducted continuously socialization and awareness to all farmer members of smallholder/KUD and included in work program " team unit semprot".</p>	
	<p><b>Assessment Conclusion:</b> Major NC is Closed on 31/01/2017</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1412027N1	<p><b>Requirements:</b> RSPO P &amp; C Generic 2013 Indicator 4.7.6 All workers shall be provided with medical care, and covered by accident insurance.</p>	Minor
	<p><b>Evidence of Nonconformity:</b> Based on verification of employee document and interview with KUD member (KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti)</p>	
	<p><b>Statement of Nonconformity:</b> KUDs were not able to demonstrate that all employees have provided with medical care, and covered by accident insurance, both BPJS Kesehatan and BPJS Ketanagakerjaan</p>	
	<p><b>Corrective Action Effectiveness Review:</b> KUD identify the employee who has registered in BPJS program personally and the employee who has not been registered in BPJS program. KUD facilitate the employee to registered in BPJS program</p>	

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	<b>Assessment Conclusion:</b> Minor NC remains OPEN and will be verified on next surveillance audit.	
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Observation	
OBS #	Description
1 - 2016	It nice to consider to periodically maintained the HGU Pegs from weeds in adequate period to ensure the condition and visibility.

Observation	
OBS #	Description
2 - 2016	Based on result of public consultation with WWF, the company consider to improve the understanding of farmers (KUD members) on management about the status of RTE species, especially <i>Elephas maximus Sumatrae</i> to avoid a conflict with communities towards replanting activity.

Observation	
OBS #	Description
3 - 2016	Based on result of consultation with Agriculture Agency and Member of KUD, the company consider to carry out the deep evaluation of positive and negative impact related to replanting program would involve all KUD.

Observation	
OBS #	Description
4 - 2016	It nice to consider to periodically checking the adequate and appropriate used the protective equipment in UKUI 1 POM.

Observation	
OBS #	Description
5 - 2016	It nice to consider to consistency on checking/inspection the equipment of emergency situation. Such as Hydrant in UKUI 1 POM.

Positive Findings	
PF #	Description
1 - 2016	Company has built good relationship with stakeholder in the location including local government, community and worker union representative.

Issues raised by Stakeholders	
Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss PT. Inti Indosawit Subur – Ukui I Palm Oil Mill Certification Unit’s environmental and social performance, legal and any known dispute issues.	

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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.

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.

IS #	Description
1	<p><b>Feedback, Comment and Input</b>  <b>Dinas Tenaga Kerja dan Transmigrasi Kabupaten Pelalawan (Manpower and Transmigration Office – Pelalawan Regency)</b></p> <ul style="list-style-type: none"> <li>- Generally PT IIS (Ukui Group) has built good communication with Manpower and Transmigration Office – Pelalawan Regency.</li> <li>- PT IIS (Ukui Group) has complied well with legislation related to employment, i.e;               <ul style="list-style-type: none"> <li>✓ Company has included all workers in the BPJS program including PHL workers.</li> <li>✓ Company has equipped its employees with personal protective equipment (PPE) in accordance with the SOP.</li> <li>✓ Company has conducted periodic medical examinations for all workers.</li> <li>✓ Frequently conducted training related to OHS by involving the relevant agencies.</li> <li>✓ The company has had P2K3 organization structure (safety committee) and has been endorsed by Manpower and Transmigration Office – Pelalawan Regency.</li> <li>✓ Company regularly has send documents “Mandatory Employment Report” including the number of PKWT (contract) workers.</li> <li>✓ During 2016 there were no reports from other parties, including trade unions related industrial relations disputes between employees and the management of PT IIS (Ukui Group).</li> <li>✓ Company has conducted an inspection of the machine/heavy equipment according to regulations.</li> </ul> </li> </ul> <p><b>Management Responses</b>            For the positive things that have been done will be be maintained and improved towards a better by management companies.</p> <p><b>Audit Team Findings</b>            Audit team will continue to monitor PT Inti Indosawit Subur - Ukui Group’ related to manpower and OHS management performance.</p>
2	<p><b>Feedback, Comment and Input</b>  <b>Badan Lingkungan Hidup Kabupaten Pelalawan (Environmental Office – Pelalawan Regency)</b></p> <ul style="list-style-type: none"> <li>- PT IIS (Ukui Group) consistently sends the Report of environmental management and monitoring every six (6) months, hazardous waste (LB3) management reports every 3 months and land application monitoring report every 3 months.</li> <li>- During 2016 there were no reports from the public related to environmental pollution caused by operational PT IIS (Ukui Group).</li> <li>- The company has developed the utilization of wastewater for electricity (Biogas Plant) and have had the Environmental Permit.</li> </ul> <p><b>Management Responses</b>            For the positive things that have been done will be be maintained and improved towards a better by management companies.</p> <p><b>Audit Team Findings</b>            Audit team will continue to monitor PT Inti Indosawit Subur - Ukui Group’ related to Environmental management and monitoring performance.</p>

<p><b>3</b></p>	<p><b>Feedback, Comment and Input</b> <b>Dinas Kehutanan dan Perkebunan Kabupaten Pelalawan (Forestry and Plantation Service – Pelalawan Regency).</b></p> <ul style="list-style-type: none"> <li>- Currently PT Inti Indosawit Subur - Ukui Group and its plasma (smallholders) already started the replanting program. The Company has socialized the program to farmers (member of KUD) and its currently in the process of negotiation.</li> <li>- There were road blocking made by some surrounding villagers (Bukit Gajah Village) related to the use of the road by the company, mediation has conducted but the Plantation Office (Dishutbun) Pelalawan has not received information related to the final settlement of the case.</li> <li>- In 2016 there were land claims by communities in Lubuk Kembang Bunga and resolved by mediation DPRD Pelalawan but until now the Plantation Office (Dishutbun) Pelalawan has not received information related to the final settlement of the case.</li> </ul> <p><b>Management Responses</b></p> <ul style="list-style-type: none"> <li>- Company will sends the document of the company deals results with the Bukit Gajah villagers to Plantation Office (Dishutbun) Pelalawan.</li> <li>- In 2016 the company no longer accept the lawsuit or land claim from the communities in Lubuk Kembang Bunga village.</li> </ul> <p><b>Audit Team Findings</b> Auditors have verified to the Management and has provided information related to existence of those claims, however the record of claims completion was in the Pekanbaru office. It will be verified in further detail at the time of the next annual audits.</p>
<p><b>4</b></p>	<p><b>Feedback, Comment and Input</b> <b>Kantor Pertanahan Kabupaten Pelalawan (Land affairs office, Pelalawan Regency)</b></p> <ul style="list-style-type: none"> <li>- PT IIS (Ukui Group) and Plasma/smallholder has had a land use title/concession ownership in the form of HGU and ownership certificate (SHM).</li> <li>- During the period 2016 there was no written report to the Land affairs office, Pelalawan Regency related to the land dispute at PT Inti Indosawit Subur - Ukui Group.</li> <li>- Companies are expected to periodically submit the land use report to the Land affairs office, Pelalawan Regency.</li> </ul> <p><b>Management Responses</b> For the positive things that have been done will be be maintained and improved towards a better by management companies.</p> <p><b>Audit Team Findings</b> It will be verified in further detail at the time of the next annual audits.</p>
<p><b>5</b></p>	<p><b>Feedback, Comment and Input</b> <b>WWF (Flaying Swap), Teso Nilo National Park</b></p> <ul style="list-style-type: none"> <li>- The area of Plasma/smallholder and PT Inti Indosawit Subur - Ukui Group conveniently located adjacent to Teso Nilo National Park which is the habitat of the Sumatran elephant; currently in the Teso Nilo National Park there are approximately 200 individuals Sumatran elephants.</li> <li>- Some of the Plasma/smallholder area is a traditional routes of animals especially elephants around the village of Kampung Baru, Air Hitam and Lubuk Kembang.</li> <li>- Between WWF with PT IIS have worked to prevent the elephants entered to the territory of estate however currently the cooperation is not running.</li> <li>- Company need to consider the potential of elephant attacks on oil palm estates which is adjacent to Teso Nilo National Park, especially the replanting plan that will be carried out. Immature palm oil is a source of feed for the elephants so that there is a possibility that oil palm cultivation on replanting will attract the attention of elephants to enter the estate area.</li> </ul> <p><b>Management Responses</b></p> <ul style="list-style-type: none"> <li>- To reach the estate areas of PT Inti Indosawit Subur and plasma/smallholder from Teso Nilo National Park must be passed through the village of Lubuk kembang bungo and air hitam, however WWF team already has seven tame elephants which every Saturday afternoon patrols in the border region of Teso Nilo National Park.</li> </ul>



	<ul style="list-style-type: none"> <li>- Company would make a mechanism for addressing potential conflicts of encounters with protected wildlife/animals.</li> <li>- Disseminate to employees, member of KUD and officials KUD regarding the mechanism for addressing potential conflicts with wildlife, especially elephants. The mechanism will be placed at each KUD.</li> </ul> <p><b>Audit Team Findings</b> Company need to develop a mechanism regardinf conflict handling between Human and Elephant and its mitigation and also disseminated to the Labor/Community in cooperation with the parties concerned. It will be verified in further detail at the time of the next annual audits</p>
<p><b>6</b></p>	<p><b>Feedback, Comment and Input</b> <b>Perangkat desa Trimulya Jaya, Lubuk Kembang Sari dan Kampung Baru (Local community and villagers)</b></p> <ul style="list-style-type: none"> <li>- Generally the communication between the village government or local community and company has going well.</li> <li>- The company has always responded to each problem or issue submit by government officials from village and surrounding communities.</li> <li>- The Company has realized a CSR program to the local community and involve them in the CSR program planning process in each village.</li> <li>- CSR program planning process have been communicated to the each village government whether based proposal and productive enterprises development plan.</li> <li>- Surrounding communities feels positive has benefited from the presence of company, for example a support for the maintenance of road infrastructure, public health, education and community economic development (training productive enterprises).</li> <li>- There have never been issue from the people who work in company concerning the practice of forced labor performed by company.</li> <li>- The workers who work at PT Inti Indosawit Subur - Ukui Group received wages as determined by the government.</li> <li>- Communities have understand the company regulations that prohibit to hire employees under age/child labor.</li> <li>- There were no issue from the public related to company operations that conflict with labor regulations, for example regarding Social Security Labor, labor protection of women, regular health checks for all workers etc.</li> <li>- There were no issue from the public/local community related to the operations of companies that violate human rights such as the right to organize and assemble, pray according to beliefs, or practices of other rights violations such as the use mercenary army to intimidated workers, human trafficking etc.</li> <li>- There has never been a report from the public related to environmental pollution significantly allegedly caused by operation of company, however company need to consider the implementation of watering the road in SP 5 which so far is only done on the front street of housing residents while for another road segment is not watering so it remains disturbing people who are using the road.</li> <li>- The Company has socialized implementation plan of replanting to smallholders which today is still in the negotiation process. There were no reports of coercion by company to follow a replanting program as implemented by PT Inti Indosawit Subur.</li> <li>- The Company need to consider more seriously the social impacts experienced by smallholders society in the face of future replanting although based on the information the company has been commit productive business development training for society to anticipate the reduction in society income during the replanting because the potential greater social impact perceived by the community is facing replanting period.</li> </ul> <p><b>Management Responses</b></p> <ul style="list-style-type: none"> <li>- Point 6, until today the company has never received a complaint regarding the boundary between core plantation and the plasma/smallholder. Possible is meant is when the company creating trench isolation leaves one line of oil palm tree on the outside and create the control road in the core area. To boundary between the plasma and core plantation remains clearly visible with their trench isolation</li> </ul>

	<p>and HGU pegs.</p> <ul style="list-style-type: none"> <li>- Continually company will give understanding to the farmers/smallholders that replanting program aims to increase the income of farmers and replanting program are now done with regards to the FFB production of old plants that are less productive. For a farmer replanting has been provided with training such as:             <ul style="list-style-type: none"> <li>✓ Catfish farming and its marketing cooperation with alumni of IPB.</li> <li>✓ Integrated farming (Dragon Fruit Cultivation and Feed) cooperation with Ir. Gembong from CV Pandawa Jogjakarta.</li> <li>✓ Mushroom cultivation from BLK Malang</li> </ul> </li> <li>- At the time of replanting the smallholder members are priority to be labor. This was stated in the Agreement of cooperation between KUD and the Company regarding the replanting/rejuvenation.</li> <li>- Watering the road is done every day in the dry season. For watering the main road due to limited car unit for street watering then watered regularly in priorities is along the road that passes through the housing and residents. For main road that no housing residents will do the watering with certain circumstances.</li> </ul> <p><b>Audit Team Findings</b></p> <ul style="list-style-type: none"> <li>- The village head was never submit a complaint to the company directly and merely get complaints from citizens, it will be verified further during the next anual audit.</li> <li>- Companies can conduct in-depth evaluation the positive and negative impacts of replanting program involving cooperatives and farmers' member. it will be verified further during the next anual audit.</li> </ul>
<p><b>7</b></p>	<p><b>Feedback, Comment and Input Gender Committee</b></p> <ul style="list-style-type: none"> <li>- The new Gender Committee members has formed on July 23<sup>rd</sup>, 2016 and currently have no work program.</li> <li>- Until now it has never happened of reports or complaints of abuse-sexual violence to women.</li> <li>- The Company has made efforts to protect the rights of female employees such as menstruation leave, Maternity leave, special examinations for women workers who work on the high-risk job once every 6 months, pregnancy tests for women sprayer workers every month, etc.</li> <li>- Gender committees do not yet understand the grievance mechanism and protection of the confidentiality of the identity of the complainant/wistleblower.</li> <li>- The company has provided Personal Protective Equipment (PPE) for all workers.</li> <li>- The company has providing facilities for employees adequately for example housing, water, electricity, toilets, Sanitation, School Bus, clinics, places of worship etc.</li> <li>- The Company has registered all the workers in BPJS program (Employment and Health BPJS) including of PHL (non-permanent employees).</li> <li>- There has never happened employees demonstration to the company management.</li> <li>- The Company has provided wages in accordance with existing regulations.</li> <li>- There is no indication of the company in violation of Human Rights.</li> <li>- There is no indication of forced or coercive labor practice of work.</li> </ul> <p><b>Management Responses</b></p> <ul style="list-style-type: none"> <li>- Follow up and facilitate the gender committee meeting to create gender committee work program.</li> <li>- The management companies (PR) will disseminate the gender committee regarding grievance mechanisms and the protection of the confidentiality of the reporter's identity.</li> </ul> <p><b>Audit Team Findings</b> it will be verified further during the next anual audit</p>
<p><b>8</b></p>	<p><b>Feedback, Comment and Input Workers union</b></p> <ul style="list-style-type: none"> <li>- The Company has realized Normative Rights of employees such as remuneration in accordance with applicable regulations, Allowance/THR, BPJS Program, etc.</li> <li>- Legally SPSI members is a labor consist of SKU labor and also staff however operationally SPSI also consider the problems that occur at the level of non permanent workers/PHL.</li> </ul>

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	<ul style="list-style-type: none"> <li>- Non permanent workers has had a Labour Agreement (SPK) with the company.</li> <li>- Performance appraisals are conducted once a year as management considerations for evaluation, promotion, transfer etc.</li> <li>- There is no indication the company was discriminating against its workers.</li> <li>- The company has provided Personal Protective Equipment (PPE) for all workers.</li> <li>- The company has providing facilities for employees adequately for example housing, water, electricity, toilets, Sanitation, School Bus, clinics, places of worship etc.</li> <li>- The Company has registered all the workers in BPJS program (Employment and Health BPJS) including of PHL (non-permanent employees).</li> <li>- There has never happened employees demonstration to the company management.</li> <li>- The Company has provided wages in accordance with existing regulations.</li> <li>- There is no indication of the company in violation of Human Rights.</li> <li>- There is no indication of forced or coercive labor practice of work.</li> </ul> <p>"Lembaga kerjasama Bipartit (LKS Bipartit)"/Cooperation Institution has been established as a medium of communication between the company and employees.</p> <p><b>Management Responses</b> For the positive things that have been done will be be maintained and improved towards a better by management companies.</p> <p><b>Audit Team Findings</b> It will be verified further during the next anual audit.</p>
9	<p><b>Feedback, Comment and Input</b> <b>Workers cooperative "Karya Bersama" (Koperasi Karyawan "Karya Bersama")</b></p> <ul style="list-style-type: none"> <li>- Employees Cooperative "Karya Bersama" was founded around 2009, which aims to assist employees in fulfilling their basic needs.</li> <li>- Currently the Cooperative Employees "Karya Bersama" has had the legality of legal entity issued by the Department of Cooperatives Pelalawan Regency (Establishment Deed and Legal Ratification).</li> <li>- The business unit that has been implemented is basic needs and material procurement.</li> <li>- The company has been support the cooperatives by providing office space, establishment legal expenditures and electricity-water facilities for the cooperative office.</li> </ul> <p><b>Management Responses</b> For the positive things that have been done will be be maintained and improved towards a better by management companies.</p> <p><b>Audit Team Findings</b> It will be verified further during the next anual audit.</p>

**3.3.1 Status of Nonconformities Previously Identified and Observations**

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1284853N1	<p><b>Requirements:</b> RSPO P&amp;C Generic 2013 Indicator 4.7.5 Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p>	Minor

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	<p><b>Evidence of Nonconformity:</b> Emergency procedure for accident in KUD Sumber Makmur and KUD Bina Usaha Baru cannot be presented.</p>	
	<p><b>Statement of Nonconformity:</b> Emergency procedure for fire and earthquake has been established in KUD Sumber Makmur and KUD Bina Usaha Baru; however procedure for accident has not been established.</p>	
	<p><b>Corrective Action Effectiveness Review:</b> KUD's have been established the procedure for accident, under document of "Mekanisme Pertolongan Pertama pada Kecelakaan". Sampel seen: KUD Bina Usaha Baru, KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti, dated on January 13, 2016. Signed by Chief of all KUD.</p>	
	<p><b>Status:</b> Closed</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1284853N2	<p><b>Requirements:</b> RSPO P&amp;C Generic 2013 Indicator 5.1.3 This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p>	Minor
	<p><b>Evidence of Nonconformity:</b> Environmental Aspect Impact document dated 01/12/2014.</p>	
	<p><b>Statement of Nonconformity:</b> Environmental Aspect Impact has been established and implemented, however activity for replanting has not identified. Requirement for identification for replanting activity was also stated on matrix document of Dokumen Pedoman Pengelolaan Lingkungan No.Kpts.976/X/2009, as per Keputusan Gubernur Riau, dated 28/10/2009.</p>	
	<p><b>Corrective Action Effectiveness Review:</b> Company has been identified environment aspect and impact for replanting activity updated February 6<sup>th</sup> 2016. Significant impact from replanting activity such as soil erosion, biodiversity lost, fire damage and soil contamination. Company has been create the activity plan to avoid the significant impact. To avoid the erosion company has create terracing in the sloping area and planting land cover crop; to avoid biodiversity lost company save the riparian area and hcv area identified and do not clear the land within this area; to avoid the fire land damage company has create the fire monitoring tower on the replanting area. It has been comply and met with matrix document of Dokumen Pedoman Pengelolaan Lingkungan No.Kpts.976/X/2009, as per Keputusan Gubernur Riau, dated 28/10/2009.</p>	
	<p><b>Status:</b> Closed</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1284853N3	<b>Requirements:</b> RSPO P&C Generic 2013 Indicator 5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.	Minor
	<b>Evidence of Nonconformity:</b> Based on field visit to KUD Bina Usaha Baru (KT24) and Bukit Potalo (KT300 Berkah Ilahi) the empty fertilizer plastic thrown into oil palm field.	
	<b>Statement of Nonconformity:</b> The disposal of empty fertilizer plastic does not meet waste management plan in KUD Bina Usaha Baru.	
	<b>Corrective Action Effectiveness Review:</b> KUD has develop mechanism to handling the empty fertilizer plastic and bag by twice rinsing and collected at KUD office warehouse and delivered to Ukui I temporary hazardous waste warehouse and delivered to local government authority. It was met and comply with waste management plan of KUD Bina Usaha baru.	
	<b>Status:</b> Closed	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1284853N4	<b>Requirements:</b> RSPO P&C Generic 2013 Indicator 6.1.4 The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties.	Minor
	<b>Evidence of Nonconformity:</b> Verification document of DPPL, Amdal and Verification upon environmental document "Dokumen Pedoman Pengelolaan Lingkungan/DPPL", "Analisis Mengenai Dampak Lingkungan/AMDAL" and "Laporan Pelaksanaan RKL-RPL" (report for Environmental Management Plan and Environmental Monitoring Plan" - semester I year 2015.	
	<b>Statement of Nonconformity:</b> Every 6 months, company has prepared report for Environmental Management Plan and Environmental Monitoring Plan, this includes impact evaluation for each activity. However, the report has not evaluated social impact from replanting activity, started since 2015.	
	<b>Corrective Action Effectiveness Review:</b> PT Inti Indosawit Subur has demonstrated the document of "Laporan Pelaksanaan Izin Lingkungan semester 1 2016", as in "Dokumen Pengelolaan dan Pemantauan Lingkungan (DPPL) and ANDAL", reported to Enviromental Agency in Pelalawan Regency on December 5 <sup>th</sup> , 2016, the report included the impact	

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	evaluation for replanting activity.	
	<b>Status:</b> Closed	

Observation	
OBS #	Description
1	Indicator 2.2.2 Scheme manager needs to ensure all oil palm plantation blocks equipped with boundary pole onsite.
2	Indicator 4.3.3 Having road maintenance program in place, the road surface condition in KT 296 (Tandan Emas) of KUD Bukit Potalo needs to be improved.
3	Indicator 4.5.1 KUD Sumber Makmur managed to demonstrate regular monitor of the barn owl boxes, however follow up for damaged barn owl boxes required.

**3.3.2 Summary of the Nonconformities and Status**

CAR Ref.	CLASS	ISSUED	STATUS
AS01/2011/UkuiSH4.6.4	Major Smallholder	23/12/2011	Closed 20/02/2012
AS02/2011/UkuiSH6.5.1	Major Smallholder	23/12/2011	Closed 20/02/2012
AS01/2012/UkuiASA01 2.2.5	Minor	23/02/2012	Closed 09/02/2013
AS02/2012/UkuiASA01 6.1.2	Minor	23/02/2012	Closed 09/02/2013
AS03/2011/UkuiASA01 5.2.2	Minor Smallholder	23/02/2012	Closed 09/02/2013
AS04/2011/UkuiASA01 6.1.3	Minor Smallholder	23/02/2012	Closed 09/02/2013
A845131/1 2.1.1	Major	09/02/2013	Closed 02/04/2013
A845131/2 2.2.1	Major	09/02/2013	Closed 08/04/2013
A845131/3 4.8.2	Major	09/02/2013	Closed 02/04/2013
A845131/4 5.3.2	Major	09/02/2013	Closed 08/04/2013
A845131/5 6.3.1	Major	09/02/2013	Closed 08/04/2013
A845131/6 6.5.1	Major	09/02/2013	Closed 08/04/2013
A845131/7 4.6.2	Major Smallholder	09/02/2013	Closed 02/04/2013
A845131/8 E.1.1 SCC	Major SCC	09/02/2013	Closed 02/04/2013
A845131/9 E.3.1 SCC	Major SCC	09/02/2013	Closed 02/04/2013
A845131/10 E.5.1 SCC	Major SCC	09/02/2013	Closed 08/04/2013
A845131/1 4.1.4	Minor	09/02/2013	Closed 30/11/2013
A845131/2 4.4.2	Minor	09/02/2013	Closed 30/11/2013
A845131/3 4.7.5	Minor	09/02/2013	Closed 30/11/2013
A845131/4 4.7.8	Minor	09/02/2013	Closed 30/11/2013
A845131/5 4.7.10	Minor	09/02/2013	Closed 30/11/2013
A845131/6 4.6.6	Minor	09/02/2013	Closed 30/11/2013

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A845131/7 6.2.4	Smallholder Minor Smallholder	09/02/2013	Closed 30/11/2013
A845131/8 6.10.3	Minor Smallholder	09/02/2013	Closed 30/11/2013
998107M17/ 5.3.2	Major	30/11/2013	Closed 30/01/2014
998107N15/ 4.3.2	Minor	30/11/2013	Closed 10/01/2015
998107N14/ 6.5.1	Minor	30/11/2013	Closed 10/01/2015
1142537M1/ 5.3.2	Major	10/01/2015	Closed 28/02/2015
1142537M2/ 5.3.1	Major Smallholder	10/01/2015	Closed 02/03/2015
116878M1/ D.6.2	Major SCC	20/03/2015	Closed 06/04/2015
1168678N1/ 5.2.4	Minor	10/01/2015	Closed 15/01/2016
1284853N1/ 4.7.5	Minor	15/01/2016	Closed 02/12/2016
1284853N2/ 5.1.3	Minor	15/01/2016	Closed 02/12/2016
1284853N3/ 5.3.3	Minor	15/01/2016	Closed 02/12/2016
1284853N4/ 6.1.4	Minor	15/01/2016	Closed 02/12/2016
1412027M1/ 4.6.5	Major	05/12/2016	Closed 31/01/2017
1412027M2/ 4.6.6	Major	05/12/2016	Closed 31/01/2017
1412027N1/ 4.7.6	Minor	05/12/2016	OPEN

**Assessment Conclusion and Recommendation:**

Based on the findings during the assessment PT. Inti Indosawit Subur – Ukui I Palm Oil Mill Certification Unit and supply base complies with the RSPO P&C 2013, and the RSPO Supply Chain Certification Standard (Nov 2014) for CPO Mill. It is recommended that the certification of PT. Inti Indosawit Subur – Ukui I Palm Oil Mill Certification Unit is approved and continued.

Acknowledgement of Assessment Findings	Report Prepared by
<b>Name:</b> Ir. Welly Pardede	<b>Name:</b> Mujinius Jalaraya
<b>Company name:</b> PT. Inti Indosawit Subur	<b>Company name:</b> On behalf BSI Services Malaysia Sdn Bhd
<b>Title:</b> Head of Sustainability	<b>Title:</b> Lead Auditor
<b>Signature:</b>  Date: 27 February 2017	<b>Signature:</b>  Date: 20 February 2017

**Appendix A: Summary of Findings**

Criterion / Indicator	Assessment Findings	Compliance
<b>Principle 1: Commitment to Transparency</b>		
<p><b>Criterion 1.1:</b> Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.</p>		
<p><b>1.1.1</b></p> <p>There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.</p> <p>- Minor compliance -</p>	<p>PT Inti Indosawit Subur – Ukui Group has a procedure for handling information request and providing response, under “SOP Penanganan Permintaan Informasi Stakeholder” No.AA-GL-5008.1-R1, dated 22/08/2011. In general, the SOP explains company’s step upon receiving information and responding such information request. Information request received in form of verbal communication, through letter or through representative appointed by community. Incoming information will be received by public relation officer and recorded in logbook. If information comes through verbal communication, public relation officer then creates minutes and sign by both parties. The information received then channeled to relevant party: mill manager/estate manager/group manager or regional office. Each has their authority in decision making. Public relation officer updating the logbook status, in order to provide update information to interested party. At maximum 14 days after information request received, response shall be given. Records of information request kept for minimum three (3) years.</p> <p>PT Inti Indosawit Subur – Ukui Group is communicating the procedure to community of Desa Lubuk Kembang Sari, Desa Kampung Baru and Desa Trimulya Jaya. Record of information request and response/information logbook is maintained by company. Seen and verified.</p> <p>The entire outgoing mail/letters is documented in the “Buku Eksternal Manager” where in 2016 there were 325 types of outgoing mail/letters that come out of the Ukui Estate. For instance: Letter No. 300/ES-KUK/Ext/11/16 dated 3 November 2016 regarding “Laporan Pencegahan Pencemaran dan atau Kerusakan Lingkungan” sent to “Badan Lingkungan Hidup Provinsi Riau, Letter No. 182/ES-KUK/Ext/05/16 dated 23 May 2016 regarding “analisa sampel air minum , Solar trap dan air buangan perumahan” sent to “Dinas Pemukiman Prasarana Wilayah Kabupaten Pelalawan”.</p> <p>The entire company regular reports is documented in “Log Book Permintaan Informasi dan Respon Terhadap</p>	<p>Yes</p>



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	<p>Permintaan Informasi" update in 2016. For instance: "Laporan Wajib Tenaga Kerja" has been reported to "Dinas Tenaga Kerja Kabupaten Pelalawan" on 7 January 2016, Letter "Kegiatan P2K3 Kebun Ukui" Period April – June 2016 reported on 4 November 2016, "Laporan Kegiatan P2K3 PMKS I" Period July-September 2016 reported on 17 October 2016.</p> <p>Scheme smallholder KUD Bina Sejahtera, KUD Sawit Subur, KUD Bakti: KUD has defined type of document that accessible for public, such as: "Legality document of KUD such "Akte Pendirian KUD, Anggaran Dasar dan Anggaran rumah Tangga (AD-ART) KUD, Surat Izin Usaha Perdagangan (SIUP), Surat Izin Tempat Usaha (SITU), Nomor Pokok Wajib Pajak (NPWP)" and environmental management document such AMDAL, Identifikasi HCV, Laporan Pelaksanaan RKL-RPL, dokumen pengelolaan Limbah, dokumen penggunaan pupuk dan pestisida".</p> <p>Each cooperative sampled and visited, Koperasi Unit Desa/KUD Bina Sejahtera, KUD Sawit Subur, KUD Bakti has a mechanism to handle communication, consultation and complaint. Public relation officer is the one responsible at each cooperative. The information request written in "Buku Rekaman Permintaan Informasi". Cooperative chairman discuss with committee to provide the answer, before writing the response. This mechanism has been cascaded to farmer members of each cooperative.</p> <p>The response time sets to a maximum 14 working days since the inquiry received</p>	
<p><b>1.1.2</b> Records of requests for information and responses shall be maintained. -Major compliance</p>	<p>Record of information request and response/information logbook is maintained by company. Records of information request and response provided by company is kept for minimum three (3) years. Seen and verified. Sample: a. "Laporan Wajib Tenaga Kerja" has been reported to Dinas Tenaga Kerja Kabupaten Pelalawan on 7<sup>th</sup> Januari 2016. b. "Laporan Kegiatan P2K3 Kebun Ukui Periode April – Juni 2016" has been reported to Disnakertrans Kab. Pelalawan on 4 November 2016. c. "Laporan Kegiatan P2K3 PMKS I Periode Juli-September 2016" has been reported to Disnakertrans Kab. Pelalawan 17 October 2016.</p>	<p>Yes</p>
<p><b>Criterion 1.2:</b> 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</p>		

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outcomes.		
<p><b>1.2.1</b></p>	<p>Publicly available documents shall include, but are not necessary limited to:</p> <p>Land titles/user rights (Criterion 2.2);</p> <ul style="list-style-type: none"> <li>• Occupational health and safety plans (Criterion 4.7);</li> <li>• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8);</li> <li>• HCV documentation (Criteria 5.2 and 7.3);</li> <li>• Pollution prevention and reduction plans (Criterion 5.6);</li> <li>• Details of complaints and grievances (Criterion 6.3);</li> <li>• Negotiation procedures (Criterion 6.4);</li> <li>• Continual improvement plans (Criterion 8.1);</li> <li>• Public summary of certification assessment report;</li> <li>• Human Rights Policy (Criterion 6.13).</li> </ul> <p><b>- Major compliance -</b></p>	<p>Company has a set of publicly available document. The provision of publicly available document segregates based on stakeholder category: Government, community and NGO: AMDAL document, RKL/RPL report, Social Impact Assessment, HCV identification and monitoring report, land permit (Izin Lokasi – location permit, Izin Prinsip – principle permit, HGU/land title certificate), environmental permit, palm oil mill machinery permits and licenses, safety committee report, plantation business progress report, conservation management plan document, environmental management program, corporate social responsibility/CSR documents, FFB price, forest and land fire fighting report, ground water use report, tax and retribution payment documents, radio station permit, company policies, continuous improvement program, social procedures, hazardous waste handling report, POME land application permit and report, manpower report, employee’s medical check up result, physical and chemical analysis of river water, land compensation report, public summary report.</p> <p>A number of documents are determined to be available for public, with approval from management:</p> <ol style="list-style-type: none"> <li>1. “Laporan Pelaksanaan RKL-RPL” every 6 month (environmental management and monitoring report);</li> <li>2. “Laporan neraca limbah B3” every 3 month(hazardous waste balance report);</li> <li>3. “Laporan limbah cair dan padat” every 3 month (solid and liquid waste report);</li> <li>4. “Laporan penggunaan air permukaan dan air bawah tanah” once a year (Underground and surface water usage report);</li> <li>5. “Laporan P2K3” every 3 month (health and safety report);</li> <li>6. “Wajib lapor tenaga kerja” once a year (manpower report);</li> <li>7. “Laporan Perkembangan usaha perkebunan” once a year (plantation business progress report);</li> <li>8. “Laporan hasil monitoring high conservation value” (high conservation value monitoring report);</li> <li>9. “Laporan pemantauan dan pencegahan kebakaran lahan” every 6 month (land fire monitoring and prevention activity report);</li> <li>10. “Laporan hasil MCU karyawan” (employee’s medical checkup result);</li> <li>11. “Laporan emisi udara” (air emission test report);</li> <li>12. “Laporan analisa fisik dan kimia sungai” (river water’s physical and chemical test result);</li> <li>13. “Laporan Pelaksanaan Land Aplikasi dan pemanfaatan limbah” every 3 month reported to BLH Provinsi Riau, i.e “Laporan Pelaksanaan Land Aplikasi dan pemanfaatan limbah padat” period</li> </ol>

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		June 2016 on 9 August 2016.	
<b>Criteria 1.3:</b>			
Growers and millers commit to ethical conduct in all business operations and transactions.			
<b>1.3.1</b>	<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>PT Inti Indosawit Subur – Ukui Group has a company policy/"Kebijakan Perusahaan", signed by Managing Director on 12/01/2014. The policy mentioned company's commitment to uphold and respect code of ethical conduct in all operation. The commitment including prevention of corruption, collusion and nepotism.</p> <p>The company policy is available on notice board. Company conducted dissemination sessions: In Ukui I POM, date 05/25/2016 attended by 16 workers; in Ukui Estate on May 2016 attended by 47 workers.</p> <p>Scheme smallholders: Each cooperative has their set of policy – "Kebijakan Koperasi", in which mention commitment to respect code of ethical conduct and prohibit any form of corruption, bribery and fraud on use of data and resources in cooperative operation. The policy has been disseminated to farmer members on a number of occasions.</p> <p>KUD Bina Usaha Baru: KUD Bina Usaha Baru has a policy "Kebijakan Koperasi" signed by KUD Chairman dated 01/04/2015, in point 6, committed for ethical code of conduct in business and prohibited all form of corruption, bribery and fraud in use of fund and resources.</p>	Yes
<b>Principle 2: Compliance with applicable laws and regulations</b>			
<b>Criterion 2.1:</b>			
There is compliance with all applicable local, national and ratified international laws and regulations.			
<b>2.1.1</b>	<p>Evidence of compliance with relevant legal requirements shall be available.</p> <p>- Major compliance -</p>	<p>Company has been able to demonstrate evidences of compliance with relevant legal requirements, such as:</p> <p>Land ownership and lease:</p> <ul style="list-style-type: none"> <li>- Locations permit, as per "Surat Pencadangan Areal No.Kpts.379/VIII/1984 tentang Pencadangan Tanah Seluas 65,000 Ha di Daerah Buatan II Kecamatan Siak Kabupaten Tingkat II Bengkalis, Kecamatan Langgam dan Kecamatan Bunut, Kabupaten Tingkat II Kampar dan Kecamatan Pangkalan Kuras Kabupaten Kampar, Kecamatan Pasir Penyu Kabupaten Tingkat II Indragiri Hulu dalam rangka pengembangan Kelapa Sawit Pola PIR PT. Inti Indosawit Subur" dated 08/27/1984. The location permit covers area of 65,000 Ha for development of nucleus and scheme smallholders PT. Inti Indosawit Subur.</li> </ul>	Yes

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	<p>Ukui Estate:</p> <ul style="list-style-type: none"> <li>- HGU No.16 issued by "Kantor Pertanahan Kabupaten Pelalawan" on 03/11/2010 based on "SK Kepala BPN No.115/HGU/BPNRI/2009" dated 09/08/2009 for 299.51 Ha as per "Surat Ukur"/measurement minutes No.01/AirHitam/2010. The HGU valid up to 03/11/2045.</li> <li>- HGU No.01 issued by "Kantor Pertanahan Kabupaten Kampar" on 12/18/1989 based on "SK Kepala BPN No.04/HGU/1989" dated 04/27/1989 for 6,727.4 Ha as per "Surat ukur"/measurement minutes No.53/1988. HGU is valid until 12/31/2019.</li> <li>- Izin Usaha Perkebunan-Budidaya (IUP-B) based on Surat Keputusan Bupati Pelalawan No.Kpts.525.3/Dishutbun/2013/446 dated 05/29/2013 for 3,003.73 Ha. Ijin Usaha Perkebunan-Pengolahan (IUP-P) for PT Inti Indosawit Subur dated 05/29/2013.</li> <li>- Document of land compensation (see indicator 2.2.3)</li> <li>- Surat Pendaftaran Usaha Perkebunan (SPUP) No. 185/Mentanhut/VII/2000 dated 3 November 2000, for area 12,508.64 ha and palm oil FFB capacity process 60 tonne FFB/hour.</li> </ul> <p>Mill machinery permit:</p> <ul style="list-style-type: none"> <li>- Boiler Takuma No.566/BL/DISNAKERTRANS/003/2012, latest inspection by PT Jesindo Mandiri on 29/08/2016, next inspection 29/08/2018;</li> <li>- Back Pressure Vessel No.566/BPV/DISNAKERTRANS/0063/2012 latest inspection by PT Jesindo Mandiri on 29/08/2016, next inspection 29/08/2018;</li> <li>- Vertical Sterilizer 1 No.566/Sterilizer/DISNAKERTRANS/0064/2 12, latest inspection PT Jesindo Mandiri on 29/08/2016, next inspection 29/08/2018</li> <li>- WeighBridge 1 No.510.302/METRO/1048/IV/2016 valid until 6/04/2017 and WeighBridge 2, No.510.302/METRO/1049/IV/2016 valid until 6/04/2017;</li> <li>- Steam turbine 2, No.221/TU-M/PL/2004, latest inspection on 11/11/2015, next inspection on 11/11/2017;</li> <li>- Air Compressor No.B.85/BT-M/W4/VI/1997, latest inspection PT Jesindo Mandiri on 29/08/2016, next inspection 29/08/2018</li> <li>- Electrical installation No.132/L-IL/PPLWN/2006 latest inspection PT Jesindo Mandiri on 29/08/2016, next</li> </ul>	

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	<p>inspection 29/08/2018</p> <p>Scheme smallholder: <u>KUD Bina Sejahtera, KUD Sawit Subur, KUD Bakti:</u></p> <p>Cooperative is able to demonstrate evidence on legal compliance. Cooperative legality (establishment deed, tax payment number, trading license, etc.), land certificates of all farmer members, management of hazardous waste, monitoring on implementation of social-environmental management plan, fulfillment of minimum wage.</p> <p>As basic for cooperation with PT. Inti Indosawit Subur, each farmer group (under each cooperative bound to an agreement. Sample: <i>"Perjanjian Produksi, Jual Beli Tandan Buah Segar (TBS), Pemeliharaan Tanaman antara Petani Peserta dan Perkebunan Inti Proyek PIR-Trans PT. IIS di Kebun Ukui, Provinsi Riau :</i></p> <ul style="list-style-type: none"> <li>- No.72,82,85/SPKB/Ukui/XI/1992 dated 1 November 1992 with KUD Bina Sejahtera, KT 72, 82 and KT 85</li> <li>- No.17-59/SPKB/UKUI/XI/1992 dated 1 November 1992 with KUD Sawit Subur, KT 17 – 59</li> <li>- No. 15-40/SPKB/UKUI/XI/1991 dated 4 November 1991 with KUD Bakti (KT 15 – 40).</li> </ul> <p>Agreement signed by both parties and acknowledged by "Kepala Dinas Perkebunan Provinsi Riau" and "Bupati Kampar".</p> <p>FFB purchase price has been done in accordance with Kepmentan No. 395/kpts/OT.140/11/2005 concerning purchasing FFB pricing guidelines of plantation production.</p> <p>Each KUD has a document called "Evaluasi Kepatuhan Hukum 2016", the evaluation covers regulation such as "UU No.2 tahun 1992 tentang Sistem Budidaya Tanaman Bab III Pasal 20 Perlindungan Tanaman" – evidence of compliance through SOP of Pest control; "Keputusan Bersama Menteri Pertanian dan Menteri Koperasi dan Pembinaan Pengusaha Kecil No.73/KPTS/OT.210/2/98 tentang Pembinaan dan Pengembangan Koperasi Unit Desa Bidang Perkebunan dengan Pola Kemitraan melalui Pemanfaatan Kredit kepada Koperasi Primer untuk Anggota" – evidence of compliance "Laporan Rapat Anggota Tahunan"; UU No. 1 tahun 1970 tentang Keselamatan kerja – evidence compliance "OHS policy, PPE providing for employee, emergency response system", etc.</p>	
<p><b>2.1.2</b></p>	<p>A documented system, which includes written information on legal requirements, shall be maintained.</p>	<p>Yes</p>

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<p>- Minor compliance -</p>	<p>which was evaluated and reviewed. Date of latest review on June 2016. The latest regulations are updated such as:</p> <ul style="list-style-type: none"> <li>- Permenaker RI No. 9 tahun 2016 concerning OHS work at height. The Company already provide PPE for work at height such as body harness, working procedures and job safety analysis work at heights has also been made by the company.</li> <li>- PerMen PU dan Perumahan RI No. 01/PRT/M2016 concerning licensing procedures for businessmen of water resources and water resource use; company already has a permit to use the water surface by decision "Kepala Badan Penanaman Modal dan pelayanan Perijinan Terpadu Kab. Pelalawan No: KPTS 503/BPMP2T/AT/2015/6 tanggal 24 Maret 2015", water surface usage reported each month to Distamben Kab. Pelalawan including pay water retribution.</li> </ul> <p>Scheme smallholder: <u>KUD Bina Sejahtera, KUD Sawit Subur, KUD Bakti:</u></p> <p>Cooperative has prepared list of rules and regulation, and has evaluated the legal compliance documented in:</p> <ul style="list-style-type: none"> <li>- "Evaluasi Kepatuhan hukum KUD Bina Sejahtera" Last update January 2016.</li> <li>- "Evaluasi Kepatuhan hukum KUD Sawit Subur" Last update January 2016.</li> <li>- "Evaluasi Kepatuhan hukum KUD Bakti" Last update January 2016.</li> </ul> <p>In the list, cooperative has explaining the requirement, evaluation and evidence of compliance against regulations. Example: "Undang-undang No.13 tahun 2003 tentang Ketenagakerjaan" – related to manpower, evidence by work agreement, payment of worker salary in accordance with minimum wage; "Undang-undang No.1 tahun 1970 tentang Keselamatan Kerja" – related to occupational safety, evidence by health and safety program, PPE inspection, etc.; "Peraturan Menteri Tenaga Kerja No.08/Men/VII/2010 tentang Alat Pelindung Diri" – related to PPE, evidence by providing PPE for harvester.</p>	
<p><b>2.1.3</b></p> <p>A mechanism for ensuring compliance shall be implemented.</p> <p>- Minor compliance -</p>	<p>Mill and Estate:</p> <p>Mechanism for ensuring compliance described in "SOP Pemenuhan peraturan perundang-undangan dan perubahannya" AA-GL-5001.1-R0 dated 5 December 2009.</p> <p>Evaluation agains applicable regulations carried out on regular basis. Last updated was in June 2016. A number of compliance against applicable regulation is in progress. PT IIS demonstrate document "Evaluasi Kepatuhan Hukum". Sampled: The document has</p>	<p>Yes</p>

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	<p>included the "Permenkes No.416 tahun 1990" and "PP No.82 tahun 2001". Company compliance in form of evaluation and test of water quality drinking water, river water, analysis on soil physic and chemical, underwater analysis, analysis on water physical and chemical. Date of latest review on 11/06/2016.</p> <p>Scheme smallholder: <u>KUD Bina Sejahtera, KUD Sawit Subur, KUD Bakti:</u></p> <p>Cooperative has determined legal compliance evaluation carried out once a year. Last updatd performed in January 2016. The evaluation process ensures all operational activities are checked. Evaluation against 60 article applicable regulations.</p>	
<p><b>2.1.4</b></p> <p>A system for tracking any changes in the law shall be implemented.</p> <p>- Minor compliance -</p>	<p>Estate and Mill: Legal requirement-evaluation and fulfilment mechanism regulated under "SOP Pemenuhan Peraturan Perundang-undangan dan Perubahannya" No. SOP; AA-GL-5001.1-RO dated 12/05/2009. The procedure explains the stages for evaluation applicable legal requirements, person in charge for evaluation and ensures implementation of such requirement.</p> <p>A system for tracking any changes of regulation conducted by Sustainable department and Public Relation officer through searching in internet, email and/or communication/visit to government bodies. Sustainavle department also conducted identification, verification and registered the all legal and other requirements include environment issues.</p> <p>Scheme smallholder: <u>KUD Bina Sejahtera, KUD Sawit Subur, KUD Bakti:</u></p> <p>Cooperative has determined legal compliance evaluation carried out once a year. Last updatd performed in January 2016. Prior to legal compliance evaluation, cooperative review for changes in the applicable regulation. The scheme manager will provide update, should new and/or revised applicable regulation issued by government.</p>	<p>Yes</p>

**Criterion 2.2:**  
The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.

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<p><b>2.2.1</b></p> <p>Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.</p> <p>- Major compliance -</p>	<p>Company is able to demonstrate the legal ownership of the land: PT. Inti Indosawit Subur - Ukui Group holds three HGU which was checked and verified during the previous annual surveillance: Land ownership and lease:</p> <ul style="list-style-type: none"> <li>- Locations permit, as per "Surat Pencadangan Areal No.Kpts.379/VIII/1984 tentang pencadangan tanah seluas 65,000 ha di Daerah Buatan II Kecamatan Siak Kabupaten Tingkat II Bengkalis, Kecamatan Langgam dan Kecamatan Bunut, Kabupaten Tingkat II Kampar dan Kecamatan Pangkalan Kuras Kabupaten Kampar, Kecamatan Pasir Penyu Kabupaten Tingkat II Indragiri Hulu dalam rangka pengembangan Kelapa sawit Pola PIR PT. Inti Indosawit Subur" dated 08/27/1984. The location permit covers area of 65,000 Ha for development of nucleus and scheme smallholders PT. Inti Indosawit Subur.</li> </ul> <p>Ukui Estate:</p> <ul style="list-style-type: none"> <li>- HGU No.16 issued by "Kantor Pertanahan Kabupaten Pelalawan" on 03/11/2010 based on "SK Kepala BPN No.115/HGU/BPNRI/2009" dated 09/08/2009 for 299.51 Ha as per "Surat Ukur"/measurement minutes No.01/AirHitam/2010. The HGU valid up to 03/11/2045.</li> <li>- HGU No.01 issued by "Kantor Pertanahan Kabupaten Kampar" on 12/18/1989 based on "SK Kepala BPN No.04/HGU/1989" dated 04/27/1989 for 6,727.4 Ha as per "Surat ukur"/measurement minutes No.53/1988. HGU is valid until 12/31/2019.</li> <li>- Izin Usaha Perkebunan-Budidaya (IUP-B) based on Surat Keputusan Bupati Pelalawan No.Kpts.525.3/Dishutbun/2013/446 dated 05/29/2013 for 3,003.73 Ha. Ijin Usaha Perkebunan-Pengolahan (IUP-P) for PT Inti Indosawit Subur dated 05/29/2013.</li> <li>- Document of land compensation (see indicator 2.2.3)</li> </ul> <p>Scheme smallholder: All farmer members have the land title for their oil palm block in the form of Property right certificate or Sertifikat hak milik (SHM). For example: <u>KUD Bina Sejahtera</u></p> <ul style="list-style-type: none"> <li>- Mr. Khaerudin, SHM No. 1469 dated 13 October 1992 with area 20.000 m<sup>2</sup>, measurement certificate No. 14665/1992</li> <li>- Mr. Waryono, SHM No. 1573 dated 13 October 1992 with area 20.000 m<sup>2</sup>, measurement certificate No. 14769/1992</li> <li>- Mr. Sarmin Bin Dulasim, SHM No. 1791 dated 13 October 1992 with area 20.000 m<sup>2</sup>, measurement certificate No. 14987/1992</li> </ul> <p><u>KUD Sawit Subur:</u></p> <ul style="list-style-type: none"> <li>- Mr. Daniel T, SHM No. 1161 dated 13 October 1992</li> </ul>	<p>Yes</p>



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	<p>with area 20.000 m<sup>2</sup>. measurement certificate No. 14357/1992. Owner are now Hj. Aay</p> <ul style="list-style-type: none"> <li>- Mr. Sukri, SHM No. 1169 dated 13 October 1992 with area 20.000 m<sup>2</sup> measurement certificate no. 14365/1992</li> <li>- Mr. Darsim, SHM No. 1176 dated 13 October 1992 with area 20.000 m<sup>2</sup>. measurement certificate No. 14372/1992. Now manage by his son Mr. Riyadi</li> <li>- Mr. Yoyo Sutaryo, SHM No. 1177 dated 13 October 1992 with area 20.000 m<sup>2</sup> measurement certificate No. 14373/1992. Now manage by Uhan Yuhana</li> <li>- Mr. Ajo Sutarjo, SHM No. 1167 dated 13 October 1992 with area 20.000 m<sup>2</sup> measurement certificate No. 14363/1992. Now manage by Ruhimat.</li> </ul> <p><u>KUD Bakti:</u></p> <ul style="list-style-type: none"> <li>- Suktar, SHM No. 210 dated 9 September 1991 with area 20.000 m<sup>2</sup> measurement certificate No. 21.706/1991.</li> <li>- Sulasto, SHM No. 216 dated 9 September 1991 with area 20.000 m<sup>2</sup> measurement certificate No. 21.712/1993, Owners are now Mr. H Narno.</li> </ul>	
<p><b>2.2.2</b> Legal boundaries shall be clearly demarcated and visibly maintained.</p> <p>- Minor compliance -</p>	<p>Ukui Estate: PT Inti Indosawit Subur has a program to monitor the presence and stature of each boundary poles each semester, as in "Laporan Pemeriksaan dan Perawatan Patok Batas PT Inti Indosawit Subur". Last boundary poles inspection and monitoring performed in June 2016. Based on field visit, the boundary pole No. BPN 8, BPN 18, BPN 10b, BPN 1, BPN 3 and BPN 4 can be located and visibly maintained.</p> <p>Scheme smallholder: "Ketua Kelompok Tani/KT" is responsible to install and monitor the presence of boundary poles at each oil palm block. Based on field visit to plantation of KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti, the boundary poles are in place and visibly maintained. No complaint received related to boundary from local community.</p>	<p>Yes</p>
<p><b>2.2.3</b> 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</p>	<p>Ukui Estate: There is no land dispute noted, based on document review and public consultation. The plantation was developed along with the scheme smallholder – surrounding the plantation. There was no land compensation since area designation was clean and clear.</p>	<p>Yes</p>

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<p>and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC).</p> <p>- Minor compliance -</p>	<p>Scheme smallholder KUD Bina Sejahtera, KUD Sawit Subur, KUD Bakti: The scheme smallholders gets the right over land from "PIR Trans" program based on Surat Keputusan Dirjen Perkebunan No.31/KB.210/SK/DJ.Bun/6/1987 dated 27 June 1987 and SK Dirjenbun No.32/KB.210/SK/DJ.Bun/4/90 dated 3 March 1990 , where each family granted with 2 Ha for plantation and 0.5 Ha land for settlement and gardening. Based on interview with cooperative committee and farmer members, there is no land conflict in KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti.</p>	
<p><b>2.2.4</b></p> <p>There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</p> <p>-Major compliance</p>	<p>Ukui Estate: There is no land dispute noted, based on document review and public consultation. The plantation was developed along with the scheme smallholder – surrounding the plantation. There was no land compensation since area designation was clean and clear</p> <p>Scheme Smallholder <u>KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti:</u> Based on interview with cooperative committee and farmer members, there is no land conflict in area of KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti.</p> <p>KUD has set the land conflict resolution mechanism which presented in communication and consultation mechanism involving head of KUD and WKAK (Wadah kerja Antar kelompok) and cooperative committee discussion/forum.</p>	<p>Yes</p>
<p><b>2.2.5</b></p> <p>For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable).</p> <p>-Minor compliance</p>	<p>Ukui Estate: There is no land dispute/land conflict noted, based on document review and public consultation. The plantation was developed along with the scheme smallholder – surrounding the plantation. There was no land compensation since area designation was clean and clear.</p> <p>Scheme smallholder <u>KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti:</u> Based on interview with cooperative committee and farmer members, there is no land conflict in area of KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti.</p> <p>KUD has set the land conflict resolution mechanism which presented in communication and consultation mechanism involving head of KUD and WKAK (Wadah kerja Antar kelompok) and cooperative committee discussion/forum.</p>	<p>Yes</p>
<p><b>2.2.6</b></p> <p>To avoid escalation of conflict, there shall be no evidence that palm oil</p>	<p>Ukui Estate: There is no land dispute/land conflict noted, based on document review and public consultation. The plantation was developed along with the scheme</p>	<p>Yes</p>

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<p>operations have instigated violence in maintaining peace and order in their current and planned operations.</p> <p>-Major compliance</p>	<p>smallholder – surrounding the plantation. There was no land compensation since area designation was clean and clear.</p> <p>Scheme smallholder KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti:</p> <p>Based on interview with cooperative committee and farmer members, there is no land conflict in area of KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti.</p> <p>KUD has set the land conflict resolution mechanism which presented in communication and consultation mechanism involving head of KUD and WKAK (Wadah kerja Antar kelompok) and cooperative committee discussion/forum.</p>	
<p><b>Criterion 2.3:</b> Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.</p>		
<p><b>2.3.1</b></p>	<p>Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities)..</p> <p>- Major compliance -</p>	<p>Yes</p>
<p><b>2.3.2</b></p>	<p>Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include:</p> <p>a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them</p>	<p>Yes</p>

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<p>in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken;  c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land.  - Minor compliance -</p>	<p>conflict in KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti. KUD has land conflict resolution procedure "Mekanisme Komunikasi dan Konsultasi", in which involving cooperative committee and "Wadah Kerja Antar Kelompok/WKAK" – farmer group association in seek for solution.</p>	
<p><b>2.3.3</b> All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.  -Minor compliance</p>	<p>PT. Inti Indosawit Subur-Ukui group has not acquired any new land. There is no land dispute/land conflict noted, based on document review and public consultation.  PT Inti Indosawit Subur provide all relevant information related to their land ownership status, grievance mechanism and compensation progress.  Scheme smallholder: The scheme smallholders gets the right over land from "PIR Trans Lokal" program, where each family granted with 2 Ha for plantation and 0.5 Ha land for settlement and gardening. Based on interview with cooperative committee and farmer members, there is no land conflict in KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti.</p>	<p>Yes</p>
<p><b>2.3.4</b> Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel.  -Major compliance</p>	<p>PT. Inti Indosawit Subur – Ukui Group is able to demonstrate respect over local community representation. Review of SEIA with local community shows 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.  Scheme smallholder: The scheme smallholders gets the right over land from "PIR Trans Lokal" program, where each family granted with 2 Ha for plantation and 0.5 Ha land for settlement</p>	<p>Yes</p>

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	<p>and gardening. Based on interview with cooperative committee and farmer members, there is no land conflict in KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti.</p> <p>In case of any conflict over land, cooperative chairman will represent the farmer member to seek for solution.</p>	
<p><b>Principle 3: Commitment to long-term economic and financial viability</b></p>		
<p><b>Criterion 3.1:</b></p>		
<p>There is an implemented management plan that aims to achieve long-term economic and financial viability.</p>		
<p><b>3.1.1</b></p> <p>A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders.</p> <p>- Major compliance -</p>	<p>Estate:</p> <p>Management plan during the three-years period 2014 - 2016 was used to achieve economic viability and long-term financial. The plan was approved by the top management. The parameters listed in the management plan which includes :</p> <ul style="list-style-type: none"> <li>- Land area statement</li> <li>- Plan for management of scheme smallholders</li> <li>- Quality of planting materials</li> <li>- Crop projection = Fresh Fruit Bunches (FFB) yield trends</li> <li>- Oil Extraction Rate (OER) and Kernel Extraction Rate trends</li> <li>- Cost of Production = cost per tonne of Crude Palm Oil (CPO) trends</li> <li>- Replanting program</li> </ul> <p>Financial indicators – profitability forecast (income vs cost) and General strategy and allocation for environmental and social management was described in yearly plan/budget.</p> <p>Mill:</p> <p>PT IIS Ukui I POM has 5 years working plan 2016 – 2020. The working plan documented under “Rencana Kerja Produksi dan Biaya 5 Tahun ke depan” – which indicated the FFB processed, CPO production, kernel production, OER, KER, production cost (Rp/ton CPO), Electricity consumption (KWh/ton CPO), water usage (m<sup>3</sup>/ton FFB). The projection based on 2013 – 2015 performance.</p> <p>Projection in 2017 indicating FFB process, CPO production, palm kernel production, OER and KER. Cost of production also calculated and estimated. In order to control the mill cost, Ukui I Mill produce monthly, quarterly and yearly finance report to management. In order to ensure quality of CPO and PK, quality</p>	<p>Yes</p>

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	<p>inspection upon incoming FFB as well as FFB quality inspection from estate. FFB quality standard sets at: unripe bunch 0%; ripe bunch 89%; rotten bunch 0%; long stalk bunch 0%; parthenocarpic &lt;1%.</p> <p>CPO quality standard sets as: FFA max. 5%; dirt max. 0.05%; water content max.0.35%. PK quality standard sets as: dirt max. 8%; water content max. 8%.</p> <p>Scheme smallholder: <u>KUD Bina Sejahtera:</u></p> <p>KUD has create longterm management plan for three years presented in "Dokumen rencana kerja koperasi" periode 2017 – 2019. Consists of estimated cost for fertilizer, weed control, pruning, harvesting and transportation. FFB estimation (2017 : 25,986 ton or 21.02 ton/ha/year; 2018: 25,368 ton or 20.52 ton/ha/year; 2019: 24,750 ton or 20.02 ton/ha/year).</p> <p>Rencana Anggaran Pendapatan dan Belanja Koperasi, covering other business unit such as minimarket, "Simpan Pinjam". "Laporan Rapat Anggota Tahunan/RAT 2015" consist of "Laporan Auditor Independen Drs Abror atas Laporan Keuangan KUD Bina Sejahtera No. 055/KAP-A/LAI/II/2016, per dated 31 December 2015.</p> <p><u>KUD Sawit Subur:</u></p> <p>KUD has create longterm management plan for three years presented in "Dokumen rencana kerja koperasi" periode 2017 – 2019. Consists of estimated cost for fertilizer, weed control, pruning, harvesting and transportation. FFB estimation. FFB production plan is no longer projected because in year 2017 planed for replanting. Cost estimation for weed control year 2017 is 39 million rupiah/KT/year and Pruning is 90 million rupiah/KT/year.</p> <p>Rencana Anggaran Pendapatan dan Belanja Koperasi, covering other business unit such as minimarket, "Simpan Pinjam". "Laporan Rapat Anggota Tahunan/RAT 2015" consist of "Laporan Auditor Independen Drs Abror atas Laporan Keuangan KUD Sawit Subur No. 058/KAP-A/LAI/II/2016, per dated 31 December 2015.</p> <p><u>KUD Bakti:</u></p> <p>KUD has create longterm management plan for three years presented in "Estimasi Produksi dan Biaya Operasional year 2017 – 2019. KUD bakti planned for replanting in 2017. Actual production and cost for year 2016 can be demonstrated. FFB production actual ytd October 2016 is 7,530,640 kg or 16.81 ton/ha. Actual cost production documented in "Nota pembayaran TBS".</p> <p>Rencana Anggaran Pendapatan dan Belanja Koperasi,</p>	

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	<p>covering other business unit such as minimarket, "Simpan Pinjam". "Laporan Rapat Anggota Tahunan/RAT 2015" consist of "Laporan Auditor Independen Drs Abror atas Laporan Keuangan KUD Sawit Subur No. 056/KAP-A/LAI/II/2016, per dated 31 December 2015.</p>																																																						
<p><b>3.1.2</b></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>Ukui Estate:</p> <p>The replanting plan explained in "Replanting Program KUK" :</p> <table border="1" data-bbox="657 730 1246 1178"> <thead> <tr> <th rowspan="2">Replanting Plan</th> <th colspan="3">Area by Planting year (ha)</th> <th rowspan="2">Total (ha)</th> </tr> <tr> <th>1987</th> <th>1988</th> <th>1989</th> </tr> </thead> <tbody> <tr> <td>2014</td> <td>13</td> <td></td> <td></td> <td>13</td> </tr> <tr> <td>2015</td> <td>307</td> <td></td> <td></td> <td>307</td> </tr> <tr> <td>2016</td> <td>370</td> <td></td> <td></td> <td>370</td> </tr> <tr> <td>2017</td> <td></td> <td>542</td> <td></td> <td>542</td> </tr> <tr> <td>2018</td> <td></td> <td>396</td> <td>189</td> <td>621</td> </tr> <tr> <td>2019</td> <td></td> <td>57</td> <td>515</td> <td>572</td> </tr> <tr> <td>2020</td> <td></td> <td></td> <td>572</td> <td>572</td> </tr> <tr> <td>2021</td> <td></td> <td></td> <td>511</td> <td>511</td> </tr> <tr> <td>2022</td> <td></td> <td></td> <td>508</td> <td>508</td> </tr> </tbody> </table> <p>The replanting plan reviewed yearly by management. Replanting progress until Noveber 2016 can be demonstated in "Program dan Realisasi Harian Replanting. Replanting plan in 2016 was 370 ha and actual realisation is 370 ha and planted 266 ha or 38,703 palm oil trees. Replanting activity also evident in "BA hasil kerja kontraktor and SPK Replanting with contractor.</p> <p>Scheme smallholder:</p> <p><u>KUD Bina Sejahtera:</u></p> <p>KUD is currently conducting comparative studies with SP2 (KUD New Business Development) related to work of replanting. At the beginning of 2019 is planning to conduct meetings and discussions related to the technical implementation of replanting. Replanting plan will be implemented taun 2020. PT Inti Indosawit Subur has implemented coaching to KUD in order to earn income during replanting period such as oyster mushroom cultivation, cultivation and curing catfish, etc.</p> <p><u>KUD Sawit Subur:</u></p> <p>KUD is currently conducting socialization and counseling to farmer members to undertake replanting in cooperation with PT Inti Indosawit Subur and the Bank as funding. KUD is already create a written request for</p>	Replanting Plan	Area by Planting year (ha)			Total (ha)	1987	1988	1989	2014	13			13	2015	307			307	2016	370			370	2017		542		542	2018		396	189	621	2019		57	515	572	2020			572	572	2021			511	511	2022			508	508	<p>Yes</p>
Replanting Plan	Area by Planting year (ha)			Total (ha)																																																			
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		<p>replanting to PT Inti Indosawit Subur Letter no. 02/KUD.SS/I/2016 dated January 13<sup>th</sup>, 2016 for an area 908 ha, 23 KT and 454 members of farmer groups.</p> <p>KUD has socialized continuously to member farmers, socialization last performed on 30 November 2016. Replanting planned to carried one stage.</p> <p><u>KUD Bakti:</u></p> <p>KUD is already develop a draft for replanting plan in 2017. The estimated cost of replanting includes:</p> <ul style="list-style-type: none"> <li>- Overthrow of tree</li> <li>- Terracing</li> <li>- Road service</li> <li>- Trench service</li> <li>- Plow and Harrow</li> <li>- Sapling planting</li> <li>- Planting beans</li> <li>- Planting palm seedlings</li> <li>- Upkeep</li> <li>- Fertilization</li> </ul> <p>Total cost of replanting per hectare is Rp. 62.762 million as per SK Dirjenbun No. 345/kpts/RC.260/11/2015. Costs description include:</p> <ul style="list-style-type: none"> <li>- Land llearing and planting: Rp. 25,640,000</li> <li>- Upkeep of the first year of Rp. 10,895,000</li> <li>- Upkeep of the second year of Rp. 12,414,000</li> <li>- Upkeep of the third year of Rp. 13,813,000</li> </ul> <p>The area that will be replanting was 448 ha (planting year 1987) consists of 224 plots/kavling and 11 group of farmers/KT.</p>	
<b>Principle 4: Use of appropriate best practices by growers and millers</b>			
<b>Criterion 4.1:</b>			
Operating procedures are appropriately documented, consistently implemented and monitored.			
<b>4.1.1</b>	<p>Standard Operating Procedures (SOPs) for estates and mills are documented</p> <p>- Major compliance -</p>	<p>Ukui Estate (Plantation):</p> <p>PT Inti Indosawit Subur – Ukui Group has a set of procedure for plantation operations; composed of procedure for land clearing, road network system, nursery, planting, fertilizer application, integrated weed control, integrated pest management, harvesting and replanting. The procedures are complemented with work instructions detailing requirement of each activities. All of SOP are collated inside Agricultural</p>	Yes



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	<p>Policy Manual ASIAN AGRI Group dated 01/02/2013, consist of 20 types of procedure.</p> <p>Ukui 1 Palm Oil Mill (Mill):</p> <p>PT Inti Indosawit Subur – Ukui Group has a set of procedure for mill/FFB processing operations. The procedure comprise of FFB receiving and grading, FFB processing from receiving up to dispatch of CPO, as well as maintenance of mill machineries. The procedure complemented with work instructions indicating specific parameter/requirement for each process/activities. Document seen: Mill Policy Manual.</p> <p>PT Inti Indosawit Subur – Ukui Group is also demonstrates a set of specific procedures for supply chain in the mill.</p> <p>Scheme smallholder:</p> <p>KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: All cooperative’s agriculture best practices referring to Agricultural Policy Manual issued by Managing Director PT Inti Indosawit Subur – Ukui Group, dated 01/09/2011. The Agricultural Policy manual for scheme smallholder consist basic principle for oil palm, the main procedure: “SOP AA-Plasma-PP-KS-01 tentang Pembibitan” – nursery and seed handling; “SOP AA-Plasma-PP-KS-02” – pest and disease control; “SOP AA-Plasma-PP-KS-03 tentang Pemupukan” – fertilizer application”; “SOP AA-Plasma-PP-KS-04 tentang Potong Buah” – related to harvesting including FFB quality, frond pruning, etc.</p>	
<p><b>4.1.2</b></p> <p>A mechanism to check consistent implementation of procedures shall be in place.</p> <p>- Minor compliance -</p>	<p>PT Inti Indosawit Subur – Ukui group has a mechanism to conduct internal audit. Standar Operating Procedures – Audit Internal No.SOP AA-SOP-ES-6001-R2 dated 15/08/2014.</p> <p>Ukui 1 palm oil mill visited by internal audit team, purpose of visit to control quality of process. Mill managers are responsible for daily monitoring and reporting of mill production, quality and supply chain. The record inspected covers the mill legality/license/permit status, production report, CPO and PK quality report, maintenance report, warehouse inventory, financial ledger, health and safety performance, environmental performance, etc.</p> <p>Ukui estate visited by plantation advisor. Estate managers and each managerial level are responsible for daily monitoring of plantation maintenance, FFB production, loose fruit collection, field cleanliness, weed controlling regime, pest and disease infestation, infrastructure reliability, and other field activities.</p>	<p>Yes</p>

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		<p>Scheme smallholder:  <u>KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti:</u>            Cooperative committee and scheme manager PT Inti Indosawit Subur – Ukui Group is working together to monitor the SOP implementation. Scheme manager puts assistant and overseer to help cooperative monitor day-to-day oil palm plantation operation.</p>	
<b>4.1.3</b>	<p>Records of monitoring and any actions taken shall be maintained and available, as appropriate.</p> <p>- Minor compliance -</p>	<p>Ukui I POM:            Visiting Engineer report No.PUS-VE-FULL 01-14 dated 02-03/10/2014 by TCJ Thomas. Issues related to turbine 3, boiler 2 &amp; 3, dearator have been followed up and verified.</p> <p>Ukui Estate:            VA Report Inti Kebun Ukui No.KUK/VA/FULL01-16 by Ngu Heng Shioh, date of visit 16-19 May 2016.            The contents of report:            1. Outstanding Issues Arising from the previous visit            2. Key Performance index            3. Point of concern: insufficient water supply for nursery            4. Current issues and recommendation, related to weeding, manuring, pests and diseases, pruning, thinning out, drains, road, harvesting, immature plan (OP15), nursery and land clearing for replants (OP16)            All of the issues noted and recommendation have been followed up.</p> <p>Scheme smallholder:            KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti:            Based on field visit shows farmer member conducting harvest in accordance to agricultural policy. The harvesting activity monitored through Sortation checklist, indicating the date of harvest, location, number of bunch, weight of bunch, number of unripe bunches and signed by inspection officer.            Spraying activity for circle and path monitored under “Program dan Realisasi TUS KUD Bina Sejahtera 2016”, indicating the planned and actual hectare, manpower needed, agrochemical needed (including active ingredient) and map of application.</p>	Yes
<b>4.1.4</b>	<p>The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB).</p> <p>- Major compliance -</p>	<p>Ukui I POM:            FFB incoming from third parties is recorded daily basis and incorporated into the Monthly Report. PT IIS – Ukui I POM keeps list of third party supplier/middlemen; twenty seven (27) third party suppliers/middlemen listed.            Total FFB received from third party ytd October 2016 was 108,855.143 ton. Sample: Karyono (KR) 3,897.110 ton, Budianto (BDNT) 1,786.675 ton, Palupi (PL)</p>	Yes

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		<p>3.310.555 ton.</p> <p>PT Inti Indosawit Subur – Ukui I POM shows effort to identify the source of third party FFB (non-certified). Sample taken: Karyono address in Desa Kampung Baru, Kecamatan Ukui; up to October 2016, karyono supplied 3,897.110 ton FFB to Ukui I POM. Budianto address in Desa Suka Maju, Kec. Ukui; up to October 2016 supplied 1,786.675 ton to Ukui I POM. Palupi address in Desa Air Emas, Kec. Ukui; up to October 2016 Palupi supplied 3.310.555 ton FFB to Ukui I POM. Document seen: Letter “Permohonan Penerimaan TBS” contain information source of FFB, planting year and distance from Ukui I POM. “Pernyataan dan Jaminan”, stated the guarantee from the supplier that the FFB is coming from their own property, the plantation does not falls under protected forest, plantation forest, production forest, conservation area status; not a stolen FFB; FFB not coming from new plantation, converted from forest; FFB not coming from new plantation, converted from peat area. Pernyataan dan Jaminan document sign by FFB supplier with stap duty/materai.</p> <p>For FFB purchase, company has defined the procedure “SOP Pengawasan Sumber Pembelian TBS Luar AA-MM-506.2-R0 dated 1 Januari 2014”. Team (team FFB, manager, grader and operational audit) conduct examination the supporting documents from the supplier TBS (SPB, A statement letter of Supplier, location maps and coordinates of plantation/garden). Team verifying and comparing the map of the plantation/garden location of with RTRWP and groundcheck directly to the source of FFB Supplier.</p> <p>“SOP pembelian TBS : SOP Traceability – FFB purchase AA_SOP-MM-506.3.R0 dated 1 January 2015”. Each of FFB Supplier must have appropriate and meet the applicable laws and regulations, to individuals should have STDB, ID, TIN, etc. A written statement contains: legality TBS sent to mill originating from the non-forest areas such as forest protection, conservation, forest production; no deforestation, zero burning, do not hire minors.</p>	
<p><b>Criterion 4.2:</b></p> <p>Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>			
<b>4.2.1</b>	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and	<p>Ukui Estate:</p> <p>PT Inti Indosawit Subur – Ukui group has procedures to maintain soil fertility in general. The procedures comprise of fertilizer application and cover crop planting. PT Inti Indosawit Subur – Ukui Group follows these procedures; leaf samplings are taken annually to accurately capture palm nutrient requirement (both macro and micro nutrient) and serve as source for</p>	Yes

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<p>sustained yield, where possible.</p> <p>- Minor compliance -</p>	<p>fertilizer recommendation – fertilizer application (anorganic, compost, POME application, empty fruit bunch) follows fertilizer recommendation. Another effort is to plant legume cover crop.</p> <p>Soil analysis is conducted once every 7 years, the last Report of Soil Analysis issued on 3 August 2016, conducted by Reseach and Development PT Nusa Pusaka Kencana Analytical and QC Laboratory.</p> <p>Fertilizer recommendation 2016 approved by Head R&amp;D Laboratorium ASIAN AGRI Group.</p> <p>Scheme smallholder: <u>KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti:</u></p> <p>Fertilizer application based on fertilizer recommendation from PT Inti Indosawit Subur – Ukui Group. The fertilizer recommendation takes into consideration the soil type and foliar analysis (sampled from smallholder area). Detail of fertilizer recommendation under “Rekomendasi Pemupukan Kelapa Sawit 2016 Kebun Plasma Ukui KUD Bina Sejahtera”.</p> <p>The cooperatives are following PT Inti Indosawit Subur’s procedures to maintain soil fertility. The procedures comprise of fertilizer application and cover crop planting. Cooperatives follow these procedures; leaf samplings are taken annually to accurately capture palm nutrient requirement (both macro and micro nutrient) and to provide information of nutrient requirement and fertilizer recommendation. Anorganic fertilizer application follows fertilizer recommendation</p>	
<p><b>4.2.2</b></p> <p>Records of fertiliser inputs shall be maintained.</p> <p>- Minor compliance -</p>	<p>Ukui Estate: Fertilizer recommendation and fertilizer application records are maintained. Fertilizer recommendation 2016 is available in “Rekomendasi Pemupukan 2016” for each division, prepared with consideration of Foliar Analysis Result, issued dated on 13 June 2015. Fertilizer application records 2016 are available in “Rekap Dosis Pupuk Anorganik kebun Ukui (KUK) 2016”.</p> <p>Division II (956 Ha, 117,887 palms); actual ZA 2.81 kg/palm – total 331,163 kg, actual RP 0.39 kg/palm – total 46,517 kg, actual DOL 1.04 kg.palm – total 123,093 kg, actual MOP 1.62 kg/palm – total 191,328 kg, actual HGFB 0.05 kg/palm – total 6,447 kg.</p> <p>Division IV (876 Ha, 109,096 palms); actual ZA 3.97 kg/palm – total 432,566 kg, actual RP 1.08 kg/palm – total 117,646 kg, actual MOP 1.89 kg/palm – total 205,747 kg, actual HGFB 0.05 kg/palm – total 6,447 kg, actual DOL 2.14 kg/palm – total 233,322 kg, actual HGFB 0.04 kg/palm – total 3,967 kg, total Cu (edta) 96 kg.</p>	<p>Yes</p>

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	<p>Daily fertilizer monitoring, applied on 7 October 2016, in division III actual Za 1,029 Kg for 5.5 Ha and in division IV actual ZA 10,140 Ha for 54 Ha</p> <p>Scheme smallholder: KUD Bina Sejahtera: Fertilizer application record available under "Rekomendasi Pemupukan Kelapa Sawit 2016 Kebun Plasma KUD Bina Sejahtera" as follows: ZA fertilizer applied in July 2016 in KT 90 (40 Ha) actual 2.25 kg/palm, 11.500 kg/KT. MOP fertilizer applied in February 2016 in KT 73 (34 Ha), actual 2.50 kg/palm, 21.800 kg/KT.</p> <p>KUD Sawit Subur and KUD Bakti not carry out fertilization in 2016 because there will be replanted in 2017.</p>	
<p><b>4.2.3</b></p> <p>There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status.</p> <p>- Minor compliance -</p>	<p>Ukui Estate: Company is able to demonstrate Foliar Analysis Report from PT Nusa Pusaka Kencana Analytical &amp; QC Laboratory. The latest foliar analysis carried out May 2015 and issued dated on 13 June 2015, further taken to shape fertilizer recommendation 2016. Soil analysis produced in form of "Laporan Tanah Semidetil Areal Perkebunan Kelapa Sawit PT Inti Indosawit Subur Kebun Ukui", dated 05/2010. The coverage of soil analysis 4,543 Ha. The soil type: Typic dystrodepts (loamy sand): 3,275 Ha – 72.1%; Typic Endoaquepts (Sandy Loam): 1,113 Ha – 24.5%; Typic Placaquods (Sand): 115 Ha – 2.5%; Typic haplosaprist (Organic layer less than 1 meter): 40 Ha – 0.9%. The soil suitability classification: Medium suitable (S2) limiting factor natural fertility: 2,165 Ha (47.6%); Marginal suitable (S3) with limiting factor topography and poor drainage: 1,888 Ha (41.6%); Not suitable (N1) with limiting factor topography &gt;30%, texture sandy: 490 Ha (10.8%).</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: Foliar analysis carried out once per year as consideration in determining the fertilizer recommendation. "Kegiatan Analisa Daun dan Tanah tahun 2016" will be used as base for fertilizer recommendation 2016.</p>	<p>Yes</p>
<p><b>4.2.4</b></p> <p>A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting.</p>	<p>Ukui Estate: Program and realization for EFB Application in 2016 are available. Manual EFB application in division III at block C88a (57 Ha) was 2,430 tons applied in January, February and March 2016. In Division division 5 at block D89g (49 Ha) was 1,905 tons, applied in November 2016. The map of program and realization EFB application is available.</p>	<p>Yes</p>

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- Minor compliance -	<p>Palm Oil Mill Effluent (POME) pumped to estate for Land Application, as liquid nutrient. Record seen: "Program Pengisian POME 2016", stated POME applied to block C89k (22 Ha), flatbed length 9,100 meters with capacity 4,620 m3 applied with POME 27,779 m3; to block C89j (9 Ha), flatbed length 2,925 meters with capacity 1,485 m3 applied with POME 7,895 m3.</p> <p>Estate also performed weed control and de-silting: in block C89k (83 Ha), flatbed length 26,975 meters with capacity 16.830 m3 conducted re silting in October 2016.</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: Farmer member using palm frond as soil nutrient.</p>	
<p><b>Criterion 4.3:</b> Practices minimise and control erosion and degradation of soils.</p>		
<p><b>4.3.1</b> Maps of any fragile soils shall be available. - Major compliance -</p>	<p>Ukui Estate: Estate is able to demonstrate soil map in "Peta Satuan Tanah" with scale 1:25,000, from the semidetall soil analysis report. From the report known the limiting factors are topography, poor drainage. The soil map indicating the soil type, slope, drainage level, and limiting factors – in order to determine the land suitability at each soil complex. Based on semi-detail soil survey map and field visit – there is 490 Ha area with limiting factors of topography &gt;30% and 1,888 Ha area with limiting factors of topography and poor drainage.</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: Scheme manager provides topographic map and soil type map to cooperative. The map indicates the oil palm plantation is rolling.</p>	Yes
<p><b>4.3.2</b> A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -</p>	<p>Ukui Estate: Company procedure for land clearing stated that no land clearing should performed on area with slope &gt;40%. Company has a procedure for soil and water conservation – considering the slope. The procedure is conserving through cover crop, EFB application, frond stacking, platform, silt pit, terrace contour and stop bund. Specific for low-laying area, the strategy is to maintain cover crop, drainage ditch and frond stacking. Ukui estate has shown "Peta Teresan" witch scale 1:4,400, in block B16e (30 Ha), panjang teresan 8,001.9 meter, panjang teresan per hektar 266,7</p>	Yes

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		<p>meter/Ha, in block B16f (36 Ha), panjang terasan 4,281 meter, panjang jalan selendang 7,7 meter, panjang terasan per hektar 118,9 meter/Ha.</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: As an effort to minimize negative impact on area with slope. Based on field visit and interview, farmer members understood the soil preservation and conservation through frond stacking, prohibition of blanket spraying and nurture "Neprolephis" as ground cover; Fertilizer and pesticide application as recommended; Planting the river buffer zone with native plant.</p>	
<b>4.3.3</b>	<p>A road maintenance programme shall be in place.</p> <p>- Minor compliance -</p>	<p>Ukui Estate:</p> <p>Road maintenance planning available under: "Rencana Perbaikan Prasarana 2016" – consist of Road grading planned 26,756 meters for main road and 260,454 meter for collection road and road compacting 317,698 meters for the whole plantation.</p> <p>Material requirement for road maintenance program under "Rencana Kerja Serak Sirtu 2016" Division I planned for 707 m<sup>3</sup>, length 2,210 meters, 44 HM. Division II planned for 721 m<sup>3</sup>; length 2,254 meters; 45 HM. Division III planned for 1,074 m<sup>3</sup>; length 3,358 meters; 67 HM. Division IV planned for 1,869 m<sup>3</sup>; length 5,840 meters; 117 HM</p> <p>Actual implementation of road maintenance 2015: Division I maintained 242,200 meters from 73,779 meters road. Division II maintained 334,575 meters from 129,283 meters road. Division III maintained 258,000 meters from 68,441 meters road. Division IV maintained 141,625 meters from 73,000 meters road.</p> <p>Scheme smallholder:</p> <p>Each cooperative developed their road maintenance program. PT Inti Indosawit Subur – Ukui Group provides aid in form of heavy machinery.</p> <p>KUD Sawit Subur: "Dokumen Rencana dan Realisasi Program Prasarana Jalan 2016" is evident, logged in the road maintenance progress every month: July 2016 road repair in farmer group 64, 65, 66, 67, 68 and 69 area for road spanning 910 meters;</p>	Yes
<b>4.3.4</b>	<p>Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place.</p>	<p>Ukui Estate:</p> <p>Based on Semi Detail Soil Map, there is no peat soil. All mineral soil.</p>	Yes

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- Minor compliance -	Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: Based on soil map, interview with cooperative committee, interview with farmer member and field visit, there is no peat soil.	
<b>4.3.5</b> Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	Ukui Estate: Based on Semi Detail Soil Map, there is no peat soil. All mineral soil.  Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: Based on soil map, interview with cooperative committee, interview with farmer member and field visit, there is no peat soil.	Yes
<b>4.3.6</b> A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -	Ukui Estate: For area with steep slope, Record and field visit shows: Platform maintenance for area with slope and drainage construction for low lying area.  Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: Based on field visit and interview, farmer members understood the soil preservation and conservation through frond stacking, prohibition of blanket spraying and nurture "Neprolephis" as ground cover; Fertilizer and pesticide application as recommended; Planting the river buffer zone with native plant.	Yes
<b>Criterion 4.4:</b> Practices maintain the quality and availability of surface and ground water.		
<b>4.4.1</b> An implemented water management plan shall be in place. - Minor compliance -	Ukui I POM: The mill has water treatment plant for domestic and mill processing. The processing capacity for water basin 400 m <sup>3</sup> , clarifier 1 and clarifier 2 each 90 m <sup>3</sup> , 3 units sand filter, pump house, water tank 95 m <sup>3</sup> . The budget at mill: Processing water needed 1 m <sup>3</sup> /ton FFB, domestic water need 0.18 m <sup>3</sup> /ton FFB. The water consumption recorded using flow meter both domestic and processing. Processing water consumption 08/2016 is 38,587 m <sup>3</sup> or 1.06 m <sup>3</sup> /ton FFB processed – for domestic water consumption is 5,984 m <sup>3</sup> or equal to 0.17 m <sup>3</sup> /ton FFB processed.  Ukui Estate: Currently Ukui Estate started replanting program.	Yes



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	<p>Company has "SOP Pengelolaan Sempadan AA-AMP-OP-1100.21-R1" dated 01/12/2014, as guidance to preserve riparian during replanting. The procedure covers identification of such conservation area (river buffer zone, water catchment area, lake buffer zone, spring buffer zone). Point 6.2.4 and 6.2.5 explains during replanting, non-productive plant within buffer zone will be left as it is, but no chemical regime should be applied. Enrichment with native tree species.</p> <p>Water source management: Identification of water source and wetland, as indicated in HCV report 2010. The water source identified mill's water reservoir and river (Napuh tributary, Air Hitam Kanan river and Air Hitam Kiri river). Policy to prohibit chemical application in riparian zone. Policy to prohibit fish poisoning and prohibit wood felling in area of company plantation.</p> <p>Scheme smallholder: KUD Bina Sejahtera: Cooperative has identified the water source in 2010. The result there is no river flow or spring. However cooperative has water conservation policy under "Kebijakan Lingkungan No.001/KUD-BS/I/2015" dated 04/01/2015. The policy includes prohibition of blanket spraying, prohibition of fish poisoning and throwing palm frond to drains. Soil and water conservation training carried out 16/03/2015, attended by 24 farmer members. Scheme Manager has put some campaign board in field, but need to re-arranged again to remind all farmer.</p> <p>KUD Sawit Subur: There is no river or water body flowing through KUD Bina Usaha Baru.</p> <p>KUD Bakti: There is no river or water body flowing through KUD Bina Usaha Baru</p>	
<p><b>4.4.2</b></p> <p>Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated.</p> <p>- Major compliance -</p>	<p>Company demonstrates effort to protect water source and wetland, as well as monitor water quality recorded in "Buku Feed Water &amp; Softener" in which 5 parameters monitored: pH, TH, M, SO<sub>2</sub>, SiO<sub>4</sub>, NaCl and TDS. Company regularly monitors water quality through analysis by "Laboratorium Forensik Lingkungan Universitas Riau". The monitoring result from first semester 2016: 6-monthly monitor on monitoring well (2 locations), reported in "Laporan Hasil Analsis Air Permukaan No.75/Lab.FL/VI/2016" dated 09/06/2016. 6-monthly monitor on Sungai Pematang river (2 locations), and The monitoring result from first semester 2016: 6-monthly monitor on monitoring well (2 locations), reported in "Laporan Hasil Analsis Air Permukaan No.76/Lab.FL/VI/2016" dated 09/06/2016. 6-monthly monitor on Air Hitam River (2 locations), document verification shows the water quality parameters analyzed is within quality standard.</p>	<p>Yes</p>

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	<p>Water analysis is conducted regularly (every 6 months) is conducted by Dinas Bina Marga in Downstream Sungai Air Hitam Kiri with BOD result 10.11 mg/L (Baku mutu kelas IV 12 mg/L) sesuai PP 82, 2001. Upstream: BOD 30.3 mg/L is conducted 04/2016. Downstream: BOD 33.7 mg/L is conducted 04/2016.</p> <p>Besides the above mentioned effort, company has other water source management: Identification of water source and wetland, as indicated in HCV report 2010. The water source identified mill's water reservoir and river (Napuh tributary, Air Hitam Kanan river and Air Hitam Kiri river). Policy to prohibit chemical application in riparian zone. Policy to prohibit fish poisoning and prohibit wood felling in area of company plantation.</p> <p>In 2015, company planted 249 wood trees in block B88a, 128 wood trees in block C89 and 135 wood trees in block B87h.</p> <p>Currently Ukui Estate started replanting program. Company has "SOP Pengelolaan Sempadan AA-AMP-OP-1100.21-R1" dated 01/12/2014, as guidance to preserve riparian during replanting. The procedure covers identification of such conservation area (river buffer zone, water catchment area, lake buffer zone, spring buffer zone). Point 6.2.4 and 6.2.5 explains during replanting, non-productive plant within buffer zone will be left as it is, but no chemical regime should applied. Enrichment with native tree species.</p> <p>Scheme smallholder: KUD Bina Sejahtera: Cooperative has identified the water source in 2010. The result there is no river flow or spring. However cooperative has water conservation policy under "Kebijakan Lingkungan No.001/KUD-SM/I/2015" dated 04/01/2015. The policy includes prohibition of blanket spraying, prohibition of fish poisoning and throwing palm frond to drains. Actually there is no river or water body flowing through KUD Bina Sejahtera.</p> <p>KUD Bina Usaha Baru and KUD Bakti: There is no river or water body flowing through KUD Bina Usaha Baru.</p>	
<p><b>4.4.3</b></p>	<p>Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6).</p> <p>- Minor compliance -</p>	<p>Yes</p>

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		Ukui I Mill holds a licence to discharge waste water into land application according to Head of Pelalawan District Letter number permit No.KPTS.660/BLH/782/2014, dated 10/09/2014 valid until 10/09/2019											
<b>4.4.4</b>	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored.  - Minor compliance -	Ukui I Mill has monthly record of water usage per tonne FFB for mill process and domestic consumption. Record observed was Mill Operation Summary 2016 – Raw Water Treatment Usage as followed:  <table border="1"> <thead> <tr> <th>Per ton FFB</th> <th>July</th> <th>Augus</th> <th>Sept</th> <th>Oct</th> </tr> </thead> <tbody> <tr> <td>Process</td> <td>1.15</td> <td>1.06</td> <td>0.89</td> <td>0.99</td> </tr> </tbody> </table> Average process in 2016: 1.04 MT/tonnes FFB	Per ton FFB	July	Augus	Sept	Oct	Process	1.15	1.06	0.89	0.99	Yes
Per ton FFB	July	Augus	Sept	Oct									
Process	1.15	1.06	0.89	0.99									
<b>Criterion 4.5:</b>													
Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.													
<b>4.5.1</b>	Implementation of Integrated Pest Management (IPM) plans shall be monitored.  - Major compliance -	Ukui Estate: Ukui Estate is able to demonstrate Integrated Pest Management plan. The plan consists of early warning system through regular pest and disease census, planting and/or maintenance of host plant, barn owl box installation, etc.  Pest and disease monitoring data is evident. Record seen: "Laporan Pengendalian Hama dan Penyakit", in October 2016. "Serangan ulat api masih dibawah ambang batas yaitu 1-4 ulat per pelepah dengan penyebaran spot spot dan sudah ada yang terparasit (10%). Based on report, in Division IV, block C89c, census on 36/10/2016 found 3 points with 1-5 Setora nitens/frond. Division III, block B15b result found 3 points with 1-5 Darna trima/frond. Based on the same report, there is no attack of Tirathaba, Oryctes, Spear rot, and rat that comes above economic threshold – thus no chemical treatment required. Barn owl boxes data, Division III , block C88a (57 Ha) up to September 2016, 2 boxes installed.  Scheme smallholder: Smallholder implementing IPM, by early warning through monitoring and adoption of natural predator for pest. KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: Cooperative using barn owl as natural predator for rat. Cooperative conducting monitoring on rat, tirathaba, ganoderma, termite attack on monthly basis. For example in October 2016 rat attack in farmer group 47,	Yes										

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		<p>but no sign of other pest and disease attack. Cooperative also consistently conduct census on bagworm and caterpillar. So far no leaf eating pest attack above threshold. Planting of beneficial plant such as Turnera subulata as host plant for leaf eating pest' natural predator</p> <p>The scheme smallholder has a program to monitor the pest attack. Record seen: "Formulir sensus Hama Pemakan Daun" October 2016, in KT 47, 52, 54, 58 and 63 for bag worm and leaf eating caterpillar – record shows the attack does not go above economic threshold.</p>	
4.5.2	<p>Training of those involved in IPM implementation shall be demonstrated.</p> <p>- Minor compliance -</p>	<p>Ukui Estate: PT Inti Indosawit Subur – Ukui Group provides training on integrated pest management on regular basis. The training provided for field assistants.</p> <p>Training records: "Refresh SOP Hama dan Penyakit Tanaman" dated 24 May 2016, attended by 35 personnels, for HPT workers. "Pelatihan Hama dan Penyakit Tanaman" dated 28/04/2015 attended by 12 staff and overseers.</p> <p>Scheme smallholder: Scheme manager provides regular training for implementation of IPM at each cooperative. KUD Bina Sejahtera: IPM Training on 4 April 2016 as in "Notulen Pelatihan Pengendalian Hama Terpadu", attended by 59 farmer group leaders. The training conducted by Management of R and D.</p>	Yes
<b>Criterion 4.6:</b>			
Pesticides are used in ways that do not endanger health or the environment			
4.6.1	<p>Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available.</p> <p>- Major compliance -</p>	<p>Ukui Estate: The justification of pesticide used in PT Inti Indosawit Subur - Ukui Estate is explained under company procedure. PT Inti Indosawit Subur – Ukui Group shows "SOP Pengendalian Gulma No.AA-APM-OP-11100.08-R1" dated 01/11/2008. Chapter IV explains the weed control program for woody, grass, fern, caladium, wild banana (Musa spp), Aystasia. It does explain active ingredients use to control such weed, dosage per application, type of nozzle used and volume of spraying per application. Chapter V explains selection of pesticide and its active ingredients content, nature of the pesticide and target species. Chapter VII describes calculation of actual area implemented per hectare plantation (spray factor), spraying rotation and spraying output. Interview with herbicide sprayer, sprayer understand the target species and active ingredients to control them. Sprayer shows knowledge on minimizing chemical impact on beneficial weed.</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti:</p>	Yes

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Criterion / Indicator		Assessment Findings	Compliance																									
		<p>Cooperative does not perform pesticide/herbicide spraying. Cooperative/farmer member using service of spraying team by PT Inti Indosawit Subur. The spraying team for scheme smallholder perform same standard with company-owned plantation. The spraying team referred to same company standard, gain similar training and using same standard PPE.</p> <p>Document are seen:</p> <ul style="list-style-type: none"> <li>- Program and realization of TUS in KUD Bakti 2016 /Dailiy Cost . Example: in January 2016 Glyphosat 40 Liter for KT 17, ib May 2016 82 Lt for KT 19 and KT 38.</li> <li>- Letter of agreement between the company with KUD on provided of Tim TUS No.014/SPK/KLB/XII/2013, dated December 16, 2013.</li> </ul>																										
<b>4.6.2</b>	<p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided.</p> <p>- Major compliance -</p>	<p>Records of herbicide use are available and maintained at each Estate. The records shows the total chemical used (in kg and/or liters), the active ingredients used, LD50, total area treated (in Ha), and active ingredients used per area treated and per ton FFB produced.</p> <table border="1"> <thead> <tr> <th>Chemical</th> <th>Active ingredient</th> <th>Applicati on 2015 (liter/kg)</th> <th>A.i. used</th> <th>a.i per Ha applied (3,951 Ha)</th> </tr> </thead> <tbody> <tr> <td>Metsulindo</td> <td>Metil metsulfuron 20%</td> <td>250.18 kg</td> <td>50,094 gram</td> <td>12.68 gram/Ha</td> </tr> <tr> <td>Gramoxon e</td> <td>Ion paraquat</td> <td>357.18 liters</td> <td>71,508 gram</td> <td>18.10 gram/Ha</td> </tr> <tr> <td>Kenrane 288 EC</td> <td>Fluoroksipir 288gr/liter</td> <td>668.7 liters</td> <td>198,195 gram</td> <td>50.16 gram/Ha</td> </tr> <tr> <td>Kenlon</td> <td>Trichlophyr</td> <td>286.1 liters</td> <td>137,338 gram</td> <td>34.76 gram/Ha</td> </tr> </tbody> </table> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bhakti: All pesticide application follows Agriculture Policy Manual. The chemical dosage, target application, time of application, and the trained sprayer has been prepared by PT Inti Indosawit Subur – Ukui Group. The record of pesticide used logged in "Daily Cost TUS 2016". Document are seen: Program and Realization TUS KUD Bakti 2016 /Dailiy Cost . Example: in January 2016 Glyphosat 40 Liter for KT 17, ib May 2016 82 Liter for KT 19 and KT 38.</p>	Chemical	Active ingredient	Applicati on 2015 (liter/kg)	A.i. used	a.i per Ha applied (3,951 Ha)	Metsulindo	Metil metsulfuron 20%	250.18 kg	50,094 gram	12.68 gram/Ha	Gramoxon e	Ion paraquat	357.18 liters	71,508 gram	18.10 gram/Ha	Kenrane 288 EC	Fluoroksipir 288gr/liter	668.7 liters	198,195 gram	50.16 gram/Ha	Kenlon	Trichlophyr	286.1 liters	137,338 gram	34.76 gram/Ha	Yes
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<b>4.6.3</b>	<p>Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management</p>	<p>Ukui Estate: The reduction of category II pesticide such as Gramoxone is part of environmental management plan. There is no use of prophylactic use of pesticide. Any use of pesticide based on pest and disease census – as</p>	Yes																									

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Criterion / Indicator	Assessment Findings	Compliance
	<p>(IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines.</p> <p>- Major compliance -</p>	
<p><b>4.6.4</b></p>	<p>Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances.</p> <p>- Minor compliance -</p>	<p>Yes</p>
<p><b>4.6.5</b></p>	<p>Ukui Estate: Company programmed training for sprayers, "Pelatihan Pestisida Terbatas". Sample see: Mrs Julia (certificate number: 697/Set-KP3/1/2013, dated 2 January 2013, valid until 5 years, and another certificate namely: Mrs Siti Aisyah, Mrs Rosgiati, Mrs. Wakijem, Mrs Engkoy Karmini.</p> <p>Sample seen: Mrs. Tuhartini, Rosgiati, Karmini and the other 20 sprayers joined "Pelatihan Penggunaan Pestisida Terbatas" dated 22/09/2015. MSDS for all agrochemical stored is evidence.</p> <p>Another record seen: Pelatihan Penggunaan Pestisida Terbatas, conducted by Sygenta on 30 September 2016. Attendance list and documentation are available, attended by 75 workres from KUK, KLU, KSA. Sample see: Mrs. Sumarni, Mrs. Inah, Mrs Mardiana, Mrs Sari Hulu, Mrs Juliani Siregar, Mr Rizal, Mr Rizki, Mr Supriyanto, etc.</p> <p>Standard PPE issued for sprayers: goggle, respirator mask, apron, rubber glove, long sleeve coverall, rubber boot. PPE regularly replaced and/or substituted when damaged/decline in function.</p> <p>Based on interview with chemical mixing operator,</p>	<p>Major NC 1412027M1 "Closed on 31/01/2017"</p>

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	<p>storekeeper, overseer and sprayers; precaution and risk related to chemical product have been understood. After work, sprayers going back to clean up in dedicated wash room in storage compound.</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bhakti: All pesticide application follows Agriculture Policy Manual. The chemical dosage, target application, time of application, and the trained sprayer has been prepared by PT Inti Indosawit Subur – Ukui Group. The spraying team works in cooperatives is the same spraying team for company-owned plantation. Company provides training for the workers and smallholder, “Pelatihan Pestisida Terbatas” by “Komisi Pengawasan Pupuk dan Pestisida Provinsi Riau”, dated 22/08/2015. Attended by 78 participants consist of spraying team, farmer group leaders, storekeeper and WKAK.</p> <p>Based on field visit to smallholder plantation in KUD Sawit Subur (Kav. 1291).Lack of evidence that pesticides (paraquat/limited pesticides) only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label; in addition, appropriate safety and application equipment was not used in smallholder plantation.</p> <p>Scheme manager has issued Circular Letter no. 182/ES-KLU/EXT/12/2016 and disseminated to all KUD, on the letter stated that farmer are restricted to do spraying activity by themselves and spraying only conducted by TUS team that provided by company. TUS team has been trained for pesticide/herbicide application including limited pesticide and they have equipped with adequate and appropriate PPE by company.</p> <p>Company will conducted continuously socialization and awareness to all farmer members of smallholder/KUD and included in work program " team unit semprot".</p>	
<p><b>4.6.6</b></p> <p>Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3).</p> <p>- Major compliance -</p>	<p>Ukui Estate: Storage of pesticides found to be in accordance with hazard identification and risk assessment and national guideline for limited pesticide use. Empty chemical containers had been used for mixing chemicals for spraying pesticides in the field. The management of waste material from empty pesticide container disposed through hazardous waste store. The company has temporary hazardous waste storage with license, where all hazardous waste from all estates and mills collected. Storage keeper maintains the balance of incoming and outgoing hazardous waste. Hazardous wastes were sent for licensed contractor for appropriate disposal.</p>	<p>Major NC #1412027M2 “Closed on 31/01/2017”</p>

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	<p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur &amp; KUD Bakti: The spraying team works in cooperatives is the same spraying team for company-owned plantation. The agrochemical is stored in estate's compound, follows administration of estate warehouse. PPE is provided (face shield, respiratory, rubber glove, apron and rubber boot). The mixing bay and washing bay equipped with emergency shower. For example, Hand over of 21 psc empty agrochemical container from KUD Bakti to UKUI estate on 20-10-2016.</p> <p>KUD has established the mechanism to hazardous waste management, including handling the empty chemical containers. The procedure mentioned all pesticide containers shall be properly disposed in hazardous waste storage permit, however audit team found a lack of knowledge in handling and disposal of empty pesticide container according to those procedure. Based on interview and field visit at KUD Bina Sejahtera (KT. 89), it was found that the parcel owner cannot demonstrate knowledge on pesticide handling and proper disposed empty container pesticides.</p> <p>Scheme manager has issued Circular Letter no. 182/ES-KLU/EXT/12/2016 and disseminated to all KUD, on the letter stated that farmer are restricted to do spraying activity by themselves and spraying only conducted by TUS who have been trained and have an adequate knowledge and best practise related to pesticide/herbicide spraying. Company will conducted continuously socialization and awareness to all farmer members of smallholder/KUD and included in work program " team unit semprot".</p>	
<p><b>4.6.7</b></p> <p>Application of pesticides shall be by proven methods that minimise risk and impacts.</p> <p>- Minor compliance -</p>	<p>Ukui Estate: Pesticides had been applied using the Best Management Practices that minimize risk and impacts. Sprayer team and chemical mixer using standard PPE (face shield, respiratory, rubber glove, apron and rubber boot). The acgrochemical storekeepers, supervisors and sprayers found to understand use of the correct pesticide type, dosage, nozzle, spray factor, spray quality and spray techniques. During audit, audit team interviewed the sprayers and checks on inquire for any skin rashes, breathing difficulties and nail problem. Auditors also check worker's nail colour. No sign of intoxication noted.</p> <p>Scheme smallholder: Kud Bina Sejahtera, KUD Sawit Subur and KUD Bakti: All herbicide application follows Agriculture Policy Manual. The chemical dosage, target application, time of application, and the trained sprayer team have been</p>	<p>Yes</p>



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	<p>prepared by PT Inti Indosawit Subur – Ukui Group. Sprayer team and chemical mixer using standard PPE (face shield, respiratory, rubber glove, apron and rubber boot). All workers exposed to chemical risk are provided with medical check up to identify signs of intoxication.</p>	
<p><b>4.6.8</b></p> <p>Pesticides shall be applied aurally only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.</p> <p>- Major compliance -</p>	<p>Ukui Estate: There is no aerial application in the whole estate operation.</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bhakti: There is no aerial application of pesticide/herbicide.</p>	<p>N/A</p>
<p><b>4.6.9</b></p> <p>Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8).</p> <p>- Minor compliance -</p>	<p>Ukui Estate: Company programmed training for sprayers, “Pelatihan Pestisida Terbatas”. Sample seen: Mrs.Tuhartini, Mrs.Rosgiati, Mrs.Karmini and the other 20 sprayers joined “Pelatihan Penggunaan Pestisida Terbatas” dated 22/09/2015.</p> <p>Another record seen: Pelatihan Penggunaan Pestisida Terbatas, conducted by Sygenta on 30 September 2016. Attendance list and documentation are available, attended by 75 workres from KUK, KLU, KSA. Sample see: Mrs. Sumarni, Mrs. Inah, Mrs Mardiana, Mrs Sari Hulu, Mrs Juliani Siregar, Mr Rizal, Mr Rizki, Mr Supriyanto, etc.</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: Company provides training for the workers and smallholder, “Pelatihan Pestisida Terbatas” by “Komisi Pengawasan Pupuk dan Pestisida Provinsi Riau”, dated 22/08/2015. Attended by 78 participants consist of spraying team, farmer group leaders, storekeeper and WKAK.</p> <p>KUD Bakti has shown the document of “Daftar Penerima Sertifikat Pengguna Pestisida Terbatas”, training pestisida terbatas conducted on 23 October 2012 attended by 15 personnels. Example: Jumiah, certificate number 741/Set-KP3/1/2013, dated 2 January 2013. Valid until 5 years.</p> <p>KUD Sawit Subur menunjukkan Notulen Pelatihan P and C RSPO, AMDAL, SIA dan K3 pada tanggal 11 November 2016, attended by 30 parmers.</p>	<p>Yes</p>

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<p><b>4.6.10</b> Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3).</p> <p>- Minor compliance -</p>	<p>Ukui Estate: PT Inti Indosawit Subur – Ukui Group collects all hazardous waste such as empty chemical container from each estate into temporary hazardous waste storage in central workshop compound. Balance of the incoming and outgoing empty chemical containers is recorded.</p> <p>The temporary hazardous waste storage has the applicable permit, as per “Keputusan Bupati Pelalawan No.KPTS.503/BLH/BPMP2T-PLY/18/2015 tentang Izin Pengelolaan Limbah B3 untuk Kegiatan Penyimpanan Sementara Limbah Bahan Berbahaya dan Beracun (B3) kepada PT Inti Indosawit Subur Ukui” dated 29/12/2015, valid for 5 years. Company has permit to keep 180 days, for some item such as: lead scrub, used container, used oil, resin, electronic, used oil filter and used rags comoon has permit to keep within 365 days.</p> <p>The empty chemical containers transferred from Ukui Estate have been triple rinsed and punctured/damaged. Further, the empty chemical containers transported by licensed contractor to waste management company. Records of transportation document available; manifest of hazardous waste transporation: Manifest No.AAO 0007399 for transport of 0.5 Kg of infeccius medical waste on 01/11/2016, through PT Shali Riau Lestari to PT Wastec Int’l.</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur &amp; KUD Bakti : All spraying activities performed by sprayer team under PT Inti Indosawit Subur – Ukui Group. Management of hazardous waste sent back to PT Inti Indosawit Subur.</p> <p>However it’s found some fertilizer bag thrown in palm oil circle and collecting path, in KUD Bina Sejahtera</p>	<p>Yes</p>
<p><b>4.6.11</b> Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.</p> <p>- Major compliance -</p>	<p>Ukui Estate: Company provides 6-monthly medical check up for workers performing agrochemical spraying. The medical check up covers blood test, urine test, cholinesterase test, and spirometric test.</p> <p>The last medical check up conducted on 9, 10 and 11 May 2016, by Focus Clinic Laboratory Pekanbaru.</p> <p>Example: Mrs Ngatinem (fertilizer), Mrs Puji Rahayu (fertilizer), Mrs Juminten (fertilizer), Mrs Nasipah (sprayer), Mrs Lasmini (sprayer), Mrs Nurhayati (spayer). etc</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: All spraying activities performed by sprayer team under PT Inti Indosawit Subur – Ukui Group. All workers exposed to chemical risk are provided with medical check up to identify signs of intoxication.</p>	<p>Yes</p>

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4.6.12	<p>No work with pesticides shall be undertaken by pregnant or breast-feeding women.</p> <p>- Major compliance -</p>	<p>Ukui Estate: PT Inti Indosawit Subur – Ukui Group prohibits pregnant or breast-feeding women to perform chemical spraying. In order to mitigate, estate performed monthly pregnancy test. Record seen: “Monitoring Pemeriksaan Kehamilan Karyawan yang Terpapar Bahan Kimia 2016”, example: Pregnancy test for 24 sprayers and 20 fertilizer workers in November 2016. The pregnancy tests resulted negative (-); no pregnant worker. If there is pregnant worker, maternal leave is given.</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: All spraying activities performed by sprayer team under PT Inti Indosawit Subur – Ukui Group. Female workers exposed to chemical risk are provided with medical check up and pregnancy test to identify pregnant or breastfeeding workers.</p> <p>KUD Bakti has demonstrated the document of “Hasil Pemeriksaan Berkala Test Kehamilan Pekerja dengan Kontak Kimia (TUS)” dated 8 November 2016. The result in November 2016 there was reported as negative being pregnant.</p>	Yes
<p><b>Criterion 4.7:</b> An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:</p>			
4.7.1	<p>A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.</p> <p>- Major compliance -</p>	<p>Occupational Health and Safety Policy, lined out in the Company Policy signed on 01/12/2014. Chapter 4 mentioned “...to determine measurable objective and target to prevent accident and occupational disease for all worker and other interested parties, through continuous improvement.”OHS Policy has been disseminated on 05/01/2015 (Mill) and 08/06/2015 &amp; 03/07/2015 (Ukui Estate).</p> <p>Health and safety plan has been established in Program Management K3 - 2016. Such as:</p> <ol style="list-style-type: none"> <li>1. Control number of accident and near miss report</li> <li>2. Safety behaviour</li> <li>3. Safety program</li> <li>4. Healthy program</li> <li>5. Safety implementation</li> <li>6. (K3 Inspection, Training Program &amp; Certification, Health Program, Emergency Respon Program &amp; Environmet Program (Waste management &amp; Hazardous waste).</li> </ol> <p>Monitoring of effectiveness has been recorded on status program year 2016. The safety report has been sent to manpower office on 3-monthly basis.</p>	Yes

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	<p>Document seen:</p> <ul style="list-style-type: none"> <li>- Report of Progrees HSE in October 2016</li> <li>- Regularly report of P2K3 (triwulan III 2016), for period July – September 2016, dated on 18 October 2016.</li> <li>- Record of Job Safety Analysis (JSA) for Cuci Kanopi Stasiun Kernel, dated 11 October 2016.</li> </ul> <p>Scheme smallholder:</p> <p>KUD Bina Sejahtera has an Occupational Health and Safety policy that stated on “Kebijakan Koperasi” dated 2 January 2016.</p> <p>Dalam point 5 disebutkan: Memperhatikan dan menerapkan budaya Kesehatan dan Keelamatan Kerja (K3), salah satunya dengan memakai alat pelindung diri (APD)...”</p> <p>KUD Sawit Subur has an Occupational Health and Safety policy that stated on “Kebijakan Koperasi” dated 2 January 2016.</p> <p>Dalam point 5 disebutkan: Memperhatikan dan menerapkan budaya Kesehatan dan Keelamatan Kerja (K3), salah satunya dengan memakai alat pelindung diri (APD)...”</p> <p>Occupational Health and Safety program has been established. Example: emergency response training “pelatihan PPGD”, Basic Safety training;</p> <p>KUD Bina Sejahtera has shown the document of “Prosedur K3”, updated on 2 January 2016.</p> <p>KUD Bakti has conducted the notulen meeting of “Forum Komunikasi Kelompok Tani (FKKT)” related to discussion the safety and health in workplace of KUD Bakti. Conducted on 4 April 2016, attended by 19 chief of group farmers.</p>	
<p><b>4.7.2</b></p> <p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>- Major compliance -</p>	<p>PT Inti Indosawit Subur – Ukui Group is preparing risk assessment for each unit, covering all location and activities.</p> <p>Ukui 1 POM and Estate: Hazard Identification Risk Assessment Determining Control (HIRADC) documents reviewed and established for Ukui 1 POM. Latest review on 1 October 2016 . A regular noise test conducted to the engine room and sterilizer, where found above standard. PPE such as ear plug provided for the operator.</p> <p>Scheme smallholder: KUD Bina Sejahtera has shown the document of Risk Assesmne under “Dokumen Analisa Reiko”, that mentioned on form HIRAC (Hazard Identification &amp; Risk Assessment and Control) for each activity has identified, updated on 2 January 2016.</p>	<p>Yes</p>

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	<p>KUD Sawit Subur has shown the document of Risk Assesmne under "Dokumen Analisa Resiko", that mentioned on form HIRAC (Hazard Identification &amp; Risk Assessment and Control) for each activity has identified, updated on 2 January 2016.</p> <p>KUD Bakti has shown the document of Risk Assesmne under "Dokumen Analisa Reiko", that mentioned on form HIRAC (Hazard Identification &amp; Risk Assessment and Control) for each activity has identified, updated on 2 January 2016.</p>	
<p><b>4.7.3</b></p> <p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Minor compliance -</p>	<p>Safe working practices have been established on document "SOP Alat Pelindung Diri' No: AA-SOP-OP-101.3-R0. Training for all workers at estates and mills; including sprayers, fertilizer applicators, harvesters, FFB loading crew and upkeep workers.</p> <p>Ukui Estate: Company provided adequate and appropriate protective equipment for all workers at place of works, in line with the risk assessment. Harvester issued with helmet, goggles, rubber boot and sickle cover. Sprayer gangs using goggles, respirators, apron, overall suit, gloves, and rubber boot. The protective equipment provided for free.</p> <p>Engine room operator wears helmet, ear plugs, mask, and safety shoes. Boiler operator using overall suit, goggles, respirator, hand glove and safety boot.</p> <p>Training at Ukui 1 POM, related to specific skill required to operate machinery:</p> <ul style="list-style-type: none"> <li>• SIO/license under name Mr.Herianta (Sterilizer Operator) No.2570.OPK3/PUBT/b.I/VI/2012, valid to 22/06/2017;</li> <li>• SIO/license under name Mr.Yusrianto (Tractor Operator) No.12.11090/OPK3/PAA/VI/2012, valid to 22/06/2017;</li> <li>• SIO/license under name Mr.Sugianto (Boiler Operator) No.2567.OPK3-PUBT-B.I/VI/2012, valid to 22/06/2017;</li> <li>• Basic Fire Training on 21 April 2016, attended by 27 Personnels</li> <li>• Internal First Aider Training on 13 June 2016, attended by 52 personnel.</li> </ul> <p>Scheme smallholder: KUD Sejahtera has conducetd the safety training for PPE use, prohibition of spraying KUD also was demonstrated the document of "Mekanisme Pertolongan Pertama Pada Kecelakaan Kerja KUD Bina Sejahtera", dated 13 January 2016. KUD Bakti has shown the document of "Notulen Pelatihan dan Penyuluhan Pupuk, Penyusunan Pelepah, TUS (Tim unit Semprot) and APD (Alat Pelindung Diri) dan Disuksi K3", dated 24 April 2016. Attended by 24 member farmers.</p>	<p>Yes</p>

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<p><b>4.7.4</b> The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p> <p>- Major compliance -</p>	<p>Ukui I POM: In Ukui I POM, safety committee has been acknowledged through decree from manpower office No.KPTS.565/DTKT-WAS/2016/51 on "Pengesahan Susunan Panitia Keselamatan dan Kesehatan Kerja (P2K3) Perusahaan PT Inti Indosawit Subur – PMKS Ukui 1" dated 03 August 2016. License of AK-3 Umum, for Mr Rony Sinulingan no Reg 8633/PK3/AJ/12/2013/PO dated December 16, 2013. Valid until 3 years.</p> <p>Minutes of meeting dated 03/11/2015 discuss the OHS performance on October 2015. The minutes explain accident record, simulation/training conducted, and dissemination of BPJS – social insurance.</p> <p>Ukui Estate: In Ukui estate, safety committee has been acknowledged through decree from manpower office No.KPTS.566/DTKT-WAS/2014/84 dated 31/12/2014. Mr. Urip Marbun As Safety Officer (AK3 Umum). Last Safety committee meeting was held on 04/01/2016, with minutes of meeting discuss the OHS performance on December 2015 and health and safety welfare BPJS. The safety report has been sent to manpower office on 3-monthly basis.</p> <p>Scheme smallholder: KUD Bina Sejahtera: Has been appointed Mr. Budianto as "Pengurus K3" according "Surat Keputusan Pengurus KUD Bina Sejahtera Desa Lubuk Kembang Sari, Kecamatan Pelalawan No.012/KUD-BS/SK-K3/LKS/I/2016", dated 10 January 2016</p> <p>KUD Sawit Subur: Has been appointed Mr. Sugeng Widodo as coordinator of "Tim Tanggap Darurat" dated 24 May 2016.</p> <p>KUD Bakti has appointed MR Jaswijaya as "Petugas K3", as per document "Mekanisme Pertolongan Pertama pada Kecelakaan KUB Bakti", dated on 13 January 2016.</p>	<p>Yes</p>
<p><b>4.7.5</b> Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available</p>	<p>Ukui I POM and Ukui Estate: Emergency procedures has been established; procedure for first aid and emergency situation under "Penanganan Keadaan Darurat – Pertolongan Pertama pada Kecelakaan No.AA-447-001-FM-R1" – December 2014. The team for emergency situation has been established – as part of safety committee. Ukui I POM and Ukui Estate are able to demonstrate adequate first aid officer, equipped with first aid kit. First aid officer for Ukui I POM and Ukui Estate: Rocky Pindaan and Samiasih. Training first aider (8-9 September 2015) from PT. Jesindo Mandiri. License for first aider still on progress.</p>	<p>Yes</p>

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<p>at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>Ukui Estate: An accident record has been established, for year 2016 there was 8 Cases. Example on 23 July 2016, namely Mr. Umar S, the lost time injury due to falling frond is 4 days and corrective action has been taken.</p> <p>Company has provides Basic Fire training on 19/12/2015 for the emergency response team/fire fighting team (all company).</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: An accident record has been established in "Rekaman Kecelakaan Kerja 2016", reported every a month, there was no accident a until November 2016 in all KUDs. Team for emergency situation has been established – as part of safety committee. KUD Bina Sejahtera is able to demonstrate adequate first aid officer, equipped with first aid kit.</p> <p>KUD's have shown the document of "Rekaman Pengobatan Bagi Aplikator Jika Terjadi Kasus Keracunan". There ware no accident are reported until November 2016.</p> <p>KUD Sawit Subur has shown the document of "Rekaman Kecelakaan Kerja". There ware no accident are reported until November 2016.</p>	
<p><b>4.7.6</b> All workers shall be provided with medical care, and covered by accident insurance.</p> <p>- Minor compliance -</p>	<p>PT Inti Indosawit Subur have provided clinic for all workers. Referral are made to nearest hospital should the case is severe/critical. Company also providing social and accident insurance in form of Jamsostek and BPJS – for all workers.</p> <p>Ukui 1 POM: Sampled worker holds Jamsostek/BPJS card. Payment made based on proportion from employee' salary deduction and company's levy, as per regulation. Proof of payment submitted to BPJS Ketenagakerjaan is evident fot November and December 2015. General medical check up provided for all workers in Ukui 1 POM. Medical Check Up for workers exposed to high risk such as noise level, sampled Mr.Kusmiyanto (Boiler operator) by "Focus Clinical Laboratory" with result "Normal" Right 27 BP and Left 30 BP; under name Mr.Usaha Sitepu (Power Generator Operator) by "Focus Clinical Laboratory" with result "Normal" Right 24 BP and Left 25 BP.</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bhakti: All spraying activities performed by sprayer team under PT Inti Indosawit Subur – Ukui Group. All workers exposed to chemical risk are provided with medical</p>	<p>Minor NC #1412027N1 "OPEN"</p>

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		<p>check up to identify signs of intoxication. Company provides annual medical check up for all employees. Sample seen: Rudi Harianto, Sumarno – storekeeper; Juli Armansyah – spraying overseer; Tuhartini, Rosgianti, Karmini – sprayers;</p> <p>Minor nonconformity: KUDs were not able to demonstrate that all employees have provided with medical care, and covered by accident insurance, both BPJS Kesehatan and BPJS Ketanagakerjaan. Based on verification of employee document and interview with KUD member (KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti).</p> <p>Company corrective action plan: KUD identify the employee who has registered in BPJS program personally and the employee who has not been registered in BPJS program. KUD will facilitate the employee to registered in BPJS program.</p>	
<b>4.7.7</b>	<p>Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics</p> <p>- Minor compliance -</p>	<p>Ukui Estate: An accident record has been established, for year 2016 there was 8 Cases. Example on 23 July 2016, namely Mr. Umar S, the lost time injury due to falling frond is 4 days and corrective action has been taken.</p> <p>Example Lost time injury: "Rekaman Kecelakaan Kerja", on 16 November 2016 namely Mr. Asun, accident from falling frond during harvesting; Incident investigation has been done, together with corrective and preventive action. The risk assessment reviewed accordingly.</p> <p>Ukui I POM: LTA recorded under "Monitoring Kecelakaan Kerja" LTA in 2016 until October: 16 days. Accident record/"Rekaman Kecelakaan Kerja" for 2 accidents has been investigated, root cause identified, corrective and preventive action has been prepared.</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: An accident record has been established in "Rekaman Kecelakaan Kerja 2016", reported every a month, there was no accident in all KUD throughout year 2016.</p>	Yes
<p><b>Criterion 4.8:</b> All staff, workers, smallholders and contract workers are appropriately trained.</p>			
<b>4.8.1</b>	<p>A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular</p>	<p>In order to assess training need, employee individual assessment form is to be filled out by the line manager and sent back to training center. Feed back given through invitation for training, as planned by training center. Other type of training conducted in coordination with relevant government office/bureau.</p>	Yes



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<p>assessments of training needs and documentation of the programme.</p> <p>- Major compliance -</p>	<p>Ukui Estate: Traning program has been established for 2016. Example: Supply Chain &amp; Traceability, HCV, Basic Safety, Basic Fire, First Aider, Operator of Steam Vessel, Welder operator, handling hazardous waste.</p> <p>Ukui 1 POM: Training programme for Ukui 1 POM is evident. Training program consist of supply chain and traceability, basic safety, basic fire, emergency response, steam vessel training and management of hazardous waste. Sample seen: Handling Hazardous waste training planned in 08/2016 and realization in March; Welder operator in March, and HCV training planned on 09/2016; Steam vessel training planned for 03/2016.</p> <p>Scheme smallholder: KUD Bina Sejahtera &amp; KUD Bakti Traning program has been established and implemented for year 2016. Example: Harvesting socialization practices and PPE, Limited Pesticide Training, Soil and Water Conservation (stacking palm frond), fertilization, emergency first aid, EIA and HCV, K3 and Emergency Response and Basic Fire. Training on harvesting and PPE use, IPM, Limited pesticide use, Basic Safety, and Emergency and Basic Fire</p> <p>&amp; Sawit Subur : Traning program has been established and implemented for year 2016. Example, Training and motivation of Partnership, and Basic Fire,</p>	
<p><b>4.8.2</b></p> <p>Records of training for each employee shall be maintained.</p> <p>- Minor compliance -</p>	<p>PT Inti Indosawit Subur – Ukui Group has prepared training record for each employee, both for mill and estate.</p> <p>Ukui I POM: Training record for each mill worker is evident. Sample taken: Mr.Jumadi, boiler operator trained with "Sertifikasi Operator Pesawat Uap Kelas I" on 22/05-01/06/2008; Basic Fire training on 26/05/2010; Basic safety training on 06-07/12/2012; Mr. Indra Ginting, sterilizer operator training experience "Sertifikasi Operator Pesawat Uap Kelas I" on 22-26/08/2011; Mr.Syahrial, power generator operator training experience "Sertifikasi Operator Genset" on 30/06/2010; Maintenance generator on 25/07/2012; Mr.Sukardi, laboratory analyst training experience emergency procedure training on 22/05/2013, 18/02/2011, 15/06/2010; Laboratory analyst training on 03-04/05/2011.</p> <p>Ukui Estate: Sample taken: Mrs.Wakijem (sprayer) limited pesticide training 22/09/2015, Mr.Sutriyono (sprayer overseer) Limited pesticide training 22/09/2015, Mr.Rocky Tindaon and Mrs.Samiasih (paramedic) First aider</p>	<p>Yes</p>

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	<p>training 08-09/09/2015</p> <p>Scheme smallholder: KUD Bina Sejahtera Training records for each smallholder has been established in attendance list. For example, training of Harvesting and PPE August 25<sup>th</sup>, 2016. KUD Sawit Subur has training record of motivation and basic fire KUD Bakti, has training record of Motivasi and Sosialisasi held in 11-11-2016, and also Fertilizer application held on 24-04-2016 attended by 22 smallholder.</p>	
<p><b>Principle 5: Environmental responsibility and conservation of natural resources and biodiversity</b></p>		
<p><b>Criterion 5.1:</b></p> <p>Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>		
<p><b>5.1.1</b></p> <p>An environmental impact assessment (EIA) shall be documented.</p> <p>- Major compliance -</p>	<p>PT Inti Indosawit Subur – Ukui group is able to demonstrate environmental impact assessment in AMDAL document as per “SK Menteri Pertanian No.013/ANDAL/HA/V/95” dated 05/05/1995. In addition, environmental management and monitoring plan - RKL/RPL as per “Surat Keputusan Menteri Pertanian No.03/RKL-RPL/BA/IV/1996” dated 04/04/1996.</p> <p>Environmental Impact Assessment for mill capacity increase as per “Surat Keputusan Gubernur Riau No.976/X/2009 tentang Dokumen Pengelolaan dan Pemantauan Lingkungan (DPPL) untuk Peningkatan Kapasitas PMKS dan sarana pendukung PT. IIS – Kebun Ukui untuk Kebun Inti dan Kebun Plasma dengan Kapasitas Ukui I POM (90 ton TBS/jam) dan Ukui II (75 ton TBS/jam)”, dated 28/10/2009.</p> <p>Environmental Impact Assessment for Kernel Crushing Plant and Biogas Plant operation as per “Pengesahan Badan Lingkungan Hidup Kabupaten Pelalawan No.660/BLH-AM/2012/180 tentang Dokumen Pemantauan dan Pemantauan Lingkungan untuk Kernel Crushing Plant dan Biogas Plant”.</p> <p>Environmental monitoring and management report reported in regular basis “RKL RPL semester I” (Period January – June 2016) has been sent to the government, such as evidence acceptance the report in “Badan Lingkungan Hidup Kabupaten Pelalawan” on 10/08/2016 and Badan Lingkungan Hidup Province Riau” on 10/08/2016 and Pusat Pengendalian Pembangunan Ecoregion 10/08/2016</p> <p>Scheme smallholder:</p>	<p>Yes</p>

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	<p>KUD Bina Sejahtera, Sawit Subur &amp; KUD Bakti: Scheme manager provides copy of AMDAL document as per "SK Menteri Pertanian No.013/ANDAL/HA/V/95" dated 05/05/1995. In addition, environmental management and monitoring plan - RKL/RPL as per "Surat Keputusan Menteri Pertanian No.03/RKL-RPL/BA/IV/1996" dated 04/04/1996. Scheme manager provides dissemination and explanation on content of AMDAL document, RKL/RPL document, HCV report and Social Impact Assessment document. Latest meeting on 07/04/2015.</p>	
<p><b>5.1.2</b></p> <p>Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons.</p> <p>- Minor compliance -</p>	<p>There is no change in PT Inti Indosawit Subur – Ukui Group operation. Additional environmental aspect-impact from kernel crushing plant has been addressed into "Laporan Upaya Pengelolaan Lingkungan dan Upaya Pemantauan Lingkungan" – Environmental Management and Monitoring Plan. The report was approved by Environmental Agency - Kabupaten Pelalawan as "Surat keputusan No.660/BLHAM/2012/180" dated 22/02/2012.</p> <p>Ukui I POM &amp; Ukui Estate: Environmental Aspect Impact has been established and implemented. Last identification review was conducted on 10/12/2014. Environmental Management Plan has been established with responsible person. Company also has document of Identification of Environment Aspect and Impact which are updated in January 2016.</p> <p>Scheme smallholder: no changes KUD Bina Sejahtera, KUD Sawit Subur &amp; KUD Bakti: Scheme manager provides dissemination and explanation on content of AMDAL document, RKL/RPL document, HCV report and Social Impact Assessment document. Cooperative appointed Mr.Budiono as according "Surat Keputusan Pengurus KUD Sumber Makmur Desa Bukit Gajah Kecamatan Ukui No.010/KPTS/KUD-SM/II/2015", date 10/02/2015 to implement environment, health and safety plans.</p>	<p>Yes</p>
<p><b>5.1.3</b></p> <p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental</p>	<p>Ukui I POM &amp; Ukui Estate: Environmental Management Plan - "Program Manajemen Lingkungan" is available, indicating the plan to mitigate significant impact, the monitoring plan, person in charge and time frame. "Program Manajemen Lingkungan 2016", reviewed and evaluated. Example planning for Mill: to control and reduce water consumption, to reduce use of domestic water and process water, to reduce HSD fuel use. Example planning for Estate: To control and reduce soil erosion, prevent the loss of natural biodiversity by Assistant Sustainable, as well as anticipating any social conflict with community around estate.</p>	<p>Yes</p>

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impacts. - Minor compliance -	Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur & KUD Bakti: Social Management Plan related Aspects of Social Problems & Discussion K3 has been conducted on 30 January 2015 Also "Implementing "U" letter frond stacking as a means of soil and water conservation and erosion prevention" dated 31/12/2015.																												
<p><b>Criterion 5.2:</b>                      The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and and operations managed to best ensure that they are maintained and/or enhanced.</p>																													
<p><b>5.2.1</b>                      Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).                      - Major compliance -</p>	<p>Estate and Mill:                      PT Inti Indosawit Subur – Ukui Group is in cooperation with Faculty of Forestry, Bogor Agriculture University in preparing HCV Identification "Dokumen Identifikasi dan Analisis Keberadaan Nilai Konservasi Tinggi (NKT) di Areal Perkebunan Kelapa Sawit di Kebun Ukui dan Soga pada tahun 2010". Guidance use is HCV Toolkit 2008. The document has put into consideration the landscape condition, including Teso Nilo National Park near the plantation. HCV assessment was including plasma/scheme smallholder area.                      The assessment team comprise of Ir.Nyoto Santosa, MS as lead assessor HCV RN registered lead assessor, Ir.Heru B Pulunggono, MSc (hydrology and soil conservation), Handian Purwawangsa, S.Hut, MSI, (social), Iing Nasihin S.Hut, MSi (flora and GIS), Tutut Sunarminto, MSi, (social and cultural), Yanti Apriyanti,S.Pi (social and cultural), Rizki Ratna Ayu Paramita Sari, S.Hut (social and cultural). The HCV assessment identified the presence of HCV 1.1, HCV 1.2, HCV 1.3, HCV 2.3, HCV 4.1 and HCV 6 with total (under PT Inti Indosawit Subur – Ukui Group) of 234.458 Ha.</p> <p>HCV in Ukui Estate</p> <table border="1" data-bbox="655 1585 1225 2045"> <thead> <tr> <th>HCV</th> <th>Status</th> <th>Ha</th> </tr> </thead> <tbody> <tr> <td>River/Sungai Air Hitam Kiri</td> <td>1.1, 1.2, 1.3, 4.1</td> <td>47.071</td> </tr> <tr> <td>River/Sungai Air Hitam Kanan</td> <td>1.1, 1.2, 1.3, 4.1</td> <td>22.984</td> </tr> <tr> <td>Tributary/Anak Sungai Air Hitam Atas</td> <td>1.1, 1.2, 4.1</td> <td>15.926</td> </tr> <tr> <td>Tributary/Anak Sungai Air Hitam Kiri</td> <td>1.1, 1.2, 4.1</td> <td>14.031</td> </tr> <tr> <td>Tributary/Anak-Anak Sungai Napuh</td> <td>1.1, 1.2, 4.1</td> <td>6.891</td> </tr> <tr> <td>Lake/Danau (Rawa) Bengkuang</td> <td>1.1, 1.2, 1.3, 4.1</td> <td>1.925</td> </tr> <tr> <td>Water reservoir/ Kolam (Danau) Ukui 1 POM</td> <td>1.1, 4.1</td> <td>3.367</td> </tr> <tr> <td>Protected forest/Hutan Makam Keramat</td> <td>1.2, 1.3, 2.3, 6</td> <td>3.965</td> </tr> </tbody> </table>	HCV	Status	Ha	River/Sungai Air Hitam Kiri	1.1, 1.2, 1.3, 4.1	47.071	River/Sungai Air Hitam Kanan	1.1, 1.2, 1.3, 4.1	22.984	Tributary/Anak Sungai Air Hitam Atas	1.1, 1.2, 4.1	15.926	Tributary/Anak Sungai Air Hitam Kiri	1.1, 1.2, 4.1	14.031	Tributary/Anak-Anak Sungai Napuh	1.1, 1.2, 4.1	6.891	Lake/Danau (Rawa) Bengkuang	1.1, 1.2, 1.3, 4.1	1.925	Water reservoir/ Kolam (Danau) Ukui 1 POM	1.1, 4.1	3.367	Protected forest/Hutan Makam Keramat	1.2, 1.3, 2.3, 6	3.965	Yes
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		<b>Total</b>		116.160			
		<p>Most of the HCV identified, located within the existing plantation. Company maintain the riparian area. A number of fauna identified in the plantation area: Mammals such as "Kucing kuwuk" (<i>Felis bengalensis</i>), "Kancil" (<i>Tragulus javanicus</i>), "Kijang" (<i>Muntiacus muntjak</i>), "Trenggiling" (<i>Manis javanica</i>), Monkey (<i>Macaca fascicularis</i>), "Beruk" (<i>Macaca nemestrina</i>), "Musang" (<i>Paradoxurus hermaphroditus</i>). Birds such as "Raja udang meninting" (<i>Alcedo meninting</i>), "Burung madu" (<i>Aethopyga siparaja</i> and <i>Nectarinia jugularis</i>), "Elang tikus" (<i>Elanus caeruleus</i>), "Elang ular bido" (<i>Spilomis cheela</i>), "Cekakak belukar" (<i>Halicyon smymensis</i>), "Kipasan belang" (<i>Rhipidura javanica</i>). Reptile such as "Ular Piton" (<i>Phyton molurus</i>), Biawak (<i>Varanus salvator</i>). Identified also protected plants such as "Meranti batu" (<i>Shorea leprosula</i>), "Meranti bunga" (<i>Shorea teysmanniana</i>). The HCV identification report was peer reviewed by WWF on 10/25/2010 - 10/27/2010.</p>					
<b>5.2.2</b>	<p>Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan.</p> <p>- Major compliance -</p>	<p>A number of fauna identified in the plantation area: Mammals such as "Kucing kuwuk" (<i>Felis bengalensis</i>), "Kancil" (<i>Tragulus javanicus</i>), "Kijang" (<i>Muntiacus muntjak</i>), "Trenggiling" (<i>Manis javanica</i>), Monkey (<i>Macaca fascicularis</i>), "Beruk" (<i>Macaca nemestrina</i>), "Musang" (<i>Paradoxurus hermaphroditus</i>). Birds such as "Raja udang meninting" (<i>Alcedo meninting</i>), "Burung madu" (<i>Aethopyga siparaja</i> and <i>Nectarinia jugularis</i>), "Elang tikus" (<i>Elanus caeruleus</i>), "Elang ular bido" (<i>Spilomis cheela</i>), "Cekakak belukar" (<i>Halicyon smymensis</i>), "Kipasan belang" (<i>Rhipidura javanica</i>). Reptile such as "Ular Piton" (<i>Phyton molurus</i>), Biawak (<i>Varanus salvator</i>). Identified also protected plants such as "Meranti batu" (<i>Shorea leprosula</i>), "Meranti bunga" (<i>Shorea teysmanniana</i>). Company has prepared a procedure for protection of flora and fauna, explained in Environmental Management System: Biodiversity (AA-432-002e-LT), IUCN redlist (AA-432-006-LT), CITES list (AA-432-07-LT). Signboards are placed on the area identified with conservation values. Monitoring for the HCVs are carried out as per Conservation Management Plan. The conservation management plan covers area enhancement, socialization to workers and local communities, prohibition of chemical regime near the area and river buffer zone' restoration. Plan for monitoring and patrol has been incorporated into the management and monitoring plan. Another effort planned was to have HCV sign board and "no-hunting" sign boards placed near identified HCV areas – on progress. PT Inti Indosawit Subur – Ukui Group is also having procedure to monitor the protected/conservation area as per "SOP Pemantauan</p>				Yes	

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	<p>Areal Lindung” No.AA-PL-08-EFP – describing procedure for vegetation monitoring, wildlife monitoring (path and rapid method), conservation area inspection procedure, vegetation enhancement procedure and data analysis procedure.</p> <p>Field observation to HCV area and document verification “Laporan Monitoring Biodiversity” of PT Inti Indosawit Subur – Ukui Group period semester I 2016 can be demonstrate that the measures contained in the management plan been actively implemented.</p> <p>Company continuously disseminating HCV and wildlife protection to employee and surrounding community.</p> <p>Scheme Smallholder: <u>KUD Bina Sejahtera, KUD Sawit Subur, KUD Bakti:</u></p> <p>Based on field visit, farmer member has put sign boards on main entrance and in the plantation. The signboard creates awareness on no hunting/poaching, no fish poisoning, no cutting trees/log, and fauna species identified/possibly present in the plantation location.</p> <p>Based on interview with the farmer members, they understood the policy.</p>	
<p><b>5.2.3</b></p> <p>There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.</p> <p>- Minor compliance -</p>	<p>Ukui Estate: PT Inti Indosawit Subur – Ukui Group has a policy to forbid capture, harm, collect and kill RTE’s species. Relevant laws were taken into account for determining appropriate measure including UU #5/1990 about Natural resources conservation, PP#7/1999 about List of protected plan and wildlife, Kepres #32/1990, and PP26/2008</p> <p>The training program is covering the training and communication plan to all level of employee related to HCV importance. Environmental and Sustainability Training Program, HCV training refreshment and HCV dissemination have been delivered to employee and surrounding community in 2015.</p> <p>The dissemination continuesly performed through sign board and muster morning to all employee.</p> <p>Based on field inspection to worker housing, no RTE species being captured, harmed or collected by worker.</p> <p>Scheme Smallholder: <u>KUD Bina Sejahtera:</u></p> <p>Based on field visit, farmer member has put sign boards on main entrance and in the plantation. The signboard creates awareness on no hunting/poaching, no fish poisoning, no cutting trees/log, and fauna species identified/possibly present in the plantation location.</p>	<p>Yes</p>

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	<p>Based on interview with the farmer members, they understood the policy.</p> <p>Farmer members can also describe the protected species such as "Macan Akar" (<i>Felis bengalensis</i>), "Raja Udang" (<i>Alcedo meninting</i>), "Burung Madu" (<i>Aethopyga siparaja</i>), "Trenggiling" (<i>Manis javanicus</i>), Cobra snake (<i>Naja sumatrana</i>), etc.</p> <p>Each KUD already appointed chairman of the board of KT as wildlife protection, ie:</p> <ul style="list-style-type: none"> <li>- Bpk. Surkim in KUD Bina Sejahtera, SK No. 008/KUD-BS/SKSL/LKS/I/2016 dated 2 Januari 2016.</li> <li>- Bpk. Tarmo in KUD Bakti SK No. 001/KUD-B/SK-SL/TJ/I/2016 dated 2 Januari 2016.</li> <li>- Bpk. Ramlan in KUD Sawit Subur No. SK 008/KUD-BUB/SK/BJ/I/2015 dated 10 Januari 2015.</li> </ul> <p>Socialization protection of animals already conducted by KUD through information boards and slogans of wildlife protection. Socialization is also done by the company PT IIS periodically every year, last socialization conducted on 11 November 2016.</p>	
<p><b>5.2.4</b> Where a management plan has been created there shall be ongoing monitoring:</p> <ul style="list-style-type: none"> <li>• The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported;</li> <li>• Outcomes of monitoring shall be fed back into the management plan.</li> </ul> <p>- Minor compliance -</p>	<p>Ukui Estate:</p> <p>Company has prepared Conservation Management Plan, detailing location of HCV area, hectare of HCV area, management objective, management program, method, person in charge, target of implementation and monthly status.</p> <p>Company has consistently monitors the status of HCV area, as well as protected flora and fauna species. This is recorded in "Laporan Monitoring Tumbuhan dan Satwa Liar PT IIS periode Semester I 2016" – monitoring period January – June 2016. The report explains the monitoring on status of pland and wildlife, disturbance and damage to the protected area.</p> <p>Wildlife observations are conducted monthly by Mandor HCV in each Afdeling. Last observation in October 2016 documented in the "Daftar Temuan satwa liar di areal kebun" observed several protected species such as: cekakak belukar (<i>Halcyon smyrnensis</i>), honey bird sriganti (<i>Nectarinia jugular</i>), Crimson Sunbird (<i>Aethopyga siparaja</i>). Types of animal such as <i>Felis bengalensis</i>, <i>Tragulus javanica</i>, <i>Muntiacus muntjak</i>, <i>Manis javanica</i> is rarely seen at the time of observation.</p> <p>Scheme smallholder</p> <p>Wildlife/animal monitoring is conducted every month by each head of KT/kelompok Tani. Evidence of monitoring can be demonstrated. For examples:</p> <ul style="list-style-type: none"> <li>- In KUD Bina Sejahtera, monitoring in November 2016 at No. KT 83 Maju Jaya SP V head of KT Samsul reported presence/encounter of animal such as: Biawak (<i>Varanus salvator</i>), Kutilang (<i>Pycnonotus aurigaster</i>) and Cobra (<i>Naja sp</i>), observed on</li> </ul>	<p>Yes</p>

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		<p>November 6<sup>th</sup>, 2016.</p> <ul style="list-style-type: none"> <li>- In KUD Sawit Subur monitoring in November 2016 at No. KT 63 Kav. 1187 head of KT Ramlan reported presence/encounter of animal such as: Ular Cobra (<i>Naja sp</i>), Burung raja udang (<i>Alcedo meninting</i>).</li> <li>- In KUD Bakti monitoring in November 2016 at No. KT 15 SP3A, head of KT Tarmo reported presence/encounter of animal such as: Cekakak cina (<i>Halcyon pileata</i>), Burung madu (<i>Aethopyga siparaja</i>) and Biawak (<i>Varanus salvator</i>).</li> </ul>	
5.2.5	<p>Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights.</p> <p>- Minor compliance -</p>	<p>Ukui Estate: Based on document verification, field visit and interview with stakeholders, there was no HCV area under existing rights of local community. However company makes a memorandum of understanding with Pemangku Adat Petalangan in Partnership management of protected forests in Block I-B 89a Ukui Estate, Riparian and Pematang river holders. MoU No. 002/EM-KUK/NKPB/06/12 dated June 25<sup>th</sup>, 2012. Contains understanding to secure the area with direct security (routine patrol) and indirect socialization i.e. the maintenance of information boards and boards prohibition and protection of protected areas on a regular basis. This cooperation agreement is valid for 10 years..</p> <p>Scheme smallholder: <u>KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti:</u> Based on document verification, field visit and interview with stakeholders, there is no HCV area under existing rights of local community.</p>	Yes
<p><b>Criterion 5.3:</b> Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>			
5.3.1	<p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance -</p>	<p>Waste products have been identified and documented under the "Evaluasi Aspek-Dampak Lingkungan" (Environmental Aspect impacts). This document is updated once a year. PT Inti Indosawit Subur has a waste management plan, identifying type and source of waste and the disposal plan. PT Inti Indosawit Subur has a procedure to handle hazardous waste under "Prosedur Penanganan Limbah B3" No.AA-KL-06-EFP explains mechanism to collecting the waste, recording and disposal to licensed third party. 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 PT Shali Riau Lestari.</p> <p>Scheme smallholder: <u>KUD Bina Sejahtera, KUD Sawit Subur, KUD Bakti:</u> Cooperatives able to demonstrate identification</p>	Yes



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	document titled "Identifikasi Sumber Polusi". The document identified source of pollution: Harvesting activity (smoke from FFB transport trucks, dust, smoke from harvester vehicle), fertilizer application (smoke from fertilizer transport, water pollution), weed control (water and soil pollution from excessive spraying regime), pest and disease control (water and soil pollution from use of chemical), office activity.	
<p><b>5.3.2</b></p> <p>All chemicals and their containers shall be disposed of responsibly.</p> <p>- Major compliance -</p>	<p>PT Inti Indosawit Subur – Ukui Group collects all hazardous waste from each estates and mills into temporary hazardous waste storage in central workshop compound. The temporary hazardous waste storage has the applicable permit, as per "Keputusan Bupati Pelalawan No.KPTS.660/BLH/2011/85 tentang Izin Penyimpanan Limbah Bahan Berbahaya dan Beracun (B3) kepada PT Inti Indosawit Subur Ukui" dated 27/01/2011, valid for 5 years. Company is in process of permit extension through "Surat Perpanjangan Izin Pengelolaan Limbah B3 untuk Kegiatan Penyimpanan Sementara Limbah B3 No.105/MB-RH2/EXT/12/15 datd 11/12/2015. Followed up by environmental office "Badan Lingkungan Hidup Kabupaten Pelalawan" by visit dated 23/12/2015. The permit extension due for process.</p> <p>PT Inti Indosawit Subur has an agreement in transporting the hazardous waste with contractor: "Perjanjian Kerjasama antara PT Inti Indosawit Subur dengan PT Shali Riau Lestari No.031/SRL-PKU/MOU/III/2015 dated 09/02/2015; valid up to 22/02/2016. The type of hazardous waste to be transported: used oil, waste oil, old lamps, used chemical container, contaminated waste, medical/infectious waste and used filter. The contractor holds valid permit: "Keputusan Menteri Negara Lingkungan Hidup No.237 tahun 2011 tentang Izin Pengumpulan Limbah Bahan Beracun PT Shali Riau Lestari" dated 08/11/2011 valid for 5 years.</p> <p>Records of hazardous waste:</p> <p>"Catatan Serah-Terima Limbah B3" date 01/11/2016, hazardous waste store received 20 pieces empty pesticide container and 6 pieces jerry can from chemical mixing store. "Catatan Serah-Terima Limbah B3" date 13/11/2015, hazardous waste store received 15 liters used oil and 5 pieces oil filter from workshop.</p> <p>"Catatan Serah-Terima Limbah B3" date 17/11/2015, hazardous waste store send 13.5 drums empty pesticide container, 10 drums of jerry can, 16 drums empty paint bucket, 1 drum medical/infectious waste, 46 kg pieces used battery, 1 drum dirty oil, 1 drum dirty HSD oil to PT Shali Riau Lestari.</p> <p>"Lembar Neraca Limbah Bahan Berbahaya dan Beracun" period 10-12/2015 for Ukui Estate and Ukui 1 POM is evident and updated; identifying incoming and outgoing hazardous waste in store.</p> <p>The transporting manifest of hazardous waste:</p>	<p>Yes</p>

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		<p>Manifest No.AAO 0005471 for transport of 1 Kg of infectious waste on 01/11/2016, through PT Shali Riau Lestari to PT Wastec Int'l. Manifest No.AAO0005474 for transport of 23.5 piles of used chemical container on 17/11/2015, through PT Shali Riau Lestari to PT Wastec Int'l.</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur &amp; KUD Bakti: All of KUD members (farmer) are using "Team Unit Semprot/TUS" service in performing weed control/spraying. The empty chemical containers collected and stored at hazardous waste storage at PT Inti Indosawit Subur – Ukui Group, for further disposal to licensed contractor.</p>	
<b>5.3.3</b>	<p>A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</p> <p>- Minor compliance -</p>	<p>Mill and Estate: Waste and pollution sources have been identified and documented, including used lubricant and filter, old battery, used laboratory chemical, clinical/medical waste, mill effluent, EFB, smoke, dust, fiber and shell, empty agrochemical container, boiler ash, scrap iron, used tires, waste water and domestic household refuse. Record of identification was presented in "Evaluasi Aspek Dampak Lingkungan". The company started at the beginning this year to re-cycle anorganic waste where the company built the waste storage.</p> <p>Scheme smallholders: KUD Bina Sejahtera : "Mekanisme Pengelolaan Sampah", explains the handling of organic to be composted and inorganic waste to be managed by village office.</p> <p><b>However, NC Minor issued:</b> Based on field visit to KUD Bina Sejahtera, and Sawit subur, the empty fertilizer plastic thrown into oil palm field. In KUD Bakti there is no empty fertilizer plastic around palm oil field.</p>	Minor NC
<p><b>Criterion 5.4:</b> Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>			
<b>5.4.1</b>	<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>Company has record and monitoring Fossil Fuel since year 2011 till audit day. Company has effort</p> <p>Ukui I POM: Program has covered plan to use renewable energy from fiber/shell and from fossil fuel/HSD fuel. Based on energy use data, palm oil mill has utilized more fiber/shell, up to 95% - as energy compared to use of HSD oil use. Ukui I POM shows "Laporan Unit Pabrik" up to November 2016, Based on data of energy production, shows increase, has been monitored monthly basis.</p>	Yes

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		<p>Example: The use of shell and fiber for Boiler: 2,781 tons of shells and 39,434 tons of fiber (total usage in 2015) – equal to 1,968,770 liters of HSD fuel.</p> <p>Ukui Estate: The program tries to improve use of HSD fuel for FFB transporter. Monitoring the use of HSD fuel has been carried out every month, the data monitoring has been carried out from 2011 to 2015.</p> <p>Example:</p> <table border="1"> <thead> <tr> <th>Year</th> <th>HSD fuel usage</th> </tr> </thead> <tbody> <tr> <td>2013</td> <td>318,585 liter</td> </tr> <tr> <td>2014</td> <td>307,118 liter</td> </tr> <tr> <td>2015</td> <td>285,012 liter</td> </tr> </tbody> </table> <p>Program savings by calculating the ratio of fuel usage, each tool and vehicle. Ex; Bus: 3.7 Km / Lt, Dump truck: 3:58 km / Lt, Truck: 3.6 km / Lt, Supervision: 8 km / Lt, Tractor: 4 l / hm, Grader: 8LT / hm, Backho: 7 lt / hm, Genset: 22 l / hm, Small Genset: 5.8 l / hm</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur &amp; KUD Bakti: Cooperative has planned to reduce use of fossil fuel for each operational activity. The reduction plan such as for harvesting activity through emission test for FFB transport trucks, road maintenance program implementation, one-way FFB collection route, harvesting pad reduction.</p>	Year	HSD fuel usage	2013	318,585 liter	2014	307,118 liter	2015	285,012 liter	
Year	HSD fuel usage										
2013	318,585 liter										
2014	307,118 liter										
2015	285,012 liter										
<p><b>Criterion 5.5:</b> Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.</p>											
5.5.1	<p>There shall be no land preparation by burning, other than in specific situations as identified in the ‘Guidelines for the Implementation of the ASEAN Policy on Zero Burning’ 2003, or comparable guidelines in other regions.</p> <p>- Major compliance -</p>	<p>Ukui Estate: Company is able to demonstrate zero-burning policy as pointed out in point 5 Company policy “melakukan praktek tanpa bakar dalam kegiatan pembangunan perkebunan dan secara aktif mendukung inisiatif mencegah dan mengawasi kebakaran hutan dan asap” – practicing zero burning in plantation activity and actively support initiative to prevent and monitor fire and smog. This is reflected from the procedure for land preparation and integrated pest management. Land preparation and/or replanting are conducted through mechanical method. Ukui Estate having replanting program since 2014 (see 3.1.2). During the replanting, Ukui estate does not using fire for land preparation.</p> <p>Scheme smallholder: KUD Bina Sejahtera: KUD is able to demonstrate “Rencana Program Replanting”. KUD has prepared fund for replanting.</p>	Yes								

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		<p>"Daftar Pelaksanaan Replanting KUD 2014", the document explains methodology for replanting in 2018. The replanting will be done with mechanization/zero burning. The process started with survey and block boundary, planting point, road and drainage, felling, chipping and stacking, ploughing and harrowing, platform construction, planting leguminous cover plant and planting.</p> <p>KUD has a procedure "Replanting Tanpa Bakar", explaining the method for zero burning method during replanting period. The document also explains the factor and risk to land fire. Factor explained such as soil characteristic, palm density, location from water source, topographic location, distance from office (monitoring), and history of land fire.</p>	
5.5.2	<p>Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p> <p>- Minor compliance -</p>	<p>Ukui Estate: There is no use of fire. See 5.5.1. Based on document review and interview with stakeholders, there is no land preparation and/or replanting using fire.</p> <p>Scheme smallholder: KUD Bina Sejahtera: Replanting program and realisation presented in "Daftar Pelaksanaan Replanting KUD 2014", the document explains methodology for replanting in 2018. Scheme smallholders in each cooperative committed the replanting will be done with mechanization/zero burning.</p> <p>KUD Sawit Subur &amp; KUD Bakti: "Daftar Pelaksanaan Replanting KUD 2014", the document explains methodology for replanting in February 2017.</p>	Yes
<p><b>Criterion 5.6:</b> Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>			
5.6.1	<p>An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4).</p> <p>- Major compliance -</p>	<p>Company has assessed all pollution sources, including GHG as documented under "Program Manajemen Lingkungan". The program consists of source of pollution/emission, type of pollution/emission produced, improvement program, person in charge and timeline. The program covers:</p> <ul style="list-style-type: none"> <li>- Control the emission from operational vehicle, where all vehicle shall follow emission test and meet the quality standards;</li> <li>- When vehicle fails to meet quality standard, a repair/maintenance will be performed;</li> <li>- Reducing air pollution from fossil fuel, by using biogas plant. And stop using shell for boiler No.4 (only fibre);</li> <li>- Reducing GHG with optimal use of effluent as source of energy for power plant, through use of biogas plant.</li> </ul>	Yes
5.6.2	<p>Significant pollutants and greenhouse gas (GHG)</p>	<p>The company has implemented and monitored a plan to reduce pollutant and emission. Emission, particulate,</p>	Yes

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<p>emissions shall be identified, and plans to reduce or minimise them implemented.</p> <p>- Major compliance</p>	<p>and noise from boiler and generator are tested and monitored every six month; effluent is treated into Biogas plant to reduce green house emission.</p> <p>Records of all monitoring are kept and documented e.g. Laporan RKL-RPL, and Ukui 1 Palm Oil Mill Biogas Plant Processing.</p> <p>PT Inti Indosawit Subur has identified source of pollution and green house gas from palm oil mill effluent, use of HSD oil fro FFB and CPO transportation, application of empty fruit bunch, use of fiber and shell for boiler fuel – along with estimated emission.</p> <p>Each estate and mill has prepared a plan to reduce GHG emission from significant pollutants has not been made available and implemented.</p> <p>Example: Ukui I POM has been able to demonstrate identification of significant pollutant and greenhouse gas emission. Plan to minimize the GHG emission is available under “Program Manajemen Lingkungan Pabrik Ukui I -2016”.</p> <p>The plan to reduce the GHG is operating of Biogas plant in 2015; In order to reduce the water usage through saving water 1m3 per day in kernel heater silo by feeds back the water as boiler feed water, another effort is to constructing circulation tank for condensator water cooling from laboratory extraction process.</p>	
<p><b>5.6.3</b></p> <p>A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools.</p> <p>- Minor compliance -</p>	<p>Company has calculate the GHG emission with RSPO PalmGHG Tools for all operation unit, including company-own estate, scheme smallholder, palm oil mill and the KCP. Based on calculation, the result:</p> <ul style="list-style-type: none"> <li>- Total net emission 167,019 tCo2eq (1.74 tCO2eq/ton CPO and PK)</li> <li>- Total emissions from estate+Plasma: 139,275.50 tCo2 eq</li> <li>- Total emission from mill: 27,744.48 tCO2 eq.</li> </ul> <p>Ukui I POM is able to demonstrated “Program Manajemen Lingkungan 2015”, detailing plan to reduce significant green house gases that has been identified equipped with a monitoring plan, with explanation of appropriate tools to monitor the effectiveness of the mitigation measures.</p>	<p>Yes</p>
<p><b>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers</b></p>		
<p><b>Criterion 6.1:</b></p> <p>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.</p>		
<p><b>6.1.1</b></p>	<p>A social impact assessment (SIA) including records of Identification and anaylsis of social aspect in oil palm plantation, cooperation between PT Inti Indosawit Subur – Ukui Group and Faculty of Forestry – Bogor</p>	<p>Yes</p>

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<p>meetings shall be documented.</p> <p>- Major compliance -</p>	<p>Agriculture University, in 2010. The SIA titled "Laporan Hasil Identifikasi dan Analisis Aspek Sosial untuk Menyusun Roadmap Kelestarian Sosial Perusahaan Perkebunan Kelapa Sawit PT Inti Indosawit Subur, Kebun Ukui dan Soga, Provinsi Riau" – 2010.</p> <p>The social impact analysis including local community condition, related to basic need fulfilment, land legality, positive and negative impact from oil palm development, local community' perception, relationship with wider community and analysis of stakeholder. The document also equipped with social management plan and recommendation for social impact management.</p> <p>Company has communicated the plan for supply chain module changes to all relevant parties and stakeholders such as loading worker union, non-certified FFB collectors/suppliers on 06/17/2016 – attended by company management, SPTI PUS (Ukui I Palm Oil Mill' loading worker union), SP NIBA, SPTI PUD (Ukui II Palm Oil Mill' loading worker union) and non-certified FFB collectors/suppliers: Satumar, Gunaji, Sutarno Kudin and Suhono).</p> <p>Company has identified the social, economic and other impact, which may occur from changes in Ukui II palm oil mill's supply chain. The document was prepared as follow up from meeting dated 06/17/2016, attended by non-certified contractor and loading workers.</p> <p>These impacts: impact of contractors, scheme smallholders, loading worker unions, and other parties – were recorded under: "Dokumen Identifikasi, evaluasi dan Rencana Pengelolaan Dampak Sosial", social impact document. The document also categorized the type of impacts, affected parties, impact management plan, person in charge and activity timeplan. Three (3) types of impact: Relocation of FFB , affecting non-certified FFB and contractor for transporting the FFB supply; changes in distance, that must be travelled by transporting - affecting non-certified FFB supplier and transport contractors; impact on transferred loading manpower under SPTI-SPSI PUD, SPTI NIBA PUD and SPTI-SPSI PUS.</p> <p>The document was signed by Group Manager on 06/20/2016.</p>	
<p><b>6.1.2</b></p> <p>There shall be evidence that the assessment has been done with the participation of affected parties.</p> <p>- Major compliance -</p>	<p>Mill and Estate and Smallholder: PT Inti Indosawit Subur – Ukui Group in the social impact analysis has involving local community, in Focus Group Discussion or interview with some 18 surrounding villages including smallholder member.</p>	<p>Yes</p>
<p><b>6.1.3</b></p> <p>Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring</p>	<p>Mill and Estate: PT Inti Indosawit Subur – Ukui Group is able to demonstrate environmental and social impact management program, in order to mitigate negative</p>	<p>Yes</p>

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	<p>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>impact. The program covers type of activity and the significant impact/risk, purpose of activity, target, person in charge and time frame for implementation. Based on the results of public consultations with Dinas Perkebunan and Member Smallholder, companies can conduct in-depth evaluation of the positive and negative impacts of replanting program involving farmer institutions/KUD.</p> <p>Scheme smallholder: KUD Bina Sejahtera and KUD Sawit Subur, KUD Bakti: Plan for avoidance of negative social impact. Example: Air pollution due to smoke from FFB transport because no periodic maintenance of roads, often impassable road damaged by FFB transport; however no complaint received</p>	
<p><b>6.1.4</b></p>	<p>The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties.</p> <p>- Minor compliance -</p> <p>Every 6 months, PT. Inti Indosawit Subur – Ukui Group, has to prepare report for Environmental Management Plan and Environmental Monitoring Plan, this includes impact evaluation for each activity. is able to demonstrate environmental and social impact management program, in order to mitigate negative impact. In addition, company shows report of environmental management and monitoring report – RKL/RPL period of first semester 2016. This report is submitted to environmental body.</p> <p>It was observed review SIA and Implementation RKL/RPL period first semester 2016, social management and monitoring has been reviewed with participation of affected parties, Date 30/06/2015.</p>	<p>Yes</p>
<p><b>6.1.5</b></p>	<p>Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).</p> <p>- Minor compliance -</p> <p>PT Inti Indosawit Subur is able to demonstrate Social Impact Assessment by Faculty of Forestry – IPB datum 2010. In addition, AMDAL document or social and environmental impact assessment as per “SK Menteri Pertanian No.013/ANDAL/HA/V/95” dated 5<sup>th</sup> May 1995 for area of study 17,781.47 Ha for Buatan and 19,247.64 Ha for Ukui. Another document environmental management and monitoring plan RKL/RPL as per “Surat Keputusan Menteri Pertanian No.03/RKL-RPL/BA/IV/1996” dated 4th April 1996. The SIA document covers social impact on development of scheme smallholders.</p> <p>In addition, PT Inti Indosawit Subur – Ukui Group prepares a scheme management, by assigning assistant at each cooperative to help with day-to-day oil palm operation. Training for smallholders are part of annual training program.</p>	<p>Yes</p>
<p><b>Criterion 6.2:</b></p> <p>There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.</p>		

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6.2.1	<p>Consultation and communication procedures shall be documented.</p> <p>- Major compliance -</p>	<p>PT Inti Indosawit Subur – Ukui Group has established policy and procedure to communicate and consultation with stakeholder, under SOP AA-GL-509.1-R0, date 22/08/2011. The procedure consists of guidance to information handling and how that information used to communicate to public.</p>	Yes
6.2.2	<p>A management official responsible for these issues shall be nominated.</p> <p>- Minor compliance -</p>	<p>Mill and Estate: Public relation officer is the one responsible to consultation and communication with local community and other interested parties. PT Inti Indosawit Subur - Ukui Group has appointed official responsible for social issues based on Memorandum No.227/HRD/AA/TL/XI/2014 dated 07/11/2014 for Mr. Danton Ranap Sitompul (public relation). The job description of public relation officer is to develop and nurture good relationship with all stakeholder, to resolve issues related to social and environmental with internal and external party.</p>	Yes
6.2.3	<p>A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained.</p> <p>- Minor compliance -</p>	<p>PT Inti Indosawit Subur – Ukui Group has a list of stakeholder, latest update 2016. The stakeholder consists of government, community and NGO. Government: Kepala Polisi Sektor Ukui (police), Camat Ukui (Sub-district), Dinas Tenaga Kerja dan Transmigrasi Kabupaten Pelalawan (Manpower service), Kepala Dinas Perkebunan Kabupaten Pelalawan (Plantation service), Dinas Pertambangan dan Energi Kabupaten Pelalawan (Mining and energy service), Badan Pertanahan Nasional Kabupaten Pelalawan (Land office), Badan Lingkungan Hidup Kabupaten Pelalawan (Environment office), Dinas Pekerjaan Umum Kabupaten Pelalawan (Civil work office), Pusat Kesehatan Masyarakat Kecamatan Ukui, Palang Merah Indonesia Kabupaten Pelalawan, Badan Pusat Statistik Kabupaten Pelalawan, Badan Koordinasi Penanaman Modal, Kepala Sekolah Dasar 010, Kepala Desa Air Hitam, Kepala Desa Ukui II, Kepala Desa Bukit Gajah, Kepala Desa Bukit Jaya, Kepala Desa Trimulya Jaya, Kepala Desa Air Emas, Kepala Desa Kampung Baru, Kepala Desa Kembang Sari, Kepala Desa Silikuan Hulu, Kepala Desa Sei Beberas Hilir, Kepala Desa Rimpian, Kepala Desa Pondok gelugur, Kepala Desa Lubuk Batu Jaya, Kepala Desa Tasik Juang, Kepala Desa Kulim Jaya, Kepala Desa Air Putih, Kepala Desa Bagan Limau, Kepala Desa Lubuk Kembang Bungo, Kelurahan Ukui (Village).  Community: KUD Sumber Makmur, KUD Bina Usaha Baru, KUD Bakti, KUD Karya Bersama, KUD Sawit Subur, KUD Bina Sejahtera, KUD Sumber Bahagia, KUD Tani Bahagia, KUD Usaha Tani, KUD Bukit Potalo (cooperatives/scheme smallholders) , Ketua FK-KPPS, GWKAK, WKAK Desa Bukit Gajah, WKAK Air Emas, WKAK Pontian Mekar, Ketua Serikat Pekerja Seluruh</p>	Yes



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		<p>Indonesia (worker union), Ketua MUJ Ukui.</p> <p>NGO: WWF, Scale Up</p> <p>Scheme smallholder: KUD Bakti: Stakeholder list prepared in semester 2 2016. The list consists of PT Inti Indosawit Subur - Ukui, Camat Ukui, Camat Ukui, Kapolsek Ukui, Kepala Desa sekitar, KUD sekitar, Bank BRI, Dinas Koperasi Kabupaten Pelalawan, Kantor Pertanahan Kabupaten Pelalawan, Puskesmas desa Trimulya Jaya.</p>	
<p><b>Criterion 6.3:</b></p> <p>There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.</p>			
<b>6.3.1</b>	<p>The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested.</p> <p>- Major compliance -</p>	<p>There is a number of mechanism to handle complaint and grievances.</p> <p>"SOP Penanganan Keluhan dari Eksternal No.AA-GL-5005-R0 01" explains mechanism to resolve external complaint;</p> <p>"SOP Mekanisme Penyampaian Keluhan dan Penyelesaian Keluhan Karyawan No.AA-HR-308 0.5-R0" related to internal grievance mechanism, for employee. Company also provides comment box at each unit office.</p> <p>There is a mechanism for land dispute resolution, "SOP Penanganan Konflik Lahan AA-GL-5003.1-R1" effective 22/08/2011 related to land conflict. The procedure covers land dispute handling mechanism, negotiation process, and verification upon legal ownership evidence up to land compensation. Should negotiation process fails, any land dispute will be processed through legal/litigation mechanism. During the process, a complete record is maintained.</p> <p>Based on mechanism, public relation officer will receive information of any complaint, grievance and land dispute/claims and records under the logbook.</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: procedure for complaint is available, provides technical guidance in handling complaint by stakeholder or other interested party, including resolution process. Cooperative provide constructive respond upon complaint and conflict from stakeholder, recorded in logbook. Cooperative chairman study and analyse the complaint to seek for resolution.</p>	Yes
<b>6.3.2</b>	<p>Documentation of both the process by which a dispute was resolved and the outcome shall be available.</p> <p>- Major compliance -</p>	<p>Mill and Estate: PT Inti Indosawit Subur – Ukui Group is able to provide evidence record of resolution process. The record logs complaints from internal and external party, both verbal and written communication. Sample: Internal complaint on 24/09/2015, Mr. T complaint on broken bathroom</p>	Yes

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		<p>door at housing. The door has been fixed on 05/10/2015.</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: Logbook is available. Secretary is responsible to update the logbook. During 2016 there is no complaint reported to KUD/cooperative committee.</p>	
<p><b>Criterion 6.4:</b> 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	<p>A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place.</p> <p>- Major compliance -</p>	<p>Mill and Estate: There is a mechanism for handling complaint and grievance, SOP AA-GL-5005-R0 01 related to "Penanganan Keluhan dari Eksternal"/external complaint handling and SOP AA-HR-308 0.5-R0 related to "Mekanisme Penyampaian Keluhan dan Penyelesaian Keluhan Karyawan" or internal grievance mechanism, for employee. Company also provides comment box at each unit office.</p> <p>There is a mechanism for land dispute resolution, SOP AA-GL-5003.1-R1 related to "Penanganan Konflik Lahan" effective 22/08/2011. The procedure covers land dispute handling mechanism, negotiation process, and verification upon legal ownership evidence up to land compensation.</p> <p>Should negotiation process fails, any land dispute will be processed through legal/litigation mechanism. During the process, a complete record is maintained. Based on mechanism, public relation officer will receive information of any complaint, grievance and land dispute/claims and records under the logbook.</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: There is no land compensation. The land used for oil palm plantation is PIR TRANS program dated back 1994/1995 from central government to Kabupaten Kampar. The land originated from state land.</p>	Yes
6.4.2	<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:</p>	<p>PT. Inti Indosawit Subur - Ukui has mechanism for identification and compensation calculation was based on Land Conflict handling, SOP No.AA-GL-5003.1-R1. The SOP comprise of land conflict mechanism and land compensation, with the participation of affected communities.</p>	Yes

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	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.  - Minor compliance -		
<b>6.4.3</b>	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available.  - Major compliance -	PT Inti Indosawit Subur - Ukui Group is not acquiring any additional land and not involved in any land compensation payments. No legal or customary rights within company legal boundary, this was confirmed during stakeholders consultation meeting. Based on interview with Lubuk Kembang Sari village, Kampung Baru village and Trimulya Jaya village and result from stakeholder consultation meeting, there has been no land conflict noted or other conflict resulting in compensation claim from communities. Village head states no land claim since the scheme smallholder and PT Inti Indosawit Subur – Ukui Group's plantation development is PIR-Trans system and has been certified by land office. The land originated from state land. This information supported with document review upon incoming letters. The incoming letters did not indicates land conflict and/or other conflict with compensation claim from surrounding communities to company.	Yes
<b>Criterion 6.5:</b>			
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.			
<b>6.5.1</b>	Documentation of pay and conditions shall be available.  - Major compliance -	The company determines minimum wages based on the Government regulation every year, the minimum wages in 2016 as regulated in "Surat Keputusan Gubernur Riau No. Kpts.15/I/2016", dated 07/01/2016 for Agriculture sector in Pelalawan Regency is Rp.2.176.480,-/month. UMSP Plantation sector in Kabupaten Pelalawan defined as Rp. 2.325.000,-/bulan.  Based on Memorandum 010/HR-AAS/MEMO/04/16 dated 25 April 2016 company has deined daily wages; for non permanent workers (PHL) as Rp. 93.000,-/HK and Permanent workers SKU-H as Rp. 73.000,-/HK.  Based on review of payments slip, there is no worker paid below minimum wages. For instance:  Ukui I Mill: Mr.Sorikamin Siregar (SKU-B), Basic salary Rp.	Yes

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	<p>2,320.000; Milling incentive Rp. 616.304; OverTime Rp.-; Jamsostek deduction (insurance deduction) Rp. 100.694;            Sarpain (PHL) works 29 days with daily rate at Rp. 93.000; total Rp. 2,697.000; Milling incentive Rp.455.624 Rp. 2,697.000; Milling incentive Rp.455.624; Overtime Rp. -; Jamsostek deduction (Insurance deduction) Rp.69.750;</p> <p>Ukui Estate:            Mr. Wahyono (SKU Harian), Basic salary Rp.1,460.000; fringe benefit Rp.730.000; Premi Rp.4.008.498; Jamsostek (insurance deduction) Rp.46.909; Potongan BPJS Rp. 46.500. Take home pay Rp. 6.105.087.            Mrs. Sainem (SKU Harian), Basic salary Rp.1,752,000; Fringe benefit Rp. 438.000; Premi Rp. 3.068.334; Jamsostek (insurance deduction) Rp.46.909; Potongan BPJS Rp. 46.500. Take home pay Rp. 5.085.175.            Mr. Maryoto (SKU Harian), Basic salary Rp.1,679.000; Fringe benefit Rp. 511.000, Premi Rp. 0; Jamsostek (insurance deduction) Rp. 46.909; BPJS deduction Rp. 46.500. Take home pay Rp. 2.096.591.            Mrs. Juminten (PHL), Basic salary Rp.1,581.000; Fringe benefit Rp. -; Premi Rp. 72.000; Jamsostek deduction Rp. 46.500; BPJS deduction Rp. -. Take home pay Rp. 1.606.500.            Mrs. Nurlela (PHL), Basic salary Rp.1,302.000; Fringe benefit Rp. -; Premi Rp. 78.000; Jamsostek (insurance deduction) Rp. 46.000; BPJS deduction Rp. -. Take home pay Rp. 1.333.500.</p>	
<p><b>6.5.2</b></p> <p>Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p> <p>- Major compliance -</p>	<p>Mill and Estates:            Collective Work Agreement (PKB) between company and labour union is referred in working regulation. Collective Work Agreement was registered by "Dirjen Pembinaan Hubungan Industrial dan Jaminan Sosial Tenaga Kerja No. Kep.88/PHIJSK-PKKAD/PKB/VI/2015" dated 18/06/2015, valid to 20/04/2017.</p> <p>Based on document review, it was noted that term and condition, such as working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc, are covered in PKB and contracts which have been signed by all workers. Contract for Mill employee is available, e.g. Contract for each employee is available, e.g. Mr. Sarpain No.01/SPK-PHL/PUS/01/2016, dated 02/02/2016.</p> <p>Scheme smallholder:            KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: There is no employee in the cooperative. All operation handled by committee. Each employee has working agreement with KUD. Example: Mrs. Ika Vahrina Dewi Surat Perjanjian Kerja Karyawan Tetap KUD Bina Sejahtera No.03/SPK-KT/KUD-BS/LKS/II/2015, signed on 02/01/2015. Surat Perjanjian kerja tersebut mengatur status dan tugas, kewajiban karyawan, Hak</p>	<p>Yes</p>

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		Karyawan, Larangan, Sanksi, Pemutusan Hubungan Kerja, Penyelesaian dan Perselisihan serta Peraturan tambahan.	
<b>6.5.3</b>	<p>Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.</p> <p>- Minor compliance –</p>	<p>The company has prepared facilities for their workers, including the basic need such as electricity and water.</p> <ul style="list-style-type: none"> <li>- Housing in Mill, consist of Type B (2 units), type C (5 units), type D (14 units), Type E (86 units),</li> <li>- Housing in Estate, consist of Type B (3 units), Type C 22 units), typ D (26 units), type E (454 units)</li> <li>- Polyclinic (1 unit),</li> <li>- Mosque (1 units),</li> <li>- Church (1 unit),</li> <li>- Community hall (1 unit),</li> <li>- Kindergarden (1 units)</li> <li>- Elementary School (2 units)</li> <li>- Sport Centre (1 unit)</li> <li>- School bus (2 units),</li> <li>- The water supply is clean. Water quality is being checked and monitored on regular basis.</li> </ul> <p>Scheme smallholders: This indicator is not applicable for scheme smallholder</p>	Yes
<b>6.5.4</b>	<p>Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance –</p>	<p>Company is able to demonstrate effort in providing access to adequate, sufficient and affordable food: provision of rice benefit – aside from monthly salary to all eligible workers, cooperative organization for employee providing basic food necessities (Waserda Koperasi Karya Bersama). Company is also accommodating weekly market for each estate: Sunday for Ukui estate.</p>	Yes
<p><b>Criterion 6.6:</b></p> <p>The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>			
<b>6.6.1</b>	<p>A published statement in local languages recognising freedom of association shall be available.</p> <p>- Major compliance -</p>	<p>PT Inti Indosawit Subur – Ukui Group has company policy signed by Managing Director on 01/12/2014. The policy stated company guarantee freedom of association or be part of worker union as well as collective bargaining.</p> <p>There is a worker union for Ukui Estate and Ukui 1 POM under name "Pengurus Unit Kerja (PUK) Serikat Pekerja Pertanian dan Perkebunan-Serikat Pekerja Seluruh Indonesia (PUK-SPPP-SPSI) PT Inti Indosawit Subur Kebun Ukui dan Pabrik Ukui Satu" as per "Surat Keputusan Pengurus Cabang Federasi SPPP-SPSI Kabupaten Pelalawan No.Kep. 01/PC-FSP.PP/SPSI/PLW/II/2012" dated 26/11/2012 and valid</p>	Yes

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		<p>for 5 years.</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: KUD Bina Sejahtera issued a statement "Surat Keputusan Pengurus KUD Bina Sejahtera, Desa Lubuk Kembang Sari, Kecamatan Ukui, Kabupaten Pelalawan No.009/Kpts/KUD-BS/I/2011". The statement guarantees its farmer member recognising freedom of association and freedom to speak their aspiration.</p> <p>KUD Bhakti has a policy "Kebijakan Koperasi" signed by KUD Chairman dated 04/01/2015, in point 10, recognizing freedom of association</p>	
<b>6.6.2</b>	<p>Minutes of meetings with main trade unions or workers representatives shall be documented.</p> <p>- Minor compliance -</p>	<p>Meeting between company and worker union carried out regularly. On 06/10/2016 meeting between company (Ukui Estate) and "Pengurus PUK SPPP-SPSI/KKSA/PUS" attended by 38 representatives from both party. The meeting result recorded in minutes of meeting.</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakt: There is no employee in the cooperative. All operation handled by committee.</p>	Yes
<b>Criterion 6.7:</b>			
Children are not employed or exploited.			
<b>6.7.1</b>	<p>There shall be documentary evidence that minimum age requirements are met.</p> <p>- Major compliance -</p>	<p>Ukui 1 Palm Oil Mill: The company has own policed signed by management on 01/12/2014 that stated that: It is not allowed all children to work in every activities/processes in company. Based on document review of list of workers "Data Karyawan" Ukui Mill, updated 12/2016, interview with workers and obervation during field visit, it was no found workers hired under 18 years. The youngest workers were noted are Mr. Arbianta, date of Birth 16/07/1994, hired on 01/01/2014 (19 year, 6 months).</p> <p>Ukui Estate: Based on document review of list of workers "Data Karyawan" Kebun Ukui, update December 2016, interview with workers and obervation during field visit, it was no found workers hired under 18 years. The youngest workers was noted is Mrs. Maria Oktavia Sinaga (Division typist), date of birth 02/10/1991, hired on 01/06/2014 (22 year, 8 months).</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakt: There is no employee in the cooperative. All operation handled by committee. KUD Sawit Subur issued a</p>	Yes

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	<p>statement "Surat Keputusan Pengurus KUD Sawit Subur, Desa Kampung Baru, Kecamatan Ukui, Kabupaten Pelalawan No.009/Kpts/KUD-SS/I/2011". The statement cooperative does not employ worker under age of 18 years old.</p>	
<p><b>Criterion 6.8:</b> Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.</p>		
<p><b>6.8.1</b> A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented.  - Major compliance -</p>	<p>The company has Equal Opportunities policy as documented in "Kebijakan Perusahaan", dated 12/01/2014: "Memperlakukan seluruh karyawan secara adil, baik dalam hal penerimaan, penilaian kondisi dan lingkungan kerja, serta keterwakilan tanpa memandang suku, kasta, asal Negara, agama/ kepercayaan, cacat, gender, orientasi seksual, keanggotaan serikat pekerja, afiliasi politik dan atau umur" – To treat all employee in fair manner, in terms of recruitment, appraisal and representation without discrimination against tribe, caste, nationality, religion, disability, gender, sexual orientation, worker union, political affiliation and/or age. The company policy is available on notice board. Dissemination directly to employee also performed by company. For example dissemination performed in 21 february 2015 and 28 June 2015 in Ukui Mill and Estate.  Scheme smallholder: KUD Sawit Subur: The cooperative issued a statement "Surat Keputusan Pengurus KUD Sawit Subur, Desa Kampung Baru, Kecamatan Ukui, Kabupaten Pelalawan No.009/Kpts/KUD-SS/I/2011". In the statement, cooperative provide equal opportunities and not discriminating based on tribe, religion, race, gender, political affiliation, to work on cooperative, comply with recruitment procedure.</p>	<p>Yes</p>
<p><b>6.8.2</b> Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against.  - Major compliance -</p>	<p>Based on job vacancy and recruitment document verification, no indication on discrimination against tribe, caste, nationality, religion, disability, gender, sexual orientation, worker union, political affiliation and/or age. Promotion and grade adjustment only based on annual employee appraisal, signed by relevant employee and verified by line manager. The evaluation form does not indicate discrimination on any aspect.  Scheme smallholder: KUD Sawit Subur: The cooperative issued a statement "Surat Keputusan Pengurus KUD Sawit Subur, Desa Kampung Baru, Kecamatan Ukui, Kabupaten Pelalawan No.009/Kpts/KUD-SS/I/2011". In the statement, cooperative provide equal opportunities and not</p>	<p>Yes</p>

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		discriminating based on tribe, religion, race, gender, political affiliation, to work on cooperative, comply with recruitment procedure.	
<b>6.8.3</b>	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available.  - Minor compliance -	The company has procedure hiring workers regulated that hiring and promotion of workers based on skill, work experiences, and job evaluation. Promotion and raise Grade based on appraisals which conducted every year and outlined in the "Employee Assessment Form" signed by the employee concerned, approved by the immediate supervisor and checked by the supervisor. In the Form shows no indication of hiring discrimination both from the tribe, caste, religion, disability, gender, sexual orientation, union membership, political affiliation and/or age.	Yes
<b>Criterion 6.9:</b> There is no harassment or abuse in the work place, and reproductive rights are protected.			
<b>6.9.1</b>	Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce.  - Major compliance -	PT Inti Indosawit Subur – Ukui Group has policy to prevent sexual harassment and violence against women as in "Kebijakan Perusahaan" dated 01/12/2014. The policy is prominently displayed on notice boards at the Mills and the Estates muster areas. Interviews of female staff, workers and union representatives confirmed that the company implemented the policy that prohibits sexual harassment. There is a gender committee actively meets and discussing general agenda and other issue related to handling sexual harassment, dissemination of sexual harassment prevention. The Gender Committee conduct meeting at least every 4 months to discuss issues which raised by members (if any), the last meeting of Gender Committee was conducted on 23/07/2016 attended 14 gender committee representatives, no any issues was raised related gender, discrimination and/or violence.  Scheme smallholder: KUD Sawit Subur: The cooperative issued a statement "Surat Keputusan Pengurus KUD Sawir Subur, Desa Ukui, Kecamatan Ukui, Kabupaten Pelalawan No.009/Kpts/KUD-SS/I/2011". In the statement, cooperative provide protection against sexual harassment and domestic violence as well as protection to reproductive rights. This has been communicated to all farmer group.	Yes
<b>6.9.2</b>	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce.	Policy to protect reproductive rights stipulated in "Kebijakan Perusahaan" that's signed by Managing Director, dated 01/12/2014: "To prevent any sexual or physical abuses happen to women as well as to protect their reproductive rights". Based on interview with Gender Committee, company has implemented the protection of women reproductive	Yes



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	- Major compliance -	<p>rights, in form of maternal leave, period leave, and regular pregnancy check for female sprayers and strictly prohibit pregnant and/or breastfeeding female worker applying pesticides.</p> <p>The Gender Committee conduct meeting at least every 4 months to discuss issues which raised by members (if any), the last meeing of Gender Committee was conducted on 23/07/2016 attended 14 gender committee representatives, no any issues was raised related gender, discrimination and/or violence.</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: The cooperative issued a statement "Surat Keputusan Pengurus KUD Sawit Subur, Desa Kampung Baru, Kabupaten Pelalawan No.009/Kpts/KUD-SS/I/2011". In the statement, cooperative provide protection against sexual harassment and domestic violence as well as protection to reproductive rights. This has been communicated to all farmer group.</p>	
<b>6.9.3</b>	<p>A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce.</p> <p>- Minor compliance -</p>	<p>Standard Operating Procedure, No. SOP: -HR-308.5-RO; Revision:0, 11/12/2009: Employees complaints: Submission and settlement. Mechanism for complaints management where it needs to protect its confidentiality for complaint submitter was found in company policy's draft as in one of points of this policies stated that: "To provide appropriate information for those who inquiry it and to proted its confidentiality for whistleblower cases in accordance to law regarding environmental and social issue, food safety, health and safety work, so that it enables them to more participate to the decision making processes for improving company's performance.</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: Based on interview with cooperative committee and field visit, there is no female worker on oil palm plantation. Any case of sexual harassment will be reported to village head.</p>	Yes
<b>Criterion 6.10:</b>			
Growers and mills deal fairly and transparently with smallholders and other local businesses.			
<b>6.10.1</b>	<p>Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.</p> <p>- Minor compliance -</p>	<p>Ukui I Mill: The company has displayed the FFB price in Mill's notice board and FFB supplier or smallholders able to access the FFB price by phone and local media as well. The price determined by Tim Penetapan Harga from local government with grower and smallholder. There were current and past prices available such as prices for 2-8 November 2016 based on "Berita Acara Hasil</p>	Yes

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	<p>rapat Penetapan Harga Pembelian TBS Kelapa Sawit Produksi Pekebun di Provinsi Riau No. 43/TPH TBS-XI/2016". Price of FFB for planting age 25-29 year is Rp. 1,674.36. There was no complaint from supplier/smallholder regarding to the FFB price.</p> <p>KUD announced update FFB pricing in KUD's notice board for all members. The company extension officer updating FFB price to the farmer group leader by SMS or call phone. FFB pricing determined based on the government price which updated weekly.</p> <p>Scheme Smallholder: <u>KUD Bina Sejahtera, KUD Sawit Subur, KUD Bakti:</u></p> <p>The price determined by Tim Penetapan Harga from local government with grower and smallholder. There were current and past prices available such as prices for 2-8 November 2016 based on "Berita Acara Hasil rapat Penetapan Harga Pembelian TBS Kelapa Sawit Produksi Pekebun di Provinsi Riau No. 43/TPH TBS-XI/2016". Price of FFB for planting age 25-29 year is Rp. 1,674.36.</p> <p>PT Inti Indosawit Subur also issued a notification letter regarding FFB price of plasma every week based on the price determination from Dinas Perkebunan Provinsi Riau. Payments received by KUD Sawit every month. It was observed that PT IIS pay for FFB period November 2016, the price was appropriate.</p>	
<p><b>6.10.2</b> Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation).</p> <p>- Major compliance -</p>	<p>Ukui I Palm Oil Mill:</p> <p>The company has provided explanation on the FFB pricing formula based on government FFB price determination. There are 2 FFB price formula in Mill, such as:</p> <p>1.FFB Price formula for Plasma  <math display="block">\text{FFB Price} = \text{K Index} [(\text{CPOprice} \times \text{OER}) + (\text{Pkprice} \times \text{KER})]</math>                     The FFB price is divided based on planting ages (3, 4, 5, 6, 7, 8, 9 years, 10 – 20 years, 21, 22, 23, 24 and 25 years), the differences of prices from OER and KER.</p> <p>2.FFB price from third parties:  <math display="block">\text{CPO Price} - \text{Transport cost} \times \text{OER} = \text{X}</math> <math display="block">\text{PK price} - \text{Transport cost} \times \text{KER} = \text{Y}</math> <math display="block">\text{-----} +</math> <math display="block">\text{Total} = \text{XY} = \text{A}</math> <math display="block">\text{Processing cost} = \text{B}</math> <math display="block">\text{-----} -</math> <math display="block">\text{FFB Gross price} = (\text{A}-\text{B}) = \text{C}</math> <math display="block">\text{Miscellaneous cost} = \text{D}</math> <math display="block">\text{-----} -</math> <math display="block">\text{FFB price} = \text{C}-\text{D}</math></p> <p>Interview with selected smallholders revealed they</p>	<p>Yes</p>

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	<p>understood of FFB pricing mechanism and no complaint was noted regarding FFB price.</p> <p>Scheme Smallholder <u>KUD Bina Sejahtera, Sawit Subur, Bakti:</u></p> <p>PT Inti Indosawit Subur has makes circulars and notifications weekly and KUD announce to ll member of farmer through each KT. Sample taken, circular letter No. 163/ES-KLU/EXT/11/2016 dated 3 November 2016, concerning the price of of FFB plasma Period November 2<sup>nd</sup> to November 8<sup>th</sup>, 2016. The price refers to "BA Penetapan harga TBS No. 43/TPH TBS - XI/2016. TBS prices are as follows:</p> <ul style="list-style-type: none"> <li>- Age 21 years planting Rp. 1854.78</li> <li>- Age 22 years planting Rp. 1809.32</li> <li>- Age 23 years planting Rp. 1764.57</li> <li>- Age 24 years planting Rp. 1746.53</li> <li>- Age 25-29 years planting Rp. 1674.36</li> </ul> <p>Pricing is in accordance with the pricing issued by Disbun Riau Province.</p>	
<p><b>6.10.3</b></p> <p>Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.</p> <p>- Minor compliance -</p>	<p>Ukui Estate: The agreement/contract documents between contractor and organisation is sighted such as for Infrastructure maintenance. All contracts are acknowledged by all parties as part that contain of contract are well understood. The contract contains all relevant information such as payment method, work requirements, force majeure, contract period, cancellation of contract, etc. Contract documents are acknowledged by all parties. Based on document review that agreement between company and local contractors confirmed that contract is made fairly, legal and transparent, e.g. contract in Ukui estate for EFB Transport with Mr.Imam Farizi No.021/P2/KUK/XII/15, dated 12/01/2015 and with Mr.Jaya Barus No.014/P2/KUK/X/2015, dated 10/01/2015.</p> <p>Ukui I Palm Oil Mill: no any contract with third parties during 2016.</p> <p>Scheme Smallholder: <u>KUD Bina Sejahtera, KUD Sawit Subur, KUD Bakti:</u></p> <p>The agreement/contract documents between parties is sighted such as for FFB purchase contract between PT IIS and KUD. All contracts are acknowledged by all parties as part that contain of contract are well understood.</p> <p>- "Perjanjian kerjasama antara PT Inti Indosawit Subur Ukui dengan Petani PIR Trans SP4A KUD</p>	<p>Yes</p>

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		<p>Sawit Subur No. 17-59/SPKB/UKUI/XI/1992 dated 1 November 1992.</p> <ul style="list-style-type: none"> <li>- "Perjanjian kerjasama antara PT Inti Indosawit Subur Ukui dengan Petani PIR Trans SP3A KUD Bakti dengan PT IIS No. 15-40/SPKB/UKUI/XI/1991 dated 4 November 1991 (KT 15 – 40).</li> <li>- "Perjanjian kerjasama antara PT Inti Indosawit Subur Ukui dengan Petani PIR Trans KUD Bina Sejahtera No. 85/SPKB/UKUI/XI/1991 dated 1 November 1992.</li> </ul> <p>Contract are contain production agreements, sale and purchase of FFB, crop upkeep between participating farmers/KT and PT IIS. Signed by both parties and the company represented by the KT chairman and acknowledged by Regents Kab. Kampar and Head Dinas Perkebunan Riau Province.</p>	
<b>6.10.4</b>	<p>Agreed payments shall be made in a timely manner.</p> <p>- Minor compliance -</p>	<p><u>Ukui Estate and Mill:</u></p> <p>A review to several payment records June – November 2016 demonstrated that the payment has been made via bank transfer. It was appropriate with the related MOU/Agreement. The payment was also been made periodically according to the contract agreement. for instance: Payment of EFB transport for Mr.Imam Farizi in November 2016 is Rp. 31,940,258 (transport 1,668 tonnes EFB) and for Mr. Barus Jaya in in November 2016 is Rp. 33,367,528 (transport 1,743 tonnes EFB).</p> <p>Scheme Smallholder:</p> <p><u>KUD Bina Sejahtera, KUD Sawit Subur, KUD Bakti:</u></p> <p>Payment calculations and document verification "Berita Acara serah terima pembayaran TBS plasma" can be demonstrated that the payments are in accordance with the price and payment terms are appropriate. Time payments are made every 1<sup>st</sup> of each month and are in accordance with the agreement.</p> <p>For example payment in 23 November 2016 (period 21 October – 20 November 2016). Calculation and payment of FFB KT 47 (Semangat Baru) KUD Sawit Subur, FFB price paid period 2-8 november 2016 were Rp. 1,674.36/kg. Payment FFB for KT 16 (Tani Makmur B) KUD Bakti FFB price paid period 2 to 8 November were Rp 1,674.36/kg.</p>	Yes
<b>Criterion 6.11:</b>			
Growers and millers contribute to local sustainable development where appropriate.			
<b>6.11.1</b>	Contributions to local development that are based on the results of consultation with local communities shall	The CSR program for 2016 has been prepared. the company has developed CSR program consisting of 5 types of activities such as social activities, economy, education, health and infrastructure with a total budget of 309.5 million rupiah, - and has realized CSR activities	Yes

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<p>be demonstrated.</p> <p>- Minor compliance –</p>	<p>in 2016 with a total value of 258.5 millio rupiah, - for example;</p> <p>a. Free medical treatment program for 75 person in Bukit Gajah village on 15 November 2016. Evidenced in "BAP Serah Terima Bantuan CSR".</p> <p>b. Building construction aid for "Taman Kanak-Kanak" in Air Hitam village on 01 Oktober 2016 Evidenced in "BAP Serah Terima Bantuan CSR".</p> <p>c. Genset providing for Lubuk Kembang Bunga village on 26 Agustus 2016.</p> <p>d. Building construction aid for "Taman Kanak-Kanak" in Bagan Limau village on 01 Oktober 2016 Evidenced in "BAP Serah Terima Bantuan CSR".</p> <p>Based on interview with village head of Desa Bagan Limau and Desa Air Hitam, it is known that company has consulted and communicated the program and budget with surrounding villages and communities. Desa Bagan Limau discussed the program for CSR 2016, back in 11/2015. Desa Bagan Limau proposed for development of school building.</p>	
<p><b>6.11.2</b> Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity.</p> <p>- Minor compliance –</p>	<p>PT Inti Indosawit Subur is able to demonstrate Social Impact Assesment by Faculty of Forestry – IPB datum 2010. In addition, AMDAL document or social and environmental impact assessment as per "SK Menteri Pertanian No.013/ANDAL/HA/V/95" dated 5<sup>th</sup> May 1995 for area of study 17,781.47 Ha for Buatan and 19,247.64 Ha for Ukui. Another document environmental management and monitoring plan RKL/RPL as per "Surat Keputusan Menteri Pertanian No.03/RKL-RPL/BA/IV/1996" dated 4th April 1996. The SIA document covers social impact on development of scheme smallholders.</p> <p>In addition, PT Inti Indosawit Subur – Ukui Group prepares a scheme management, by assigning assistant at each cooperative to help with day-to-day oil palm operation. Training for smallholders are part of annual training program.</p>	<p>Yes</p>
<p><b>Criterion 6.12:</b> No forms of forced or trafficked labour are used.</p>		
<p><b>6.12.1</b> There shall be evidence that no forms of forced or trafficked labour are used.</p> <p>- Major compliance -</p>	<p>There is no form of forced labour and trafficked labour used in PT Inti Indosawit Subur. Collective Work Agreement or "Perjanjian Kerja Bersama/PKB" has been approved by company and workers. All workers signed clear work agreement, explaining the right and obligation of the workers.</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: is able to demonstrate no forms of forced or trafficked</p>	<p>Yes</p>

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Criterion / Indicator		Assessment Findings	Compliance
		labour are used. Cooperative is able to shows contract/work agreement for each worker. Most of the workers come from Riau province, Indonesia. In addition, there is no migrant worker in the cooperative.	
<b>6.12.2</b>	Where applicable, it shall be demonstrated that no contract substitution has occurred.  - Minor compliance –	Based on interview with Manpower office, worker union representative and workers, following document review, there is no contract substitution. The Collective Work Agreement or “Perjanjian Kerja Bersama/PKB” has been communicated to workers. Work agreement has been explained and agreed by both parties.  Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: is able to shows contract/work agreement for each worker sampled “Surat Keputusan Pengurus KUD Bina Sejahtera Desa Lubuk Kembang Sari Nomor 10/KPTS/KUD-BS/II/2015”, date 10/02/2015. Based on interview with workers and representative of trade union, no contract substitution ever happened.	Yes
<b>6.12.3</b>	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented.  - Major compliance -	All temporary workers have signed a work agreement before performing any work in company. Sample: Mr.Sugimin, contract No.01/SPK-PHL/PUS/01/2016, dated 02/01/2016.  Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: There are no Migrant workers at all KUD. For KUD Employee, KUD prepared “Surat Keputusan” – working agreement. This agreement is in compliance with relevant regulation. Based on document review against sampled workers, each holds signed-copy of work agreement.	Yes
<b>Criterion 6.13:</b>			
Growers and millers respect human rights.			
<b>6.13.1</b>	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1).  - Major compliance -	The company has Human Rights policy as documented in “Kebijakan Perusahaan”, dated 01/12/2014: “Menghormati hak asasi manusia dengan memperlakukan seluruh karyawan secara adil, baik dalam hal penerimaan, penilaian kondisi dan lingkungan kerja, serta keterwakilan tanpa memandang suku, kasta, asal Negara, agama/ kepercayaan, cacat, gender, orientasi seksual, keanggotaan serikat pekerja, afiliasi politik dan atau umur” - To treat all employee in fair manner, in terms of recruitment, appraisal and representation without discrimination against tribe, caste, nationality, religion, disability, gender, sexual orientation, worker union, political affiliation and/or age.  The company has communicated this policy. The company policy is available on notice board. Company	Yes

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Criterion / Indicator		Assessment Findings	Compliance
		<p>conducted dissemination sessions: In Ukui 1 POM, date 21/02/2015 attended by 45 workers; in Ukui Estate on 28/06/2015 attended by 99 workers.</p> <p>Ukui I POM: A policy to respect human rights has been communicated to workers in Ukui 1 Palm Oil Mill on 03/07/2015, 37 mill workers attended the meeting.</p> <p>Ukui Estate: A policy to respect human rights has been communicated to workers in Ukui Estate 03/07/2015, 48 harvester and overseer attended the meeting.</p> <p>Scheme smallholder: KUD Bina Sejahtera, KUD Sawit Subur and KUD Bakti: A policy to respect human rights has been stated on "Kebijakan Etika Bisnis" dated 04/01/2015 – disseminated to farmer members.</p>	
<b>Principle 7: Responsible development of new plantings</b>			
<b>Criterion 7.1:</b>			
A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.			
<b>7.1.1</b>	An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented.  - Major compliance -	<p>PT. Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989 – criterion 3.1.2.</p> <p>Therefore, the requirement of Principle 7 is not applicable.</p>	N/A
<b>7.1.2</b>	Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts.  - Minor compliance -	<p>PT. Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989 – criterion 3.1.2.</p> <p>Therefore, the requirement of Principle 7 is not applicable.</p>	N/A
<b>7.1.3</b>	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 -	<p>PT. Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989 – criterion 3.1.2.</p> <p>Therefore, the requirement of Principle 7 is not applicable.</p>	N/A
<b>Criterion 7.2:</b>			

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Criterion / Indicator		Assessment Findings	Compliance
Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.			
7.2.1	Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations.  - Major compliance -	PT. Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	N/A
7.2.2	Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available and taken into account in plans and operations.  - Minor compliance -	PT. Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	N/A
<b>Criterion 7.3:</b>			
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 -	PT. Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	N/A
7.3.2	A comprehensive HCV assessment, including stakeholder consultation, shall be conducted prior to any conversion or new planting. This shall include a land use change analysis to determine changes to the vegetation since November 2005. This analysis shall be used, with proxies, to	PT. Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	N/A



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Criterion / Indicator		Assessment Findings	Compliance
	indicate changes to HCV status. - Major compliance -		
<b>7.3.3</b>	Dates of land preparation and commencement shall be recorded. - Minor compliance -	PT. Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	N/A
<b>7.3.4</b>	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 -	PT. Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	N/A
<b>7.3.5</b>	Areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations, shall be identified in consultation with the communities and incorporated into HCV assessments and management plans (see Criterion 5.2). - Minor compliance -	PT. Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	N/A
<b>Criterion 7.4:</b>			
Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.			
<b>7.4.1</b>	Maps identifying marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided - Minor compliance -	PT. Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	N/A
<b>7.4.2</b>	Where limited planting on fragile and marginal soils, including peat, is proposed, plans shall be developed and implemented to protect them	PT. Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not	N/A

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Criterion / Indicator		Assessment Findings	Compliance
	without incurring adverse impacts. - Major compliance -	applicable.	
<b>Criterion 7.5:</b> No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their free, prior and informed consent. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.			
<b>7.5.1</b>	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. - Major compliance -	PT. Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	N/A
<b>Criterion 7.6:</b> 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.			
<b>7.6.1</b>	Documented identification and assessment of demonstrable legal, customary and user rights shall be available. - Major compliance -	PT. Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	N/A
<b>7.6.2</b>	A system for identifying people entitled to compensation shall be in place. - Major compliance -	PT. Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	N/A
<b>7.6.3</b>	A system for calculating and distributing fair compensation (monetary or otherwise) shall be in place. - Major compliance -	PT. Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not	N/A

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Criterion / Indicator		Assessment Findings	Compliance
		applicable.	
<b>7.6.4</b>	Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development. - Minor compliance -	PT. Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	N/A
<b>7.6.5</b>	The process and outcome of any compensation claims shall be documented and made publicly available. - Minor compliance -	PT. Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	N/A
<b>7.6.6</b>	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 -	PT. Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	N/A
<b>Criterion 7.7:</b>			
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.			
<b>7.7.1</b>	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 -	PT. Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	N/A
<b>7.7.2</b>	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	PT. Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	N/A

Criterion / Indicator		Assessment Findings	Compliance
	the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -		
<b>Criterion 7.8:</b> New plantation developments are designed to minimise net greenhouse gas emissions.			
<b>7.8.1</b>	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 -	PT. Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	N/A
<b>7.8.2</b>	There shall be a plan to minimise net GHG emissions which takes into account avoidance of land areas with high carbon stocks and/or sequestration options. - Minor compliance -	PT. Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	N/A
<b>Principle 8: Commitment to continual improvement in key areas of activity</b>			
<b>Criterion 8.1:</b> Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			
<b>8.1.1</b>	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"> <li>• Reduction in use of pesticides(Criterion 4.6);</li> <li>• Environmental impacts (Criteria 4.3, 5.1 and 5.2);</li> </ul>	Estate dan Mill: <ul style="list-style-type: none"> <li>- Increase rendemen CPKO by reducing losses PKE (Palm kernel expeller/pulp). Loses from 8.32% to become 7%.</li> <li>- Improve the efficiency in water use, using condensate water circulation tank during extraction process in mill laboratory. The recycled condensed water then used as dilution water. Maintenance of water plumbing also planned.</li> <li>- Planting of beneficial plant to reduce use of pesticide.</li> <li>- Planting native species/local species trees along river riparian to prevent river contamination and prevent erosion;</li> <li>- Introduction of new approach (mapping system) for spraying gang, in order to achieve time efficiency;</li> <li>- Reduce the use of chemicals in water treatment using water at two different reservoirs.</li> <li>- New standard for harvesting criteria for ripe bunch</li> </ul>	Yes

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Criterion / Indicator	Assessment Findings	Compliance
<ul style="list-style-type: none"> <li>• Waste reduction (Criterion 5.3);</li> <li>• Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);</li> <li>• Social impacts (Criterion 6.1);</li> <li>• Optimising the yield of the supply base.</li> </ul> <p>- Major compliance -</p>	<p>classification, from previously 5 loose fruit into 10 loose fruit in circle – the target is to improve loose fruit rate from 9.23% into 17%;</p> <p>Scheme Smallholder:</p> <p><u>KUD Sawit Subur:</u></p> <p>Documented in “Rencana Tindakan Perbaikan dalam upaya pembinaan petani plasma” such as:</p> <ul style="list-style-type: none"> <li>- Planting Bunga Pukul 9 (<i>Turnera subulata</i>) and <i>Cassia tora</i> as a host of predators of caterpillars/ulat api.</li> <li>- Improving the FFB harvest quality in plasma by FFB received socialization, criteria ripe harvest, information boards making, sorting at TPH and sanction for harvesters.</li> <li>- Data preparation and dissemination to farmers concerning replanting.</li> </ul>	

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**Appendix B: Approved Time Bound Plan**

Name of Mill	Address	Time bound for certification	Status as of March 2015
Buatan I	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency, Riau	2010	Certified on 16 <sup>th</sup> September 2010
Buatan II	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency, Riau	2010	Certified on 16 <sup>th</sup> September 2010
Ukui I	Ukui Village, Ukui District, Pelalawan Regency, Riau	2010	Certified on 1 <sup>st</sup> March 2011
Ukui II	Ukui Village, Ukui District, Pelalawan Regency, Riau	2010	Certified on 1 <sup>st</sup> March 2011
Tungkal Ulu	Pulau Pauh / Penyabungan / Merlung Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	2011	Certified on 15 <sup>th</sup> August 2012
Muara Bulian	Singoan / Bukit Sari / Bulian Jaya Village, Muara Bulian / Pematang Pauh Village, Tanjung Ulu District, Tanjung Jabung Regency, Jambi	2011	Certified on 28 <sup>th</sup> August 2012
Topaz	Petapahan Village, Tapung District, Kampar Regency, Riau	2013	Certified on 30 <sup>th</sup> March 2015
Taman Raja	Lubuk Bernai / Kampung Baru / Pelabuhan Dagang / Pematang Pauh Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	2013	Certified on 20 <sup>th</sup> February 2015
Segati	Langkan / Penarikan / Tambak / Sotol Village, Langgam District, Pelalawan Regency, Riau	2014	Main Audit in December 2014.
Tanah Datar	Tanah Datar Petatal Village, Talawi District, Asahan Regency, North Sumatera	Brought Forward from 2015 to 2013	Certified on 18 <sup>th</sup> May 2015
Aek Nabara	S1-S3 / Sukadame Village, Bilah Hulu / Kota Pinang District, Labuhan Batu Regency, North Sumatera	Brought Forward from 2015 to 2013	Certified on 6 <sup>th</sup> March 2015
Teluk Panjie	Teluk Panjie Village, Kampung Rakyat District, Labuhan Batu Regency, North Sumatera	Brought Forward from 2015 to 2013	Certified on 21 <sup>st</sup> April 2015
Peranap	Simelinyang / Pauh Ranap / Sengkilo Village, Peranap District, Indragiri Hulu Regency, Riau	Brought Forward from 2016 to 2013	Certified on 7 <sup>th</sup> January 2015
Bungo Tebo	Tuo Sumai / Sungai Rambai Village, PWK Sumai / Tebo Ulu District, Bungo Tebo Regency, Jambi	2016	Certified on 3 <sup>rd</sup> December 2015
Tanjung Selamat	Kampung Padang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatera	2017	Certified on 26 <sup>th</sup> May 2015
Gunung Melayu I	Rahuning Village, Bandar Pulau District, Asahan Regency, North Sumatera	2017	Certified on 7 <sup>th</sup> September 2015
Gunung Melayu II	Gonting Mahala Village, Bandar Pulau District, Asahan Regency, North Sumatera	2017	Certified on 8 <sup>th</sup> July 2015
Negri Lama I	Negri Lama Seberang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatera	Brought Forward from 2018 to 2013	Certified on 6 <sup>th</sup> April 2015
Negri Lama II	Negri Lama Seberang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatera	2018	Certified on 3 <sup>rd</sup> December 2015
Buatan	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency, Riau	2010	Certified on 16 <sup>th</sup> September 2010
Ukui & Soga	Ukui Village, Ukui District, Pelalawan Regency, Riau	2011	Certified on 1 <sup>st</sup> March 2011

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Buatan (Plasma)	Kerinci Kanan, Pangkalan Kerinci, Dayun Village, Siak & Pelalawan Regency, Riau	2011	Certified on 13 <sup>th</sup> March 2012
Ukui (Plasma)	Ukui & Lubuk Batu Jaya District, Pelalawan & Inhu Regency, Riau	Brought forward from 2012 to 2011	Certified on 11 <sup>th</sup> June 2012
Tungkal Ulu	Pulau Pauh/Penyabungan/Merlung Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	2011	Certified on 15 <sup>th</sup> August 2012
Muara Bulian	Singoan/Bukit Sari/ Bulian Jaya Village, Muara Bulian/Pemayang District, Batang Hari Regency, Jambi	2011	Certified on 28 August 2012
Buatan (KKPA)	Kerinci Kanan, Pangkalan Kerinci, Dayun District, Siak & Pelalawan Regency, Riau	2012	Certified on 17 <sup>th</sup> January 2013
Tungkal Ulu (Plasma)	Renah Mendalo, Merlung, Muara Papalik District, Tanjung Jabung Barat Regency, Jambi	2012	Certified on 11 <sup>th</sup> July 2013
Muara Bulian (Plasma)	Maro Sebo Ilir District, Batanghari Regency, Jambi	2012	Certified on 12 <sup>th</sup> July 2013
Muara Bulian (KKPA)	Maro Sebo Ilir District, Batanghari Regency, Jambi	2012	Certified on 12 <sup>th</sup> July 2013
Topaz & Seed Garden	Petapahan Village, Tapung District, Kampar Regency, Riau	2013	Certified on 30 March 2015
Taman Raja & Badang	Lubuk Bernai / Kampung Baru / Pelabuhan Dagang / Pematang Pauh Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	2013	Certified on 20 <sup>th</sup> February 2015
Segati	Langkan / Penarikan / Tambak / Sotol Village, Langgam District, Pelalawan Regency, Riau	2014	Main Audit in December 2014
Penarikan & Gondai	Pangkalan Sarik / Baru Village, Langgam / Siak Hulu District, Pelalawan / Kampar Regency, Riau	2014	Main Audit in December 2014
Penarikan (KKPA)	Pangkalan Sarik / Baru Village, Langgam / Siak Hulu District, Pelalawan / Kampar Regency, Riau	2014	Moved to 2016
Gunung Sahilan (KKPA)	Gunung Sahilan Village, Lipat Kain District, Pelalawan Regency, Riau	2014	Moved to 2016
Bahilang	Bahilang Village, Tebing Tinggi District, Serdang Bedagai Regency, North Sumatra	Brought Forward from 2015 to 2013	Certified 18 <sup>th</sup> May 2015
Tanah Datar	Tanah Datar Petatal Village, Talawi District, Asahan Regency, North Sumatra	Brought Forward from 2015 to 2013	Certified 18 <sup>th</sup> May 2015
Aek Nabara	S1-S3 / Sukadame Village, Bilah Hulu / Kota Pinang District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2015 to 2013	Certified on 6 <sup>th</sup> March 2015
Teluk Panjie	Teluk Panjie Village, Kampung Rakyat District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2015 to 2013	Certified on 21 <sup>st</sup> April 2015
Peranap	Simelinyang / Pauh Ranap / Sengkilo Village, Peranap District, Indragiri Hulu Regency, Riau	Brought Forward from 2016 to 2013	Certified on 7 <sup>th</sup> January 2015
Bungo Tebo	Tuo Sumai / Sungai Rambai Village, PWK Sumai / Tebo Ulu District, Bungo Tebo Regency, Jambi	Brought Forward from 2016 to 2014	Certified 3 <sup>rd</sup> December 2015
Peranap (Plasma)	Simelinyang / Pauh Ranap / Sengkilo Village, Peranap District, Indragiri Hulu Regency, Riau	2016	Certified 19 <sup>th</sup> August 2016
Bungo Tebo (Plasma)	Tuo Sumai / Sungai Rambai Village, PWK Sumai / Tebo Ulu District, Bungo Tebo Regency, Jambi	2016	Certified 7 <sup>th</sup> February 2017
Tanjung Selamat	Kampung Padang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2017 to 2014	Certified 26 <sup>th</sup> May 2015

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Pangkalan	Sennah Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2017 to 2014	Certified 26 <sup>th</sup> May 2015
Sentral & Batu Anam	Gonting Mahala Village, Bandar Pulau District, Asahan Regency, North Sumatra	Brought Forward from 2017 to 2014	Certified 8 <sup>th</sup> July 2015
Pulau Maria	Rahuning Village, Bandar Pulau District, Asahan Regency, North Sumatra	Brought Forward from 2017 to 2014	Certified 7 <sup>th</sup> September 2015
Nagri Lama	Nagri Lama Seberang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2018 to 2013	Certified on 6 <sup>th</sup> April 2015
Aek Kuo	Aek Korsik Village, Aek Natas District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2016 to 2013	Certified on 6 <sup>th</sup> April 2015



**Appendix C: Certification Unit RSPO Certificate Details**

PT. Inti Indosawit Subur  
Ukui I Palm Oil Mill  
Ukui Village,  
Ukui District,  
Pelalawan Regency,  
Riau Province,  
INDONESIA

BSI RSPO Certificate No: RSPO 633774

Date of Initial Certificate Issued: 01/03/2011

Date of Expiry: 28/02/2021

RSPO membership number: 1-0022-06-000-00

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

<b>PT. Inti Indosawit Subur – Ukui I Palm Oil Mill and Supply Base</b>						
Location Address		Ukui Village, Ukui District, Pelalawan Regency, Riau Province				
GPS Location		102° 05' 33" E & 00° 13' 34" S				
CPO Tonnage Total		61,257 mt				
PK Tonnage Total		16,141 mt				
CPO Claimed for Certification*		48,450 mt				
PK Claimed for Certification *		12,283 mt				
Own estates FFB Tonnage		80,419 mt				
Scheme Smallholder FFB Tonnage		142,915 mt				
Estates	Production Area		Other use (ha)	HCV Area	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)				
Ukui Estate*	3,075	307	80.84	116.16	3,579	80,419
KUD Sumber Makmur	1,562	0	0	0	1,562	36,995
KUD Bina Usaha Baru	616	0	0	0	616	0**
KUD Bakti	448	0	0	0	448	1,199
KUD Karya Bersama	864	0	0	0	864	19,922
KUD Sawit Subur	908	0	0	0	908	6,574
KUD Bina Sejahtera	1,236	0	0	0	1,236	30,158
KUD Sumber Bahagia	1,206	0	0	0	1,206	29,609
KUD Bukit Potalo	494	0	0	0	494	9,229
KUD Usaha Baru	494	0	0	0	494	9,229
<b>TOTAL</b>	<b>10,903</b>	<b>307</b>	<b>80.84</b>	<b>116.16</b>	<b>11,407</b>	<b>223,334</b>

Note : \*) Only Ukui Estate, Division I, II, III & IV, supplying certified FFB to Ukui I POM,

\*\*\*) No production due to Replanting

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### Appendix D: Assessment Plan

ASA 1 Assessment plan

Date	Time	Subjects	Mujinius Jalaraya	Imam Fakhru rozi	Aswan Hasibua n	Nanang Muallib
			PRSCO LA HCV/Legal/Mill	PRSCO-OHS/BAP	PRSCO - EMS/SCC	PRSCO -SA
Wednesday, 30/11/2016	14.05 – 15.50	Flight Jakarta – Pekanbaru by GA 176	√	√	√	√
	16.00 – 19.00	Travelling Pekanbaru – Estate by Car	√	√	√	√
Thursday, 01/12/2016	08.00 – 09.00	<b>Opening Meeting:</b> Presentation by PT. IIS – Ukui I Mill and Estate Presentation by BSI Indonesia	√	√	√	√
	09.00 – 12.00	<b>Field Visit: Ukui Estate</b> Herbicide application programs, harvesting, fertilizer application, terracing, road maintenance, Barn owl, beneficial plant, IPM, Landfill, housing complex, Storage, workshop, diesel tanks, clinic, HGU pegs, etc (including interview with sprayer team and harvester).	√	√	√	√
		<b>Field Visit: Ukui I Mill</b> inspection of processing, warehouse, workshop, mill wastes management, Effluent Ponds, OSH, Environment issues, POME application, workers interview, Supply chain for CPO mill, Review on SEIA documents and records, Document review, etc.	√	√	√	
		<b>Stakeholder Consultation Meeting – Mill, Estate, and Scheme Smallholders:</b> Stakeholder consultation with local government, head of villages, local NGO, local contractors, Labor union, Gender committee, etc.				√
	12.00 – 14.00	<b>Break</b>	√	√	√	√
	14.00 – 17.00	<b>Document review at Mill and Estate (General Documentation</b> e.g. Legal, Manual and Procedure, HCV identification, SEIA documents, Health and Safety, Time bound plan verification, verify status of previous Non Conformity, etc). RSPO SCCS	√	√	√	√
Friday, 02/12/2016	08.00 – 12.00	<b>Field visit and Interview with members:</b> KUD Bina Sejahtera (15 samples)	√	√	√	
		<b>Document review:</b> KUD Bina Sejahtera	√	√	√	
		<b>Stakeholder Interview:</b> Interview with local government (BLH, BPN, Disnakertrans and Dinas Perkebunan)				√
	12.00 – 14.00	Break	√	√	√	√
	14.00 – 17.00	<b>Field visit and Interview with members:</b> KUD Bakti (10 samples)	√	√	√	√
		<b>Document review:</b> KUD Bakti	√	√	√	√
Saturday, 03/12/2016	08.00 – 12.00	<b>Field visit and Interview with members:</b> KUD Sawit Subur (21 samples)	√	√	√	√

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Date	Time	Subjects	Mujinius Jalaraya	Imam Fakhru rozi	Aswan Hasibua n	Nanang Mualib
			PRSCO LA HCV/Lega l/Mill	PRSCO-OHS/BAP	PRSCO - EMS/SCC	PRSCO -SA
		<b>Document review:</b> KUD Sawit Subur	√	√	√	√
Sunday, 04/12/2016		<b>Break onsite</b>	√	√	√	√
Monday, 05/12/2016	08.00 – 12.00	<b>Field visit and Interview with members:</b> KUD Bina Sejahtera (14 samples)	√	√	√	√
		<b>Document review:</b> KUD Bina Sejahtera				
		<b>Document review: Ukui Estate, Scheme Management</b> RSPO P & C				
		<b>Document review: Ukui I Mill</b> RSPO P & C, SCC	√	√	√	√
	12.00 – 14.00	<b>Break</b>	√	√	√	√
	14.00 – 15.30	<b>Audit continue</b>	√	√	√	√
	15.30 – 16.00	<b>Report Writing &amp; Preparation</b>				
16.00 – 17.00	<b>Closing Meeting</b>	√	√	√	√	

### NCR Close Out Visit Plan

Date	Time	Subjects	Aswan Hasibuan
			PRSCO LA
Monday, 30/01/2017	14.05 – 15.50	Flight Medan – Pekanbaru	√
	16.00 – 19.00	Travelling Pekanbaru – Estate by Car	√
Tuesday, 31/01/2017	08.00 – 12.00	<b>Opening Meeting</b>	√
		<b>Document review and Field Visit:</b> Verification for corrective action plan and its effectiveness implementation	√
	12.00 – 14.00	<b>Break</b>	√
	14.00 – 15.30	<b>Audit continue</b>	√
	15.30 – 16.00	<b>Report Writing &amp; Preparation</b>	√
	16.00 – 17.00	<b>Closing Meeting</b>	√

**Appendix E: Stakeholders Contacted**

<p><b>Internal Stakeholders</b></p> <ol style="list-style-type: none"> <li>1. Komite Gender Ukui Grup (Gender Committee of PT Inti Indosawit Subur – Ukui Group).</li> <li>2. Employee PT Inti Indosawit Subur – Ukui Group</li> </ol>	<p><b>Union/Contractors/Local Communities</b></p> <ol style="list-style-type: none"> <li>1. Serikat Pekerja Seluruh Indonesia/SPSI Kebun Ukui, Kebun Soga, Pabrik Kelapa Sawit Ukui 1 dan Pabrik Kelapa Sawit Ukui 2 (Worker union of Ukui Estate, Soga Estate, Ukui 1 POM and Ukui 2 POM).</li> <li>2. Local community and village head of Trimulya Jaya Village, Lubuk Kembang Sari Village and Kampung Baru village.</li> <li>3. Employee Cooperative “Karya Bersama” official</li> <li>4. Local contractor (EFB transportation services)</li> </ol>
<p><b>Government Departments</b></p> <ol style="list-style-type: none"> <li>1. Dinas Tenaga Kerja dan Transmigrasi Kabupaten Pelalawan (Manpower and Transmigration Office – Pelalawan Regency)</li> <li>2. Badan Lingkungan Hidup Kabupaten Pelalawan (Environmental Office – Pelalawan Regency)</li> <li>3. Dinas Kehutanan dan Perkebunan Kabupaten Pelalawan (Forestry and Plantation Service – Pelalawan Regency)</li> <li>4. Kantor Pertanahan Kabupaten Pelalawan (Land affairs office, Pelalawan Regency)</li> </ol>	<p><b>NGO</b></p> <ol style="list-style-type: none"> <li>1. WWF (Flaying Swap), Teso Nilo National Park</li> </ol>

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

Requirements	Compliance
<b>E.1 Definition</b>	
<p>E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>	<p>The certified FFB is only coming from Company own estate and scheme smallholder. The non-certified FFB is coming from outgrowers/third party traders. This can be traced in the Mill documentation and record. Ukui 1 POM is implementing the RSPO SCCS 2014 Requirement for CPO Mill: Module E Mass Balance. Based on document review, Ukui 1 POM is able to demonstrate system for RSPO Supply Chain Certification to verify the volume of certified and uncertified FFB entering the mill; and claim the volume of palm oil product as MB.</p>
<b>E.2 Explanation</b>	
<p>E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&amp;C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p>	<p>The estimate annual tonnage for FFB, CSPO, and CSPK are available in the Estate and Mill annual production budget for 2016. The FFB received from each certified supply base and non-certified supply base. The certified supply base is coming from Ukui Estate and 9 Plasma Cooperatives/KUD of scheme smallholders.</p> <p>This has been recorded in this public summary report.</p>
<p>E.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>	<p>Company held eTrace registration under PT Inti Indosawit Subur – Ukui I POM. This can be traced in the eTrace system.</p>
<b>E.3 Documented procedures</b>	
<p>E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.</p>	<p>Company still use Operational procedure for supply chain elements is in place i.e.</p> <p>A).</p> <ul style="list-style-type: none"> <li>- SOP AA.MPM-OP.1400.17-R4 (Traceability), 23 April 2015. Procedure covers roles and responsibilities for Marketing Manager, Weight Bridge Clerk, Mill Administration Head, Mill Manager, and Environment &amp; Sustainability Head.</li> <li>- SOP AA.MPM-OP-1400.02-R1 (Penerimaan)</li> <li>- SOP AA.MPM-OP-1400.17-R1 (Traceability)</li> <li>- SOP AA.MPM-OP.1400.18-R3 (Mass Balance)</li> <li>- SOP AA.MPM-OP-1400.14-R1 (Pengiriman)</li> </ul> <p>Mechanism to record all FFB source, volume of CPO and PK produced, and sales goods out.</p> <p>b) Mill manager is the person having overall responsibility for and authority over the implementation of SCCS</p>
<p>E.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>Operational procedure for Mass Balance is in place i.e. SOP AA.MPM-OP.1400.18-R3 and SOP AA.MPM-OP-1400.17-R1 (Traceability)</p> <p>Procedure has been implemented e.g.:</p> <ul style="list-style-type: none"> <li>- Information on Delivery docket has been covered Estate/Scheme Smallholder name with block number, Certified or non certified status, planting year, harvesting</li> </ul>

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	<p>date, number of RSPO Certificate. Sample taken was delivery docket from Ukui Estate dated 02 December 2016. Weight bridge ticket has covered RSPO Certified status, batch number with RSPO certificate number, volume of FFB (gross and netto), transportation reference. Sample taken was Weight bridge ticket for Ukui Estate dated 02 December 2016.</p>
<p><b>E.4 Purchasing and goods in</b></p>	
<p>E.4.1 The site shall verify and document the volumes of certified and non-certified FFBs received.</p>	<p>All incoming FFB certified and non-certified will be counted automatically in Weigh Bridge system.</p> <p>Sample taken: FFB from Ukui estate:</p> <ul style="list-style-type: none"> <li>- SP No. 007617, dated 02 December 2016, total 218,960 Kg FFB, Vehicles: BM 9021TB, RSPO FFB Certified,</li> <li>- FFB from KUD Bina Sejahtera:</li> <li>- SP No. 00037, dated 02 December 2016, 226 bunches FFB and 7,040 Kg RSPO Certified,</li> <li>- FFB from KUD Sawit Subur:</li> <li>- SP No. L.014, dated 02 December 2016, Vehicles: BM 9240 CK, dated 02 December 2016, 226 FFB, 6,380 kg.</li> <li>- FFB from KUD Bakti:</li> <li>- SP No. L.055, dated 02 December 2016, Vehicles: BM 9035 CP, dated 02 December 2016, 342 FFB, 7,940 kg.</li> </ul>
<p>E.4.2 The site shall inform the CB immediately if there is a projected overproduction.</p>	<p>This has been covered in the Operational procedure for supply chain elements is in place i.e. SOP AA.MPM-OP.1400.17-R4 (Traceability).</p>
<p><b>E.5 Record keeping</b></p>	
<p>E.5.1 a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.</p> <p>(b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.</p> <p>c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)</p>	<p>Record and report demonstrating compliance are available:</p> <ul style="list-style-type: none"> <li>- Mill Daily Production Report.</li> <li>- Three-Monthly Mass Balance system for CPO and PK, latest update on January-March 2016, and April-June 2016, showing Input and output of Certified and non certified product with end balance stock.</li> </ul> <p>During period July to September 2016 there is no shipment of sustainable CPO either RSPO and ISCC. During year of 2016 company only deliver CSPO in ISCC scheme, none of RSPO scheme.</p> <p>The tonnage and source of certified FFB received were recorded under Daily Production Report of Ukui 1 Mill ("Laporan Harian Pabrik"). Review of record dated 02 December 2016 confirmed the certified FFB received from Nucleus estate/Ukui Estate and scheme smallholder were noted with today and todate of total volumes. All figures are to be reported under Mill's Monthly Progress Report.</p> <p>The production and sales of CSPO and CSPK are recorded under Daily Production Report of Ukui 1 Mill ("Laporan Harian Pabrik"). This also recorded in 3-Monthly mass balance system. Review of sales record for September 2014 up to July 2015 the sales of certified volume were not over than figures stated in the certificate.</p> <p>Sample taken:</p>

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	<p>1. CPO Certified:</p> <ul style="list-style-type: none"> <li>- DO: No. DO. 06331/DC10/02/15, 2,000 tonnes CPO, ke Terminal Tank PT. IIS Lubuk Gaung, No. SP. JB 11283, dated 01 July 2015:</li> <li>- WB: No. Ticket C115201388, dated 01 July 2015, SP. JB 11283, Komoditi: CPO Certified RSPO, , dated 01 July 2015, quantity: 27,310 kg.</li> </ul> <p>2. CPO Non Certified:</p> <ul style="list-style-type: none"> <li>- DO: No. DO. 11014/DN10/02/16, dated 28 November 2015, volume: 500 tonnes CPO non certified,</li> <li>- WB: No. Ticket: C115203031, komoditi: CPO Non Certified, quantity: 27,350 kg, BM 9513 CU, No. SP. JB 5253</li> </ul> <p>Based on review of documents, the company has a system to deduct volume of CPO and PK delivered in system automatically.</p> <p>Short Sell system is included in their procedure; it's clear how the system works.</p>
<p>E.5.2 In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement</p>	<p>No out-sourced activities within this mill.</p>

**Actual Tonnage Certified Palm Production - 01/2016 – 12/2016**

Mill	Capacity	CPO	PK
Ukui I POM	90 tons FFB/hour	52,976	13,089

**Actual Tonnage Sales of Certified Palm Products - 01/2016 – 12/2016**

Mill	Certified CPO Sales	Certified PK Sales	Remarks
Ukui I POM	9,050	13,057	Sales of certified palm products in eTrace

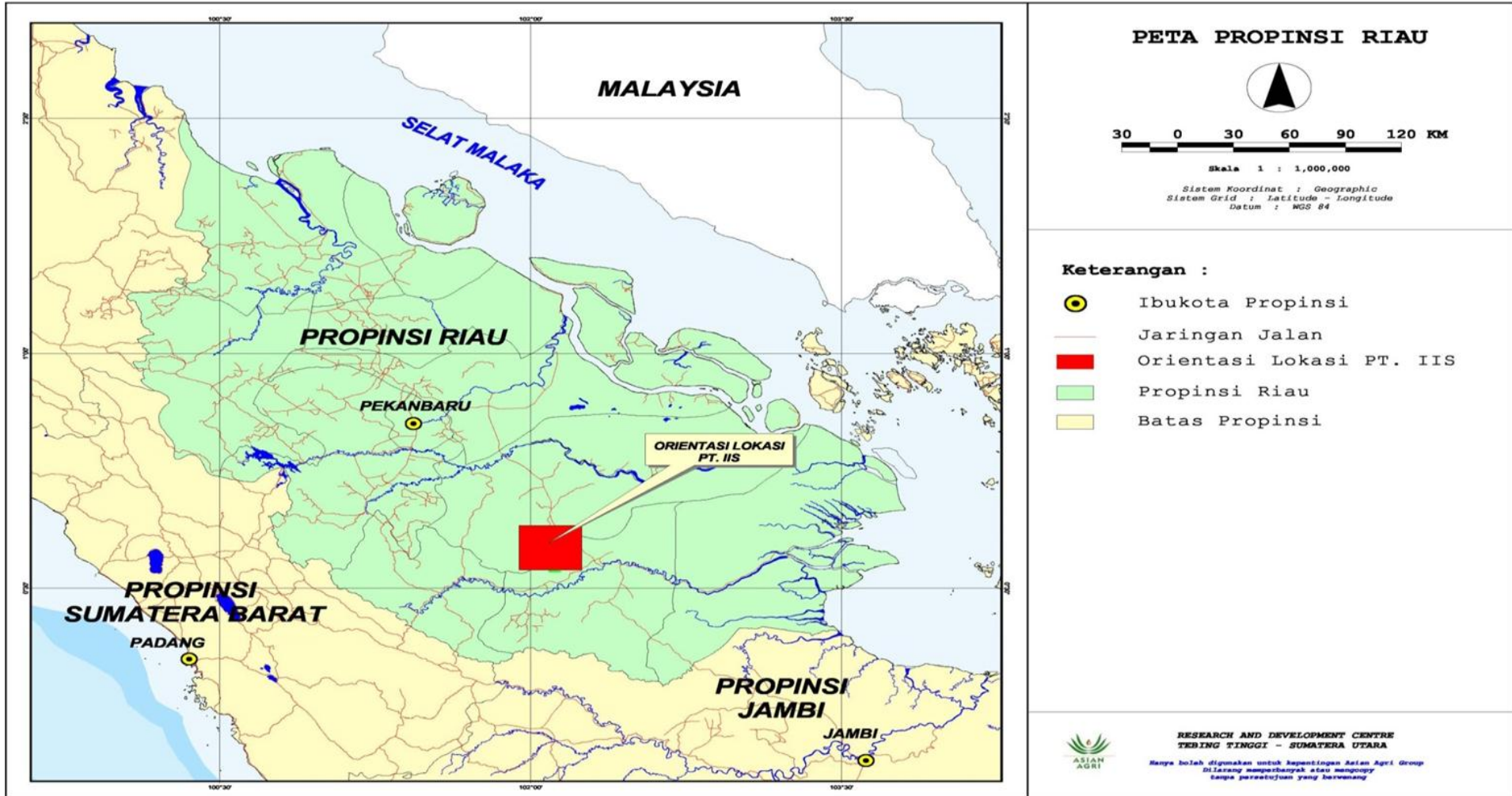
Month	Certified Supply Base (from own certificate scope) (mt)		
	Ukui Estate	Scheme Smallholder	Total FFB/Month (MT)*
Jan 16	8,189	13,718	21,907
Feb 16	7,654	12,273	19,927
Mar 16	7,166	11,401	18,567
Apr 16	6,878	12,644	19,522
May 16	7,112	12,231	19,343
Jun 16	7,421	13,556	20,977
Jul 16	7,158	11,910	19,068
Aug 16	7,343	11,850	19,193
Sep 16	8,936	14,546	23,482
Oct 16	6,950	14,735	21,685
Nov 16	6,623	15,441	22,064
Dec 16	7,309	14,953	22,262
<b>Total</b>	<b>88,739</b>	<b>159,258</b>	<b>247,997</b>

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



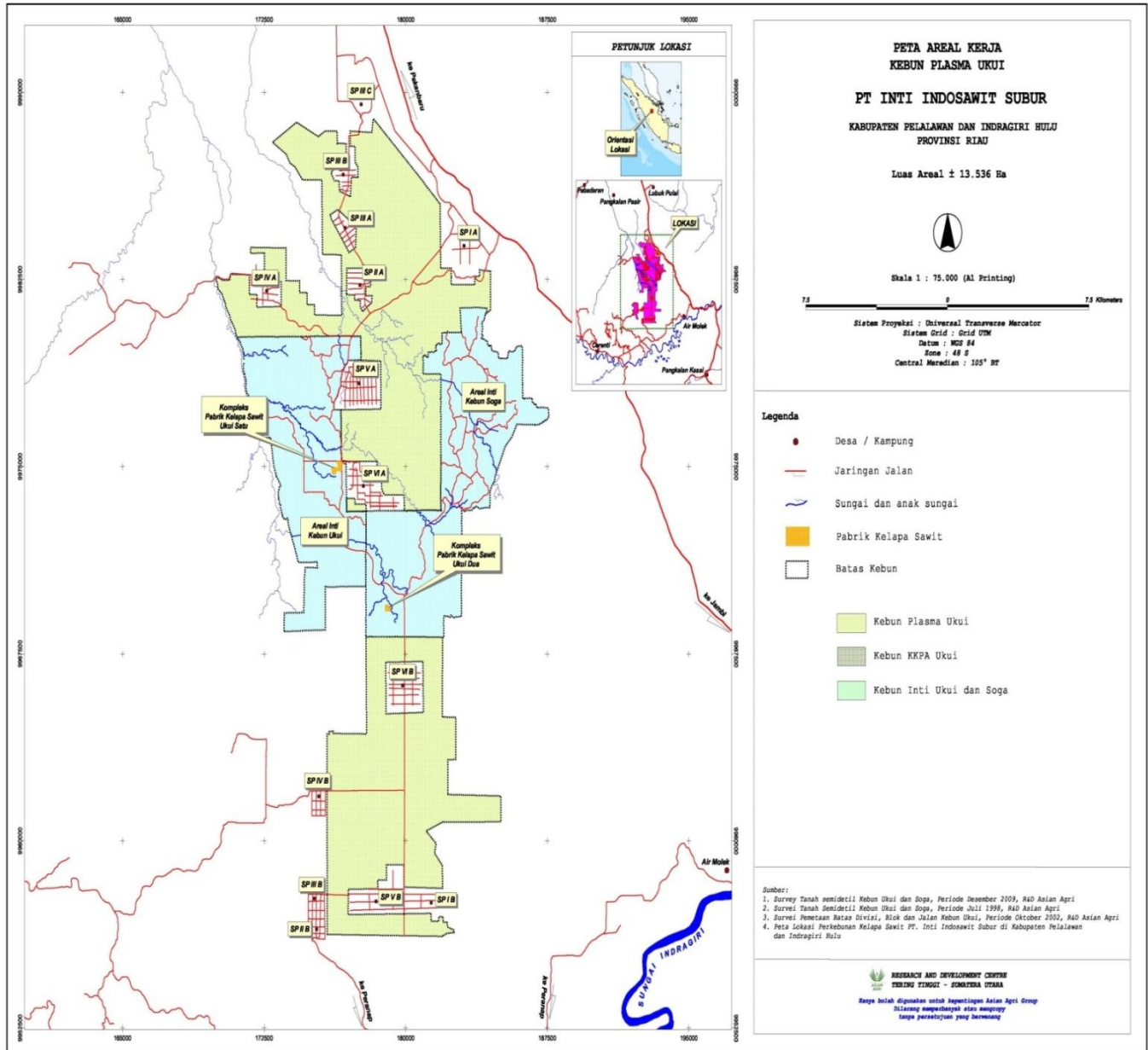


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**Appendix H: Estate Field Map**



**Appendix I: List of Smallholder Sampled**

No. Sample	Area	Smallholder Number (61)	Smallholder Name
1	KUD Bina Sejahtera	1634	Suhartoyo/Suyitna
2	KUD Bina Sejahtera	1630	AB. Basir
3	KUD Bina Sejahtera	1615	Oting
4	KUD Bina Sejahtera	1656	Sumadi
5	KUD Bina Sejahtera	1698.A	Rahmat Nurarip
6	KUD Bina Sejahtera	1728	Tarso
7	KUD Bina Sejahtera	1730	Parnu
8	KUD Bina Sejahtera	1779 and 1740	Toya
9	KUD Bina Sejahtera	1732	Khaerudin/Rudy
10	KUD Bina Sejahtera	1944	Surkim
11	KUD Bina Sejahtera	1943	Waryono
12	KUD Bina Sejahtera	1959	Sunardi
13	KUD Bina Sejahtera	1901	Warsito/Loko
14	KUD Bina Sejahtera	1955	Sutan
15	KUD Bina Sejahtera	1953	Mula
16	KUD Bina Sejahtera	2018	Yubadi
17	KUD Bina Sejahtera	2035	Sutaryo
18	KUD Bina Sejahtera	2038	Jufri/Maani
19	KUD Bina Sejahtera	2130	Amol
20	KUD Bina Sejahtera	2245	Hamid/Gunaryo
21	KUD Bina Sejahtera	2145	Sukiman B
22	KUD Bina Sejahtera	2123	Sumarso
23	KUD Bina Sejahtera	2274	Ngatno
24	KUD Bina Sejahtera	1705	Kijan
25	KUD Bina Sejahtera	1846	Hadi Muslim
26	KUD Sawit Subur	1537	Wardi/Uhan Yuhana
27	KUD Sawit Subur	1521	Sudirman/Ruhimat
28	KUD Sawit Subur	1532	Aay
29	KUD Sawit Subur	1533	M. Umar
30	KUD Sawit Subur	1522	Kardi/ Ahmad Triadi
31	KUD Sawit Subur	1501	Hurip Budiman
32	KUD Sawit Subur	1516	Nanang S
33	KUD Sawit Subur	1502	Dedi Maryadi/Sukimin
34	KUD Sawit Subur	1511	Eman Sulaiman
35	KUD Sawit Subur	1508	Sartono
36	KUD Sawit Subur	1512	Maulana
37	KUD Sawit Subur	1291	Juari
38	KUD Sawit Subur	1367	Susanto
39	KUD Sawit Subur	1523	Sukri
40	KUD Sawit Subur	1324	Paryanto
41	KUD Sawit Subur	1328	Karto Wiyono
42	KUD Sawit Subur	1239	Teguh Basuki
43	KUD Sawit Subur	1214	Sutarman
44	KUD Sawit Subur	1299	Hari
45	KUD Sawit Subur	1300	Slamet
46	KUD Sawit Subur	1215	Suyono

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48	KUD Sawit Subur	1368	Subarjo
49	KUD Sawit Subur	1323	Subakri
50	KUD Sawit Subur	1322	Wawan Ruwandi/Gunawan
51	KUD Sawit Subur	1365	M. umar
52	KUD Bakti	385	Suyoto/Eko M.
53	KUD Bakti	393	Wartono
54	KUD Bakti	383	Tarmo
55	KUD Bakti	509	Amida
56	KUD Bakti	510	I. Syamsudin/Ahmad Fauzi
57	KUD Bakti	488	Wangit/Zulkarnain
58	KUD Bakti	363	Suktar/Jaswijaya
59	KUD Bakti	372	Narno
60	KUD Bakti	273	Karsi A/kalimi
61	KUD Bakti	274	Sunarti/Joko S.

## Appendix J: List of Abbreviations Used

AN	Ammoniacal Nitrogen
ANPN	National Park Agency Gabon
BOD	Biological Oxygen Demand
CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
DGEPN	Environmental Protection Agency Gabon
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
GMP	Good Manufacturing Practice
HCV	High Conservation Value
IAV	Initial Assessment Visit
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
KT	<i>Kelompok Tani</i> (farmers group)
KUD	<i>Koperasi Unit Desa</i> (the village unit cooperatives)
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
SHM	Sertifikat Hak Milik (Land property right)
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