

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

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

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0022-06-000-00	Date	6 th February 2006
Company Name	PT. Inti Indosawit Subur – Ukui II Palm Oil Mill		
Address	Head Office: Jl. M.H Thamrin No.31 Jakarta 10230, Indonesia Site Location: Ukui Village, Ukui Sub-District, Pelalawan Regency, Riau Province, Indonesia		
Subsidiary of (if applicable)	PT. Inti Indosawit Subur		
Contact Name	Mrs.Asrini Subrata		
Position/Role of Contact Person	Stakeholder Relation Dept. Head		
Website	www.asianagri.com	E-mail	asrini_subrata@asianagri.com
Telephone	+62 21 23201119	Facsimile	+62 21 2301120

2. Certification Information			
Certificate Number	RSPO 565807	Date	01/03/2011
Scope of Certification	Production of CPO an PK at Ukui II Palm Oil and FFB supplied from two (2) company own plantation namely Soga Estate and Ukui Estate (Division V only) and six (6) cooperatives of scheme smallholder.		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
EU-ISCC-Cert-DE100-20162842	ISCC (Ukui II POM)	SGS	3 rd February 2016 – 2 nd February 2017
ID05/65250	ISO 14001:2004	SGS	10 th June 2017

3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Easting	Northing
Ukui II Palm Oil Mill	Ukui Village, Ukui District, Pelalawan Regency	102° 07' 01" E	00° 16' 37" S
Soga Estate	Ukui Village, Ukui District, Pelalawan Regency	102° 02' 43" - 102° 11' 37" E	00° 10' 5" S - 00° 17' 18" S
Ukui Estate (Division V)	Ukui Village, Ukui District, Pelalawan Regency	102° 02' 43" - 102° 11' 37" E	00° 10' 5" S - 00° 17' 18" S

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KUD Tani Subur	Sei Beberas Village, SP 1 Lala, Lubuk Batu Jaya District, Indragiri Hulu Regency	102° 07' 53" E	00° 23' 10" S
KUD Karya Tani	Sei Beras beras Village, SP 2 Lala, Lubuk Batu Jaya District, Indragiri Hulu Regency	102° 04' 59" E	00° 23' 15" S
KUD Mekar Abadi	Tasik Juang Village, SP 3 Lala, Lubuk Batu Jaya District, Indragiri Hulu Regency	102° 05' 01" E	00° 22' 37" S
KUD Trani Maju	Pontian Mekar Village, SP 4 Lala, Lubuk Batu Jaya District Indragiri Hulu Regency	102° 05' 03" E	00° 20' 35" S
KUD Tani Bahagia	Kulim Jaya Village, SP 5 Lala, Lubuk Batu Jaya District, Indragiri Hulu Regency	102° 07' 31" E	00° 22' 50" S
KUD Usaha Tani	Air Putih Village, SP 6 Lala, Lubuk Batu Jaya District, Indragiri Hulu Regency	102° 07' 31" E	00° 18' 16" S

4. Description of Supply Base							
Estate	Mature (ha)	Immature (ha)	Infras & Other (ha)	HCV* (ha)	Total Planted (ha)	Total Hectarage	% of Planted
Soga Estate	5,140	0	124	92.29	5,140	5,264	97.6
Ukui Estate**	876	0	12	26	876	888	95.8
KUD Tani Subur	780	0	0	0	780	780	100
KUD Karya Tani	734	0	0	0	734	734	100
KUD Mekar Abadi	574	0	0	0	574	574	100
KUD Trani Maju	962	0	0	0	962	962	100
KUD Tani Bahagia	1,366	0	0	0	1,366	1,366	100
KUD Usaha Tani	1,292	0	0	0	1,292	1,292	100
Total	11,724	0	136	118.29	11,724	11,860	99.6

Note:

*) HCV area is part of the Total Land Use;

***) Only Ukui Estate Division V, supplying certified FFB to Ukui II POM;

5. Plantings & Cycle								
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)
Soga Estate	0	10	2,737	2,393	0	142,792	126,802	124,157
Ukui Estate*	0	0	318	0	558	6,548*	7,653	22,709
KUD Tani Subur	0	0	0	780	0	17,180	15,587	18,627
KUD Karya Tani	0	0	0	734	0	18,229	17,296	16,903

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KUD Mekar Abadi	0	0	0	574	0	13,535	13,059	13,379
KUD Tani Maju	0	0	0	962	0	24,822	23,547	22,325
KUD Tani Bahagia	0	0	0	1,366	0	35,143	32,772	33,560
KUD Usaha Tani	0	0	0	1,292	0	33,297	33,024	32,817
Total Certified	0	10	3,055	8,101	558	291,564	269,739	284,477

Note:

*) Only Ukui Estate Division V, supplying certified FFB to Ukui II POM;

6. Certified Tonnage									
Mill	Estimated (Jan 2016 – Dec 2016)			Actual (Jan 2016 – Dec 2016)			Forecast (Jan 2017 – Dec 2017)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Ukui II POM	291,564	66,881	15,474	269,739	57,603	14,443	284,477	61,905	15,078
Total	291,564	66,881	15,474	269,739	57,603	14,443	284,477	61,905	15,078

7. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable			
Independent FFB Supplier	Tonnage / year		
	Estimated (Jan – Dec 2016)	Actual (Jan – Dec 2016)	Forecast (Jan – Dec 2017)
No supply FFB from Third party supplier/Collector	N/A	N/A	N/A

8. Certified Tonnage CPO									
Mill	Estimated (Previous Year)			Actual (This Year)			Forecast (Next Year)		
	FFB	CPO OER %	PK KEP %	FFB	CPO OER %	PK KEP %	FFB	CPO OER %	PK KEP %
Ukui II POM	291,564	22.94	5.31	269,739	21.36	5.35	284,477	21.76	5.30

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: RSPO-ACC-19)
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The Vertical Business Suites, Bangsar South
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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 original on-site assessment was conducted from 6th – 9th 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 31st 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 meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between

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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 Hafriazhar Mohd. Mokhtar prior to certification decision by BSI.

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

1. Assessment Program					
Name (Mill / Supply Base)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 4)	Year 5 (ASA 5)
Ukui I POM	X	X	X	X	X
Soga Estate	X	X	X	X	X
Ukui Estate*	X	X	X	X	X
KUD Tani Subur		X		X	
KUD Karya Tani		X		X	X
KUD Mekar Abadi		X		X	
KUD Tani Maju			X		X
KUD Tani Bahagia	X		X		
KUD Usaha Tani	X		X		X

Tentative Date of Next Visit: ASA2, December 11, 2017 - December 17, 2017

Total No. of Mandays: 27

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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 Kualib – 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
Summary of the Time Bound Plan		
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"> • Age of plantations. • Location. • POM development • Infrastructure. • Compliance with applicable law. 	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
Un-Certified Units or Holdings		
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"> • Primary forest. • Any area identified as containing High Conservation Values (HCVs). • Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	In area where BSI conducted audit, there are no replacement/conversion of primary forest after November 2005.	Comply
Any new plantings since January 1 st 2010 must comply with the RSPO New Plantings Procedure.	There is new planting after January 1 st , 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

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 three (3) Major & one (1) Minor nonconformities raised. PT Inti Indosawit Subur – Ukui II 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 31st January 2017 and closed accordingly.

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1412038M1	Requirements RSPO P&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).	Major
	Evidence of Nonconformity Based on field visit to smallholder plantation in KUD Karya Tani (Kav 5888), member of smallholder used or applied paraquat/limited pesticides by themselves without completed the necessary training and appropriate PPE.	
	Statement of Nonconformity 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.	
	Corrective action: Company issued circular letter number 182/ES-KLU/EXT/12/2016, and letter of reprimand no.142/KUD/KT/12/2016 to Mr. Pardi. Evidence of Socialization on Dec 15 th , 2016 with attendance list is available.	
	Assessment Conclusion: Major Non Conformity Closed on 31/01/2017	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1412038M2	Requirements RSPO P&C Generic 2013 Indicator 4.7.2 All operations where health and safety is an issue shall be risk assessed, and	Major

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	<p>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>Evidence of Nonconformity In KUD Karya Tani (Kav. 5884): Risk assessment prepared for smallholder has not identified hazard such as poor road condition, overflow of river, and other hazardous field condition in preparing risk assessment.</p> <p>Statement of Nonconformity Inadequate risk and hazard identification related to smallholder operation; this is not comply with the requirement whereby 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.</p> <p>Corrective action: KUD conduct a review and re-analysis the existing risk and add the aspects of the job that did not exist in previous risk analysis document such as: poor road condition, overflow of river, etc. New risk assessment document available on site, last review on January 02nd, 2017.</p> <p>Assessment Conclusion: Major Non Conformity Closed on 31/01/2017</p>	
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Non-Conformity		
NCR #	Description	Category (Major / Minor)
1412038M3	<p>Requirements RSPO P&C Generic 2013 Indicator 4.4.2 Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated.</p> <p>Evidence of Nonconformity Field visit to KT 248 KUD Mekar Abadi and KT 274 KUD Karya Tani, herbicide spraying performed closed to water courses/stream.</p> <p>Statement of Nonconformity During field audit it was found that herbicide spraying performed closed to water courses/stream at KUD Mekar Abadi KT 248 and KUD Karya Tani KT 274, and it potentially contaminated the water course.</p> <p>Corrective action: At the time of spray application head of KT and smallholder supervisors conduct monitoring and supervision to ensure the spraying application are correct and proper in accordance with the principles of sustainability. Dissemination to farmers and sign board nearby the waterways not to spray less than 3 meters, and planting verifier grass at the edge of trench and watersources KT 249.</p> <p>Assessment Conclusion: Major Non Conformity Closed on 31/01/2017</p>	Major

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Non-Conformity		
NCR #	Description	Category (Major / Minor)
1412038N1	Requirements RSPO P&C Generic 2013 Indicator 4.7.6 All workers shall be provided with medical care, and covered by accident insurance	Minor
	Evidence of Nonconformity Based on verification of employee document and interview with KUD member at KUD Tani Subur, KUD Karya Tani and KUD Mekar Abadi	
	Statement of Nonconformity KUDs were not able to demonstrate all employees have provided with medical care, and covered by accident insurance, both BPJS Kesehatan and BPJS Ketenagakerjaan	
	Corrective action: KUD perform data collection on employees who have participated in the program BPJS Personal and who has not participated in the program BPJS. KUD facilitate their staff/employee to take the BPJS program.	
	Assessment Conclusion: Minor Non Conformity Remains OPEN. It will be verified on next surveillance audit.	

Observation	
OBS #	Description
1 - 2016	It nice to consider to periodically checking the adequate and appropriate used the protective equipment in UKUI 2 POM

Observation	
OBS #	Description
2 - 2016	It nice to consider to consistency on checking/inspection the equipment of emergency situation. Such hydrant in UKUI 2 POM.

Observation	
OBS #	Description
3 - 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

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4 - 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.
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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 II Palm Oil Mill Certification Unit’s environmental and social performance, legal and any known dispute issues.	
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>Feedback, Comment and Input Dinas Tenaga Kerja dan Transmigrasi Kabupaten Pelalawan (Manpower and Transmigration Office – Pelalawan Regency)</p> <ul style="list-style-type: none"> - Generally PT IIS (Ukui Group) has built good communication with Manpower and Transmigration Office – Pelalawan Regency. - PT IIS (Ukui Group) has complied well with legislation related to employment, i.e; <ul style="list-style-type: none"> ✓ Company has included all workers in the BPJS program including PHL workers. ✓ Company has equipped its employees with personal protective equipment (PPE) in accordance with the SOP. ✓ Company has conducted periodic medical examinations for all workers. ✓ Frequently conducted training related to OHS by involving the relevant agencies. ✓ The company has had P2K3 organization structure (safety committee) and has been endorsed by Manpower and Transmigration Office – Pelalawan Regency. ✓ Company regularly has send documents “Mandatory Employment Report” including the number of PKWT (contract) workers. ✓ 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). ✓ Company has conducted an inspection of the machine/heavy equipment according to regulations. <p>Management Responses For the positive things that have been done will be be maintained and improved towards a better by management companies.</p>

	<p>Audit Team Findings Audit team will continue to monitor PT Inti Indosawit Subur - Ukui Group' related to manpower and OHS management performance.</p>
<p>2</p>	<p>Feedback, Comment and Input Badan Lingkungan Hidup Kabupaten Pelalawan (Environmental Office – Pelalawan Regency)</p> <ul style="list-style-type: none"> - 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. - During 2016 there were no reports from the public related to environmental pollution caused by operational PT IIS (Ukui Group). - The company has developed the utilization of wastewater for electricity (Biogas Plant) and have had the Environmental Permit. <p>Management Responses For the positive things that have been done will be be maintained and improved towards a better by management companies.</p> <p>Audit Team Findings Audit team will continue to monitor PT Inti Indosawit Subur - Ukui Group' related to Environmental management and monitoring performance.</p>
<p>3</p>	<p>Feedback, Comment and Input Dinas Kehutanan dan Perkebunan Kabupaten Pelalawan (Forestry and Plantation Service – Pelalawan Regency).</p> <ul style="list-style-type: none"> - 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. - 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. - 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. <p>Management Responses</p> <ul style="list-style-type: none"> - Company will sends the document of the company deals results with the Bukit Gajah villagers to Plantation Office (Dishutbun) Pelalawan. - In 2016 the company no longer accept the lawsuit or land claim from the communities in Lubuk Kembang Bunga village. <p>Audit Team Findings 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>4</p>	<p>Feedback, Comment and Input Kantor Pertanahan Kabupaten Pelalawan (Land affairs office, Pelalawan Regency)</p> <ul style="list-style-type: none"> - PT IIS (Ukui Group) and Plasma/smallholder has had a land use title/concession ownership in the form of HGU and ownership certificate (SHM). - 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. - Companies are expected to periodically submit the land use report to the Land affairs office, Pelalawan Regency. <p>Management Responses For the positive things that have been done will be be maintained and improved towards a better by management companies.</p> <p>Audit Team Findings It will be verified in further detail at the time of the next annual audits.</p>

<p>5</p>	<p>Feedback, Comment and Input WWF (Flaying Swap), Teso Nilo National Park</p> <ul style="list-style-type: none"> - 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. - 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. - Between WWF with PT IIS have worked to prevent the elephants entered to the territory of estate however currently the cooperation is not running. - 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. <p>Management Responses</p> <ul style="list-style-type: none"> - 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. - Company would make a mechanism for addressing potential conflicts of encounters with protected wildlife/animals. - 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. <p>Audit Team Findings</p> <p>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>6</p>	<p>Feedback, Comment and Input Perangkat desa Trimulya Jaya, Lubuk Kembang Sari dan Kampung Baru (Local community and villagers)</p> <ul style="list-style-type: none"> - Generally the communication between the village government or local community and company has going well. - The company has always responded to each problem or issue submit by government officials from village and surrounding communities. - The Company has realized a CSR program to the local community and involve them in the CSR program planning process in each village. - CSR program planning process have been communicated to the each village government whether based proposal and productive enterprises development plan. - 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). - There have never been issue from the people who work in company concerning the practice of forced labor performed by company. - The workers who work at PT Inti Indosawit Subur - Ukui Group received wages as determined by the government. - Communities have understand the company regulations that prohibit to hire employees under age/child labor. - 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. - 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

	<p>trafficking etc.</p> <ul style="list-style-type: none"> - 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. - 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. - 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.
	<p>Management Responses</p> <ul style="list-style-type: none"> - 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 and HGU pegs. - 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"> ✓ Catfish farming and its marketing cooperation with alumni of IPB. ✓ Integrated farming (Dragon Fruit Cultivation and Feed) cooperation with Ir. Gembong from CV Pandawa Jogjakarta. ✓ Mushroom cultivation from BLK Malang - 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. - 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.
	<p>Audit Team Findings</p> <ul style="list-style-type: none"> - 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. - 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.
<p>7</p>	<p>Feedback, Comment and Input Gender Committee</p> <ul style="list-style-type: none"> - The new Gender Committee members has formed on July 23rd, 2016 and currently have no work program. - Until now it has never happened of reports or complaints of abuse-sexual violence to women. - 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. - Gender committees do not yet understand the grievance mechanism and protection of the confidentiality of the identity of the complainant/wistleblower. - The company has provided Personal Protective Equipment (PPE) for all workers. - The company has providing facilities for employees adequately for example housing, water, electricity, toilets, Sanitation, School Bus, clinics, places of worship etc. - The Company has registered all the workers in BPJS program (Employment and Health BPJS) including

	<p>of PHL (non-permanent employees).</p> <ul style="list-style-type: none"> - There has never happened employees demonstration to the company management. - The Company has provided wages in accordance with existing regulations. - There is no indication of the company in violation of Human Rights. - There is no indication of forced or coercive labor practice of work. <p>Management Responses</p> <ul style="list-style-type: none"> - Follow up and facilitate the gender committee meeting to create gender committee work program. - The management companies (PR) will disseminate the gender committee regarding grievance mechanisms and the protection of the confidentiality of the reporter's identity. <p>Audit Team Findings it will be verified further during the next anual audit</p>
<p>8</p>	<p>Feedback, Comment and Input Workers union</p> <ul style="list-style-type: none"> - The Company has realized Normative Rights of employees such as remuneration in accordance with applicable regulations, Allowance/THR, BPJS Program, etc. - 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. - Non permanent workers has had a Labour Agreement (SPK) with the company. - Performance appraisals are conducted once a year as management considerations for evaluation, promotion, transfer etc. - There is no indication the company was discriminating against its workers. - The company has provided Personal Protective Equipment (PPE) for all workers. - The company has providing facilities for employees adequately for example housing, water, electricity, toilets, Sanitation, School Bus, clinics, places of worship etc. - The Company has registered all the workers in BPJS program (Employment and Health BPJS) including of PHL (non-permanent employees). - There has never happened employees demonstration to the company management. - The Company has provided wages in accordance with existing regulations. - There is no indication of the company in violation of Human Rights. - There is no indication of forced or coercive labor practice of work. <p>"Lembaga kerjasama Bipartit (LKS Bipartit)"/Cooperation Institution has been established as a medium of communication between the company and employees.</p> <p>Management Responses For the positive things that have been done will be be maintained and improved towards a better by management companies.</p> <p>Audit Team Findings It will be verified further during the next anual audit.</p>
<p>9</p>	<p>Feedback, Comment and Input Workers cooperative "Karya Bersama" (Koperasi Karyawan "Karya Bersama")</p> <ul style="list-style-type: none"> - Employees Cooperative "Karya Bersama" was founded around 2009, which aims to assist employees in fulfilling their basic needs. - 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). - The business unit that has been implemented is basic needs and material procurement. - The company has been support the cooperatives by providing office space, establishment legal expenditures and electricity-water facilities for the cooperative office. <p>Management Responses For the positive things that have been done will be be maintained and improved towards a better by management companies.</p> <p>Audit Team Findings 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)
1284862N1	<p>Requirements: RSPO P&C Generic 2013 Indicator 4.7.5 Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p>	Minor
	<p>Evidence of Nonconformity: 1. Emergency procedure document KUD Tani Bahagia. 2. In KUD Usaha Tani medicines inside first aid kit found to be expired.</p>	
	<p>Statement of Nonconformity: Two (2) nonconformities related to emergency response in scheme smallholder identified. 1. 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; 2. In KUD Usaha Tani medicines inside first aid kit found to be expired.</p>	
	<p>Corrective Action: 1. KUD's have been established the procedure for accident, under document of "Mekanisme Pertolongan Pertama pada Kecelakaan". Document seen in KUD Tani Subur, KUD Karya Tani and KUD Mekar Abadi, dated on January 10, 2016. 2. Based on observation in KUD Karya Tani and KUD Mekar Abadi, the medicines inside aid kit found be in effect. Sample seen: bethadine expired in Dec 2017, revanol expired in Feb 2018.</p>	
	<p>Status: Closed</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1284862N2	<p>Requirements: 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.</p>	Minor
	<p>Evidence of Nonconformity: Based on field visit to KUD Tani Bahagia, KT 223, KT 144, KT 145, KT 225; empty fertilizer plastic thrown into oil palm field.</p>	

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	Statement of Nonconformity: The disposal of empty fertilizer plastic does not meet waste management plan in KUD Tani Bahagia.	
	Corrective Action: 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.	
	Status: Closed	

Observation	
OBS #	Description
	Nil

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 Smallholder	09/02/2013	Closed 30/11/2013

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A845131/7 6.2.4	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
1142537N1 1.3.1	Minor	10/01/2015	Closed 15/01/2016
1142537N2 4.6.4	Minor	10/01/2015	Closed 15/01/2016
1142537N3 4.7.5	Minor	10/01/2015	Closed 15/01/2016
1142537N4 4.7.6	Minor	10/01/2015	Closed 15/01/2016
1142537N5 5.3.3	Minor	10/01/2015	Closed 15/01/2016
1142537N6 6.1.4	Minor	10/01/2015	Closed 15/01/2016
1142537N7 6.4.2	Minor	10/01/2015	Closed 15/01/2016
1142537N8 6.11.1	Minor	10/01/2015	Closed 15/01/2016
1142537N9 4.7.4	Minor Smallholder	10/01/2015	Closed 15/01/2016
1284862N1 4.7.5	Minor	15/01/2016	Closed 08/12/2016
1284862N2 5.3.3	Minor	15/01/2016	Closed 08/12/2016
1412038M1 4.6.5	Major	09/12/2016	Closed 31/01/2017
1412038M2 4.7.2	Major	09/12/2016	Closed 31/01/2017
1412038M3 4.4.2	Major	09/12/2016	Closed 31/01/2017
1412038N1 4.7.6	Minor	09/12/2016	"OPEN"

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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
Name: Ir. Welly Pardede	Name: Mujinius Jalaraya
Company name: PT. Inti Indosawit Subur	Company name: On behalf BSI Services Malaysia Sdn Bhd
Title: Head of Sustainability	Title: Lead Auditor
Signature:  Date: 27 February 2017	Signature:  Date: 20 February 2017

Appendix A: Summary of Findings

Criterion / Indicator	Assessment Findings	Compliance
Principle 1: Commitment to Transparency		
<p>Criterion 1.1: Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSP0 Criteria, in appropriate languages and forms to allow for effective participation in decision making.</p>		
<p>1.1.1</p> <p>There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSP0 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.</p> <p>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 Soga Estate” where in 2016 there were 108 types of outgoing mail/letters that come out from Soga Estate. For instance: Letter No. 027/09/16 dated 15 September 2016 regarding “Tanggapan atas permintaan bantuan peminjaman Bacheloader”.</p> <p>The entire company regular reports is documented in “Log Book Permintaan Informasi dan Respon Terhadap Permintaan Informasi” update in 2016. For instance: “Laporan P2K3 period July – September 2016” has been reported to “Dinas Tenaga Kerja Kabupaten Pelalawan” on 29 November 2016, “Laporan Pengesahan Struktur Organisasi P2K3” reported on 29</p>	<p>Yes</p>

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Criterion / Indicator		Assessment Findings	Compliance
		<p>November 2016 to Disnakertrans Kab. pelalawan, "Laporan Perkembangan usaha Perkebunan" Period Semester I 2016 reported on 29 November 2016.</p> <p>Scheme smallholder KUD Karya Tani, KUD Mekar Abadi, KUD Tani Subur: 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>	
1.1.2	<p>Records of requests for information and responses shall be maintained.</p> <p>-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.</p> <p>Sample:</p> <ol style="list-style-type: none"> "Laporan Wajib Tenaga Kerja" has been reported to Dinas Tenaga Kerja Kabupaten Pelalawan on 7th Januari 2016. "Laporan Kegiatan P2K3 Kebun Ukui Periode April – Juni 2016" has been reported to Disnakertrans Kab. Pelalawan on 4 November 2016. "Laporan Kegiatan P2K3 PMKS I Periode Juli-September 2016" has been reported to Disnakertrans Kab. Pelalawan 17 October 2016. 	Yes
<p>Criterion 1.2:</p> <p>Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p>			

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Criterion / Indicator	Assessment Findings	Compliance
<p>1.2.1 Publicly available documents shall include, but are not necessary limited to:</p> <p>Land titles/user rights (Criterion 2.2);</p> <ul style="list-style-type: none"> • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). <p>- Major compliance -</p>	<p>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"> 1. “Laporan Pelaksanaan RKL-RPL” every 6 month (environmental management and monitoring report); 2. “Laporan neraca limbah B3” every 3 month(hazardous waste balance report); 3. “Laporan limbah cair dan padat” every 3 month (solid and liquid waste report); 4. “Laporan penggunaan air permukaan dan air bawah tanah” once a year (Underground and surface water usage report); 5. “Laporan P2K3” every 3 month (health and safety report); 6. “Wajib lapor tenaga kerja” once a year (manpower report); 7. “Laporan Perkembangan usaha perkebunan” once a year (plantation business progress report); 8. “Laporan hasil monitoring high conservation value” (high conservation value monitoring report); 9. “Laporan pemantauan dan pencegahan kebakaran lahan” every 6 month (land fire monitoring and prevention activity report); 10. “Laporan hasil MCU karyawan” (employee’s medical checkup result); 11. “Laporan emisi udara” (air emission test report); 12. “Laporan analisa fisik dan kimia sungai” (river water’s physical and chemical test result); 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 June 2016 on 9 August 2016. 	<p>Yes</p>

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Scheme smallholder KUD Karya Tani, KUD Mekar Abadi, KUD Tani Subur: 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>Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.</p>			
1.3.1	<p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p> <p>-Minor compliance</p>	<p>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 II POM, date 05/13/2015 attended by 24 workers; in Soga Estate on 12 December 2015 attended by 16 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 Karya Tani 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
<p>Principle 2: Compliance with applicable laws and regulations</p>			
<p>Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.</p>			
2.1.1	<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: - 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</p>	Yes

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	<p>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.</p> <ul style="list-style-type: none"> - "Izin Lokasi Bupati Pelalawan No.400/BPD/2003/011 tentang Pemberian Izin Lokasi untuk Pembangunan Perkebunan Kelapa Sawit atas nama PT. Inti Indosawit Subur seluas 3,100 Ha yang Terletak di Desa Ukui I dan Desa Ukui II, Kecamatan Ukui, Kabupaten Pelalawan, Propinsi Riau". <p>Soga Estate:</p> <ul style="list-style-type: none"> - Land Title - "Hak Guna Usaha/HGU No.78/HGU-BPN-RI" dated 12/19/2008 for 2,704.22 Ha. Certificate No.13, dated 06/09/2009. - Land Title - "Hak Guna Usaha/HGU No.16 issued by "Kantor Pertanahan Kabupaten Pelalawan" on 03/11/2010 based on "SK Kepala BPN No.115/HGU/BPNRI/2009" dated 08/09/2009 for 299.51 Ha as per "Surat Ukur"/measurement minutes No.01/AirHitam/2010. The HGU valid up to 03/11/2045. - Land Title - "Hak Guna Usaha/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 31/12/2019. <i>Note: this land title is splitted up for Soga Estate 2,260.4 Ha and Ukui Estate 4,467 Ha. Therefore the total land title for Soga Estate (from 3 land titles) is 5,264 Ha.</i> - Plantation Business Permit - "Izin Usaha Perkebunan (SPUP) No.185/MenTanHut/VII/2000", dated 11/03/2000, type of business oil palm plantation. - Plantation Business Permit - "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 (From HGU Soga Estate No.78/HGU-BPN-RI, dated 12/19/2008 of 2,704.22 Ha and "HGU SK Kepala BPN No.115/HGU/BPNRI/2009" dated 09/08/2009 for 299.51 Ha as per "Surat Ukur" No.01/AirHitam/2010. The HGU valid up to 03/11/2045) and "Izin Usaha Perkebunan-Pengolahan (IUP-P)" for PT Inti Indosawit Subur dated 05/29/2013 for 75 MT FFB/hour. - Document of land compensation (see indicator 2.2.3) 	

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	<p>Mill machinery permit:</p> <ul style="list-style-type: none"> - Boiler No.1 Akte Izin No.III/KU/PL/2004, N-1300 No.III/KU/PL/2004, latest inspection by PT Jesindo Mandiri on 13/06/2016, next inspection 13/06/2018; - Boiler No.2 Permit No.025/KU/PL/2004, latest inspection by PT Jesindo Mandiri on 13/06/2016, next inspection 13/06/2018; - Boiler No.3 Permit No.03/BP. 0028, latest inspection by PT Jesindo Mandiri on 13/06/2016, next inspection 13/06/2018; - Sterilizer No.1 – 4, Permit No.03/B.0100-0101, 03/b.0303, 038/BU/PLLWN/2003, latest inspection on 13/06/2016, next inspection 13/06/2018; - Weighbridge No.1, Permit No.510.302/METRO/1284/IV/2025 valid until 04/15/2016 and Weighbridge No.2, Permit No.510.302/METRO/1285/IV/2025 valid until 04/15/2016; - Back Pressure Vessel (Bejana uap), Permit No. 049/BU/PLLWN/2005, the last inspection on 13/06/2016, next inspection 13/06/2018; - Electrical installation Permit No. 078/IL-L/PLLWN/2005, latest inspection on 13/06/2016, next inspection 13/06/2018;; - Steam turbine No.1 and 2, Permit No. 003/M-TU/PLLWN/2003 AND No. 566/PT/PL/2015/11 latest inspection 13/06/2016, next inspection 13/06/2018; - Air Compressor No.097.BT/PLLWN/2005, latest inspection 13/06/2016, next inspection 13/06/2018; - Genset No.1-2, Permit No.405/M-MD/PL/2005 and Permit No.406/M-MD/PL/2005, the last inspection on 13/06/2016, next inspection 13/06/2018; <p>Scheme smallholder: <u>KUD Tani Subur, KUD Karya Tani, KUD Mekar Abadi:</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 No.47/SPKB/Ukui/XI/1994</i> dated 1 November 1994 with</p>	

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	<p>KUD Mekar Abadi, KT 47.</p> <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>2.1.2</p> <p>A documented system, which includes written information on legal requirements, shall be maintained.</p> <p>- Minor compliance -</p>	<p>Mill and Estates:</p> <p>The company has updated the regulations that must be complied provided in Indonesian Legislation and international laws or its ratification.</p> <p>PT IIS demonstrate a list of all applicable regulations, 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"> - 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. - 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. <p>Scheme smallholder:</p> <p><u>KUD Tani Subur, KUD Karya Tani, KUD Mekar Abadi:</u></p> <p>Cooperative has prepared list of rules and regulation, and has evaluated the legal compliance documented in:</p>	<p>Yes</p>

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		<ul style="list-style-type: none"> - "Evaluasi Kepatuhan hukum KUD Tani Subur" Last update January 2016. - "Evaluasi Kepatuhan hukum KUD Karya Tani" Last update January 2016. - "Evaluasi Kepatuhan hukum KUD Mekar Abadi" Last update January 2016. <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>	
2.1.3	<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 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:</p> <p><u>KUD Tani Subur, KUD Karya Tani, KUD Mekar Abadi:</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>	Yes
2.1.4	<p>A system for tracking any changes in the law shall be implemented.</p> <p>- Minor compliance -</p>	<p>Estate and Mill:</p> <p>Legal requirement-evaluation and fulfilment mechanism regulated under "SOP Pemenuhan Peraturan Perundang-undangan dan Perubahannya" No. SOP; AA-GL-5001.1-R0 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>	Yes

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	<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. Sustainable department also conducted identification, verification and registered the all legal and other requirements include environment issues.</p> <p>Scheme smallholder: <u>KUD Tani Subur, KUD Karya Tani, KUD Mekar Abadi:</u></p> <p>Cooperative has determined legal compliance evaluation carried out once a year. Last update 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>Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</p>		

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<p>2.2.1</p> <p>Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.</p> <p>- Major compliance -</p>	<p>Company is able to demonstrate the legal ownership of the land: PT IIS 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"> - 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. <p>Soga Estate:</p> <ul style="list-style-type: none"> - Land Title - "Hak Guna Usaha/HGU No.78/HGU-BPN-RI" dated 12/19/2008 for 2,704.22 Ha. Certificate No.13, dated 06/09/2009. - Land Title - "Hak Guna Usaha/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. - Land Title - "Hak Guna Usaha/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 31/12/2019. <i>Note: this land title is splitted up for Soga Estate 2,260.4 Ha and Ukui Estate 4,467 Ha.</i> <p>Therefore the total land title for Soga Estate (from 3 land titles) is 5,264 Ha. Document of land compensation (see indicator 2.2.3)</p> <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 Tani Subur:</u></p> <ul style="list-style-type: none"> - Paiman, SHM No. 1862 dated 14 November 1994 with area 20.000 m2 measurement certificate No. 2778/1994 - Suparlan, SHM No. 1919 dated 14 November 1994 with area 20.000 m2 measurement certificate No. 2835/1994 - Parnun, SHM No. 1853 dated 14 November 1994 with area 20.000 m2, measurement certificate No. 2769/1994 - Sawalin, SHM No. 1066 dated 25 Oktober 1993 with 	<p>Yes</p>

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	<p>area 20.000 m2, measurement certificate No. 904/1993</p> <ul style="list-style-type: none"> - Sukarni SHM No. 1855 dated 18 April 2005 with area 20.000 m2, measurement certificate No. 09/Lb. Batu Tinggal/2005 - Parnu SHM No. 1851 dated 14 April 1994 with area 20.000 m2, measurement certificate No. 2767//1994 <p><u>KUD Mekar Abadi:</u></p> <ul style="list-style-type: none"> - Sumitro, SHM a.n Nyamirah, SHM No. 2099 dated 14 November 1994 with area 20.000 m2. measurement certificate No. 3015/1994. - Andi Firza, SHM a.n AP Mujiadi SHM No. 2064 dated 14 November 1994 with area 20.000 m2 measurement certificate no. 3000/1994. - Muntari, SHM No. 2100 dated 14 November 1994 with area 20.000 m2. measurement certificate 3016/1994. - Sukro, SHM No. 2091 dated 14 November 1994 with area 20.000 m2 measurement certificate No. 3007/1994. <p><u>KUD Karya Tani:</u></p> <ul style="list-style-type: none"> - Suktar, SHM No. 210 dated 9 September 1991 with area 20.000 m2 measurement certificate 21.706/1991. Pengurus waktu diaudit menantunya Dani - Sulasto, SHM No. 216 dated 9 September 1991 with area 20.000 m2 measurement certificate 21.712/1993, pemilik sekarang Bpk. H Narno. 	
<p>2.2.2</p> <p>Legal boundaries shall be clearly demarcated and visibly maintained.</p> <p>- Minor compliance -</p>	<p>Soga Estate:</p> <p>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 33, BPN 30, BPN 31, BPN 29 can be located and visibly maintained.</p> <p>Scheme smallholder:</p> <p>"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 Tani Subur, KUD Karya Tani, KUD Mekar Abadi, the boundary poles are in place and visibly maintained. No complaint received related to boundary from local community.</p>	<p>Yes</p>

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<p>2.2.3</p> <p>Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC).</p> <p>- Minor compliance -</p>	<p>Soga 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 Tani Subur, KUD Karya Tani, KUD Mekar Abadi:</u> The scheme smallholders gets the right over land from “PIR Trans” 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 Mekar Abadi, KUD Karya Tani and KUD Tani Subur.</p> <p>Agreement between company and smallholder/KUD for example: “Perjanjian Plasma KT Tunas Harapan (Hampan 224) : No. 47/SPKB/UKUI/XI/1994 dated 1 November 1994, tentang Perjanjian Produksi, Jual Beli Tandan Buah Segar (TBS) pembinaan, Pemeliharaan Tanaman antara Petani Peserta dan Perkebunan Inti (Proyek PIR-Trans PT Inti Indosawit Subur)”.</p>	<p>Yes</p>
<p>2.2.4</p> <p>There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</p> <p>-Major compliance</p>	<p>Soga 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 Tani Subur, KUD Karya Tani, KUD Mekar Abadi:</u> The scheme smallholders gets the right over land from “PIR Trans” 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 Mekar Abadi, KUD Karya Tani and KUD Tani Subur.</p>	<p>Yes</p>
<p>2.2.5</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>Soga 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 Tani Subur, KUD Karya Tani, KUD Mekar Abadi:</u> The scheme smallholders gets the right over land from “PIR Trans” program, where each family granted with 2 Ha for plantation and 0.5 Ha land for settlement and</p>	<p>Yes</p>

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		gardening. Based on interview with cooperative committee and farmer members, there is no land conflict in KUD Mekar Abadi, KUD Karya Tani and KUD Tani Subur.	
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance	Soga Estate: PT Inti Indosawit Subur-Ukui does not instigate violence in maintaining peace and order for current and planned operation. All complaint, grievance, dispute are resolved through meeting and mediation. Based on interview with local community of surrounding villages, there has never been conflict with company. The relationship between company and local community is in good condition. Scheme smallholder: <u>KUD Tani Subur, KUD Karya Tani, KUD Mekar Abadi:</u> Based on interview with cooperative committee and farmer members, there is no land conflict in these cooperative.	Yes
Criterion 2.3: Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.			
2.3.1	Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).. - Major compliance -	Soga Estate: Based on document review and stakeholder consultation, there is no legal, customary and/or user right overlapped with area of Ukui Estate and Soga Estate. The surrounding company's plantation area is scheme smallholder's oil palm plantation. Scheme smallholder: All cooperatives has prepared map, indicating the location of each farmer group, and each farmer block. The map is complemented with list of each farmer member. The map available in each cooperative office. Based on field visit, all scheme smallholder/farmer members have identified their boundary with specific marking/pole. Aside from that, palm frond stacked along the boundary line to identify the boundary of each block. KUD Karya Tani, KUD Tani Subur and KUD Mekar Abadi: Based on document review and stakeholder consultation, there is no legal, customary and/or user right overlapped with area of scheme smallholder plantation, the surrounding area is also scheme smallholder's oil palm area.	Yes
2.3.2	Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include:	PT Inti Indosawit Subur-Ukui group has not acquired any new land. PT Inti Indosawit Subur-Ukui group does not restrict local peoples' access through the main Estate roads. This was confirmed during interview with company representative and stakeholder consultation with local community. Based on PT IIS's area statement documents, interview with communities and public consultation meeting on January 2016 there is no land conflict noted and/or reported between company and	Yes

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<p>a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making;</p> <p>b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken;</p> <p>c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land.</p> <p>- Minor compliance -</p>	<p>surrounding community.</p> <p>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 since 1988. Based on interview with cooperative committee and farmer members, there is no land conflict in KUD Karya Tani, KUD Tani Subur and KUD Mekar Abadi.</p>	
<p>2.3.3 All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p> <p>-Minor compliance</p>	<p>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.</p> <p>PT Inti Indosawit Subur provide all relevant information related to their land ownership status, grievance mechanism and compensation progress.</p> <p>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 since 1988. Based on interview with cooperative committee and farmer members, there is no land conflict in KUD Tani Subur, KUD Karya Tani and KUD Mekar Abadi.</p>	<p>Yes</p>
<p>2.3.4 Evidence shall be available to show that communities are represented through institutions or representatives</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,</p>	<p>Yes</p>

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	<p>of their own choosing, including legal counsel.</p> <p>-Major compliance</p>	<p>discussing the social-economic and environmental planning. The meeting involving all relevant stakeholders, institution and representative of surrounding communities.</p> <p>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 since 1988. Based on interview with cooperative committee and farmer members, there is no land conflict in KUD Tani Subur, KUD Karya Tani and KUD Mekar Abadi. In case of any conflict over land, cooperative chairman will represent the farmer member to seek for solution.</p>	
Principle 3: Commitment to long-term economic and financial viability			
Criterion 3.1:			
There is an implemented management plan that aims to achieve long-term economic and financial viability.			
3.1.1	<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><u>Soga Estate:</u></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"> - Land area statement - Plan for management of scheme smallholders - Quality of planting materials - Crop projection = Fresh Fruit Bunches (FFB) yield trends - Oil Extraction Rate (OER) and Kernel Extraction Rate trends - Cost of Production = cost per tonne of Crude Palm Oil (CPO) trends - Replanting program <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><u>Ukui II Mill:</u></p> <p>PT IIS Ukui 2 POM has 5 years working plan 2015 – 2019. 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 (m³/ton FFB). The projection based on 2013 – 2014</p>	Yes

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	<p>performance. However, Ukui II POM has revised the projection for FFB received, CPO and PKO production. Projection in 2016: FFB process 151,243 tonnes (estate); 142,206 tonnes (scheme smallholder). The projection for October 2016 – December 2016: 41,435 tonnes (estate); 39,238 tonnes (scheme smallholders). OER sets at 21.71 % KER sets at 5.30% Estate Cost: Rp. 1,***/tones CPO Mill Cost: Rp. 2**/tones CPO. In order to control the mill cost, Ukui 2 Mill produce monthly, quarterly and yearly finance report to management. In order to ensure quality of CPO and PK, quality 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 <1%. 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 Tani Subur:</u> 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 XXIV 2015" consist of "Laporan Auditor Independen Noor Salim, Nursehan & Sinarahardja, No. 08/NN/LHP/KTS/II/16 atas Laporan Keuangan KUD Tani Subur". The financial statements present fairly, in all material respects, the financial position of KUD Tani Subur date of December 31, 2015 and its financial performance and its cash flows for the years ended in accordance with the standards of financial accounting entities without public accountability.</p> <p><u>KUD Mekar Abadi:</u> KUD has create longterm management plan for three years presented in "Dokumen rencana kerja koperasi" periode 2016 – 2019. Consists of estimated cost for fertilizer, weed control, pruning,</p>	

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	<p>harvesting and transportation. FFB estimation 2016 to 2019 (2016: 14,086 ton or 24.54 ton/ha/year, 2017: 12,808 ton or 22.31 ton/ha/year, 2018: 12,297 ton or 21.42 ton/ha/year, 2019: 11,945 ton or 20.81 ton/ha/year).</p> <p>KUD financial statements audited by an independent auditor yearly. Report per December 31, 2015 have been audited by a public accounting firm Noor Salim, Nursehan & Sinarahardja, the auditor's report indpenden No. 08/NN/LHP/KTS/II/16. The financial statements present fairly, in all material respects, the financial position of KUD Tani Subur date of December 31, 2015 and its financial performance and its cash flows for the years ended in accordance with the standards of financial accounting entities without public accountability.</p> <p>Annual meeting of members (RAT) has been carried out consistently. RAT last performed on March 31, 2016. The report RAT and board accountability report fiscal year 2015 can be demonstrated. RAT was attended by 219 members of the total 337 members.</p> <p><u>KUD Karya Tani:</u></p> <p>KUD has create longterm management plan for three years presented in "Dokumen rencana kerja koperasi" periode 2016 – 2019. Consists of estimated cost for fertilizer, weed control, pruning, harvesting and transportation.</p> <p>KUD financial statements audited by an independent auditor yearly. Report per December 31, 2015 have been audited by a public accounting firm Noor Salim, Nursehan & Sinarahardja, the auditor's report indpenden No. 12/NNS/BP/LHP/KOP-KT/III/2016.</p> <p>Annual meeting of members (RAT) has been carried out consistently. RAT last performed on 21 May 2016.</p>	

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Criterion / Indicator	Assessment Findings	Compliance																																																														
<p>3.1.2 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>Soga Estate: The replanting plan explained in "Rencana Kerja Replanting Tahunan (5 Tahun ke Depan)",</p> <table border="1" data-bbox="660 510 1225 752"> <thead> <tr> <th>Replanting plan</th> <th>OP 1989</th> <th>OP 1990</th> <th>OP 1991</th> <th>OP 1996</th> <th>OP 1997</th> <th>Total (Ha)</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>204</td> <td>292</td> <td></td> <td></td> <td></td> <td>496</td> </tr> <tr> <td>2018</td> <td>104</td> <td>104</td> <td>406</td> <td></td> <td></td> <td>614</td> </tr> <tr> <td>2019</td> <td>68</td> <td>494</td> <td>103</td> <td></td> <td></td> <td>665</td> </tr> <tr> <td>2020</td> <td>383</td> <td>235</td> <td></td> <td></td> <td></td> <td>618</td> </tr> <tr> <td>2022</td> <td></td> <td></td> <td></td> <td>291</td> <td>199</td> <td>490</td> </tr> </tbody> </table> <p>The replanting plan in 2017 covers planting year 1989 of 204 Ha and planting year 1990 of 292 Ha. Planting year 1989 aged 28 years, declining productivity 23.98 tons/Ha. Planting year 1990 aged 27 years old, declining in productivity 24.47 tons/Ha. The plan approved by Estate Manager 01/01/2016.</p> <p>Replanting plan 2017 is for block E90a (99 Ha), E90b (102 Ha), E90c (91 Ha), E89a (102 Ha), E89b (102 Ha), with composition of seedling progeny: Topaz 70% : Lonsum 10% : Socfindo 10% : Dami PNG 10% - due to low risk of Ganoderma attack.</p> <p>Soga Estate demonstrate schedule for seed delivery, initially planned replanting 2016 – postponed into 2017. Total seed requirement for 500Ha is 79,800 Topaz seeds; 11,400 for each Lonsum, Socfindo and Dami PNG seeds;</p> <p>Ukui Estate (Division V): The replanting plan explained in "Rencana Kerja Replanting Tahunan (5 Tahun ke Depan)",</p> <table border="1" data-bbox="660 1361 1225 1509"> <thead> <tr> <th>Replanting plan</th> <th>OP 1989</th> <th>OP 1999</th> <th>OP 2000</th> <th>Total (Ha)</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>50</td> <td></td> <td></td> <td>50</td> </tr> <tr> <td>2022</td> <td>508</td> <td></td> <td></td> <td>508</td> </tr> <tr> <td>2025</td> <td></td> <td>65</td> <td>253</td> <td>318</td> </tr> </tbody> </table> <p>The replanting plan reviewed yearly by management.</p> <p><u>KUD mekar Abadi:</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. Replanting program planned 2 stage in 2020 planned 310 ha (KT 222, 224, 243, 244, 245, 246, 247) in 2021 planned 264 ha (KT 248, 249, 262, 287, 288, 289).</p>	Replanting plan	OP 1989	OP 1990	OP 1991	OP 1996	OP 1997	Total (Ha)	2017	204	292				496	2018	104	104	406			614	2019	68	494	103			665	2020	383	235				618	2022				291	199	490	Replanting plan	OP 1989	OP 1999	OP 2000	Total (Ha)	2021	50			50	2022	508			508	2025		65	253	318	<p>Yes</p>
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		<p><u>KUD Karya Tani:</u> 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 has socialized continuously to member farmers through "forum komunikasi antar kelompok tani". Replanting planned to carried in two stage. Stage 1 in 2019 planned 184 ha (KT 250 - 253), stage II will planned in 2020 with area 196 ha (KT 266 - 269, 270 - 277).</p> <p><u>KUD Tani Subur:</u> 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 has socialized continuously to member farmers through "forum komunikasi antar kelompok tani". Replanting plan presented in "Rencana Program Replanting KUD Tani Subur". Replanting planned to carried in two stage in 2018 and 2019. In 2018 planned 352 ha (KT 127, 128, 129, 130) and in 2019 planned 428 ha (KT 234, 236, 237, 238, 239, 240, 264, 265 and 290).</p>	
Principle 4: Use of appropriate best practices by growers and millers			
Criterion 4.1:			
Operating procedures are appropriately documented, consistently implemented and monitored.			
4.1.1	<p>Standard Operating Procedures (SOPs) for estates and mills are documented</p> <p>- Major compliance -</p>	<p>Soga Estate (Plantation): 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 Policy Manual ASIAN AGRI Group dated 01/02/2013, consist of 20 types of procedure. Such as:</p> <ul style="list-style-type: none"> - Pembibitan no AA-APM-OP-1100.01-R3 - Persiapan Lahan no AA-APM-OP-1100.02-R3 - Pembuatan dan Perawatan Jalan dan Jembatan no AA-APM-OP-1100.03-R3 - Pembuatan dan Pemeliharaan Parit no AA-APM-OP-1100.04-R3 - Konservasi Tanah dan Air no AA-APM-OP-1100.05-R3 - Menanam Kacangan no AA-APM-OP-1100.06-R3 - Menanam Kelapa Sawit no AA-APM-OP-1100.07-R3 - Pengelolaan Transport no AA-APM-OP-1100.19-R3 - Peremajaan (Replanting) no AA-APM-OP-1100.20-R3 <p>Etc.</p>	Yes

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	<p>Ukui 2 Palm Oil Mill (Mill): PT Inti Indosawit Subur – Ukui Group has a set of procedure for mill/FFB processing operations and documented in AA-MPM-OP-1400.01 – 15-R1. The procedure comprise of FFB receiving and grading, FFB processing from receiving up to dispatch of CPO and PK, as well as maintenance of mill machineries. The procedure complemented with work instructions indicating specific parameter/requirement for each process/activities. This including safety measures for each location, process/activity in mill.</p> <p>Document seen: Mill Policy Manual updated in February 2009, such as:</p> <ul style="list-style-type: none"> - Stasiun Penerimaan no AA-MPM-OP-1400.01-R1 - Stasiun Rebusan no AA-MPM-OP-1400.03-R1 - Stasiun Pemurnian no AA-MPM-OP-1400.06-R1 - Stasiun Pemisahan Nut dan Fibre no AA-MPM-OP-1400.07-R1 - Engine Room no AA-MPM-OP-1400.10-R1 <p>PT Inti Indosawit Subur – Ukui Group is also demonstrates a set of specific procedures for supply chain in the mill.</p> <ul style="list-style-type: none"> - Procedure for Traceability, no AA-MPM-OP-1400.17-R4, dated 2 March 2015 - Procedure for Book Keeping, no AA-MPM-OP-1400.18-R4, dated 2 March 2015. <p>Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani: 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” – relatef to harvesting including FFB quality, frond pruning, etc.</p>	
<p>4.1.2</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 2 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</p>	<p>Yes</p>

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	<p>performance, environmental performance, etc.</p> <p>Soga 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>Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani: Cooperative committee and schem 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>	
<p>4.1.3</p> <p>Records of monitoring and any actions taken shall be maintained and available, as appropriate.</p> <p>- Minor compliance -</p>	<p>Soga Estate and Ukui II POM: Soga Estate managed to demonstrate numerous monitoring process, such as:</p> <ul style="list-style-type: none"> - Report of Operational Audit for UKUI 2 POM, date of visit 17 - 27 October 2016, there are 5 issues are found. - Report of Operational Audit for Soga Estate, date of visit 18-18 October 2016. There are 8 issues need to follow up. - VE Report no PUD-VE-FULL 01-16, date of visit 24 – 27 October 2016. The assessment of overall mill operation related to process efficiency, plant maintenance and management supervision. - Action plans VA visit 1-6 August 2016 covers all comments made related to the pest and diseases, weeding regime, pruning regime, drains, road maintenance. - Record of monitoring on FFB quality available in "Pemeriksaan mutu buah di TPH", in division IV, block D90A TPH 160. <p>Ukui II POM demonstrate numerous monitoring process and action taken, such as:</p> <ul style="list-style-type: none"> - Visiting Engineer conducted once a year. Last Visiting conducted on 24 – 27 October 2016 VE Report no PUD-VE-FULL 01-16. Visiting conducted for assessment of overall mill operation related to process efficiency, plant maintenance and management supervision. Covering an mill technical, processing, environmental management, employment, OHS, housekeeping, production, etc. Visiting conducted by engineer (TJC Thomas) and report direct to the owner. - QC Visit conducted once a year by QC Staff (Andhyta S Panjaitan). Its objectives to monitor the production from beginning to end include: production loses, CPO and PK quality, FFB quality, Mass balance, effluent quality, process pressure, process temperature, and operational lab. Last Visit conducted on 16 – 21 february 2016, the report 	<p>Yes</p>

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		was available. Findings during the visit has been followed up by the company, for instance: oil loses in EFB average per month Febr was 0.253% be improved by installing an empty bunch press machine in September to cite the oil remaining in the EFB and reducing oil loses in the EFB, the results are currently average loses become 0.120%. Kernel loses in the fiber cyclone before conducted the improvement was 0.249%, be improved on depericaper dumper adjustment in accordance with the number of press machine operating, the result are currently average loses become 0.20%.	
4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	Ukui II POM: Ukui II POM was no longer received non-certified FFB from June 2016. All FFb sourced from certified FFB including Soga Estate and Plasma (Smallholder).	N/A
Criterion 4.2:			
Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.			
4.2.1	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. - Minor compliance -	Soga Estate: 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 fertilizer recommendation – fertilizer application (anorganic, compost, POME application, empty fruit bunch) follows fertilizer recommendation. Another effort is to plant legume cover crop. Soil analysis is conducted once every 7 years. Fertilizer recommendation 2016 approved by Head R&D Laboratorium ASIAN AGRI Group. Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani: 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	Yes
4.2.2	Records of fertiliser inputs	Soga Estate: Recommendation of fertilizer for 2016 is available. Sample seen:	Yes

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<p>shall be maintained.</p> <p>- Minor compliance -</p>	<p>Based on report of Program and Realization of Fertilier in 2016, Block A96a, 92 Ha area mineral soil, rolling/hilly, 10,695 palms. Planning to apply ZA 2.00 kg/palm – total 21,390 kg to apply 02/2016 and 06/2016; to apply Rock Phospate 0.5 kg/palm – total 6,426 kg to apply in 04/2016; to apply MOP 1.0 kg/palm – total 12,852 kg in 03/2016; to apply EFB 370 kg/palm – total 4,755,240 kg throughout the year.</p> <p>Block E89g (non Land Application), 56 Ha area mineral soil, rolling/hilly, 6,761 palms. Planning to apply ZA 1.5 kg/palm – total 10,142 kg to apply in 02/2016 and 09/2016; to apply Dolomite 1.0 kg/palm – total 6,761 kg to apply in 05/2016; to apply EFB 370 kg/palm – total 2,501,678 kg throughout the year.</p> <p>Scheme smallholder: KUD Mekar Abadi: Recommendation for fertilizer application KUD Usaha Tani 2016. Recommendation for ZA 2.50 kg/palm each at March and August 2016; for Rock Phospate 1 kg/palm at June 2016; for Muriate of Potash 1.5 kg/palm each at February and July 2016. KT 288: Planting year 1993/1994, area 44 Ha. Recommendation ZA 2.50 kg/palm; Total application 14,050 kg in February 2016. Recommendation Rock Phospate 1 kg/palm total application 15,650 kg in Juen 2016.. Recommendation for Muriate of Potash 1.5 kg/palm; Total application 8,450 kg in February 2016.</p> <p>KT 247: Planting year 1990/1991, area 40 Ha. Recommendation ZA 2.50 kg/palm; Total application 12,800 kg in 02/2016. Recommendation for Potash 1.5 kg/palm; Total application 7,650 kg in 02/2016.</p>	
<p>4.2.3</p> <p>There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status.</p> <p>- Minor compliance -</p>	<p>Soga Estate: Company is able to demonstrate Foliar Analysis Report from PT Nusa Pusaka Kencana Analytical & QC Laboratory. Foliar Analysis Report dated 26 May 2016. The samples taken in period April – May 2016 from oil palm and rachis.</p> <p>Soil Analysis Report, dated of issued 6 August 2016, conducted by PT Nusa Pusaka Kencana Analytical & QC Laboratory.</p> <p>Soil analysis produced in form of "Laporan Tanah Semidetil Areal Perkebunan Kelapa Sawit PT Inti Indosawit Subur Kebun Soga", dated 31/05/2016.</p> <p>Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani: Scheme Manager has conducted periodic leaf sampling analysis annually for scheme smallholder area is conducted by PT. Inti Indosawit Subur R & D Department or fertilizer recommendation in 2016. Soil analysis is conducted every year is documented in "Hasil Analisa Tanah PT. Inti Indosawit Subur – Ukui</p>	<p>Yes</p>

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		Kebun Plasma"	
4.2.4	<p>A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting.</p> <p>- Minor compliance -</p>	<p>Soga Estate: Based on report of Program and Realization of Fertilier in 2016, Block A96a, 92 Ha area mineral soil, rolling/hilly, 10,695 palms. Planning to apply ZA 2.00 kg/palm – total 21,390 kg to apply 02/2016 and 06/2016; to apply Rock Phospate 0.5 kg/palm – total 6,426 kg to apply in 04/2016; to apply MOP 1.0 kg/palm – total 12,852 kg in 03/2016; to apply EFB 370 kg/palm – total 4,755,240 kg throughout the year. Block E89g (non Land Application), 56 Ha area mineral soil, rolling/hilly, 6,761 palms. Planning to apply ZA 1.5 kg/palm – total 10,142 kg to apply in 02/2016 and 09/2016; to apply Dolomite 1.0 kg/palm – total 6,761 kg to apply in 05/2016; to apply EFB 370 kg/palm – total 2,501,678 kg throughout the year.</p> <p>Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani: Farmer member using palm frond as soil nutrient.</p>	Yes
Criterion 4.3:			
Practices minimise and control erosion and degradation of soils.			
4.3.1	<p>Maps of any fragile soils shall be available.</p> <p>- Major compliance -</p>	<p>Ukui Estate: Soga Estate: PT Inti Indosawit Subur has a semi detailed soil map for each estate. 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 >30% and 1,888 Ha area with limiting factors of topography. This is further determines management strategy for area with specific soil requirements. Company procedure for land clearing stated that no land clearing should performed on area with slope >40%. Semi detail soil map for Soga estate is available with scale 1;25,000.</p> <p>Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani: Scheme manager provides topographic map and soil type map to cooperative. The map indicates the oil palm plantation is rolling.</p>	Yes
4.3.2	<p>A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific).</p>	<p>Soga Estate: Company procedure for land clearing stated that no land clearing should performed on area with slope >40%. Company has a procedure for soil and water conservation – considering the slope. The procedure is conserving through cover crop, EFB application, frond</p>	Yes

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- Minor compliance -	<p>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. Based on semi-detail soil survey map and field visit – there is 1,888 Ha area with limiting factors of topography and poor drainage. For these areas, management has developed drainage network.</p> <p>Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani: Based on soil topography map, The oil palm plantation is flat area.</p>	
<p>4.3.3 A road maintenance programme shall be in place. - Minor compliance -</p>	<p>Soga Estate: Road maintenance planning available under: “Rencana dan Realisasi Jalan 2016” – consist of road compacting 22,134 meters and actual of road compacting until October 2016 is 7,200 meters. “Rencana dan Realisasi Grading Jalan 2016”, target 285,450 meters and actual 105,975 meters (October 2016). “Pemeliharaan Jalan Manual 2016”, progress jalan manual 2016 to date October 2016 is 3,230 meters; 19 mandays allowed.</p> <p>Division II planned for road compacting 3,358 m³; actual 1,950 meters; Division II actual for road manual maintenance 3,230 meters.</p> <p>Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani: Each cooperative developed their road maintenance program. PT Inti Indosawit Subur – Ukui Group provides aid in form of heavy machinery. Road maintenance program 2016 available in “Rencana & Realisasi Perbaikan Jalan 2016”; in KT 152 will have 1,840 meters in 02/2016 and 1,850 meters in 07/2016 – total 3,690 meters. KT 160 will have road maintenance 1,600 meters in 04/2016 and 1,600 meters in 09/2016. KT 175 will have road maintenance 1,600 meters in 06/2016 and 1,600 meters in 11/2016.</p>	Yes
<p>4.3.4 Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -</p>	<p>Soga Estate: Based on Semi Detail Soil Map, there is no peat soil. All mineral soil.</p> <p>Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani: Based on soil map, interview with cooperative committee, interview with farmer member and field visit, there is no peat soil.</p>	Yes

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Criterion / Indicator		Assessment Findings	Compliance
4.3.5	<p>Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing.</p> <p>- Minor compliance -</p>	<p>Soga Estate: Based on Semi Detail Soil Map, there is no peat soil. All mineral soil.</p> <p>Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani: Based on soil map, interview with cooperative committee, interview with farmer member and field visit, there is no peat soil.</p>	Yes
4.3.6	<p>A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils).</p> <p>- Minor compliance -</p>	<p>Soga Estate: For area with steep slope, Record and field visit to Soga estate platform re-build budgeted for 2016.</p> <p>Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani: 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>	Yes
<p>Criterion 4.4: Practices maintain the quality and availability of surface and ground water.</p>			
4.4.1	<p>An implemented water management plan shall be in place.</p> <p>- Minor compliance -</p>	<p>Ukui II POM: The mill has water treatment plant for domestic and mill processing. The processing capacity for water basin 400 m³, clarifier 1 and clarifier 2 each 90 m³, 3 units sand filter, pump house, water tank 95 m³. The budget at mill: Processing water needed 1 m³/ton FFB, domestic water need 0.18 m³/ton FFB. The water consumption recorded using flow meter both domestic and processing. Processing water consumption 08/2016 is 38,587 m³ or 1.06 m³/ton FFB processed – for domestic water consumption is 5,984 m³ or equal to 0.17 m³/ton FFB processed. Procedure for measuring and monitoring mill effluent under "SOP Pengukuran dan Pemantauan Limbah Cair AA-PL-03-EFP". Water analysis is conducted regularly (every 6 months) by Dinas Bina Marga in Downstream Sungai Napuh/Bengkarai. Overall mill effluent parameter was comply with "Peraturan Pemerintah No.82 tahun 2001".</p> <p>Soga Estate: Company has "SOP Pengelolaan Sempadan AA-AMP-OP-1100.21-R1" dated 01/12/2014, as guidance to</p>	Yes

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	<p>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 Karya Tani, KUD Mekar Abadi, KUD Tani Subur: 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". The policy includes prohibition of blanket spraying, prohibition of fish poisoning and throwing palm frond to drains. Soil and water conservation training carried out to farmer members. Scheme Manager has put some campaign board in field, but need to re-arranged again to remind all farmer.</p> <p>Based on field verification and interview with members, smallholder has understanding on water conservation through "U" letter frond stacking, no blanket spraying, developing "Neprolephis" as ground cover.</p>		
<p>4.4.2</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>Mill and Estate: Company demonstrates effort to protect water source and wetland, as well as monitor water quality recorded in "Buku Feed Water & Softener" in which 5 parameters monitored: pH, TH, M, SO₂, SiO₄, NaCl and TDS. Company regularly monitors water quality through analysis by "Laboratorium Dinas Pekerjaan Umum Provinsi Riau".</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 110 wood trees in block E90c, back in 2014, company planted 150 wood trees in same block.</p>	<p>Mjor NC #1412038M3 "Closed on 31/01/2017"</p>

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	<p>Currently, Soga Estate is planning for replanting in 2017. Company has a procedure to maintain riparian condition under "SOP Pengelolaan Riparian No.AA-AMP-OP-1100.21-R1" dated 01/12/2014. The procedure mentioned during replanting, old palm within river buffer area will not be felled, however all upkeep activities will stop and company will continue with local species enrichment.</p> <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>Scheme smallholder: KUD Karya Tani, KUD Mekar Abadi, KUD Tani Subur: 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". The policy includes prohibition of blanket spraying, prohibition of fish poisoning and throwing palm frond to drains. Soil and water conservation training carried out to farmer members. Based on field verification and interview with members, smallholder has understanding on water conservation through "U" letter frond stacking, no blanket spraying, developing "Neprolephis" as ground cover. However, during audit it found a non conformity as explain below.</p> <p>During field audit it was found that herbicide spraying performed closed to water courses/stream at KUD Mekar Abadi KT 248 and KUD Karya Tani KT 274, and it potentially contaminated the water course.</p> <p>KUD has done corrective action by : smallholder supervisors conduct monitoring and supervision to ensure the spraying application are correct and proper in accordance with the principles of sustainability. Dissemination to farmers and sign board nearby the waterways not to spray less than 3 meters, and planting verifier grass at the edge of trench and watersources KT 249.</p>	
<p>4.4.3</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>Yes</p>

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<p>- Minor compliance -</p>	<p>Bina Marga Laboratory of Pekan Baru. The result showed it was within allowable limits for land application (i.e BOD max 5,000 mg/l and pH 6-9). Below are the BOD analyze result from Januari to November 2016:</p> <table border="1" data-bbox="659 568 1114 960"> <thead> <tr> <th>Period</th> <th>BOD (mg/L)</th> <th>pH</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>1,085</td><td>7.44</td></tr> <tr><td>Feb</td><td>1,046</td><td>7.23</td></tr> <tr><td>March</td><td>2,142</td><td>7.05</td></tr> <tr><td>April</td><td>729.8</td><td>7.38</td></tr> <tr><td>May</td><td>629.2</td><td>7.88</td></tr> <tr><td>June</td><td>99.44</td><td>7.61</td></tr> <tr><td>July</td><td>4,621</td><td>7.37</td></tr> <tr><td>August</td><td>679.5</td><td>7.36</td></tr> <tr><td>Sept</td><td>1,100</td><td>7.5</td></tr> <tr><td>Oct</td><td>1,100</td><td>7.5</td></tr> <tr><td>Nov</td><td>1,100</td><td>7.5</td></tr> </tbody> </table> <p>Ukui 2 Palm Oil Mill holds a licence to discharge waste water into land application according to "Surat Bupati Pelalawan No.KPTS.660/BLH/783/2014, tentang Izin Pemanfaatan Air Limbah Industri Kelapa Sawit pada Tanah Perkebunan Kelapa Sawit PT. Inti Indosawit Subur – Ukui II" dated 10/09/2014 (Valid for 5 years).</p>	Period	BOD (mg/L)	pH	Jan	1,085	7.44	Feb	1,046	7.23	March	2,142	7.05	April	729.8	7.38	May	629.2	7.88	June	99.44	7.61	July	4,621	7.37	August	679.5	7.36	Sept	1,100	7.5	Oct	1,100	7.5	Nov	1,100	7.5	
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<p>4.4.4 Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored.</p> <p>- Minor compliance -</p>	<p>Ukui II 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:</p> <table border="1" data-bbox="659 1341 1206 1451"> <thead> <tr> <th rowspan="2">Water usage Per ton FFB</th> <th colspan="4">Period</th> </tr> <tr> <th>July</th> <th>Augus</th> <th>Sept</th> <th>Oct</th> </tr> </thead> <tbody> <tr> <td></td> <td>1.15</td> <td>1.06</td> <td>0.89</td> <td>0.99</td> </tr> </tbody> </table> <p>Average process in 2016: 1.04 MT/tonnes FFB</p>	Water usage Per ton FFB	Period				July	Augus	Sept	Oct		1.15	1.06	0.89	0.99	<p>Yes</p>																						
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<p>Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.</p>																																						
<p>4.5.1 Implementation of Integrated Pest Management (IPM) plans shall be monitored.</p> <p>- Major compliance -</p>	<p>Soga Estate: Soga Estate is able to demonstrate Integrated Pest Management plan. PT Inti Indosawit Subur is able to demonstrate a comprehensive Integrated Pest Management plan. The guidelines are covered by pest and disease control procedure – "SOP Pengendalian Hama dan Penyakit AA-APM-OP-1100.10-R1". The procedure explains pest and disease monitoring system, frequency of monitoring, type of pest disease, data analysis and recommended action plan to control pest/disease infestation.</p>	<p>Yes</p>																																				

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		<p>The pest management plan is implemented consistently. Document seen:</p> <ul style="list-style-type: none"> - Report of Pest census on November 2016 found to have attacked by <i>Sethotosea asigna</i> – below economic threshold 15,3 Ha and for Olona Agteri reported below economic threshold 19,33. - Barn owl boxes census record under “Rekap Sensus Kandang Burung Hantu Kebun Soga”, shows 212 boxes in good condition, 89,62% populated boxes. <p>Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani: Smallholder implementing IPM, by early warning through monitoring and adoption of natural predator for pest. Cooperative using barn owl as natural predator for rat. Cooperative conducting monitoring on rat, tirathaba, ganoderma, termite attack on monthly basis. For example in November 2016 rat attack in KUD Karya Tani, 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 <i>Turnera subulata</i> as host plant for leaf eating pest’ natural predator The scheme smallholder has a program to monitor the pest attack. Record seen: “Formulir sensus Hama Pemakan Daun” November 2016, in KT 270, 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>Soga Estate: Record of training on pest and disease is available in attendance list of Refresh SOP HPT UKUI Group, dated 11 August 2016, attended by 25 participant.</p> <p>Scheme smallholder: Scheme manager provides regular training for implementation of IPM at each cooperative (KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani). KUD Karya Tani: Training for pest and disease management for scheme smallholder available in KUD Usaha Tani, called “Notulen Pelatihan Pengendalian Hama Terpadu & Pembahasan K3” dated 8 August 2016 attended 21 cooperative members. The training covers mechanism on monitoring and control of oil palm pest and disease, symptoms of pest and disease attack, typical pest and disease in the region, etc.</p>	Yes
Criterion 4.6:			
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</p>	<p>Soga Estate: The justification of pesticide used in PT Inti Indosawit Subur – Soga Estate is explained under company procedure. PT Inti Indosawit Subur – Ukui Group shows “SOP Pengendalian Gulma No.AA-APM-OP-</p>	Yes

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	<p>pest, weed or disease and which have minimal effect on non-target species shall be used where available.</p> <p>- Major compliance -</p>	<p>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.</p> <p>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. Section XIII related to work equipment, protective equipment and safe working practices.</p> <p>Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani: 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, each sprayer issued with similar training and using same standard PPE (goggle, respirator, apron, hand glove, rubber boot).</p>																										
4.6.2	<p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided.</p> <p>- Major compliance -</p>	<p>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, 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>Applica tion 2015 (L/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>Gramoxone</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 Tani Subur, KUD Mekar Abadi and KUD Karya Tani: All pesticide application follows Agriculture Policy Manual. The chemical dosage, target application, time of application, and the trained sprayer has been</p>	Chemical	Active ingredient	Applica tion 2015 (L/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	Gramoxone	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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		prepared by PT Inti Indosawit Subur – Ukui Group. The record of pesticide used logged in “Daily Cost TUS 2016”.															
4.6.3	Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. - Major compliance -	Soga 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 last option. Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani have shown the record of usage of pesticides are registered in 2016, under “Bukti Penggunaan Agro Terdaftar dan di Izinkan Tahun 2016”.	Yes														
4.6.4	Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances. - Minor compliance -	Soga Estate: Paraquat is not banned in Indonesia. Below are the usage of Paraquat from 2011 – 2016. <table border="1" data-bbox="659 1019 1174 1265"> <thead> <tr> <th>Period</th> <th>Paraquat usage (liters)</th> </tr> </thead> <tbody> <tr> <td>2011</td> <td>202.3</td> </tr> <tr> <td>2012</td> <td>159.8</td> </tr> <tr> <td>2013</td> <td>46.6</td> </tr> <tr> <td>2014</td> <td>516.4</td> </tr> <tr> <td>2015</td> <td>461.7</td> </tr> <tr> <td>2016</td> <td>357.2</td> </tr> </tbody> </table> The use of paraquat has been declined from 2014 into 2016. This was used for re-planting. Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani: Scheme smallholder policy is not to use Paraquat for weed control in their plantation.	Period	Paraquat usage (liters)	2011	202.3	2012	159.8	2013	46.6	2014	516.4	2015	461.7	2016	357.2	Yes
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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).	Soga Estate: Company programmed training for sprayers, “Pelatihan Pestisida Terbatas”. Sample seen: Mrs. Nurlela, Mrs.Lasmaida and the other 25 sprayers joined “Pelatihan Penggunaan Pestisida Terbatas” dated 22/09/2015. MSDS for all agrochemical stored is evident. Certificate of limited pesticide namely Mr. Mespandi no 696/Set-KP3/I/2013, dated 2 January 2013, valid until 5 years, for Mrs. Rostelia Marbun no 1484/Set-KP3/IX/2015, dated 23 September 2015. All pesticides applicator have been training of limited pesticides. Last training on 30 September 2016, attended by 75 applicator. Standard PPE issued for sprayers: goggle, respirator mask, apron, rubber glove, long sleeve coverall, rubber	Major NC #1412038M1 “Closed on 31/01/2017”														

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<p>- Major compliance -</p>	<p>boot. PPE regularly replaced and/or substituted when damaged/decline in function. Based on interview with chemical mixing operator, storekeeper, overseer and sprayers; precaution and risk related to chemical product have been understood.</p> <p>Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani: 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>All pesticides applicator have been training of limited pesticides. Last training on 30 September 2016, attended by 75 applicator. However there are found nonconformity during audit as explain below.</p> <p>Based on field visit to smallholder plantation in KUD Karya Tani (Kav 5888) 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>Company has done the corrective action by issued circular letter number 182/ES-KLU/EXT/12/2016, and letter of reprimand no.142/KUD/KT/12/2016 to Mr. Pardi. Evidence of Sociaization on Dec 15th, 2016 with attendance list is available.</p>	
<p>4.6.6</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>Yes</p>

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		<p>Scheme smallholder: KUD Karya Tani, KUD Mekar Abadi & KUDTani Subur: 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.</p>	
4.6.7	<p>Application of pesticides shall be by proven methods that minimise risk and impacts.</p> <p>- Minor compliance -</p>	<p>Soga 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 agrochemical storekeepers, supervisors and sprayers found to understand use of the correct pesticide type, dosage, nozzle, spray factor, spray quality and spray techniques.</p> <p>Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani: All herbicide application follows Agriculture Policy Manual. The chemical dosage, target application, time of application, and the trained sprayer team have been 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>	Yes
4.6.8	<p>Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.</p> <p>- Major compliance -</p>	<p>Soga Estate: There is no aerial application in the whole estate operation.</p> <p>Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani: There is no aerial application of pesticide/herbicide.</p>	Yes
4.6.9	<p>Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8).</p>	<p>Soga Estate: Company programmed training for sprayers, "Pelatihan Pestisida Terbatas". Sample seen: Mrs. Nurlela, Mrs.Lasmaida and the other 25 sprayers joined "Pelatihan Penggunaan Pestisida Terbatas" dated 22/09/2015. All pesticides applicator have been training of limited pesticides. Last training on 30 September 2016, attended by 75 applicator.</p>	Yes

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Criterion / Indicator	Assessment Findings	Compliance
- Minor compliance -	<p>Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani: 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. All pesticides applicator have been training of limited pesticides. Last training on 30 September 2016, attended by 75 applicator.</p>	
<p>4.6.10 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>Soga Estate and Ukui II Mill: 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 01/27/2011, 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 12/11/2015. Followed up by environmental office "Badan Lingkungan Hidup Kabupaten Pelalawan" by visit dated 11/23/2015. The permit extension due for process. The empty chemical containers transferred from Soga 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. Scheme smallholder: KUD Karya Tani, KUD Mekar Abadi & KUD Tani Subur : 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. However it's found some fertilizer bag thrown in palm oil circle and collecting path, in KUD Bina Sejahtera</p>	Yes
<p>4.6.11 Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.</p> <p>- Major compliance -</p>	<p>Soga 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. Example: Mespandi - spraying overseer; Rostelia, Friska, Elisabet, Juwita, Tiur – sprayers; have received medical check up on 10 May 2016. The result shows no sign of intoxication. Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya</p>	Yes

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		Tani: 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.	
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	Soga 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: Pregnancy test for 15 sprayers and 33 fertilizer workers in November 2016 and in December 2016. The pregnancy tests resulted negative (-); no pregnant worker. If there is pregnant worker, maternal leave is given. Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani: 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.	Yes
Criterion 4.7:			
An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:			
4.7.1	A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. - Major compliance -	Occupational Health and Safety Policy, lined out in the Company Policy signed on 1 December 2016, point 3 mentioned: "... Menerapkan dan memelihara sistem manajemen lingkungan, social, ketanahan pangan, kesehatan dan keselamatan kerja terpadu sesuai dengan standar sistem manajemen nasional dan internasional yang berlaku..". 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." Perusahaan memiliki Program Management Kesehatan dan Keselamatan Kerja 2016, Kebun Soga, such as: - Menurunkan tingkat kecelakaan kerja periode Januari – Desember 2016 - Safety Talk dan Safety Briefing - Checklist Pemakaian APD - Refresh training K3: PPGD (program penanganan gawat darurat, basic fire, basic safety) - Refresh training Wok Instruction Ukui 2 POM: Health and Safety program 2016 has been implemented: Safety Inspection (PPE, Housing, and Utilities), Safety Program (Operator certificate, Training	Yes

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	<p>for PPGD, Fire Brigade, Basic Safety), Health Program (Medical Check Up, Posyandu, "Penanganan DBD, Malaria, Diare, ISPA" & Extra fooding) , Emergency Respon Program (ERT & Drill Fire and Spilage), Environment Program ("Penghijauan Komplek Perumahan dan Pabrik). It was observed all program has been implemented and effectiveness monitored.</p> <p>Soga Estate: Health and safety program 2016 has been implemented: Training PPGD, Update Peta Lokasi APAR, Hydrant, Exit route, Assembly point, Safety Briefing, APD, Sertifikasi Juru Las.</p> <p>Health and safety plan has been established for 2016. (K3 Inspection, Training Program & Certification, Health Program, Emergency Respon Program & Environmet Program (Waste management & Hazardous waste). 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>	
<p>4.7.2</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>Document seen: Hazard Identification and Risk Assessment and Control (HIRAC) / Analisis resiko, updated on 11 November 2016. Covering to all activity in operation estate and mill, such as: office activities, road maintenance, fertilizing, spraying, transport FFB,</p> <p>Plantation and palm oil mill is able to demonstrate risk assessment for Ukui 2 mill latest HIRADC update on May 2016.</p> <p>Scheme smallholder: KUD Tani Subur has shown the document of Risk Assesmne under "Dokumen Analisa Reiko", that mentioned on form HIRAC (Hazard Identification & Risk Assessment and Control) for each activity has identified, updated on 2 January 2016.</p> <p>KUD Mekar Abadi has shown the document of Risk Assesmne under "Dokumen Analisa Resiko", that mentioned on form HIRAC (Hazard Identification & Risk Assessment and Control) for each activity has identified, updated on 2 January 2016.</p> <p>KUD Karya Tani has shown the document of Risk Assesmne under "Dokumen Analisa Reiko", that mentioned on form HIRAC (Hazard Identification & Risk Assessment and Control) for each activity has identified, updated on 2 January 2016.</p> <p>However, duing audit found a non conformity as explained below.</p>	<p>Major NC #1412038M2 "Closed on 31/01/2017"</p>

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	<p>Inadequate risk and hazard identification related to smallholder operation; this is not comply with the requirement whereby 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.</p> <p>In KUD Karya Tani (Kav. 5884): Risk assessment prepared for smallholder has not identified hazard such as poor road condition, overflow of river, and other hazardous field condition in preparing risk assessment.</p> <p>KUD has done corrective action by conduct a review and re-analysis the existing risk and add the aspects of the job that did not exist in previous risk analysis document such as: poor road condition, overflow of river, etc. New risk assessment document available on site, last review on January 02nd, 2017.</p>	
<p>4.7.3</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>Soga 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 2 POM, related to specific skill required to operate machinery:</p> <ul style="list-style-type: none"> - Lisensi K3 Operator Pesawat Uap, namely Sondang Siringo-ringo No 2571 PK3-PUBT-B/VI/2012 - SIO/license under name Mr.Suriadi (Turbine Operator) No.11.1334-OPK3-PUBT-B.I/IX/2011, valid to 21/09/2016; - SIO/license under name Mr.Sujono (Electrical mechanic) No.1617/TK3-LIST/IV/2013-P01, valid to 30/04/2016 - SIO/License under name Mr.Edison Sihombing (Boiler Operator) No.12.P.10.500-OPK3-PUBT/BT.BI/IV/2013, valid to 16/04/2017; - PPGD Training on 31 July 2016, attended by 25 employees. - Basic Fire Training on 21 April 2016, attended by 31 employees - Emergency drill has been conducted on 25 Noivember 2016. Regarding Fire Drill Scenario attended by 18 employees. 	<p>Yes</p>

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		<p>Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani: Cooperative provides PPE for harvester working in their area. Monitoring on PPE usage among harvester as in "Checklist Pemakaian Alat Pelindung Diri", period October 2016 in KUD Mekar Abadi. Minimum PPE requirement: helmet, goggle, sickle cover and rubber boot. There are 18 harvesters inspected.</p>	
4.7.4	<p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p> <p>- Major compliance -</p>	<p>In Ukui 2 POM, safety committee has been acknowledged through decree from manpower office No.KPTS.566/DTKT-WAS/2016/58 dated 4 August 2016. Mr Syafrizal as occupational health and safety expert, no Reg: 21182/PK3/AJ/14/2015/PO, dated 8 May 2015 and valid until 3 years. Minutes of meeting for safety committee dated 5 September 2016, discussing regarding Accident and Incident Report, HIRAC review. In Soga Estate, safety committee has been acknowledged through decree from manpower office No.KPTS.566/DTKT-WAS/2016/03, date 08/01/2016. New safety committee structure has been established on 08/01/2016 and also structure for emergency response team has been established on 02/01/2016. The safety report has been sent to manpower office on 3-monthly basis.</p> <p>Scheme smallholder: KUD Tani Subur: appointment of Mr. Eko S as person in charge for cooperative's health and safety aspects, and in KUD Mekar Abadi has appointment Mrs Suwita Dewi as cooperative's health and safety aspects. Meeting on health and safety performed during FKKT meeting. Sample: Meeting on 14/03/2015, discussing FFB transport, PPE usage for harvester and fertilizer applicator, attended by 23 representatives from each farmer group, Safety Meeting has been conducted regularly. Training and meeting "Penyuluhan Panen dan APD". Minutes of meeting explain about APD Socialization uses Helmet, Goggles and Shoes and also Egrek equipped with Cover, Restricted Pesticide, Soil and water conservation, fertilizer application, emergency response, AMDAL & HCV, Emergency Response and Basic Fire.</p>	Yes
4.7.5	<p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce.</p>	<p>Ukui 2 POM and Soga Estate: Emergency procedures ase been established; procedure for first aid and emergency situation under "Penanganan Keadaan Darurat – Pertolongan Pertama pada Kecelakaan No.AA-447-001-FM-R1" – dated 12/2014. The team for emergency situation has been established – as part of safety committee. Ukui 2 POM and Soga Estate are able to demonstrate adequate first aid</p>	Yes

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<p>Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>officer, equipped with first aid kit. First aid mechanism has been established on 06/01/2016. License first aider has been demonstrated under name Sister Marlina Purba, 01/10/2015 – 01/10/2018. License No.566/DTKT-WAS/LC/P3K/102. Company has provides training, such as:</p> <ul style="list-style-type: none"> - PPGD Training on 31 July 2016, attended by 25 employees. - Basic Fire Training on 21 April 2016, attended by 31 employees - Emergency drill has been conducted on 25 November 2016. Regarding Fire Drill Scenario attended by 18 employees. - Emergency team conduct fire patrol. <p>Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani: Scheme smallholder manager provides guidance on accident and emergency response plan. The emergency plan covers incident such as work accident, earthquake, flood, landslide, fire break, and agrochemical/hydrocarbon spillage. The emergency plan presented in simple flowchart, completed with contact number and written in Bahasa Indonesia. 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. 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>4.7.6 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. 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 for September and October 2016. Last medical check up has been conducted for all workers all Ukui 2. The medical check up including blood test, physical examination, audiometric test and spirometric test. Result of examination for worker is kept. Company also providing social and accident insurance in from BPJS Ketenagakerjaan – for all workers.</p>	<p>Minor NC #1412038N1 "OPEN"</p>

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		<p>Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani: 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. Company provides annual medical check up for all employees. However, during audit it found a non conformity as explain below.</p> <p>Minor Non conformity: KUDs (KUD Karya Tani, KUD Mekar Abadi, KUD Tani Subur) were not able to demonstrate all employees have provided with medical care, and covered by accident insurance, both BPJS Kesehatan and BPJS Ketenagakerjaan.</p>	
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	<p>An accident record has been established, based on record of "Rekapitulasi Kecelakaan Kerja, Near Miss & Potensi". Record shows as of 06/01/2016, where 0 case of fatality, 2 cases of medical aid (0 lost days) and 10 cases of near miss.</p> <p>Scheme smallholder: KUD Tani Subur, KUD Mekar Abadi and KUD Karya Tani: Cooperative is working together with local paramedic, Mrs. Mariza from Puskesmas to treat and record any occupational injury case. Occupational injury recorded under "Rekaman Kecelakaan Kerja". Based on record, there is no work accident throughout 2016 for all KUD's.</p>	Yes
Criterion 4.8:			
All staff, workers, smallholders and contract workers are appropriately trained.			
4.8.1	A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. - Major compliance -	<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> <p>Ukui Estate: Tranining program has been established for 2016. Example: Supply Chain & 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</p>	Yes

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		<p>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 Karya Tani, KUD Mekar Abadi, KUD Tani Subur: Training 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>	
4.8.2	<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 II POM: Records of training for each employee have been maintained. Example: Aston Sirait (sustainability awareness, basic safety, mass balance & Traceability), Imam Syahputra (sustainability awareness, basic safety, mass balance , Limbah B3, Environmental Aspect Impact, Effective communication skill). All relevant staff and operators have been adequately trained: All relevant staff and operators have been adequately trained: Mr.Ibrahim received training on Supply Chain dated 03/21/2016; Mr. Herman F.L received training on Supply Chain on 03/21/2016;</p> <p>Scheme smallholder: KUD Karya Tani, KUD Mekar Abadi, KUD Tani Subur: Training records for each smallholder has been established in attendance list. For example, training of Harvesting and PPE in KUD Karya Tani on August 25th, 2016. Training record of Motivasi and Sosialisasi in KUD Mekar Abadi held in 11-11-2016, and also Fertilizer application in KUD Tani Subur held on 24-04-2016 attended by smallholder member.</p>	Yes
<p>Principle 5: Environmental responsibility and conservation of natural resources and biodiversity</p>			
<p>Criterion 5.1:</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>			
5.1.1	<p>An environmental impact assessment (EIA) shall be</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</p>	Yes

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<p>documented. - Major compliance -</p>	<p>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. 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 10/28/2009.</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 Pusat Pengendalian Pembangunan Ecoregion on 10/08/2016.</p> <p>Scheme smallholder: KUD Karya Tani, KUD Mekar Abadi, KUD Tani Subur: 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>5.1.2 Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons. - 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 02/22/2012.</p> <p>Scheme smallholder: KUD Karya Tani, KUD Mekar Abadi, KUD Tani Subur: Scheme manager provides dissemination and explanation on content of AMDAL document, RKL/RPL document, HCV report and Social Impact Assessment document.</p>	<p>Yes</p>
<p>5.1.3 This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented</p>	<p>Ukui II POM and Soga Estate: Environmental Management Plan – “Program Manajemen Lingkungan” is available, indicating the plan to mitigate significant impact, the monitoring plan,</p>	<p>Yes</p>

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<p>to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p> <p>- Minor compliance -</p>	<p>person in charge and time frame. "Program Manajemen Lingkungan 2016", reviewed and evaluated. Example planning for Mill: to control and reduce air pollution, 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 Asisstant Sustainable, as well as anticipating any social conflict with community around estate.</p> <p>Scheme smallholder: KUD Karya Tani, KUD Mekar Abadi, KUD Tani Subur: Scheme manager provides dissemination and explanation on content of AMDAL document, RKL/RPL document, HCV report and Social Impact Assessment document.</p>																			
<p>Criterion 5.2: The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and and operations managed to best ensure that they are maintained and/or enhanced.</p>																				
<p>5.2.1 Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).</p> <p>- Major compliance -</p>	<p>Ukui II POM, Soga Estate and Scheme Smallholder: 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". The document has put into consideration the landscape condition, including Teso Nilo National Park near the plantation. 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> <table border="1" data-bbox="657 1742 1246 2033"> <thead> <tr> <th>HCV</th> <th>Status</th> <th>Ha</th> </tr> </thead> <tbody> <tr> <td>River/Sungai Napuh</td> <td>1.1, 1.2, 4.1</td> <td>27.770</td> </tr> <tr> <td>TributaryAnak Sungai Napuh</td> <td>1.1, 1.2, 4.1</td> <td>5.985</td> </tr> <tr> <td>Tributary/Anak-Anak Sungai Napuh</td> <td>1.1, 1.2, 4.1</td> <td>0.800</td> </tr> <tr> <td>River/Hulu Sungai Air Hitam Kiri</td> <td>1.1, 4.1</td> <td>57.014</td> </tr> <tr> <td>River/Hulu Sungai Air Hitam Kanan</td> <td>1.1, 4.1</td> <td>19.656</td> </tr> </tbody> </table>	HCV	Status	Ha	River/Sungai Napuh	1.1, 1.2, 4.1	27.770	TributaryAnak Sungai Napuh	1.1, 1.2, 4.1	5.985	Tributary/Anak-Anak Sungai Napuh	1.1, 1.2, 4.1	0.800	River/Hulu Sungai Air Hitam Kiri	1.1, 4.1	57.014	River/Hulu Sungai Air Hitam Kanan	1.1, 4.1	19.656	<p>Yes</p>
HCV	Status	Ha																		
River/Sungai Napuh	1.1, 1.2, 4.1	27.770																		
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River/Hulu Sungai Air Hitam Kiri	1.1, 4.1	57.014																		
River/Hulu Sungai Air Hitam Kanan	1.1, 4.1	19.656																		

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		Waste water pond/Kolam Limbah	1.1, 4.1	2.057	
		Water reservoir/Waduk	1.1, 4.1	2.400	
		Graveyard/Makam Afdeling 1	1.1, 4.1	0.443	
		Graveyard/Makam Afdeling 5	1.2, 1.3, 2.3, 5	0.060	
		Graveyard/Makam Afdeling 2	6	2.109	
		Graveyard/Makam Arah SP VI	6	0.005	
		Total		118.299	
		<p>Most of the HCV identified, located within the existing plantation. So there must have been area where oil palm planted on HCV area. Company will review the area during replanting.</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>), "67ana tau67n 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>), monitor lizard (<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>			
5.2.2	<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><u>Soga Estate and Ukui II Mill:</u></p> <p>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 of 234.458 Ha.</p> <p>A number of protected 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>), "67ana tau67n 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>), monitor lizard (<i>Varanus salvator</i>). Identified also protected plants such as "Meranti batu"</p>			Yes

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	<p>(<i>Shorea leprosula</i>), “Meranti bunga” (<i>Shorea teysmanniana</i>).</p> <p>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).</p> <p>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 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. HCV monitoring performed monthly by foreman and documented in “Tabel monitoring kerusakan kawasan lindung”.</p> <p>Company continuously disseminating HCV and wildlife protection to employee and surrounding community. Last dissemination performed in 1st Dcember 2016</p> <p>Scheme Smallholder:</p> <p><u>KUD Mekar Abadi, KUD Karya Tani and KUD Tani Subur:</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>5.2.3</p>	<p>There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the</p>	<p><u>Soga Estate dan ukui II Mill:</u></p> <p>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</p>

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<p>company is found to capture, harm, collect or kill these species.</p> <p>- Minor compliance -</p>	<p>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 continuously 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:</p> <p><u>KUD Mekar Abadi, KUD Tani Subur, KUD Karya Tani:</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>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"> - Bpk. Narto in KUD Mekar Abadi, SK No. 008/KUD-KT/SKSL/I/2016 dated 2 Januari 2016. - Bpk Herman Prayitno in KUD Karya Tani, SK No:KPTS/KUD-KT/XII/2016 dated 6 Januari 2016. - Bpk. Syahdon AR in KUD Tani Subur No. SK 012/KUD-TS/SK/I/2011 dated 10 Januari 2011. <p>Socialization protection of animals already conducted by KUD through information boards and slogans of wildlife protection and also through "forum kelompok tani" which held once in two month. Socialization is also done by the company PT IIS periodically every year, last socialization conducted on 11 November 2016.</p>	
<p>5.2.4 Where a management plan has been created there shall be ongoing monitoring:</p> <ul style="list-style-type: none"> • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring 	<p><u>Estate and Mill:</u></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>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</p>	<p>Yes</p>

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<p>shall be fed back into the management plan.</p> <p>- Minor compliance -</p>	<p>explains the monitoring on status of pland and wildlife, disturbance and damage to the protected area.</p> <p>Wildlife/flora and fauna 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>), Elang tikus (<i>Elanus caeruleus</i>), Ayam hutan (<i>Gallus gallus</i>), Tupai tanah (<i>Tupaia tana</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"> - In KUD Tani Subur, monitoring in 6 November 2016 at No. KT 129 Sido Mulyo SP 1B head of KT Mat Isa reported presence/encounter of animal such as: Biawak (<i>Varanus salvator</i>) Cekakak belukar (<i>Halcyon smyrnensis</i>). - In KUD Mekar Abadi, monitoring in November 2016 at No. KT 224 Tunas Harapan, head of KT Narto reported presence/encounter of animal such as: Cekakak belukar (<i>Halcyon smyrnensis</i>) and burung Tiong (<i>Gracula religiosa</i>). - In KUD Karya Tani, monitoring in November 2016 at No. KT 266, di Kav. 5820, Herman Prayitno reported presence/encounter of animal such as: Cekakak belukar (<i>Halcyon smyrnensis</i>). 	
<p>5.2.5</p> <p>Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights.</p> <p>- Minor compliance -</p>	<p>Soga Estate:</p> <p>Based on document verification, field visit and interview with stakeholders, there was no HCV area under existing rights of local community.</p> <p>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 25th, 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: KUD Tani Subur, KUD Mekar Abadi, KUD Karya Tani:</p> <p>Based on document verification, field visit and interview</p>	<p>Yes</p>

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	with stakeholders, there is no HCV area under existing rights of local community.	
Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.		
5.3.1 All waste products and sources of pollution shall be identified and documented. - Major compliance -	Mill and Estate: 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. Scheme smallholder: <u>KUD Tani Subur, KUD Mekar Abadi, KUD Karya Tani:</u> Cooperatives able to demonstrate identification 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.	Yes
5.3.2 All chemicals and their containers shall be disposed of responsibly. - Major compliance -	Mill and Estate: 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. 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 dated 12/11/2015. Followed up by environmental office "Badan Lingkungan Hidup Kabupaten Pelalawan" by visit dated	Yes

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	<p>12/23/2015. 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 02/09/2015; valid up to 02/22/2016. 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 11/08/2011 valid for 5 years.</p> <p>Hazardous waste management recorded in "Neraca Limbah B3" which contains a record of incoming and outgoing waste and waste stock in the temporary hazardous waste storage. Outgoing waste recorded in "Catatan Serah-Terima Limbah B3" and "Manifest Pengiriman LB3". All waste management record can be demonstrated and comply with the regulation.</p> <p>Scheme smallholder: <u>KUD Tani Subur, KUD Mekar Abadi, KUD Karya Tani:</u> 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>	
<p>5.3.3</p> <p>A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</p> <p>- Minor compliance -</p>	<p>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".</p> <p>The company started at the beginning this year to recycle anorganic waste where the company built the waste storage.</p> <p>Scheme smallholders: <u>KUD Tani Subur, KUD Mekar Abadi, KUD Karya Tani:</u> KUD has defined "Mekanisme Pengelolaan Sampah", explains the handling of organic to be composted and inorganic waste to be managed by village office.</p>	<p>Yes</p>
<p>Criterion 5.4:</p>		

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Efficiency of fossil fuel use and the use of renewable energy is optimised.		
<p>5.4.1</p> <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>Ukui II POM: PT Inti Indosawit Subur has a programme for energy management. The program has covers plan to use renewable energy from fiber/shell and from fossil fuel/HSD oil. 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. Program has covers plan to use renewable energy from fiber/shell and from fossil fuel/HSD oil. 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.</p> <p>Shows "Laporan Unit Pabrik" up to 11/2016, the record shows a total of 10,968 tons of fibre and 13,084 tons of shell used as renewable energy source for boiler. Based on data of energy production, shows increase. In 2014, 0.375 Gigajoule/tons energy was produced while in 2015 indicates 0.393 Gigajoule/tons energy was produced.</p> <p>Soga Estate: Engineering Design for Genset using Fuel Ratio Gasifier. Average HSD fuel use on 12/2015 is 715 liters of HSD fuel. After using Fuel Ratio Gasifier reduced into 577 liters.</p> <p>Scheme smallholder: <u>KUD Tani Subur, KUD Mekar Abadi, KUD Karya Tani:</u> 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 and reduction of harvesting pad.</p>	<p>Yes</p>
<p>Criterion 5.5:</p>		
<p>Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.</p>		
<p>5.5.1</p> <p>There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p> <p>- Major compliance -</p>	<p>Soga 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. Soga Estate will having replanting program in 2017 (see 3.1.2).</p> <p>Scheme smallholder:</p>	<p>Yes</p>

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		<p>KUD Tani Subur, KUD Mekar Abadi, KUD Karya Tani: KUD is able to demonstrate "Rencana Program Replanting". 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>Soga 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 Tani Subur, KUD Mekar Abadi, KUD Karya Tani: "Rencana Program Replanting" the document explains methodology for replanting in 2017, 2018 - 2020. KUD committed the replanting will be done with mechanization/zero burning.</p>	Yes
<p>Criterion 5.6: 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>Mill and Estate: 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"> - Control the emission from operational vehicle, where all vehicle shall follows emission test and meet the quality standards; - When vehicle fails to meet quality standard, a repair/maintenance will performed; - Reducing air pollution from fossil fuel, by using biogas plant. And stop using shell for boiler No.4 (only fibre); - Reducing GHG with optimal use of effluent as source of energy for power plant, through use of biogas plant. 	Yes

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<p>5.6.2 Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented.</p> <p>- Major compliance</p>	<p>The company has implemented and monitored a plan to reduce pollutant and emission. Emission, particulate, 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. 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 II -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>Yes</p>
<p>5.6.3 A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools.</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"> - Total net emission 167,019 tCo2eq (1.74 tCO2eq/ton CPO and PK) - Total emissions from estate+Plasma: 139,275.50 tCo2 eq - Total emission from mill: 27,744.48 tCO2 eq. <p>Ukui II 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>

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

Criterion 6.1:
 Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.

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6.1.1	<p>A social impact assessment (SIA) including records of meetings shall be documented.</p> <p>- Major compliance -</p>	<p>Identification and analysis of social aspect in oil palm plantation, cooperation between PT Inti Indosawit Subur – Ukui Group and Faculty of Forestry – Bogor 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. Evidence of consultation with affected parties is available in the document.</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>Scheme smallholder: KUD Mekar Abadi: Dissemination has been conducted on 31 March 2016. Agenda: “Rapat Anggota Tahunan tahun buku 2015 dan Rencana Kerja Pengurus Tahun 2016 “. There are 219 participants from village authorities, cooperative committee and scheme manager.</p>	Yes
6.1.2	<p>There shall be evidence that the assessment has been done with the participation of affected parties.</p> <p>- Major compliance -</p>	<p>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.</p> <p>Scheme smallholder: KUD Usaha Tani: Dissemination has been conducted on 26/01/2015. Agenda: “Rencana Kelola Sosial Terkait Aspek Permasalahan Sosial yang ada di wilayah Desa Air Putih - SP 6 Lala, dan Perbahasan K3”. There are 15 participants from village authorities, cooperative committee and scheme manager. The social impact review covers harvesting and transportation activities (FB quality, FFB stealing, air pollution, poor road condition, FFB pricing transparency), manpower (no certificate or decree, PPE broke down), land legality (land certificate, FFB sales contract), etc.</p>	Yes
6.1.3	<p>Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation.</p>	<p>PT Inti Indosawit Subur – Ukui Group is able to demonstrate environmental and social impact management program, in order to mitigate negative impact. The program covers type of activity and the significant impact/risk, purpose of activity, target, person in charge and time frame for implementation.</p> <p>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>	Yes

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	- Major compliance -	Scheme smallholder: KUD Tani Subur, KUD Karya Tani, KUD Mekar Abadi: Plan for avoidance of negative social impact. Example: Fire patrol to prevent fire break, as well as prevent FFB larceny cases.	
6.1.4	<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>Scheme smallholder: KUD Tani Subur, KUD Karya Tani, KUD Mekar Abadi: KUD has had"Rencana Kelola Sosial Terkait Aspek Permasalahan Sosial yang ada di wilayah Desa dan Permbahasan K3".Participants of discussion from village authorities, cooperative committee and scheme manager. The social impact review covers harvesting and transportation activities (FB quality, FFB stealing, air pollution, poor road condition, FFB pricing transparency), manpower (no certificate or decree, PPE broke down), land legality (land certificate, FFB sales contract), etc.</p>	Yes
6.1.5	<p>Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).</p> <p>- Minor compliance -</p>	<p>PT 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 5th 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>Scheme smallholder: KUD Tani Subur, KUD Karya Tani, KUD Mekar Abadi: The SIA document covers social impact on development</p>	Yes

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		of scheme smallholders	
Criterion 6.2:			
There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.			
6.2.1	<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> <p>Policy and procedure for communication is in place, to ensure company produce a single consistent statement for all stakeholders, both internal and external. The policy consists of guidance on information handling and how information used in communicating to community and media.</p>	Yes
6.2.2	<p>A management official responsible for these issues shall be nominated.</p> <p>- Minor compliance -</p>	<p>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).</p> <p>The job description of public relation officer is to develop and nurture good relationship with all stakeholders, to resolve issues related to social and environmental with internal and external party.</p> <p>Scheme Smallholder KUD Karya tani has appointed Sukandarto as management official responsible for communication and consultation with other interest parties (Humas) based on "Surat Keputusan Ketua KUD Karya Tani No./Kpts/KUD-KT/XII/2016 tentang Penunjukan/Pengangkatan Pengurus Humas Karya Tani tertanggal 06 Januari 2016".</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.</p> <p>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</p>	Yes

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	<p>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).</p> <p>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 Indonesia (worker union), Ketua MUI Ukui.</p> <p>NGO: WWF, Scale Up</p> <p>Scheme smallholder: KUD Tani Subur, KUD Karya Tani, KUD Mekar Abadi: Stakeholder list prepared in 18 January 2016. The list consists of 30 stakeholders such as: Camat Lubuk Batu Jaya, Disnakertras Kabupaten Indragiri Hulu, Dinas Perkebunan Kabupaten Indragiri Hulu, Kantor Pertanahan Kabupaten Indragiri Hulu, Badan Lingkungan Hidup Kabupaten Indragiri Hulu, Kepala Desa Sekitar, etc.</p>		
<p>Criterion 6.3:</p>			
<p>There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.</p>			
<p>6.3.1</p>	<p>The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested.</p> <p>- Major compliance -</p>	<p>There is a number of mechanisms to handle complaint and grievances.</p> <p>"Mekanisme Komunikasi dan Konsultasi Masyarakat Lokal No.AA-GL-5009.1 R0" explains mechanism to resolve external complaint related to communication and consultation with local community or another party feel the impact from mill or plantation operation;</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</p>	<p>Yes</p>

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		<p>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>Each procedure explains steps to be taken in order to guarantee request for anonymity from complainants and whistleblowers.</p> <p>Scheme smallholder: KUD Tani Subur, KUD Karya Tani, KUD Mekar Abadi: 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>	
6.3.2	<p>Documentation of both the process by which a dispute was resolved and the outcome shall be available.</p> <p>- Major compliance –</p>	<p>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 is in “Buku Keluhan dan Keberatan”. Based on document verification, throughout 2015, company has not received grievance from external stakeholder.</p> <p>Soga Estate :</p> <p>Internal complaint documented in the “Buku Keluhan Umum” which available in each Afdeling/division, for example in Afdeling IV during 2016 there were 11 types of employee complaints, such complaints submitted by Suherdi (Mess Afd IV) on April 10, 2016 related to floor bathroom damaged (cracked) in the housing and has responded by doing the repairs.</p> <p>Scheme smallholder: KUD Tani Subur, KUD Karya Tani, KUD Mekar Abadi: Logbook is available. Secretary is responsible to update the logbook. During 2016 there is no complaint reported to KUD/cooperative committee.</p>	Yes
<p>Criterion 6.4:</p> <p>Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>			
6.4.1	<p>A procedure for identifying legal, customary or user rights, and a procedure for</p>	<p>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</p>	Yes

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<p>identifying people entitled to compensation, shall be in place.</p> <p>- Major compliance -</p>	<p>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. Based on interviews with surrounding communities mentions that PT IIS Soga Estate is no longer expand plantation area so that there is no more compensation process/land acquisition.</p> <p>Scheme smallholder: KUD Tani Subur, KUD Karya Tani, KUD Mekar Abadi: 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>	
<p>6.4.2</p> <p>A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land.</p> <p>- Minor compliance -</p>	<p>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. In this mechanism has been set concerning FPIC, Negotiations Measurements common border and others including the involvement of other related parties and parties whose land borders the land conflict.</p> <p>Based on interviews with surrounding communities mentions that PT IIS Soga Estate is no longer expand plantation area so that there is no more compensation process/land acquisition.</p>	<p>Yes</p>
<p>6.4.3</p> <p>The process and outcome of any negotiated agreements and compensation claims</p>	<p>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</p>	<p>Yes</p>

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<p>shall be documented, with evidence of the participation of affected parties, and made publicly available.</p> <p>- Major compliance -</p>	<p>within company legal boundary, this was confirmed during stakeholders consultation meeting.</p> <p>Based on interviews with surrounding communities mentions that PT IIS Soga Estate is no longer expand plantation area so that there is no more compensation process/land acquisition. They also stated that 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.</p> <p>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.</p>	
<p>Criterion 6.5:</p> <p>Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p>		
<p>6.5.1</p> <p>Documentation of pay and conditions shall be available.</p> <p>- Major compliance -</p>	<p>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.</p> <p>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.</p> <p>Based on review of payments slip, there is no worker paid below minimum wages. For instance:</p> <p>Ukui II Mill: Mrs. Wiwin Marunda Nainggolan (SKU-H) works 24 days with daily rate at Rp. 73.000, Basic salary Rp. 1.752.000; fringe benefit Rp.438.000; Milling incentive Rp. 3.223.016; OverTime Rp.-; Jamsostek (insurance deduction) Rp. 93.000; Mr. Julianto (PHL) works 28 days with daily rate at Rp. 93.000; total Rp. 2.604.000; Milling incentive Rp. 3.836.923; Overtime Rp. -; Jamsostek (Insurance deduction) Rp.69.750;</p> <p>Soga Estate: Mrs. Siti Nurmala Sari (SKU Harian), Basic salary Rp.1.752.000; fringe benefit Rp.438.000; Premi Rp. 390.000; Jamsostek (insurance deduction) Rp. 67.239;</p>	<p>Yes</p>

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	<p>BPJS deduction Rp. 23.250. Take home pay Rp. 2.489.511.</p> <p>Mr. Hilman Zakaria (SKU Harian), Basic salary Rp.1,752,000; Fringe benefit Rp. 438.000; Premi Rp. 405.000; Jamsostek (insurance deduction) Rp.47.239; BPJS deduction Rp. 23.250. Take home pay Rp. 2.504.511.</p> <p>Mr. Hermon Manulang (SKU Harian), Basic salary Rp.1,825.000; Fringe benefit Rp. 365.000, Premi Rp. 2.145.960; Jamsostek (insurance deduction) Rp. 67.239; BPJS deduction Rp. 23.250. Take home pay Rp. 4.245.471.</p> <p>Scheme Smallholder; Based on verification of the documents "Daftar Honor Pengurus dan Karyawan KUD Mekar Abadi (13 person) In November 2016 shows that KUD Mekar Abadi has met the Minimum Wage Kab. Indragiri Hulu as Rp. 2,174,473,-/month (Riau Governor Decree No. 15/I/2016 dated January 7, 2016). Minimum wages received by employees KUD Mekar Abadi Rp. 2.1892 million (Security on behalf Sugeng and Sarno). Based on verification of the documents "Daftar Pembayaran Gaji Karyawan KUD Karya Tani" (9 person) In November 2016 shows that KUD Karya Tani has met the Minimum Wage Kab. Indragiri Hulu as Rp. 2,174,473,-/month (Riau Governor Decree No. 15/I/2016 dated January 7, 2016). Minimum wages received by employees KUD Karya Tani Rp. 2.250.000.</p>	
<p>6.5.2</p> <p>Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p> <p>- Major compliance -</p>	<p>Mill and Estates:</p> <p>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.</p> <p>Each employee has a work agreement, referring to the collective agreement. The work agreements are counter-signed by employees as confirmation of understanding.</p> <p>For temporary workers, company prepared "Perjanjian Kerja Waktu Tertentu" – working agreement for specific timeframe. This agreement is in compliance with relevant regulation.</p> <p>Contract for Mill employee is available; Contract for each employee is available, e.g.</p> <p>a. Estate Soga; "Surat Perjanjian Kerja Harian Lepas" on behalf Bustanul Arifin No.08/EST/KSA/SPKHL/01/2016 and Ahmad Surotun No.03/EST/KSA/SPK-HL/01/2016 dated 1st January</p>	<p>Yes</p>

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	<p>2016 valid until 31 December 2018. In the SPK regulated concerning Scope of Work, Term of Employment, Hours of Work, Wages and payments, overtime, Jamsostek and the expiration of the agreement;</p> <p>b. Ukui II Mill; "Surat Perjajian Kerja Harian Lepas" on behalf Fransiskus Purba No.002/SPK-PHL/PMKS-UKUI II/X/2016 and M. Syafii Marpaung No. 005/SPK-PHL/PMKS-UKUI II/X/2016 dated 3rd October 2016 valid until 31 December 2016. In the SPK regulated concerning Scope of Work, Term of Employment, Hours of Work, Wages and payments, overtime, Jamsostek and the expiration of the agreement;</p> <p>Scheme Smallholders; KUD Mekar Abadi, Desa Tasik Juang: All employees KUD Mekar Abadi has a Labor Agreement (SPK) as a guidance for work. The SPK issued by the head of KUD which regulates; Status and Duties, wages, Employee Liability, Employee Rights, Prohibition, Sanctions, Termination and Additional Rules, for example;</p> <p>a. SPK on behalf Desi Surya Ningsih No.10/SPK-KT/KUD-MA/TJ/I/2016 dated 1 January 2016. b. SPK on behalf Sugeng No.08/SPK-KT/KUD-MA/TJ/II/2011 dated 9 July 2011.</p>	
<p>6.5.3 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>PT Inti Indosawit Subur is providing adequate housing with electrical and clean water supply, medical clinic, sport facilities, religious facilities, education facilities and other amenities. Based on field inspection, the facilities found to be in good condition.</p> <p>The company has prepared facilities for their workers, such as:</p> <p>Soga Estate:</p> <ul style="list-style-type: none"> - Housing: staff (9 units), type D (18 units), Type E for workers (148 units), type E1 for workers (166 units), type E2 for workers (84 units and type long house (58 units) - Mosque (4 units), - Church (1 units) - Community hall (1 unit), - Sport facilities, (football, badminton and volley ball) - School bus (4 units), - Polyclinic (2 units) - Creche (2 units) - Electricity, water supply, etc. <p>The water supply is clean. Water quality is being checked and monitored on regular basis.</p> <p>Scheme smallholders: This indicator is not applicable for scheme smallholder</p>	<p>Yes</p>

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6.5.4	<p>Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance –</p>	<p>Company 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: Wednesday for Soga estate.</p>	Yes
<p>Criterion 6.6:</p> <p>The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>			
6.6.1	<p>A 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 Soga Estate and Ukui 2 POM under name "Pengurus Unit Kerja (PUK) Serikat Pekerja Pertanian dan Perkebunan-Serikat Pekerja Seluruh Indonesia (PUK-SPPP-SPSI) PT Inti Indosawit Subur Kebun Soga dan Pabrik Ukui Dua".</p> <p>Scheme smallholder:</p> <p>KUD Usaha Tani has "Kebijakan Koperasi" in which point 11 stated cooperative is committed to ensure all employee has freedom of association in accordance to Undang-undang Dasar 1945 and Pancasila.</p>	Yes
6.6.2	<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 08/01/2016 meeting between company (Soga Estate) and "Pengurus PUK SPPP-SPSI/KSA/PUD" attended by 17 representatives from both party. The meeting result recorded in minutes of meeting.</p> <p>On 21/04/2016 meeting between company (Soga Estate) and "Pengurus PUK SPPP-SPSI/KSA/PUD" attended by 16 representatives from both party. The meeting result recorded in minutes of meeting.</p> <p>On 05/10/2016 meeting between company (Soga Estate) and "Pengurus PUK SPPP-SPSI/KSA/PUD" attended by 17 representatives from both party. The meeting result recorded in minutes of meeting</p>	Yes
<p>Criterion 6.7:</p> <p>Children are not employed or exploited.</p>			

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6.7.1	<p>There shall be documentary evidence that minimum age requirements are met.</p> <p>- Major compliance -</p>	<p>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.</p> <p>Based on document review of list of workers "Data Karyawan Pabrik Ukui Dua", update 10/2016, interview with workers and observation during field visit, it was no found workers hired under 18 years. The youngest workers were noted are Mr.Rahmad Dwi Ramadhan, date of birth 25/02/1997, hired on 25/08/2015 (18 years, 6 months). Mr.Rudianto in Ukui II Mill, date of birth 25/05/1997, hired 25/09/2015 (18 years, 4 months); Mr. Ari Wibowo in Soga Estate, date of birth 31/01/1997, hired 01/06/2015 (18 years, 5 months).</p> <p>Scheme smallholder: KUD Tani Subur, KUD Karya Tani and KUD Mekar Abadi has "Kebijakan Koperasi" in which point 9 stated cooperative is committed to ensure all employee aged over 18 years old. Based on document verification, all employees hired at age over 18 years old.</p>	Yes
<p>Criterion 6.8:</p> <p>Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.</p>			
6.8.1	<p>A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented.</p> <p>- Major compliance -</p>	<p>The company has Equal Opportunities policy as documented in "Kebijakan Perusahaan", dated 12/01/2014:</p> <p>"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.</p> <p>The company policy is available on notice board. Dissemination directly to employee also performed by company. For example dissemination performed in 19 September 2016 and 31 May 2015 in Ukui Mill and Estate.</p> <p>Document verification conducted against: Employee document, job vacancy publish, employee appraisal Ukui II Mill and Soga Estate per October 2016. It can be showed that there were no indications of labor discrimination both from the aspect of race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation and/or age.</p>	Yes

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		Scheme smallholder: KUD Tani Subur, KUD Karya Tani and KUD Mekar Abadi: Cooperative has "Kebijakan Koperasi" in which point 8 stated cooperative is committed to treat all employee in fair and respect human right, as well as representation without discrimination on tribe, caste, nationality, religion, disability, gender, sexual orientation, worker union membership, politic affiliation and/or age.	
6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	Based on 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 Tani Subur, KUD Karya Tani and KUD Mekar Abadi: Based on interview with cooperative chairman, equal opportunities and anti discrimination practiced during recruitment process.	Yes
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	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. Scheme smallholder: KUD Tani Subur, KUD Karya Tani, KUD Mekar Abadi : The basic pay rate is standardize, the benefit paid based on performance/working period.	Yes
Criterion 6.9:			
There is no harassment or abuse in the work place, and reproductive rights are protected.			
6.9.1	Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	PT 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. A gender committee has been established, chaired by Mrs. Kholizah Saragih. The gender committee comprise	Yes

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	<p>of training for women rights, counseling for victim of violence, children' day care, etc. Gender committee representative from Ukui 2 POM is Mrs. Nuraini. Gender committee representative from Soga Estate is Mr. Farah Diba.</p> <p>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 13/10/2015 attended 10 gender committee representatives, no any issues was raised related gender, discrimination and/or violence.</p> <p>Scheme smallholder: KUD Tani Subur, KUD Karya Tani, KUD Mekar Abadi: has "Kebijakan Koperasi" in which point 10 stated cooperative is committed to prevent sexual harassment and all other violence to women, as well as to protect its reproductive rights.</p>	
<p>6.9.2</p> <p>A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce.</p> <p>- Major compliance -</p>	<p>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".</p> <p>Based on interview with Gender Committee, company has implemented the protection of women reproductive 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 meeting of Gender Committee was conducted on 13/10/2015 attended 10 gender committee representatives, no any issues was raised related gender, discrimination and/or violence.</p> <p>Scheme smallholder: KUD Tani Subur, KUD Karya Tani and KUD Mekar Abadi: KUD has "Kebijakan Koperasi" in which point 10 stated cooperative is committed to prevent sexual harassment and all other violence to women, as well as to protect its reproductive rights.</p>	<p>Yes</p>
<p>6.9.3</p> <p>A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all</p>	<p>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".</p> <p>Based on interview with Gender Committee, company has implemented the protection of women reproductive rights, in form of maternal leave, period leave, and</p>	<p>Yes</p>

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<p>levels of the workforce. - Minor compliance -</p>	<p>regular pregnancy check for female sprayers and strictly prohibit pregnant and/or breastfeeding female worker applying pesticides. 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 13/10/2015 attended 10 gender committee representatives, no any issues was raised related gender, discrimination and/or violence. Scheme smallholder: KUD Tani Subur, KUD Karya Tani and KUD Mekar Abadi: KUD has "Kebijakan Koperasi" in which point 10 stated cooperative is committed to prevent sexual harassment and all other violence to women, as well as to protect its reproductive rights.</p>	
<p>Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.</p>		
<p>6.10.1 Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. - Minor compliance -</p>	<p>Ukui II 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 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. 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. Scheme Smallholder: <u>KUD Karya tani, KUD Mekar Abadi, KUD Tani Subur:</u> 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. 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</p>	<p>Yes</p>

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	was observed that PT IIS pay for FFB period November 2016, the price was appropriate.	
<p>6.10.2</p> <p>Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation).</p> <p>- Major compliance -</p>	<p><u>Soga Estate dan Ukui II Mill</u></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 $FFB\ Price = K\ Index\ [(CPOprice\ \times\ OER) + (Pkprice\ \times\ KER)]$</p> <p>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: $CPO\ Price - Transport\ cost\ \times\ OER = X$ $PK\ price - Transport\ cost\ \times\ KER = Y$</p> <p>----- + Total = XY = A Processing cost = B ----- - FFB Gross price = (A-B)=C Miscellaneous cost =D ----- - FFB price =C-D</p> <p>Interview with selected smallholders revealed they understood of FFB pricing mechanism and no complaint was noted regarding FFB price.</p> <p>Scheme Smallholder: <u>KUD Karya Tani, KUD Mekar Abadi, KUD Tani Subur:</u></p> <p>PT Inti Indosawit Subur has makes circulars and notifications weekly and KUD announce to II 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 2nd to November 8th, 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"> - Age 21 years planting Rp. 1854.78 - Age 22 years planting Rp. 1809.32 - Age 23 years planting Rp. 1764.57 - Age 24 years planting Rp. 1746.53 - Age 25-29 years planting Rp. 1674.36 <p>Pricing is in accordance with the pricing issued by Disbun Riau Province.</p>	<p>Yes</p>

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<p>6.10.3 Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.</p> <p>- Minor compliance -</p>	<p><u>Soga Estate dan Ukui II Mill</u></p> <p>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 Soga estate for EFB Transport with Mr.Kuntaryadi No.019/P2/KSA/I/15, dated 01/12/2015.</p> <p>Scheme Smallholder: <u>KUD Karya Tani, KUD Mekar Abadi, KUD Tani Subur:</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> <ul style="list-style-type: none"> - "Perjanjian kerjasama antara PT Inti Indosawit Subur Ukui dengan Petani PIR Trans SP4A KUD Tani Subur No. 17-20/SPKB/UKUI/XI/1993 dated 12 october 1993 (KT . - "Perjanjian kerjasama antara PT Inti Indosawit Subur Ukui dengan Petani PIR Trans KUD Mekar Abadi No. 68/SPKD/UKUI/XI/1994 dated 1 November 1994 - "Perjanjian kerjasama antara PT Inti Indosawit Subur Ukui dengan Petani SP2 KUD Karya Tani No.13-24/SPKB/UKUI/XI/1995 dated 1 November 1995. <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> <p><u>KUD Bakti:</u></p> <p>Perjanjian kerjasama antara PT Inti Indosawit Subur Ukui dengan Petani PIR Trans SP3A dengan PT IIS No. 15-40/SPKB/UKUI/XI/1991 tanggal 4 November 1991 (KT 15 – 40).</p>	
<p>6.10.4 Agreed payments shall be made in a timely manner.</p>	<p>TBS payment conducted every month by PT Into Indosawit Subur. Evidence of payment is reviewed and it was seen paid timely manner, for instance: Payment</p>	<p>Yes</p>

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- Minor compliance -	<p>of FFB dated 23 November 2016 (periode 21 October – 20 november 2016). Calculation and payment of FFB for KT 224 (Tunas Harapan) KUD Mekar Abadi, KT 253 (Mulyo) KUD Karya Tani and KT 236 (Tresno Sudoro) KUD Tani Subur; FFB price paid period 2 to 8 November was Rp. 1674.36.</p> <p>Document verification on Payment calculations and “Dokumen Berita Acara serah terima pembayaran TBS plasma” can be proved that the payments are in accordance with the fix price and payment terms are appropriate. Time payments are made every 1st of each month and are in accordance with the agreement.</p>	
<p>Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.</p>		
<p>6.11.1 Contributions to local development that are based on the results of consultation with local communities shall be demonstrated.</p> <p>- Minor compliance –</p>	<p>The CSR program for 2016 has been prepared. The program focused on social (aid for orphan and unfortunate people, aid for religious ceremony), economy (cattle fattening, fresh water fisheries, and poultry development), education (scholarship and reconstruction of education facility), health (moving clinic), and infrastructure (village road maintenance).</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>Contribution implemented: Extra fooding for infant of Silikuan Hulu village, Ukui Sub-district on 12/05/2015; village road repair of 700 meters in Air Hitam village, ukui Sub-district on 11/06/2015.</p> <p>Scheme smallholder: KUD Mekar Sari: KUD made contributions to local communities. For example: Payment Fee KUD Mekar Abadi for FFB production November 2016 to Tasik Juang village as much as Rp. 4,- x 1.598.720 Kg = Rp 6.394.880,- paid on 2 December 2016 and evidenced in document “Bukti Pengeluaran Kas KUD Mekar Abadi”.</p>	Yes
<p>6.11.2 Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve</p>	<p>PT Inti Indosawit Subur – Ukui Group gives particular attention to the development and sustainability of scheme smallholders. Company has sets a scheme manager, with field assistant assigned for each cooperative to improve smallholder management, including productivity. Each year, company provisioned</p>	Yes

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	<p>smallholder productivity.</p> <p>- Minor compliance –</p>	<p>training program, aside from day-to-day operation monitoring by field assistant.</p> <p>Company also helping scheme smallholder in provision of inorganic fertilizer. As well as helping in foliar analysis and soil analysis to monitor the soil fertility/nutrient status.</p> <p>Training program for scheme smallholder in 2015: Sustainability awareness (RSPO P&C, ISPO P&C, ISCC) on 22/08/2015; HCV identification and management training for smallholder on 08/2015; Basic Safety training on 23/08/2015; Managerial and technical training on 20/07//2015; Safety Use of Herbicide and Pesticide Training on 27/11/2015; First aider training on 09/2015; Basic fire training conducted on 20-21/05/2015.</p>	
<p>Criterion 6.12:</p> <p>No forms of forced or trafficked labour are used.</p>			
6.12.1	<p>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 Tani Subur, KUD Karya Tani and KUD Mekar Abadi: Based on employee record verification, all workers are local people. Each employee has work agreement with KUD, the agreement found to be clear and transparent, signed by both party.</p>	Yes
6.12.2	<p>Where applicable, it shall be demonstrated that no contract substitution has occurred.</p> <p>- Minor compliance –</p>	<p>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.</p> <p>Scheme smallholder: KUD Mekar Abadi: All employee of KUD Mekar Abadi has had "Surat Perjanjian Kerja (SPK)" as a guidance on work. SPK issued by head of KUD which contains and regulated: Status and duties, wage, employee liability, Employee right, prohibition, Sanction, termination and additional rules. Some SPK verified i.e: - SPK on behalf Desi Surya Ningsih No.10/SPK-KT/KUD-MA/TJ/I/2016 dated 1st January 2016. - SPK on behalf Sugeng No.08/SPK-KT/KUD-MA/TJ/II/2011 dated 9 July 2011.</p>	Yes
6.12.3	<p>Where temporary or migrant workers are employed, a special labour policy and</p>	<p>All temporary workers have signed a work agreement before performing any work in company. Sample: Mr.Ludiwanto (Contract No.012/KSA/SPK/IX/2015,</p>	Yes

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	procedures shall be established and implemented. - Major compliance -	dated 01/09/2015. Scheme smallholder: KUD Tani Subur, KUD Karya Tani and KUD Mekar Abadi: Based on employee record verification, there is no migrant worker employed by KUD Usaha Tani. All workers are local people.	
Criterion 6.13: Growers and millers respect human rights.			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and 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 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. Soga Estate: A policy to respect human rights has been communicated to workers in Soga Estate 12/12/2015, 16 employees attended the meeting. Scheme smallholder: KUD Tani Subur, KUD Karya Tani and KUD Mekar Abadi has "Kebijakan Koperasi" in which point 8 stated to treat all cooperative worker fairly and respect human right.	Yes
Principle 7: Responsible development of new plantings			
Criterion 7.1: A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.			
7.1.1	An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders,	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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	shall be documented. - Major compliance -		
7.1.2	Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts. - Minor compliance -	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
7.1.3	Where the development includes an outgrower scheme, the impacts of the scheme and the implications of the way it is managed shall be given particular attention. - Minor compliance -	PT. 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 7.2:			
Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.			
7.2.1	Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations. - Major compliance -	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
Criterion 7.3:			
New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.			
7.3.1	There shall be evidence that no new plantings have	PT. Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings	N/A

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	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 -	after November 2005. The planting year started in 1987, 1988, 1989 – criterion 3.1.2. Therefore, the requirement of Principle 7 is not applicable.	
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 indicate changes to HCV status. - 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
7.3.3	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
7.3.4	An action plan shall be developed that describes operational actions consequent to the findings of the HCV assessment, and that references the grower’s relevant operational procedures (see Criterion 5.2). - Major compliance -	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
7.3.5	Areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from	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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	proposed operations, shall be identified in consultation with the communities and incorporated into HCV assessments and management plans (see Criterion 5.2). - Minor compliance -	applicable.	
Criterion 7.4: Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.			
7.4.1	Maps identifying marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided - Minor compliance -	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
7.4.2	Where limited planting on fragile and marginal soils, including peat, is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts. - 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
Criterion 7.5: No new plantings are established on local peoples’ land where it can be demonstrated that there are legal, customary or user rights, without their free, prior and informed consent. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.			
7.5.1	Evidence shall be available that affected local peoples understand they have the right to say ‘no’ to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples.	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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	- Major compliance -		
Criterion 7.6:			
Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.			
7.6.1	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
7.6.2	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
7.6.3	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 applicable.	N/A
7.6.4	Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development. - Minor compliance -	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
7.6.5	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
7.6.6	Evidence shall be available that the affected communities and rights holders have access to information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social	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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	implications of the proposed operations on their lands. - Minor compliance -		
Criterion 7.7: No use of fire in the preparation of new plantings other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.			
7.7.1	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
7.7.2	In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - 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
Criterion 7.8: New plantation developments are designed to minimise net greenhouse gas emissions.			
7.8.1	The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated. - Major compliance -	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
7.8.2	There shall be a plan to minimise net GHG emissions which takes into account avoidance of land areas with high carbon stocks and/or sequestration options.	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
- Minor compliance -		
Principle 8: Commitment to continual improvement in key areas of activity		
Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.		
8.1.1 The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria. As a minimum, these shall include, but are not necessarily be limited to: <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); • Optimising the yield of the supply base. - Major compliance -	Estate dan Mill: <ul style="list-style-type: none"> - Increase rendemen CPKO by reducing losses PKE (Palm kernel espeller/pulp). Loses from 8.32% to become 7%. - 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. - Planting of beneficial plant to reduce use of pesticide. - Planting native species/local species trees along river riparian to prevent river contamination and prevent erosion; - Introduction of new approach (mapping system) for spraying gang, in order to achieve time efficiency; - Reduce the use of chemicals in water treatment using water at two different reservoirs. - New standard for harvesting criteria for ripe bunch 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%; Scheme Smallholder: <u>KUD Karya Tani, KUD Mekar Abadi, KUD Tani Subur:</u> Documented in "Rencana Tindakan Perbaikan dalam upaya pembinaan petani plasma" such as: <ul style="list-style-type: none"> - Planting Bunga Pukul 9 (<i>Turnera subulata</i>) and <i>Cassia tora</i> as a host of predators of caterpillars/ulat api. - Improving the FFB harvest quality in plasma by FFB received socialization, criteria ripe harvest, information boards making, sorting at TPH and sanction for harvesters. Data preparation and dissemination to farmers concerning replanting.	Yes

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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 th September 2010
Buatan II	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency, Riau	2010	Certified on 16 th September 2010
Ukui I	Ukui Village, Ukui District, Pelalawan Regency, Riau	2010	Certified on 1 st March 2011
Ukui II	Ukui Village, Ukui District, Pelalawan Regency, Riau	2010	Certified on 1 st March 2011
Tungkal Ulu	Pulau Pauh / Penyabungan / Merlung Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	2011	Certified on 15 th August 2012
Muara Bulian	Singoan / Bukit Sari / Bulian Jaya Village, Muara Bulian / Pematang Pauh Village, Tanjung Jabung Regency, Jambi	2011	Certified on 28 th August 2012
Topaz	Petapahan Village, Tapung District, Kampar Regency, Riau	2013	Certified on 30 th March 2015
Taman Raja	Lubuk Bernai / Kampung Baru / Pelabuhan Dagang / Pematang Pauh Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	2013	Certified on 20 th 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 th 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 th March 2015
Teluk Panjie	Teluk Panjie Village, Kampung Rakyat District, Labuhan Batu Regency, North Sumatera	Brought Forward from 2015 to 2013	Certified on 21 st April 2015
Peranap	Simelinyang / Pauh Ranap / Sengkilo Village, Peranap District, Indragiri Hulu Regency, Riau	Brought Forward from 2016 to 2013	Certified on 7 th January 2015
Bungo Tebo	Tuo Sumai / Sungai Rambai Village, PWK Sumai / Tebo Ulu District, Bungo Tebo Regency, Jambi	2016	Certified on 3 rd December 2015
Tanjung Selamat	Kampung Padang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatera	2017	Certified on 26 th May 2015
Gunung Melayu I	Rahuning Village, Bandar Pulau District, Asahan Regency, North Sumatera	2017	Certified on 7 th September 2015
Gunung Melayu II	Gonting Mahala Village, Bandar Pulau District, Asahan Regency, North Sumatera	2017	Certified on 8 th 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 th April 2015
Negri Lama II	Negri Lama Seberang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatera	2018	Certified on 3 rd December 2015
Buatan	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency, Riau	2010	Certified on 16 th September 2010
Ukui & Soga	Ukui Village, Ukui District, Pelalawan Regency, Riau	2011	Certified on 1 st March 2011
Buatan (Plasma)	Kerinci Kanan, Pangkalan Kerinci, Dayun Village, Siak & Pelalawan Regency, Riau	2011	Certified on 13 th March 2012

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Ukui (Plasma)	Ukui & Lubuk Batu Jaya District, Pelalawan & Inhu Regency, Riau	Brought forward from 2012 to 2011	Certified on 11 th June 2012
Tungkal Ulu	Pulau Pauh/Penyabungan/Merlung Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	2011	Certified on 15 th 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 th January 2013
Tungkal Ulu (Plasma)	Renah Mendalo, Merlung, Muara Papalik District, Tanjung Jabung Barat Regency, Jambi	2012	Certified on 11 th July 2013
Muara Bulian (Plasma)	Maro Sebo Iilir District, Batanghari Regency, Jambi	2012	Certified on 12 th July 2013
Muara Bulian (KKPA)	Maro Sebo Iilir District, Batanghari Regency, Jambi	2012	Certified on 12 th 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 th 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 th May 2015
Tanah Datar	Tanah Datar Petatal Village, Talawi District, Asahan Regency, North Sumatra	Brought Forward from 2015 to 2013	Certified 18 th 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 th March 2015
Teluk Panjie	Teluk Panjie Village, Kampung Rakyat District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2015 to 2013	Certified on 21 st April 2015
Peranap	Simelinyang / Pauh Ranap / Sengkilo Village, Peranap District, Indragiri Hulu Regency, Riau	Brought Forward from 2016 to 2013	Certified on 7 th 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 rd December 2015
Peranap (Plasma)	Simelinyang / Pauh Ranap / Sengkilo Village, Peranap District, Indragiri Hulu Regency, Riau	2016	Certified 19 th August 2016
Bungo Tebo (Plasma)	Tuo Sumai / Sungai Rambai Village, PWK Sumai / Tebo Ulu District, Bungo Tebo Regency, Jambi	2016	-
Tanjung Selamat	Kampung Padang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2017 to 2014	Certified 26 th May 2015
Pangkatan	Sennah Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2017 to 2014	Certified 26 th May 2015

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

Appendix C: Certification Unit RSPO Certificate Details

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

BSI RSPO Certificate No: RSPO
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 D - CPO Mills: Identity Preserved

Ukui II Palm Oil Mill and Supply Base						
Location Address		Ukui Village, Ukui District, Pelalawan Regency, Riau Province				
GPS Location		102° 07' 01" E and 00° 16' 37" S				
CPO Tonnage Total		61,905 mt				
PK Tonnage Total		15,078 mt				
CPO Claimed for Certification*		61,905 mt				
PK Claimed for Certification *		15,078 mt				
Own estates FFB Tonnage		146,866 mt				
Scheme Smallholder FFB Tonnage		137,611 mt				
Estates	Production Area		Infras & Other (ha)	HCV* (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)				
Soga Estate	5,140	0	124	92.29	5,264	124,157
Ukui Estate**	876	0	12	26	888	22,709
KUD Tani Subur	780	0	0	0	780	18,627
KUD Karya Tani	734	0	0	0	734	16,903
KUD Mekar Abadi	574	0	0	0	574	13,379
KUD Trani Maju	962	0	0	0	962	22,325
KUD Tani Bahagia	1,366	0	0	0	1,366	33,560
KUD Usaha Tani	1,292	0	0	0	1,292	32,817
TOTAL	11,724	0	136	118.29	11,860	284,477

Note : *) HCV area is part of the Total Land Use;
**)Only Division V

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Appendix D: Assessment Plan

CAV 1 Assessment plan

Date	Time	Subjects	Mujinius Jalaraya	Imam Fakhru rozi	Aswan Hasibuan	Nanang Muallib
			PRSPOLA HCV/Legal/Mill	PRSPO-OHS/BAP	PRSPO-EMS/SCC	PRSPO-SA
Tuesday, 06/12/2016	08.00 – 09.00	Opening Meeting: Presentation by PT. IIS – Ukui II Mill and Estate Presentation by BSI Indonesia	√	√	√	√
	09.00 – 12.00	Field Visit: Soga Estate 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).	√	√	√	√
		Field Visit: Ukui II Mill 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.	√	√	√	
		Stakeholder Consultation Meeting – Mill, Estate, and Scheme Smallholders: Stakeholder consultation with local government, head of villages, local NGO, local contractors, Labor union, Gender committee, etc.				√
	12.00 – 14.00	Break				
	14.00 – 17.00	Document review at Mill and Estate (General Documentation 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	√	√	√	√
Wednesday, 07/12/2016	08.00 – 12.00	Field visit and Interview with members: KUD Tani Subur (18 samples)	√	√	√	
		Document review: KUD Tani Subur	√	√	√	
		Stakeholder Interview: Interview with local government (BLH, BPN, Disnakertrans and Dinas Perkebunan)				√
	12.00 – 14.00	Break	√	√	√	√
	14.00 – 17.00	Field visit and Interview with members: KUD Karya Tani (18 samples)	√	√	√	√
Document review: KUD Karya Tani		√	√	√	√	
Thursday, 08/12/2016	08.00 – 12.00	Field visit and Interview with members: KUD Mekar Abadi (16 samples)	√	√	√	√
		Document review: KUD Mekar Abadi	√	√	√	√

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Date	Time	Subjects	Mujinius Jalaraya	Imam Fakhru rozi	Aswan Hasibuan	Nanang Mualib
			PRSP LA HCV/Legal/Mill	PRSP- OHS/BA P	PRSP- EMS/SCC	PRSP- SA
	12.00 – 14.00	Break	√	√	√	√
	14.00 – 17.00	Document review: Soga Estate, Scheme Management RSPO P & C	√	√	√	√
		Document review: Ukui II Mill RSPO P & C, SCC	√	√	√	√
Friday, 09/12/2016	08.00 – 09.00	Document Review : Estate and Mill	√	√	√	√
	09.00 – 10.00	Report Writing & Preparation	√	√	√	√
	10.00 – 12.00	Closing Meeting	√	√	√	√
	12.00 – 13.00	Break	√	√	√	√
	13.00 – 16.30	Traveling to Pekanbaru	√	√	√	√
	18.45 – 20.50	Traveling Pekanbaru – Jakarta by GA 199	√	√	√	√

NCR Close Out Visit Plan

Date	Time	Subjects	Aswan Hasibuan
			PRSP 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	Opening Meeting	√
		Document review and Field Visit: Verification for corrective action plan and its effectiveness implementation	√
	12.00 – 14.00	Break	√
	14.00 – 15.30	Audit continue	√
	15.30 – 16.00	Report Writing & Preparation	√
	16.00 – 17.00	Closing Meeting	√

Appendix E: Stakeholders Contacted

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

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Appendix F: CPO Mill Supply Chain Assessment Report (Module D - CPO Mills: Identity Preserved)

Requirements	Compliance
D.1 Definition	
D.1.1 A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.	<p>Management decided PT. Inti Indosawit Subur – Ukui II POM, to upgrade RSPO Supply Chain Module E CPO Mills: Mass Balance into Module D CPO Mills: Identity Preserved. Previously the FFB sourced from company-owned estate, scheme smallholders and outside FFB collectors. With the implementation of Module D CPO Mills: Identity Preserved, Ukui II POM no longer received FFB from outside FFB collectors.</p> <p>Document seen: Memorandum No.011/EST-GM/MEMO/X/2016, dated 10/05/2016 from Group Manager Ukui Group related to extend the supply base for PT. Inti Indosawit Subur – Ukui II POM, to come from Division V, Ukui Estate started from 10/06/2016, was sighted.</p> <p>Ukui II Palm Oil Mill currently holding valid RSPO P&C certificate: PT. Inti Indosawit Subur – Ukui II POM Certificate No.RSPO 565807, valid until 02/28/2021, with supply chain standard for CPO Mills: Module D - Identity Preserved. The palm oil mill’s supply base consists of company-owned estates namely Soga Estate and Ukui Estate (Division V); and 6 scheme smallholder cooperatives (KUD Tani Subur, KUD Karya Tani, KUD Mekar Abadi, KUD Trani Maju, KUD Tani Bahagia, KUD Usaha Tani).</p>
D.2 Explanation	
D.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the certification body (CB) in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.	<p>The estimate annual tonnage for certified FFB, CPO and PK are available in the Estate and Mill annual production budget for 2016. The FFB tonnage received from all certified supply bases. The certified supply base is coming from Soga Estate and Ukui Estate (Division V) and 6 scheme smallholder cooperatives/KUD.</p> <p>This has been recorded in this public summary report.</p>
D.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).	<p>Company held eTrace registration under PT Inti Indosawit Subur – Ukui II POM. This can be traced in the eTrace system. Ukui II POM registered all the transactions within eTrace. RSPO etrace ID for Ukui II POM: RSPO_PO1000002491. Sample seen and verified (for Module D: CPO Mills – Identity Preserved):</p> <p>Transaction ID No.TR-231eba7c-78c for sales of Product: CPO; Volume: 749.84 metric tons; Module: Identity Preserved; Seller: PT Inti Indosawit Subur – Ukui II POM; Buyer: PT. SDS; Remarks: Shipping/BL No.LUG/PQM-501-503, dated 08/28/2016 with vessel MT Bunga Akasia.</p> <p>Transaction ID No.TR-0acb2ae7-d198 for sales of product: CPO; Volume: 500 metric tons; Module: Identity Preserved; Seller: PT Inti Indosawit Subur – Ukui II POM; Buyer: PT. SDS; Remarks: Shipping/BL No.LGB/PQM-401-402, dated 07/29/2016 with vessel PVT EAGLE Voy.1609.</p>

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D.3 Documented procedures	
D.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:	
a) Complete and up to date procedures covering the implementation of all the elements in these requirements;	<p>Ukui II POM demonstrates Standard Operating Procedures – Traceability AA-MPM-OP-1400.17.R4 with latest revision dated 02/25/2015. The procedures cover traceability of palm products (CPO and PK) since receiving of fresh fruit bunches from Soga Estate, Ukui Estate and 6 scheme smallholder cooperatives, processing of up to shipping of CPO and PK as well as Daily production report Ukui II POM production. The procedure also regulates the internal audit by environmental and sustainability head. Traceability records are to be kept for 10 years.</p> <p>The SOP Traceability covers responsibility for implementation of RSPO Supply Chain Module D: CPO Mills Identity Preserved.</p> <ul style="list-style-type: none"> - Weighbridge operator responsible to input data on receiving FFB and delivery of CPO/PK. - Production supervisor prepared data for daily monitoring for: certified FFB received; FFB processed; production of certified CPO and PK; oil extraction rate for certified CPO and PK; delivery of certified CPO and PK; initial stock and ending stock of certified CPO and PK; - Administration officer creates certified CPO and PK daily delivery recapitulation, per delivery order proposed by Marketing Manager. - Mill manager signed the daily production report after verification. - Production supervisor and administration officer prepares the daily production report. - Marketing Manager creates delivery order with clear identity. - Environment & Sustainability Department conducts the internal audit, to ensure operational activity on the field and data documentation on the field are implemented; minimum once per year. <p>Standard Operating Procedure – Book Keeping AA-MPM-OP-1400.18-R4. The procedure explains method to check only certified product received. The book keeping mass balance stated every 3 months: January-March, April-June, July-September, and October-December each year. Head of Environmental and Sustainability will inform to certification body in the case of projected overproduction.</p>
b) The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site's procedures for the implementation of this standard.	<p>The Standard Operating Procedure Traceability covers responsibility for implementation of RSPO Supply Chain Module D: CPO Mills Identity Preserved.</p> <ul style="list-style-type: none"> - Weighbridge operator responsible to input data on receiving FFB and delivery of CPO/PK. - Production supervisor prepared data for daily monitoring for: certified FFB received; FFB processed; production of

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	<p>certified CPO and PK; oil extraction rate for certified CPO and PK; delivery of certified CPO and PK; initial stock and ending stock of certified CPO and PK;</p> <ul style="list-style-type: none"> - Administration officer creates certified CPO and PK daily delivery recapitulation, per delivery order proposed by Marketing Manager. - Mill manager signed the daily production report after verification. - Production supervisor and administration officer prepares the daily production report. - Marketing Manager creates delivery order with clear identity. - Environment & Sustainability Department conducts the internal audit, to ensure operational activity on the field and data documentation on the field are implemented; minimum once per year. <p>All relevant staff and operators have been adequately trained: Mr.Ibrahim received training on Supply Chain dated 03/21/2016; Mr. Herman F.L received training on Supply Chain on 03/21/2016;</p>
<p>D.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>Ukui II POM demonstrates Standard Operating Procedures – Traceability AA-MPM-OP-1400.17.R4 with latest revision dated 02/25/2015.</p> <p>Standard Operating Procedures – Traceability AA-MPM-OP-1400.17.R4, section A. Receiving FFB. The procedure explains the receiving of certified FFB completed with FFB transport docket, with specific identification: Estate name and block number, planting year, harvesting date, certificate number (Ukui II POM certificate No.RSPO 565807), GHG Value. Once weighing, the weighbridge card will contain information on batch number, country of origin and vehicle ID.</p> <p>The procedures explains production supervisor will input daily process monitoring, as per “Laporan Harian Produksi”/daily production report; consist of: certified FFB received; FFB processed; production of certified CPO and PK; oil extraction rate for certified CPO and PK; delivery of certified CPO and PK; initial stock and ending stock of certified CPO and PK; Ukui II POM not processing non-certified FFB.</p> <p>Standard Operating Procedures – Traceability AA-MPM-OP-1400.17.R4, section B. Delivery of CPO and PK. The procedure explains the CPO/PK Delivery Order, created by Marketing Manager to contain information: name and address of seller/producer/palm oil mill (Ukui II POM), name and address of buyer/recipient, contract number of the sales, transportation vessel, distance between producer to product recipient, product type: CPO/PK certified, number of certified product in metric tons, date of delivery, production quality specification (FFA, moisture, dirt, etc.), supply chain model (Identity Preserved).</p> <p>Weighbridge operator responsible to input data and print weighbridge ticket for CPO/PK product, based on Delivery Order from marketing. The information covers: Commodity</p>

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	<p>type: CPO/PK certified, country of origin (Indonesia), supply chain model (Identity Preserved), certificate number (Ukui II POM certificate No.RSPO 565807), GHG value, date of delivery, product specification (FFA, moisture, dirt, etc.), Delivery Order number, weigh, transporting agent details (name, license number, vehicle ID), delivery address and name of recipient company, batch number.</p> <p>Sample taken: FFB received from Ukui Estate, Division V:</p> <ul style="list-style-type: none"> - Docket/Surat Pengantar Buah No.001023; 325 bunches FFB Certified; harvesting date 10/06/2016; Ukui Estate, Division V, block No.E00c, planting year 2000; Vehicle BM9057TC; - Weigh bridge ticket No.PUDA116115107, dated 10/06/2016, 325 bunches FFB; net weight 5,800 kg; Vehicles: BM9057TC; RSPO FFB Certified. <p>POM production report - "Laporan Harian Pabrik" dated 10/06/2016, Ukui II POM has started to received certified FFB from Ukui Estate (Division V only), Soga Estate, certified scheme smallholder as supply bases.</p> <p>FFB from company-owned estate: Soga Estate 608,882 kg, Ukui Estate (Division V) 54,836 kg; FFB from certified scheme smallholders 536,243 kg; No FFB received from non-certified supply base.</p> <p>Certified CPO production 252,010 kg; CPO OER from company-owned estate FFB 23.10%; CPO OER from scheme smallholder FFB 21.4%.</p> <p>Certified Kernel production 67,690 kg; KER from company owned estate FFB 5.66%; KER from scheme smallholder FFB 5.66%.</p> <p>"Berita Acara Stock Opname LHP (CPO)" dated 10/06/2016: Bulk Storage 1,740,770 kg; Stock in process in Continuous Settling Tank was 1,851,000 kg,</p> <p>"Berita Acara Stock Opname LHP (Kernel)" dated 10/06/2016: 376,190 kg; Kernel stock in process 83,730 kg;</p>
<p>D.4 Purchasing and goods in</p>	
<p>D.4.1 The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBS received.</p>	<p>Ukui II POM referred Standard Operating Procedures – Traceability AA-MPM-OP-1400.17.R4, section A. Receiving FFB. The procedure explains the receiving of certified FFB completed with FFB transport docket, with specific identification: Estate name and block number, planting year, harvesting date, certificate number (Ukui II POM certificate No.RSPO 565807), GHG Value. Once weighing, the weighbridge card will contain information on batch number, country of origin and vehicle ID.</p> <p>Ukui II POM not processing non-certified FFB. FFB delivery note contains information: status of FFB (certified), name of estate and block number, planting year, harvesting date, certificate number. Weighbridge ticket contains information on batch number, country of origins and FFB transport vehicle identity.</p> <p>Sample taken: FFB received from Ukui Estate, Division V:</p>

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	<ul style="list-style-type: none"> - Docket/Surat Pengantar Buah No.001023; 325 bunches FFB Certified; harvesting date 10/06/2016; Ukui Estate, Division V, block No.E00c, planting year 2000; Vehicle BM9057TC; - Weigh bridge ticket No.PUDA116115107, dated 10/06/2016, 325 bunches FFB; net weight 5,800 kg; Vehicles: BM9057TC; RSPO FFB Certified. <p>Based on interview with weighbridge operators, they understood currently receiving FFB from Ukui Estate, Division V as additional supply base. In addition, the IT system has been locked, only to attend/receive/weigh FFB from certified supply bases, i.e. Soga Estate, Ukui Estate (Division V), KUD Tani Subur, KUD Karya Tani, KUD Mekar Abadi, KUD Trani Maju, KUD Tani Bahagia, KUD Usaha Tani.</p> <p>The supply chain module for Ukui II POM remains Identity Preserved.</p>
<p>D.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p>	<p>Standard Operating Procedure – Book Keeping AA-MPM-OP-1400.18-R4, date of latest revision 02/25/2015. The procedure explains method to check only certified product received. Head of Environmental and Sustainability will inform to certification body in the case of projected overproduction.</p>
<p>D.5 Record keeping</p>	
<p>D.5.1 The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.</p>	<p>Ukui II POM referred to Standard Operating Procedure – Book Keeping AA-MPM-OP-1400.18-R4, date of latest revision 02/25/2015. The procedure explains method to check only certified product received. The book keeping mass balance stated every 3 months: January-March, April-June, July-September, and October-December each year.</p> <p>Record seen: POM production report - “Laporan Harian Pabrik” dated 10/06/2016, Ukui II POM has started to received certified FFB from Ukui Estate (Division V only), Soga Estate, certified scheme smallholder as supply bases. FFB from company-owned estate: Soga Estate 608,882 kg, Ukui Estate (Division V) 54,836 kg; FFB from certified scheme smallholders 536,243 kg; No FFB received from non-certified supply base. Certified CPO production 252,010 kg; CPO OER from company-owned estate FFB 23.10%; CPO OER from scheme smallholder FFB 21.4%. Certified Kernel production 67,690 kg; KER from company owned estate FFB 5.66%; KER from scheme smallholder FFB 5.66%. “Berita Acara Stock Opname LHP (CPO)” dated 10/06/2016: Bulk Storage 1,740,770 kg; Stock in process in Continuous Settling Tank was 1,851,000 kg, “Berita Acara Stock Opname LHP (Kernel)” dated 10/06/2016: 376,190 kg; Kernel stock in process 83,730 kg;</p>
<p>D.6 Processing</p>	
<p>D.6.1 The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from non-certified material including during transport and storage.</p>	<p>Record seen: POM production report - “Laporan Harian Pabrik” dated 10/06/2016, Ukui II POM has started to received certified FFB from Ukui Estate (Division V only), Soga Estate, certified scheme smallholder as supply bases. FFB from company-owned estate: Soga Estate 608,882 kg,</p>

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	<p>Ukui Estate (Division V) 54,836 kg; FFB from certified scheme smallholders 536,243 kg; No FFB received from non-certified supply base. Certified CPO production 252,010 kg; CPO OER from company-owned estate FFB 23.10%; CPO OER from scheme smallholder FFB 21.4%. Certified Kernel production 67,690 kg; KER from company owned estate FFB 5.66%; KER from scheme smallholder FFB 5.66%. "Berita Acara Stock Opname LHP (CPO)" dated 10/06/2016: Bulk Storage 1,740,770 kg; Stock in process in Continuous Settling Tank was 1,851,000 kg, "Berita Acara Stock Opname LHP (Kernel)" dated 10/06/2016: 376,190 kg; Kernel stock in process 83,730 kg;</p>
<p>D.6.2 The objective is for 100 % segregated material to be reached.</p>	<p>Since 10/06/2016 Ukui II POM add an extra FFB proportion from Ukui Estate, Division V. With this additional certified supply base, Ukui II POM keeps the supply chain module: Identity Preserved.</p>

Actual Tonnage Certified Palm Production - DD MM 20YY – DD MM 20YY (MA)

Mill	Capacity	CPO	PK
Ukui II POM	90 tons FFB/hour	57,603	14,443

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

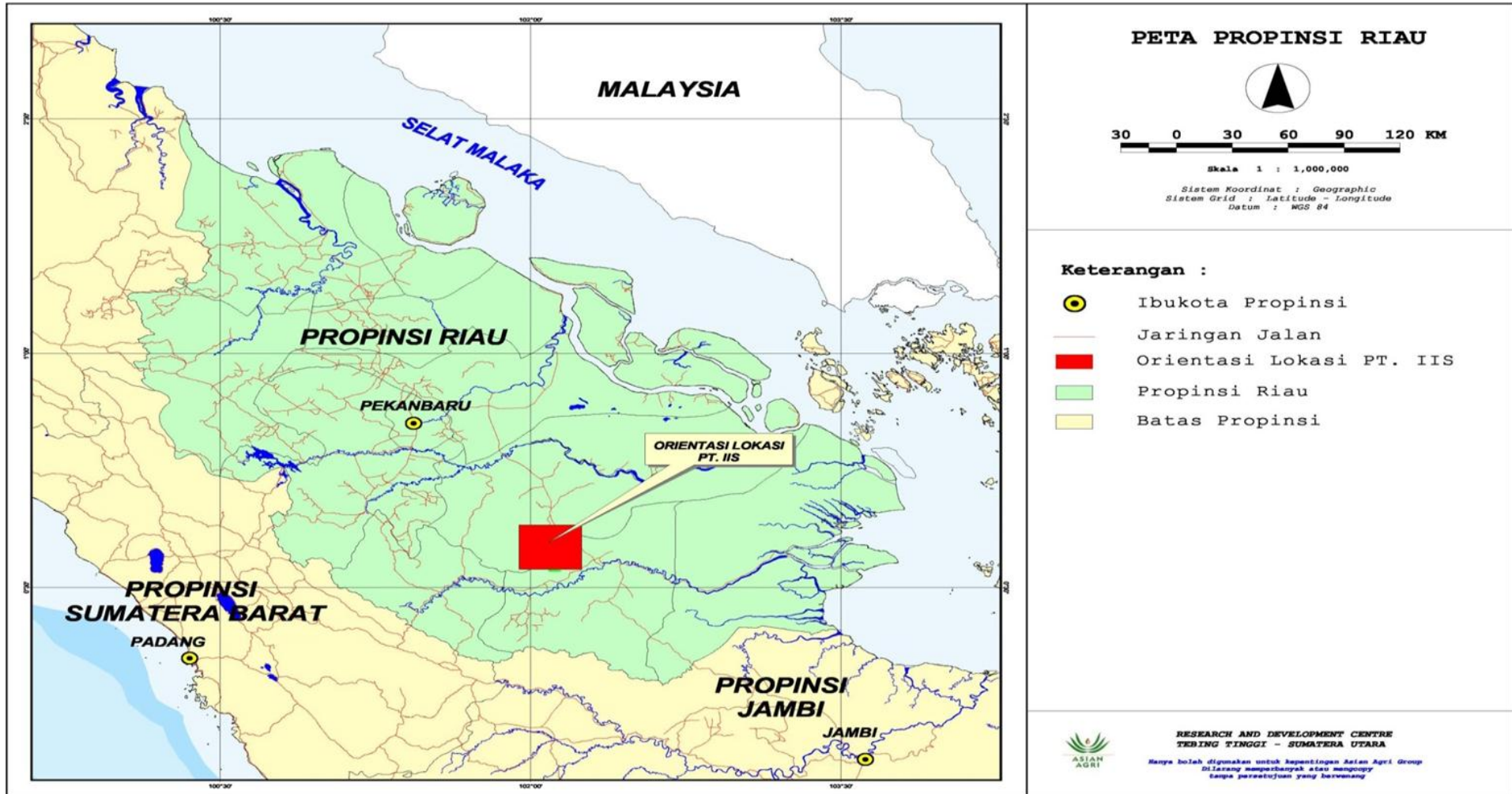
Mill	Certified CPO Sales	Certified PK Sales	Remarks
Ukui II POM	17,683.66	14,347	Sales of certified palm products in eTrace

Month	Certified Supply Base (from own certificate scope) (mt)			
	Soga Estate	Ukui Estate (Div. V)	Scheme Smallholder	Total FFB/Month (MT)*
Jan 16	10,271	0	11,084	21,355
Feb 16	7,803	0	9,432	17,235
Mar 16	7,549	0	8,977	16,526
Apr 16	7,486	0	9,718	17,204
May 16	7,356	0	9,027	16,383
Jun 16	9,027	0	10,025	19,052
Jul 16	8,930	0	8,836	17,766
Aug 16	10,161	0	9,663	19,824
Sep 16	14,515	0	12,960	27,475
Oct 16	14,549	2,057	14,125	30,731
Nov 16	15,607	2,729	16,470	34,806
Dec 16	13,549	2,867	14,967	31,383
Total	126,802	7,653	135,284	269,739

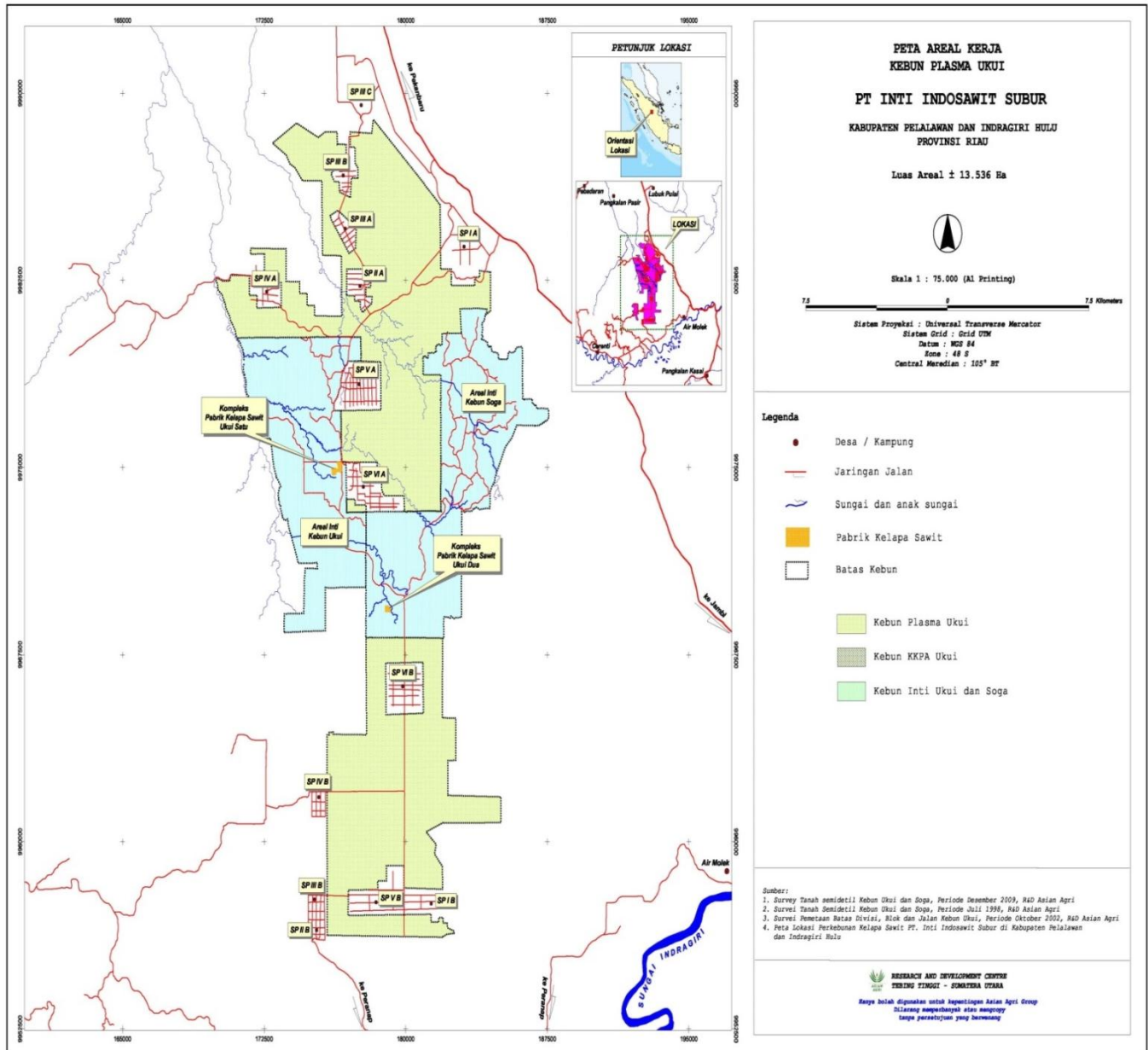
Appendix G: Location Map of Certification Unit and Supply bases



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Appendix H: Estate Field Map



Appendix I: List of Smallholder Sampled

No. Sample	Area	Smallholder Number (53)	Smallholder Name
1	KUD Tani Subur	4411	Parnun
2	KUD Tani Subur	4561	Sawalin
3	KUD Tani Subur	4410	Suparlan
4	KUD Tani Subur	4519	Paiman
5	KUD Tani Subur	4564	Sukarni
6	KUD Tani Subur	4412	Ali Saan/Ghopur
7	KUD Tani Subur	4178	Nastain Mudjiono/Mujianto
8	KUD Tani Subur	3922	Sugeng Wiyono
9	KUD Tani Subur	3924	Suratno A
10	KUD Tani Subur	3926	Selo
11	KUD Tani Subur	3927	Saifudin
12	KUD Tani Subur	4062	Rasimin
13	KUD Tani Subur	4050	Suharno
14	KUD Tani Subur	4051	Sapari
15	KUD Tani Subur	4132	Sugiono/Tohir
16	KUD Tani Subur	4138	A.Said Muyhulis
17	KUD Tani Subur	4139	Anwar
18	KUD Tani Subur	4165	Bakri
19	KUD Karya Tani	5732	Jumadi
20	KUD Karya Tani	5883	Asnawati/E. Supriyanto
21	KUD Karya Tani	5884	Supardi
22	KUD Karya Tani	5885	Pardi
23	KUD Karya Tani	5897	Salan/Sarimin
24	KUD Karya Tani	5898	Saripin
25	KUD Karya Tani	5903	Mirun
26	KUD Karya Tani	5935	Supriyono
27	KUD Karya Tani	5985	Suwarno/Kodianto
28	KUD Karya Tani	5987	Sumartoyo
29	KUD Karya Tani	6013	Suparni
30	KUD Karya Tani	6014	Sukandarto
31	KUD Karya Tani	5983	Sriyono
32	KUD Karya Tani	5709	Gunawan S.
33	KUD Karya Tani	5780	Sukono
34	KUD Karya Tani	5791	Ngadinem/Herman P
35	KUD Karya Tani	5799	Andri
36	KUD Karya Tani	5827	Sugiyono/Suyono
37	KUD Mekar Abadi	4396	Kamid
38	KUD Mekar Abadi	4399	Suharyadi
39	KUD Mekar Abadi	4463	Jamidin
40	KUD Mekar Abadi	4464	Tapianus N.
41	KUD Mekar Abadi	5531	Joko s./Andi Firza
42	KUD Mekar Abadi	5555	Sumitro
43	KUD Mekar Abadi	5559	Muntari
44	KUD Mekar Abadi	5573	Sukro

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45	KUD Mekar Abadi	5644	Paiman
46	KUD Mekar Abadi	5647	Dursalim/Sutrisno
48	KUD Mekar Abadi	5654	Djumar
49	KUD Mekar Abadi	5657	Sukani/Kuswoyo
50	KUD Mekar Abadi	6356	Waliman
51	KUD Mekar Abadi	6357	Suep
52	KUD Mekar Abadi	6358	Sadikin
53	KUD Mekar Abadi	6366	Kuwat

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