

**RSPO PRINCIPLE AND CRITERIA
PUBLIC SUMMARY REPORT**

- Initial Assessment
- Annual Surveillance Assessment (Choose an item.)
- Recertification Assessment (RA2)
- Extension of Scope

Client Company name (Parent Company): SIPEF GROUP
Client company Address: Forum Nine Building, 10th Floor, Suite 1-11 Jl.Imam Bonjol No.9, Medan – 20112, Sumatera Utara Province, Indonesia
Certification Unit: PT Agromuko - Bunga Tanjung Palm Oil Mill
Location of Certification Unit: Berangan Jaya, Kec. Teramang Jaya, Kab. Mukomuko, Indonesia
Date of Final: 01/03/2022

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Section 1: Scope of the Assessment

1. Company Details			
Parent Company	SIPEF Group		
RSPO Membership Number	1-0021-05-000-00	Membership Approval Date	7/12/2005
Address	Head Office – North Sumatera: Forum Nine Building, 10th Floor, Suite 1-11, Jl.Imam Bonjol No.9, Medan – 20112 Sumatera Utara Province, Indonesia		
Palm Oil Mill / Group Manager / Estate (Certification Unit)	PT Agromuko Bunga Tanjung Palm Oil Mill		
Location / Address	Berangan Jaya, Kec. Terawang Jaya, Kab. Mukomuko, Indonesia		
Website	www.tolantiga.co.id		
Management Representative	Mr. Sander Van den Ende	E-mail	svdende@sipef.com
Telephone	+62 61 415 2043	Facsimile	+62 61 452 0908

2. Certification Information			
Certificate Number	RSPO 646338	Certificate Start Date	01/03/2022
Date of First Certification	22/02/2011	Certificate Expiry Date	28/02/2027
Scope of Certification	Production of Palm Oil and Palm Kernel		
Visit Objectives	<ul style="list-style-type: none"> • Determination of the conformity of the client's management system, or parts of it, with RSPO Standard INA-NI, April 2020. • Evaluation of the ability of the management system to ensure the client organization meets applicable statutory, regulatory and contractual requirements. • 70% continuation onsite assessment from 30% remote assessment. 		
Assessment Cycle	<input type="checkbox"/> Pre Assessment (Choose an item.) <input type="checkbox"/> Initial Assessment <input type="checkbox"/> Annual Surveillance Assessment (ASA Choose an item.) <input checked="" type="checkbox"/> Recertification Assessment (RA2) <input type="checkbox"/> Scope Extension		
Applicable Standards / Normative Reference	<input type="checkbox"/> RSPO P&C 2018 for the Production of Sustainable Palm Oil with supply chain Module <input checked="" type="checkbox"/> Indonesia National Interpretation 2020 for RSPO P&C 2018 for the Production of Sustainable Palm Oil. <input type="checkbox"/> Group Certification 2016 <input type="checkbox"/> RSPO Independent Smallholders Standard 2019		
Supply Chain Module	<input checked="" type="checkbox"/> Identity Preserved; <input type="checkbox"/> Mass Balance	Mill Capacity	60 MT / hr
ISH certification Phase	<input type="checkbox"/> Eligibility <input type="checkbox"/> Milestone A <input type="checkbox"/> Milestone B <input checked="" type="checkbox"/> Not Applicable		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
10374408	ISO 9001:2015	Lloyd's Register Indonesia	02/07/2024

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base / Group Manager / Smallholders)	Location	GPS Coordinates	
		Latitude	Longitude
Bunga Tanjung POM	Brangan Mulia Village, Teramang Jaya District, Mukomuko Regency, Bengkulu Province, Indonesia	02°43'00.39"S	101°22'16.94"E
Bunga Tanjung Estate	Brangan Mulia Village, Teramang Jaya District, Mukomuko Regency, Bengkulu Province, Indonesia	02°43'30.14"S	101°22'21.51"E
Air Bikuk Estate	Air Bikuk Village, Lubuk Bento Village and Air Berau Village, Pondok Suguh District, Mukomuko Regency, Bengkulu Province, Indonesia	02°46'27.67"S	101°24'44.68"E
Air Buluh Estate	Air Buluh Village, Semundam Village, Tanjung Jaya Village, Talang Baru Village and Talang Arah Village, Malin Deman District and Ipuh District, Mukomuko Regency, Bengkulu Province, Indonesia	03°01'27.29"S	101°33'15.79"E
Malin Deman Estate	Air Merah Village, Talang Arah Village and Talang Baru Village, Malin Deman District, Mukomuko Regency, Bengkulu Province, Indonesia	03°01'27.29"S	101°33'15.79"E
Kebun Masyarakat Desa/KMD	Mukomuko Regency, Bengkulu Province, Indonesia	02°43'30.14"S	101°22'21.51"E
Koperasi Perkebunan Desa Air Buluh Agromuko (KOPABA)	Air Merah Village and Air Buluh Village, Malin Deman District and Ipuh District, Mukomuko Regency, Bengkulu Province, Indonesia	03°03'15.11"S	101°29'53.43"E
Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera (KPSB-MMAS)	Air Merah Village and Air Buluh Village, Malin Deman District and Ipuh District, Mukomuko Regency, Bengkulu Province, Indonesia	02°58'50.37"S	101°35'51.83"E
Koperasi Harapan Jaya Lubuk Talang (KHJLT)	Air Merah Village, Talang Arah Village and Talang Bari Village, Malin Deman District and Ipuh District, Mukomuko, Regency, Bengkulu Province, Indonesia	02°58'43.17"S	101°37'40.61"E

5. Description of Supply Base					
New Planting Development	<input checked="" type="checkbox"/> No (no change in total planted area)		<input type="checkbox"/> Yes (please refer to Principle 7 for details)		
Estate / Smallholders	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Bunga Tanjung Estate	2,312.19	519.63	71.18	2,903.00	79.65
Air Bikuk Estate	1,212.90	188	9.10	1,410.00	86.02
Air Buluh Estate	2,170.79	257.13	72.08	2,500.00	86.83
Malin Deman Estate	631.76	133.49	412.75	1,178.00	53.63
Kebun Masyarakat Desa	224.24	0	0	224.24	100.00
Koperasi Perkebunan Desa Air Buluh Agromuko (KOPABA)	135.10	4.41	0	139.51	96.84
Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera (KPSB-MMAS)	164.40	3.35	0	167.75	98.00
Koperasi Harapan Jaya Lubuk Talang (KHJLT)*	106.99	18.01	0.6	125.6	85.18
Total	6,958.37	1,124.02	565.71	8,648.10	85.77

Note: Koperasi Harapan Jaya Lubuk Talang (KHJLT) as the new supply bases of Bunga Tanjung POM. The information for an extension to scope during RAV has been provided at Public Announcement

6. Plantings & Cycle							
Estate / Smallholders	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Bunga Tanjung Estate	0	0	891.06	1421.13	0	2,312.19	0
Air Bikuk Estate	526.62	469.87		216.41		686.28	526.62
Air Buluh Estate	0	0	524.30	1,646.49	0	2,170.79	0
Malin Deman Estate	0	631.76	0	0	0	631.76	0
Kebun Masyarakat Desa	0	45.24	179.00	0	0	224.24	0
Koperasi Perkebunan Desa Air Buluh Agromuko (KOPABA)	0	135.10	0	0	0	135.10	0
Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera (KPSB-MMAS)	0	164.40	0	0	0	164.40	0
Koperasi Harapan Jaya Lubuk Talang (KHJLT)	106.99	0	0	0	0	0	106.99
Total (ha)	633.61	1,446.37	1,591.36	3,284.03	0	6,324.76	633.61

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Note: Only Mature area is considered as production area

7. Summary of Certified Tonnage of FFB (Own Certified Scope)

Estate / Smallholders	Tonnage / year			
	Estimated last year (Feb 2021-Jan 2022)	Actual (Nov 2019 – Sep 2021)		Forecast (March 2022-Feb 2023)
		Previous license period (Nov 2019-Dec 2020)	Current license period (Jan-Sep 2021)	
Bunga Tanjung Estate	29,324.51	38,325.83	33,532.57	56,477.19
Air Bikuk Estate	10,208.04	11,953.64	11,440.13	13,640.30
Air Buluh Estate	33,239.78	44,613.36	44,453.35	87,433.00
Malin Deman Estate	11,580.81	13,160.98	12,883.15	17,688.03
Kebun Masyarakat Desa	1,845.12	3,621.19	2,605.51	4,120.00
Koperasi Perkebunan Desa Air Buluh Agromuko (KOPABA)	2,069.80	3,868.09	2,670.14	4,435.22
Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera (KPSB-MMAS)	1,716.33	3,628.26	2,594.96	4,535.93
Koperasi Harapan Jaya Lubuk Talang (KHJLT)	-	-	-	500
Total	89,984.39	229,351.17		188,329.67
Total volume extension*	142,917.69	-	-	-
Grand Total (ha)	232,902.08	229,351.17		188,329.67

Note: *There were volume extension for period Feb 2021 – Jan 2022

8. Summary of Certified Tonnage of FFB (from other certified unit(s))

Estate / Smallholders	Tonnage / year			
	Estimated last year (key in period)	Actual (key in period)		Forecast (key in period)
		Previous license period (key in period covered)	Current license period (key in period covered)	
-	-	-	-	-
-	-	-	-	-
Total				

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9. Summary of Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)				
Out growers / smallholders	Tonnage / year			
	Estimated last year (key in period)	Actual (key in period)		Forecast (key in period)
		Previous license period (key in period covered)	Current license period (key in period covered)	
-	-	-	-	-
-	-	-	-	-
Total				

9A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply base (mt)	Volume of FFB from uncertified supply base (mt)	Total FFB/Month (mt)
1	Nov-19	8,532.58	-	8,532.58
2	Dec-19	9,498.67	-	9,498.67
3	Jan-20	8,574.13	-	8,574.13
4	Feb-20	10,075.03	-	10,075.03
5	Mar-20	10,035.47	-	10,035.47
6	Apr-20	8,063.86	-	8,063.86
7	May-20	11,263.93	-	11,263.93
8	Jun-20	11,354.25	-	11,354.25
9	Jul-20	11,088.61	-	11,088.61
10	Aug-20	10,566.48	-	10,566.48
11	Sept-20	9,799.54	-	9,799.54
12	Oct-20	9,695.42	-	9,695.42
13	Nov -20	9,696.23	-	9,696.23
14	Dec-20	10,915.82	-	10,915.82
15	Jan-21	9,799.54	-	9,799.54
16	Feb-21	9,865.73	-	9,865.73
17	Mar-21	10,745.51	-	10,745.51
18	Apr-21	9,791.47	-	9,791.47
19	May-21	9,785.02	-	9,785.02
20	Jun-21	9,791.47	-	9,791.47
21	Jul-21	10,664.80	-	10,664.80
22	Aug-21	9,944.83	-	9,944.83
23	Sept-21	9,802.77	-	9,802.77

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TOTAL	229,351.17	-	229,351.17
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10. Summary of Certified Tonnage (not applicable for ISS)			
Estimated last year <i>(Feb 2021-Jan 2022)</i>	Actual <i>(Nov 2019 – Sep 2021)</i>		Forecast <i>(March 2022-Feb 2023)</i>
FFB	FFB		FFB
	<i>Previous license period</i> <i>(Nov 2019-Dec 2020)</i>	<i>Current license period</i> <i>(Jan-Sep 2021)</i>	
232,902.08	119,171.35	110,179.81	188,329.67
	229,351.16		
CPO (OER: 23.20%)	CPO (OER: 22.78%)		CPO (OER: 22.15%)
77,014.06	27,147.23	25,098.96	41,715.02
	52,246.19		
PK (KER: 5.00%)	PK (KER: 5.12%)		PK (KER: 4.73%)
15,477.08	6,101.57	5,641.21	8,907.99
	11,742.78		
Note:			

10A. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
1	Nov-19	1,943.72	436.87
2	Dec-19	2,163.80	486.33
3	Jan-20	1,953.19	439.00
4	Feb-20	2,295.09	515.84
5	Mar-20	2,286.08	513.82
6	Apr-20	1,836.95	412.87
7	May-20	2,565.92	576.71
8	Jun-20	2,586.50	581.34
9	Jul-20	2,525.98	567.74
10	Aug-20	2,407.04	541.00
11	Sept-20	2,232.34	501.74
12	Oct-20	2,208.62	496.41
13	Nov -20	2,208.80	496.45
14	Dec-20	2,486.62	558.89
15	Jan-21	2,232.34	501.74
16	Feb-21	2,247.41	505.13
17	Mar-21	2,447.83	550.17
18	Apr-21	2,230.50	501.32
19	May-21	2,229.03	500.99
20	Jun-21	2,230.50	501.32

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21	Jul-21	2,429.44	546.04
22	Aug-21	2,265.43	509.16
23	Sept-21	2,233.06	501.90
TOTAL		52,246.19	11,742.78

11. Summary of Actual Volume sold

Current License period (Jan2021-Sep 2021)

	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
CPO (MT)	9,999.65	0	0	8,000	17,999.65
PK (MT)	3,830.93	0	0	0	3,830.93
Credits	-	-	-	-	-

Previous License period (Nov 2019-Dec2020)

CPO (MT)	13,498.85	0	0	0	13,498.85
PK (MT)	2,418.85	0	0	0	2,418.85
Credits	-	-	-	-	-

Note: Conventional is RSPO certified material but sold as non-RSPO.

11A. Records of Certified CPO & PK Sold under PalmTrace since the last audit (if any)

No.	Buyers Name	Palmtrace Trading License Number	Certified CPO Sold (mt)	Certified PK Sold (mt)
1	Wira Inno Mas	TR-26146386-86c6	-	18.85
2	Wira Inno Mas	TR-5e55dd02-1eae	1,499.75	-
3	Wira Inno Mas	TR-2a5f9f65-d3a7	1,000	-
4	Wira Inno Mas	TR-2bd27d9b-ca92	-	561.96
5	Wira Inno Mas	TR-edba90b7-5efc	999.78	-
6	Wira Inno Mas	TR-bdc0c573-32b1	2,499.88	-
7	Wira Inno Mas	TR-d84b0d83-db2f	999.86	-
8	Wira Inno Mas	TR-ada219d3-e8e2	-	88.04
9	Wira Inno Mas	TR-df24746d-04b2	-	413.66
10	Wira Inno Mas	TR-c59cf40f-4dbb	-	236.34
11	Wira Inno Mas	TR-e6afa290-3e59	2,499.91	-
12	Wira Inno Mas	TR-f9fd9a1b-465f	-	320.54
13	Wira Inno Mas	TR-e180349f-a7bc	-	279.46

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14	Wira Inno Mas	TR-92508f30-a231	1,499.91	-
15	Wira Inno Mas	TR-eec150a7-5756	-	300.4
16	Wira Inno Mas	TR-90dad4c5-50bc	2,499.76	-
17	Wira Inno Mas	TR-3505ba41-4ced	-	199.6
18	Wira Inno Mas	TR-037b014a-dd89	-	346.48
19	Wira Inno Mas	TR-17f37425-2625	1,000	-
20	Wira Inno Mas	TR-4d154430-1a23	-	385.53
21	Wira Inno Mas	TR-7f338400-f514	-	3.52
22	Wira Inno Mas	TR-5bf74b1c-4a14	-	64.47
23	Wira Inno Mas	TR-9e98c01b-26e4	1,000	-
24	Wira Inno Mas	TR-17953e52-924a	1,499.94	-
25	Wira Inno Mas	TR-381c8f9c-282e	-	335.02
26	Wira Inno Mas	TR-5be76577-09a8	-	214.98
27	Wira Inno Mas	TR-d52ef668-c239	1,000	-
28	Wira Inno Mas	TR-4602b5a8-5347	-	567.48
29	Wira Inno Mas	TR-7a06e114-b055	-	82.52
30	Wira Inno Mas	TR-4a079eb9-3cd8	1,499.79	-
31	Wira Inno Mas	TR-2bfabcea-eefb	-	583.29
32	Wira Inno Mas	TR-20b2a88d-22c9	-	16.71
33	Wira Inno Mas	TR-8fd140aa-e981	-	200
34	Wira Inno Mas	TR-1be0af03-f86d	-	364.92
35	Wira Inno Mas	TR-15c53fee-e0df	1,499.95	-
36	Wira Inno Mas	TR-911f686c-e3a4	-	135.08
37	Wira Inno Mas	TR-a13e34ee-9702	2,499.97	-
38	Wira Inno Mas	TR-0832b837-321e	-	530.93
TOTAL			23,498.50	6,249.78

11B. Records of CPO & PK Sold under other schemes since the last audit (if any)				
No.	Buyers Name	Scheme Name	CPO Sold (mt)	PK Sold (mt)
-	-	-	-	-
-	-	-	-	-
TOTAL				

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11C. Records of CPO & PK Sold as conventional since the last audit (if any)			
No.	Buyers Name	CPO Sold (mt)	PK Sold (mt)
1	Wilmar Nabati Indonesia	8,000.00	-
TOTAL		8,000.00	-

11D. Records of Certified CPO Sold under RSPO Credits since the last audit (if any)			
No.	Buyers Name	PalmTrace Trading License Number	RSPO Credits of Certified CPO Sold (mt)
-	-	-	-
-	-	-	-
TOTAL			-

12. Independent Smallholders Certified Tonnage / Volume									
Phase	Estimated last year (key in period)			Actual (key in period)			Forecast (key in period)		
	Eligibility	MS A	MS B	Eligibility	MS A	MS B	Eligibility	MS A	MS B
	40%	70%	100%	40%	70%	100%	40%	70%	100%
FFB			-			-			-
IS-CSPO	-	-		-	-		-	-	
IS-CSPKO	-	-		-	-		-	-	
IS-CSPKE	-	-		-	-		-	-	

13. Independent Smallholders Actual Sold Tonnage / Volume						
	FFB	FFB Conventional	FFB Other schemes	IS-CSPO	IS-CSPK	IS-CSPKE
Current License period (key in period)						
Credits				-	-	-
Physical	-	-	-			

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn. Bhd. (ASI Accreditation Number: ASI-ACC-067)
Suite 29.01 Level 29, The Gardens North Tower,
Mid Valley City, Lingkaran Syed Putra,
59200 Kuala Lumpur, Malaysia.
Tel +60 (3) 9212 9638 Fax +60 (3) 9212 9639
Representative: Nicholas Cheong (Nicholas.Cheong@bsigroup.com)
Website: www.bsigroup.com

BSI is a leading global provider of management systems assessment and certification, with more than 92,000 certified locations and clients in over 193 countries. BSI is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (ASI-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia.

2.1 Assessment Methodology, Programme, Site Visits

The on-site assessment was conducted on **25 – 30/10/2021**. The audit programme is included as Section 2.3. Where applicable, prior to the initial certification and recertification audit, 30 days Public Notification was made through the RSPO and BSI website on **20/09/2021**: https://rspo.org/certification/public-announcement?keywords=bunga+tanjung&country=&assessment_type=

Due to the COVID-19 pandemic, this assessment involved a partial remote audit as allowed by RSPO Secretariat – RSPO P&C On-site & Remote Audits dated 24th March 2020. The remote audit was conducted on **11-13/11/2020**.

The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. A range of occupational health and safety, environmental, best practice management, and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas, local communities engagement and workers welfare and safety.

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. Principles and Criteria for Sustainable Palm Oil Production, The Indonesia National Interpretation, Endorsed by the RSPO Board of Governors on 20th April 2020 was used as the normative reference to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula $N = (\sqrt{y}) \times (z)$ where y is the number of estates and where z is the multiplier defined by risk assessment. While, the sampling of smallholders were based on the formula $(\sqrt{y}) \times (z)$; where y is total number of group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix E.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.4.

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The non-conformities for this audit are detailed in Section 3.3 and unless it is stated in this section, all previous nonconformities including minor nonconformities are remains closed.

This report is structured to provide a summary of assessment finding as provided in Appendix A. The assessment was conducted based on risk based approach sampling and therefore nonconformities may exist.

For Initial, Re-certification and Extension of Scope assessment, the report was externally reviewed by approved external peer reviewer prior to certification decision by BSI.

For Annual surveillance assessment, the report was internally reviewed and approved by BSI qualified certification reviewer.

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

Assessment Program					
Name (Mill / Supply Base)	Year 1 (Re- Certification)	Year 2 (ASA 2_1)	Year 3 (ASA 2_2)	Year 4 (ASA 2_3)	Year 5 (ASA 2_4)
Bunga Tanjung Estate	√	√	√	√	√
Air Bikuk Estate	√	√	√	√	√
Air Buluh Estate	√	√	√	√	√
Malin Deman Estate	√	√	√	√	√
Kebun Masyarakat Desa	√	√	√	√	√
Koperasi Perkebunan Desa Air Buluh Agromuko (KOPABA)	√	√	√	√	√
Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera (KPSB-MMAS)	√	√	√	√	√
Koperasi Harapan Jaya Lubuk Talang (KHJLT)	√	√	√	√	√

Tentative Date of Next Visit: 1 November 2022 – 9 November 2022.

Total Number of Mandays: 24.5 mandays

2.2 BSI Assessment Team

Name	Role	Competency
Imam Fakhrurozi (IF)	Team Leader	<p>Education: Bachelor Degree in Agriculture Technology and graduated from Gadjah Mada University, Yogyakarta in 2011.</p> <p>Work Experience: He had 2 (two) years working experience related to oil palm industry, as a sustainability and HSE officer in oil palm Plantation Company in Indonesia. Currently he works for BSI Group based in Jakarta office. He is one of the BSI qualified RSPO auditor. He had been involved in RSPO auditing since 2015.</p>

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		<p>Training attended: Imam has completed a number of relevant trainings, the training includes OHS expert training by Manpower Ministry of RI, ISO 9001:2015, ISO 14001:2004 ISO 45001:2018, ISPO Lead Auditor, Lead Auditor of SMK3, RSPO P&C Lead auditor endorsed course, RSPO Supply Chain Certification Refresh Course (8th May 2019) by David Ogg and Partners Ltd, LAC for ISO 37001:2016.</p> <p>Aspect covered in this audit: Occupational Health and Safety, Environmental Aspect, Supply Chain.</p> <p>Language proficiency: Bahasa Indonesia and English</p>
Andi Pratama Pasaribu (APP)	Team Member	<p>Education: Bachelor Degree, Majoring Social Economy (Agribusiness), Faculty of Agriculture, University of Jember.</p> <p>Work Experience: More than 5 years as Field Agronomy Assisstant (2008 – 2013), Sustainability Auditor (8 years).</p> <p>Training attended: He has been followed the Training of Lead Auditor Indonesian Sustainable Palm Oil (ISPO) which was held by ISPO Commission in 2013 and Training of Lead Auditor Roundtable on Sustainable Palm Oil (RSPO) by Proforest and Daemeter in 2016. He has been attended several kinds of training, such as High Conservation Value (HCV) Training, Lead Auditor ISO 9001:2008, Lead Auditor ISO 14001:2005, Lead Auditor ISO 22000:2018, Lead Auditor RSPO supply chain by BMTRADA.</p> <p>Aspect covered in this audit: Best Practice Agronomy and Mill, Business Plan, Workers Welfare.</p> <p>Language proficiency: Bahasa Indonesia</p>
Yudwi Wisnu Rahmanto (YWR)	Team Member	<p>Education: Bachelor of Forestry, Faculty of Forestry, University of Gadjah Mada graduated in 2006.</p> <p>Work Experience: Agronomy Field Assistant (7 months), Sustainability Auditor (11 years)</p> <p>Training attended: Quality Management System (QMS) ISO 9001:2008 Auditor/Lead Auditor Course (2010), GIS-Basic Mapping and Spatial Analysis (2011), Timber Legality Assurance System-SVLK (2011), Verification Organization Training C.A.F.E Practices-Starbucks (2011), ISPO Auditor/Lead Auditor Course (2012), RSPO Endorsed Lead Auditor Training Course (2013), RSPO P&C Social and Labour Standards and the Mechanics of Social Auditing (2014), RSPO Next Training Course for Lead Auditor (2016), Online Training: FSC Auditor Transition Exam (2017), e-Course UTZ Programme (2017), RSPO P&C Lead Auditors Refresher Course (2018), IRCA Lead Auditor Course ISO 9001:2015 (2018), Sustainability Reporting Assurance Training (2019), IRCA Lead Auditor Course ISO 14001:2015 (2019), IRCA Lead Auditor Course ISO 45001:2015 (2019), ISO 37001:2016 Anti-bribery Management System Implementing Training Course (2019), RSPO P&C Lead Auditors Refresher Course (2019), RSPO Supply Chain Certification Refresher Course (2019), Introductory Course for High Conservation Value and High Carbon Stock (HCS) in Oil Palm Plantation (2021), Pelatihan Refreshment Auditor ISPO sesuai Peraturan Menteri Pertanian No.38 tahun 2020 (2021), SMETA Requirements Training (2021).</p> <p>Aspect covered in this audit: Legal and Social aspect, HCV, Stakeholder Consultation.</p>

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		Language proficiency: Bahasa Indonesia and English
Dr Suhaili Sahari	Peer Reviewer	<p>Education: Graduated from University Technology Mara (UiTM), Malaysia in Diploma in Science in 1990. He furthers his first degree in B.Sc (Hons) in Chemistry with Industrial Chemistry in 1995 from Liverpool University, England. He later advances his study in Master in Business Administration (General) in 2002 and graduated in 2005 from University of Multimedia, Malaysia. Completed his PhD from University Science Islam Malaysia (Faculty of Economy and Muamalat - Management) under the supervision of previous University Vice Chancellor Dato' Mohd Muda.</p> <p>Work Experience: Worked with Hong Leong Group of Companies as a production executive cum TQM facilitator and continues to advance in his career as a manager and senior manager in management, production, training and quality for more than 11 years. During his tenure with Hong Leong Group of Companies, he heavily involved in strategic management decision issues such as developing SWOT analysis, Vision, Mission, Business and Corporate Strategy formulation, Acquisition and restructuring strategies. Strategic actions and implementation etc. Then he joint Kumpulan Guthrie and Sime Darby Group of Companies for more than 7 years as a manager, heads of department and Assistant Vice President in management, quality and training. Part of his duty is to strategies the departmental vision; mission, critical success factors and action plan into actions and support the corporate strategic plan.</p> <p>Training attended:</p> <ol style="list-style-type: none"> 1. ISO 9001:2015 Lead Auditor and Internal Auditor 2. ASI Reviewer training 3. Safety and Health 4. ISO 14001:2015 Standard 5. RSPO Standards: RSPO P&C 2018 MY-NI 2019 6. MSPO Standards : MS 2530 : 2013 part 1, 2 , 3 and 4 7. Problem Solving Technique : 8 D, ICC, QCC, Systematic PS 8. HACCP MS 1480:2019 9. GAP Standard : Global GAP, Euru GAP

Accompanying Persons:

Name	Role
-	-
-	-

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1.3 Assessment Plan

The Assessment plan was sent to the client prior to the assessment.

Onsite audit plan

Date	Time	Subjects	IF	APP	YWR
Monday, 25/10/21	08.00 -09.30	Opening Meeting PT Agro Muko – Bunga Tanjung POM (location in Air Buluh Estate)	√	√	√
	08.00-12.00	Field visit: Air Buluh Estate dan Malin Deman Estate - Harvesting, transport of FFB, spraying, fertilizer regime, IPM implementation and worker interview (best management practices). - pesticide and agrochemical storage, equipment and PPE storage, diesel fuel storage, workshop and; Interview with Workers (welfare, environmental, health and safety) - HGU pegs maintenance, HCV area, river, buffer zone	√	-	-
		Field visit and Interview: KMD Tanjung Harapan, KMD Bukit Harapan and KMD Mundam Marap (Air Buluh Estate)	-	√	-
		Field visit and Interview: Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera (KPSB-MMAS) Koperasi Perkebunan Air Buluh Agromuko (KOPABA) Koperasi Harapan Jaya Lubuk Talang (KHJLT)	-	-	√
	12.00-14.00	Break	√	√	
	14.00-17.00	Document Review: Air Buluh Estate and KMD RSPO P&C	√	√	√
	17.00-..	Travel to GMO			
Tuesday, 26/10/21	08.00-12.00	Field visit: Air Bikuk Estate & Bunga Tanjung Estate - Harvesting, transport of FFB, spraying, fertilizer regime, IPM implementation and worker interview (best management practices). - pesticide and agrochemical storage, equipment and PPE storage, diesel fuel storage, workshop and; Interview with Workers (welfare, environmental, health and safety) - HGU pegs maintenance, HCV area, river, buffer zone	√	-	√
		Field visit and Interview: Stakeholder interview (with surrounding village)	-	-	√
		Field visit and Interview: - KMD Air Bikuk, KMD Air Berau, KMD Pondok Sugu (Bikuk Estate) - KMD Pasar Bantal, KMD Nelan Indah (Bunga Tanjung Estate)	-	-	√

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Date	Time	Subjects	IF	APP	YWR
	12.00-14.00	Break	√	√	√
	14.00-17.00	Continues Audit	√	√	√
Wednesday, 27/10/21	08.00-12.00	File Visit and Document review: Bunga Tanjung Mill <ul style="list-style-type: none"> - CC Requirement - General information; time bound plan; partial certification verification; RSPO P&C (Management Plan); Palm Oil Mill's Best Management Practices, Social policy and implementation, Continual Improvement. - RSPO P&C (Health and Safety, Environmental Management System, Waste management system, Continual Improvement, Use of Renewable Energy, GHG Calculation). - EMS, EFB, WWTP, emissions, diesel tanks, fire extinguishers, clinic, first aiders and boxes, workshop, storage, etc. - Mill process from incoming FFB to CPO storage tank, PK silo, PPE use, safe working environment, walk ways, signs, etc. - Interview with workers 	√	√	√
	12.00-14.00	Break/Lunch	√	√	√
	14.00 – 15.30	Continue Audit	√	√	√
	15.30-16.00	Auditor Discussion	√	√	√
Thursday 28/10/21	06.00 – 17.00	Travel to Padang (PCR covid-19 test)	√	√	√
Friday 29/10/21	08.00 – 12.00	Visit AMTT	√	√	√
Saturday 30/10/21	08.00 – 09.00	Closing Meeting	√	√	√
	09.00 – 11.00	Travel back to Jakarta			

Remote audit plan

Date	Time	Subjects	IF	EP	YWR	ICT Planned
Wednesday 11/11/20	14.00 – 14.30	Opening Meeting <ul style="list-style-type: none"> • Opening Presentation by Audit team leader. • Confirmation of assessment scope and finalize Audit plan 	√	√	√	Video conference and Teleconference with Skype Meeting

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Date	Time	Subjects	IF	EP	YWR	ICT Planned
	14.30 – 17.00	Verification on related documents and records; Interview with Auditee. Criteria 3.4: Indicator 3.4.1 (C); 3.4.2; 3.4.3 (C) Criteria 3.6: Indicator 3.6.1 (C) Criteria 3.8: Supply Chain Criteria 6.7: Indicator 6.7.1 (C); 6.7.2; 6.7.5 Criteria 7.2: Indicator 7.2.6; 7.2.9 Criteria 7.3: Indicator 7.3.1 Criteria 7.8: Indicator 7.8.1; 7.8.3; 7.8.4 Criteria 7.9: Indicator 7.9.1 Criteria 7.10: Indicator 7.10.1 (C); 7.10.2 (C); 7.10.3 (C) Criteria 7.12: Indicator 7.12.1 (C); 7.12.2 (C); 7.12.4 (C); 7.12.6; 7.12.8	√			Video conference and Teleconference Skype Meeting Document review through Email/ Whatsapp/Google Drive/Zoom meeting share doc. Video conference and Teleconference Skype Meeting Document review through Email/ Whatsapp/Google Drive/Zoom meeting share doc.
		Verification on related documents and records; Interview with Auditee. Criteria 1.1: Indicator 1.1.1 (C); 1.1.3 (C); 1.1.4 (C); 1.1.5 Criteria 1.2: Indicator 1.2.1; 1.2.2 Criteria 2.1: Indicator 2.1.1 (C) Criteria 2.2: Indicator 2.2.1; 2.2.2; 2.2.3 Criteria 2.3: Indicator 2.3.1 (C) Criteria 4.1: Indicator 4.1.1 (C) Criteria 4.2: Indicator 4.2.2; 4.2.3; 4.2.4 Criteria 4.4: Indicator 4.4.1 (C); 4.4.3 (C) Criteria 6.1: Indicator 6.1.1 (C); 6.1.3; 6.1.5 (C); 6.1.6 Criteria 6.3: Indicator 6.3.1 (C) Criteria 6.4: Indicator 6.4.1; 6.4.2 (C) Criteria 6.5: Indicator 6.5.1 (C); 6.5.2 (C)			√	

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Date	Time	Subjects	IF	EP	YWR	ICT Planned
Wednesday 11/11/20	14.30 – 17.00	Verification on related documents and records; Interview with Auditee. Criteria 3.1: Indicator 3.1.1 (C); 3.1.2; 3.1.3 Criteria 3.2: Indicator 3.2.1 (C); 3.2.2 Criteria 3.3: Indicator 3.3.1 (C); 3.3.3 Criteria 3.5: Indicator 3.5.1 Criteria 3.7: Indicator 3.7.1 (C); 3.7.2 Criteria 5.1: Indicator 5.1.1; 5.1.5; 5.1.6 (C); 5.1.7; 5.1.9 (C) Criteria 6.2: Indicator 6.2.1 (C); 6.2.2 (C); 6.2.3 (C); 6.2.6 Criteria 6.6: Indicator 6.6.1 (C); 6.6.2 (C) Criteria 7.1: Indicator 7.1.1 (C); 7.1.2 Criteria 7.2: Indicator 7.2.5 Criteria 7.4: Indicator 7.4.1; 7.4.2; 7.4.3 Criteria 7.5: Indicator 7.5.1 (C) Criteria 7.6: Indicator 7.6.1 (C) Criteria 7.7: Indicator 7.7.1 (C); 7.7.2; 7.7.3 (C); 7.7.4 (C); 7.7.5 (C)		√		Video conference and Teleconference Skype Meeting Document review through Email/ Whatsapp/Google Drive/Zoom meeting share doc.
Thursday 12/11/20	08.00 – 11.00	Verification on related documents and records; Interview with Auditee. (Continued)	√	√	√	Video conference and Teleconference with Zoom Meeting, Document review through Email/ Whatsapp/Google Drive/Zoom meeting share doc.
	12.00 – 14.00	Break	√	√	√	
	14.00 – 17.00	Verification on related documents and records; Interview with Auditee. (Continued)	√	√	√	Video conference and Teleconference with Zoom Meeting, Document review through Email/ Whatsapp/ Google Drive/Zoom meeting share doc.

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Date	Time	Subjects	IF	EP	YWR	ICT Planned
Friday 13/11/20	08.00 – 11.00	Verification on related documents and records; Interview with Auditee. (Continued)	√	√	√	Video conference and Teleconference with Zoom Meeting, Document review through Email/ Whatsapp/Google Drive/Zoom meeting share doc.
	12.00 – 14.00	Break	√	√	√	
	14.00 – 15.30	Verification on related documents and records; Interview with Auditee. (Continued)	√	√	√	Video conference and Teleconference with Zoom Meeting, Document review through Email/ Whatsapp/ Google Drive/Zoom meeting share doc.
	15.30 – 16.00	Preparation for Closing Meeting	√	√	√	Video conference and Teleconference with Zoom Meeting
	16.00 – 17.00	Closing Meeting	√	√	√	Video conference and Teleconference with Zoom Meeting

Section 3: Assessment Findings

3.1 Multiple Management Units and Time Bound Plan

Requirement	Assessment	Compliance
Does the time bound plan include all current subsidiaries, estates and mills that is under the control and/or minor shareholding of the holding company?	The time bound plan has included all the subsidiary and group of companies of SIPEF Group. The TBP was verified against the Group Member information published in the RSPO website under the parent company SIPEF.	Complied.
Have all the estates and mills certified within five (5) years after obtaining RSPO membership?	There are estates and mills that are not certified within 5 years of the RSPO membership. But, since this requirement was published in July 2017, the 5 years starts from 2017 in which the SIPEF have up to 2022 to comply with this requirement. Despite the above, SIPEF had demonstrated that those units/estates that are not able to be certified are either due to awaiting for the HGU (Hak Guna Usaha <i>Right to Cultivate</i>) and/or awaiting for full estate development.	Complied
Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three (3) years from the date of acquisition. Certification plan for the new acquisition shall be available.	PT. Asri Rimba Wirabhakti (ARWB) in Bengkulu Province was acquired by SIPEF in end of 2018 with Sei Temerang Estate attached to the acquisition. Sei Temerang was supposed to be audited during the recertification audit of PT Agro Muko – Bunga Tanjung Palm Oil Mill. However, due to technical glitch at RSPO where the liabilities cannot yet be confirmed, the certification audit for Sei Temerang Estate has to be postponed and audited as extension of scope to the current PT Agro Muko – Bunga Tanjung Palm Oil Mill supply base. The estimated time to audit will be end 2021 / 2022 depending of the results of the liability check by RSPO Secretariat.	Complied
Any deviations from the maximum periods requires approval by the RSPO Secretariat.	So far, the deviations periods are acceptable and justifiable. There was no deliberate delay by the company.	Complied
Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?	The commitment timeline has shorten from 2024 to 2023. The changes are acceptable as the control of being certified is not on the hands of the Company due to awaiting for HGU which the approval is beyond the company choice.	Complied
Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised	All lapses of implanting the original plan are justified base on the awaiting for the HGU (Hak Guna Usaha <i>Right to Cultivate</i>) and/or awaiting for full estate development. While for the newly acquired estate, it is justified based on awaiting for RSPO Secretariat to confirm liabilities for Sei Temarang Estate.	Complied

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<p>Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a Major non-compliance shall be raised</p>	<p>There is no fundamental failure as all delays are justified as stated above.</p>	<p>Complied</p>
Un-Certified Units or Holdings		
<p>No replacement of primary forest or any area required to maintain or enhance HCVs and HCS in accordance with RSPO P&C criterion 7.12.</p>	<p>Previously prior to certification, PT. Umbul Mas Wisesa and PT. Tonton Usaha Mandiri had liabilities. The compensation plan have been approved by the Compensation Task Force during the staged implementation of the RaCP between May 2014 and November 2015.</p>	<p>Complied</p>
<p>Any new plantings since January 1st 2010 shall comply with the RSPO New Plantings Procedure.</p>	<p>All the new development that are not yet certified has undergone NPP and published in the RSPO website</p> <p>PT Agro Muara Rupit</p> <ul style="list-style-type: none"> • https://rspo.org/certification/new-planting-procedure/public-consultations/sipef-group-pt-agro-muara-rupit-iii-and-iv-pt-amr • https://rspo.org/certification/new-planting-procedure/public-consultations/sipef-pt-agro-muara-rupit <p>PT Agro Kati Lama</p> <ul style="list-style-type: none"> • https://rspo.org/certification/new-planting-procedure/public-consultations/sipef-pt-agro-kati-lama-phase-ii <p>PT Agro Rawas Ulu</p> <ul style="list-style-type: none"> • https://rspo.org/certification/new-planting-procedure/public-consultations/sipef-pt-agro-rawas-ulu-new-planting-assessment-call-for-comments • https://rspo.org/certification/new-planting-procedure/public-consultations/sipef-pt-agro-rawas-ulu-new-planting-assessment-call-for-comments-1 • https://rspo.org/certification/new-planting-procedure/public-consultations/sipef-pt-agro-rawas-ulu-new-planting-assessment-call-for-comments-1 <p>PT Bandar Sumatra Indonesia</p> <p>https://rspo.org/certification/new-planting-procedure/public-consultations/sipef-pt-bandar-sumatra-indonesia-bandar-pinang-estate</p>	<p>Complied</p>
<p>Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria</p>	<p>The assessment team has conducted a search in internet to confirm that there is a lodged land conflict that was recorded as complaint under RSPO Case</p>	<p>Complied</p>

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<p>4.4, 4.5, 4.6, 4.7 and 4.8.</p>	<p>Tracker; raised by individual on those units that have not been certified.</p> <p>RSPO Case Tracker recorded complaint to PT. Agro Muara Rupit, dated 17 May 2017. The complainant brought forward the issue of fraudulent land title to RSPO. The complainant claimed that his land was fraudulently sold by his cousin to PT. Agro Muara Rupit, a subsidiary of SIPEF Group.</p> <p>On 20 December 2018, the complaint is officially closed. The case tracker available on link https://askrspo.force.com/Complaint/s/case/5090000028Es1JAAS/detail</p> <p>Based on RaCP tracker in RSPO website there are 4 MU's which have potential liability, 2 of them are PT. Umbul Mas Wisesa and PT. Tonton Usaha Mandiri (SIPEF) have been approved by the Compensation Task Force during the staged implementation of the RaCP between May 2014 and November 2015. Whilst the other 2, PT. Dendymarker Indah Lestari have submitted CN to the RSPO Secretariat and waiting for approval and PT Bandar Sumatra Indonesia awaiting for RSPO to revert regarding any potential liabilities.</p>	
<p>Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 4.2</p>	<p>The assessment team has conducted a search to RSPO Complaint Panel and RSPO Dispute Settlement Facility to confirm that there is a lodged complaint related to casual worker payment and welfare, that was recorded as complaint under RSPO Case Tracker; raised by complainant requesting confidentiality, on those SIPEF Management Unit that have not been certified.</p> <p>RSPO Case Tracker recorded complaint to PT. Agro Kati Lama. The case tracker available on link https://askrspo.force.com/Complaint/s/case/5000o000039f18kAAA/detail</p> <p>Date complaints submitted 22 January 2021. Date complaints accepted 5 March 2021. The complainant brought forward the issue of:</p> <ul style="list-style-type: none"> -The daily casual workers are paid below the minimum wage set out by the Musi Rawas District Government; -The daily casual workers are not protected and no remedy available for work accidents; -The daily casual workers are not equipped with personal protection equipment [PPE] and are not equipped with working tools; -The daily casual workers did not receive festive allowance in accordance with the regulation; 	<p>Complied</p>

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	<p>-The daily casual workers, who are hired through the third party, do not get a pay slip. The amount written in the payment receipt is without formal stamp and without the name of the party who rendered the payment.</p> <p>SIPEF correspond with RSPO Grievance Manager – Indonesia to follow up the complaint on 16 March 2021, 19 March 2021 with highlight that the complainant has decided to resolve the complaint through mediation by RSPO Dispute Settlement Forum/DSF.</p> <p>On 1 April 2021, SIPEF sent formal response to the complaint, addressed to RSPO Grievance Manager. The latest update is on 25 August 2021 where the first pre-mediation was complete and pending finalization of the mediation process agreement.</p>	
Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	No legal non-compliance noted. The assessment team has conducted a search in internet to confirm that there is not new comments or dispute raised by the communities on those units that have not been certified.	Complied
Did the company conduct internal audit for those uncertified estates against the uncertified management units requirement and covering the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12? If yes, a positive assurance statement shall be available and justified.	<p>Currently (2021) Sungai Teramang Estate - PT Mukomuko Agro Sejahtera is uncertified estate.</p> <p>NPP for Sei Teramang Estate has been conducted onsite visit on 5 – 9 February 2021 by Global Gateway Certification. Area covers for NPP is 372.62 Ha. Submission of NPP notification to RSPO on September 2021 and still ongoing approval process by RSPO.</p> <p>Internal audit for Sungai Teramang Estate has been conducted in 19 July 2021. Report of internal audit completed in 14 August 2021 with reference to RSPO Certification System. Reference criteria of internal audit covers Criteria 2.1, 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12.</p> <p>Positive assurance statement already justified within the Internal Audit Checklist that Sungai Teramang Estate almost fulfilled with RSPO P&C requirement and Sungai Teramang Estate is ready to RSPO P&C certification as scheduled in Time Bound Plan.</p>	Complied
Are there any Critical (Major) non-compliance raised against any of the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12 during the last internal audit of the uncertified estates? If yes is the NC(s) actively addressed with RSPO?	According to Internal Audit Report dated 14 August 2021, No Critical (Major non-compliance) raised against required RSPO P&C Criterion.	Complied
Have there been any stakeholder (including NGO) consultation conducted?	Stakeholder consultation conducted during HCS Assessment on 13-14 September 2018, 9 July 2019 and 10 February 2021.	Complied

3.2 Progress of scheme smallholders and/or outgrowers

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
<p>Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?</p> <p>OFI shall be raised if after one year where 100% of the scheme smallholders and scheme outgrowers are not in compliance, a minor NC after two years, and a major NC if this requirement is not met after three years.</p>	<p>Yes. PT Agro Muko – Bunga Tanjung POM put all of the smallholder into certification.</p>	<p>Comply</p>

Approved Time Bound Plan

Name of company	Name of Mill	Location	Supply Base	TBP	Target Year for RSPO
PT Agro Muko	Muko Muko POM	Mukomuko Regency, Bengkulu Province, Indonesia	Muko Muko Estate, Sei Betung Estate, Tanah Rekah Estate, Talang Petai Estate, Sei Kiang Estate and KMD	2011	Certified
	Bunga Tanjung POM	Mukomuko Regency, Bengkulu Province, Indonesia	Bunga Tanjung Estate, Air Bikuk Estate, Air Buluh Estate and KMD	2011	Certified
PT Mukomuko Agro Sejahtera			Air Manjuntio Estate, Malin Deman Estate	2014	Certified
			PT Asri Rimba Wirabhakti (acquisition in 2018) – Sungai Teramang Estate	2021	
PT Tolan Tiga	Bukit Maradja POM	Simalungun Regency, North Sumatera, Indonesia	PT Eastern Sumatra Indonesia – Bukit Maradja Estate PT Kerasaan Indonesia – Kerasaan Estate	2010	Certified May 2010
			PT Timbang Deli Indonesia	2018	Certified in 2018 as supply base of Bukit Maradja POM
	Perlabian POM	Labuhan Batu Selatan Regency, North Sumatera, Indonesia	Perlabian Estate and Tolan Estate.	2010	Certified May 2010
PT Umbul Mas Wisesa	Umbul Mas Wisesa (UMW) POM	Labuhan Batu Selatan Regency, North Sumatera, Indonesia	UMW South Estate, UMW North Estate PT Tonton Usaha Mandiri Estate	2014	Certified in March 2015
PT Agro Kati Lama	Kati Lama POM	Musirawas Regency, South Sumatera, Indonesia		2023	Certification to take place after obtaining HGU; An NPP submitted in 2019 to cover new areas licenced at the end of 2018.
PT Agro Rawas Ulu	No mill	Musirawas Regency, South Sumatera, Indonesia		2023	Part of Muara Rupit POM supply base; Certification to take place after obtaining HGU.

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Name of company	Name of Mill	Location	Supply Base	TBP	Target Year for RSPO
PT Agro Muara Rupit	Muara Rupit POM	Musirawas Regency, South Sumatera, Indonesia		2023	Certification to take place after obtaining HGU; An NPP submitted in 2019 to cover new areas licenced at the end of 2018.
Hargy Oil Palm Limited (HOPL)	Hargy POM	East of Bialla, West New Britain Province, PNG	Hargy Estate	2009	Certified in April 2009
	Navo POM	50 Kms East of Bialla, West New Britain Province, PNG	Navo Estate dan Pandi Estate	2009	Certified in April 2009
	Barema POM	30 km East of Bialla, West New Britain Province, PNG	Hargy Estate (Barema Plantation)	2014	Certified in April 2014
PT Dendymarker Indah Lestari	Dendymarker POM	Musirawas Utara Regency, South Sumatera Province, Indonesia	Sei Mandang Estate, Sei Liam Estate	2015	Acquired on 1 August 2017. Certified in 2015.
PT Citra Sawit Mandiri	No mill	Labuhanbatu Regency, North Sumatera Province		2022	Certification to take place after HGU, following review by RSPO.
PT Bandar Sumatra Indonesia	No mill	Kecamatan Bintang Bayu, Kabupaten Serdang Bedagai, North Sumatra Indonesia	Bandar Pinang Estate	2025	Rubber plantation conversion. NPP submitted in July 2021

3.3 Details of Nonconformities

The nonconformities are listed below. The findings summary of the assessment by criteria are listed in Appendix A. During this Assessment there were 1 (one) Opportunity For Improvement raised.

Opportunity for Improvements	
OFI #	Description
OFI 1	<p>Indicator 3.4.3</p> <p>PT Agro Muko has conducted an SIA in 2010, where there are 2 strategic issues identified, namely Conflict of land/land claims and environmental management.</p> <p>Recommendations for social management based on the SIA document consist of communication with stakeholders focusing on land issues, improving community development programs and paying attention to activities that can disrupt the company. In addition, transparency of information on environmental aspects as well as evaluation and monitoring of the Village Community Plantation/Smallholders (KMD) program as a whole.</p> <p>The Social Impact Management and Monitoring Plan is also available every year by conducting regular monitoring, one of which is in the form of interviews with the community.</p> <p>The monitoring function is carried out through a questionnaire method to stakeholders and the surrounding community to obtain information about the presence or absence of new identified social impacts. The collection of information in the questionnaire is based on the following aspects:</p> <ol style="list-style-type: none"> 1. Impact of Plantation and Mill Management on the Regional Economy 2. Job Opportunities and Business Opportunities 3. Public Relations with Companies 4. Impact on the Environment 5. Public Health 6. Stakeholder suggestions/input <p>In some operating units, the social impacts that arise are likely to be different. Therefore, the opportunities for improvement in the questionnaire must be increased, so that the parameters for the questions are adjusted to the social conditions surrounding the community/respondent</p>

Positive Findings	
PF #	Description
PF 1	Transparency of Village Community Plantation/Smallholder Partnership Share Value (KMD) in Public Media (Radar Mukomuko newspaper).
PF 2	Certification Unit has carried out the complete dose of Covid-19 vaccination.
PF 3	The existence of special personnel (TIM RANGER) in the management of Conservation areas and HCV.

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3.3.1 Status of Nonconformities Previously Identified and Observations

Non-conformity			
NCR Ref #	1853924-201911-N1	Date Issued	16 November 2019
Due Date	Next surveillance assessment	Date of nonconformity Closure	30 th October 2021
Clause & Category (Critical / Minor)	RSPO P&C Generic Nov 2018 indicator 2.2.2 (Minor)		
Statement of Nonconformity:	The contracts between PT. Agro Muko and the KMD (scheme smallholder), and CPO transporters have not contain specific clauses on meeting applicable legal requirements.		
Requirement Reference:	All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party.		
Objective Evidence:	<p>KMD Nelan Indah:</p> <p>"Perjanjian Pemborongan Pekerjaan No: 01/TRPT-NI/KMD/IX/2019, dated 1 September 2019". Contractor for KMD's only for FFB transportation from KMD block to Bunga Tanjung POM. This contract between Village Nelan Indah and BUMDES Nelan Sejahtera. Within this contract was not contain clause on meeting applicable legal requirements.</p> <p>KMD Bantal:</p> <p>"Perjanjian Pemborongan Pekerjaan No: 02/TRPT-PB/KMD/IX/2019, dated 1 September 2019". Contractor for KMD's only for FFB transportation from KMD block to Bunga Tanjung POM. This contract between Village Pondok Baru (including Pasar Bantal) and CV. Dimas Putra. Within this contract was not contain clause on meeting applicable legal requirements.</p> <p>Bunga Tanjung POM:</p> <p>Based on document review upon contracts for CPO transporters: CV. Usaha Jaya, PT. Genta Perdana Diandra, PT. Bersama Sejahtera Mandiri and PT. Mutia Mulia - there was no specific clauses on meeting applicable legal requirements.</p>		
Corrections:	<ul style="list-style-type: none"> • Put the specific clauses on meeting applicable legal requirements into all contracts. • Carried out contract addendum to all contract that has not included specific clauses on meeting applicable legal requirements 		
Root Cause Analysis:	Indicator that specified requirement to include specific clauses on meeting applicable legal requirements was a new indicator, therefore the Operation Unit does not aware yet.		
Corrective Actions:	<p>Management of PT Agro Muko through RMO issues a circular to ensure that specific clauses on meeting applicable legal requirements are included into all contracts, including but not limited to KMDs contract and transport contract.</p> <p>Target date:</p>		

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	<ul style="list-style-type: none"> • For new contract, the specific clauses on meeting applicable legal requirements included during contract drafting. • For existing contract, addendum of contract completed not later than 1st Semester of 2020. <p>PIC: All OU Head.</p>
Assessment Conclusion:	<p>During RAV, Unit of Certification provides the evidence of third-party agreement that containing specific clause on meeting applicable legal requirement.</p> <ul style="list-style-type: none"> • Put the specific clauses on meeting applicable legal requirements into all contracts. • Carried out contract addendum to all contract that has not included specific clauses on meeting applicable legal requirements. <p>Sample of contract seen during RAV:</p> <ul style="list-style-type: none"> • "Perjanjian Pemborong Pekerjaan No: 09/KMD-SI/SJE/2020", dated 1 September 2020. This contract between representative of KMD Sungai Ipuh and village-owned enterprises (BUMDes Pondok Medan) related to contract working on mature oil palm activities at KMD. Specific clause on meeting applicable legal requirement was describe within Article 5 and Article 9. • "Perjanjian Pemborong Pekerjaan No: 09/KMD-SIGA/SJE/2020", dated 1 September 2020. This contract between representative of KMD Sungai Ipuh Group A (Talang Kunig, Teruntung and Talang Medan) and local contractor CV. Putri Tunggal Talang Kuning related to contract working on mature oil palm activities at KMD. Specific clause on meeting applicable legal requirement was describe within Article 5 and Article 9. • "Addendum No: 01/2020 PERJANJIAN PENGANGKUTAN No. 06/Angkutan/CPO/AM/09", dated 2 January 2020. This contract between PT. Agro Muko and PT. Bersama Sejahtera Mandiri (CPO Transporter) related to contract working of CPO transportation from Mills (Muko Muko POM and Bunga Tanjung POM) to bulking station. • "Addendum No: 01/2020 PERJANJIAN PENGANGKUTAN No. 06/Angkutan/CPO/AM/12", dated 2 January 2020. This contract between PT. Agro Muko and PT. Mutia Mulia (CPO Transporter) related to contract working of CPO transportation from Mills (Muko Muko POM and Bunga Tanjung POM) to bulking station. <p>Specific clause on meeting applicable legal requirement was describe within Article 5, which stated: Second party shall comply with applicable law and regulations; disallowing employ workers below 18 years old; disallowing force labour and not employed manpower from human trafficking.</p> <p>According to the sample of evidence provides, auditor team concludes this minor NC was satisfactorily CLOSED.</p>

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Non-conformity			
NCR Ref #	1853924-201911-N2	Date Issued	16 November 2019
Due Date	Next surveillance assessment	Date of nonconformity Closure	30 th October 2021
Clause & Category (Critical / Minor)	RSPO P&C Generic Nov 2018 indicator 2.2.3 (Minor)		
Statement of Nonconformity:	The contracts between PT. Agro Muko and KMD (scheme smallholder as FFB supplier), and CPO transporters have not contain clauses disallowing child, forced and trafficked labour.		
Requirement Reference:	All contracts, including those for FFB supply, contain clauses disallowing child, forced and trafficked labour. Where young workers are employed, the contracts include a clause for their protection.		
Objective Evidence:	<p>Air Buluh Estate:</p> <p>Surat Perjanjian Kerja No. 205/ABE/RMO-AM/2019, dated 30 August 2019. This contract between PT. Agro Muko and CV. Lisana Rollis Jabenk, assignment job: Repairing Housing, Warehouse, Mosque and Kindergarten at Air Buluh Estate. Clause 4: Pelaksanaan Pekerjaan, the contract requires shall comply with Employment Law, disallowing child labour, shall follow minimum wage, aware with health and safety and environmental protection, preventing environmental pollution. Within this contract was not contain clause disallowing forced and trafficked labour.</p> <p>Malin Deman Estate:</p> <p>Perjanjian Pemborongan Pekerjaan No: 01/KSU-MMAS/PPTK-FL/I/2019, dated 1 January 2019. This contract between PT. Muko Muko Agro Sejahtera and Koperasi Serba Usaha Agro Muko (KSU-AM), assignment job Upkeep and Maintenance. This contract contain disallowing child labour (Clause/Pasal 8), follow applicable law and regulation (Clause/Pasal 3). Within this contract was not contain clause disallowing forced and trafficked labour</p> <p>KMD Nelan Indah:</p> <p>"Perjanjian Pemborongan Pekerjaan No: 01/TRPT-NI/KMD/IX/2019, dated 1 September 2019". Contractor for KMD's only for FFB transportation from KMD block to Bunga Tanjung POM. This contract between Village Nelan Indah and BUMDES Nelan Sejahtera. Within this contract was not contain clause disallowing child, forced and trafficked labour.</p> <p>Bunga Tanjung Estate:</p> <p>Surat Perjanjian Kerja SPK No. 182/BTE/RMO-AM/2019, dated 13 June 2019. This contract between PT. Agro Muko and UD. Simpang Pabrik, assignment job: Construction of warehouse and fire fighting resources. In Clause 4 "Pelaksanaan Pekerjaan", point 5 only stated shall comply with Employment Law, disallowing child labour, disallowing paid under required minimum wage, paying attention to OHS and Environmental. This contract was not contain disallowing forced and trafficked labour.</p>		

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	<p>Bunga Tanjung POM: Based on document review upon contracts for CPO transporters: CV. Usaha Jaya, PT. Genta Perdana Diandra, PT. Bersama Sejahtera Mandiri and PT. Mutia Mulia - there was no clauses disallowing child, forced and trafficked labour.</p>
<p>Corrections:</p>	<ul style="list-style-type: none"> Put the clauses on disallowing child, forced and trafficked labour into all contracts. Carried out contract addendum to all contract that has not included clauses on disallowing child, forced and trafficked labour.
<p>Root Cause Analysis:</p>	<p>Indicator that specified requirement to include clauses on disallowing child, forced and trafficked labour was a new indicator, therefore the Operation Unit does not aware yet.</p>
<p>Corrective Actions:</p>	<p>Management of PT Agro Muko through RMO issues a circular to ensure that specific clauses on meeting applicable legal requirements are included into all contracts, including but not limited to KMDs contract and transport contract. Target date:</p> <ul style="list-style-type: none"> For new contract, the clauses on disallowing child, forced and trafficked labour included during contract drafting. For existing contract, addendum of contract completed not later than 1st Semester of 2020. <p>PIC: All OU Head.</p>
<p>Assessment Conclusion:</p>	<p>Verification during onsite audit (RAV-October 2021), the audit team has interview with OU Head (Senior Manager of Administration), they stated that Management of PT Agromuko communicated the policy to all contractor to ensure all contractor understand the contract and policy related to disallowing child, forced and trafficked labor included during contract drafting</p> <p>The latest record of corporate/company policies notified to the relevant stakeholders (including contractor) as below:</p> <ul style="list-style-type: none"> Malin Deman Estate dated 17th July 2021. Contractor name: CV. Mamas Putra. <p>Air Buluh Estate: dated . Contractor name: UD. TPR. Bunga Tanjung Estate: Dated 8th May 2021. Participant: workers and stakeholder.</p> <p>Sample of contract seen during RAV</p> <ul style="list-style-type: none"> "Perjanjian Pemborong Pekerjaan No: 09/KMD-SI/SJE/2020", dated 1 September 2020. This contract between representative of KMD Sungai Ipuh and village-owned enterprises (BUMDes Pondok Medan) related to contract working on mature oil palm activities at KMD. "Perjanjian Pemborong Pekerjaan No: 09/KMD-SIGA/SJE/2020", dated 1 September 2020. This contract between representative of KMD Sungai Ipuh Group A (Talang Kunig, Teruntung and Talang Medan) and local contractor CV. Putri Tunggal Talang Kuning related to contract working on mature oil palm activities at KMD.

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	<ul style="list-style-type: none"> • "Addendum No: 01/2020 PERJANJIAN PENGANGKUTAN No. 06/Angkutan/CPO/AM/09", dated 2 January 2020. This contract between PT. Agro Muko and PT. Bersama Sejahtera Mandiri (CPO Transporter) related to contract working of CPO transportation from Mills (Muko Muko POM and Bunga Tanjung POM) to bulking station. • "Addendum No: 01/2020 PERJANJIAN PENGANGKUTAN No. 06/Angkutan/CPO/AM/12", dated 2 January 2020. This contract between PT. Agro Muko and PT. Mutia Mulia (CPO Transporter) related to contract working of CPO transportation from Mills (Muko Muko POM and Bunga Tanjung POM) to bulking station. <p>According to the sample of evidence provides, auditor team concludes this minor NC was satisfactorily CLOSED.</p>
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Opportunity for Improvement	
OFI#	Description
OFI 1	<p>RSPO P&C Generic Nov 2018 indicator 6.2.4</p> <p>The Certification Unit has done periodic inspection in monthly basis regarding employee housing using Form ENC/CHK/06 (Emplacement Inspection Checklist), consist of inspection to the Building, Facility, Cleanliness and Prevention of Pollution), House Keeping, Health and Safety, Emergency First Response dan Electricity Equipment. Point of consideration on coverage of points recommended in ILO Guidance on Workers' Housing Recommendation No 115 in the form ENC/CHK/06 (Emplacement Inspection Checklist).</p> <p>Verification / Follow-up actions during RAV – October 2021:</p> <p>PT Agro Muko – Bunga Tanjung POM has provide the housing sanitation facilities, water supplies, medical, educational and welfare amenities to national standards. Housing for workers has been provide by company, based on "Rekapitulasi Fasilitas Umum (Fasum)" facility provide by company.</p> <p>The record sample seen period August 2021 and September 2021, Emplacement Inspection Checklist has covered of points recommended in ILO Guidance on Workers' Housing Recommendation No 115. The report of inspection reported good condition.</p>
OFI 2	<p>RSPO P&C Generic Nov 2018 indicator 6.5.3</p> <p>Based on interview with Gender Committee and female worker, stated that the certification unit has policy to give opportunities to the breastfeeding woman to breastfeed their child during working hour at 10.00, this policy has been included in Collective Labor Agreement 2018-2020 as well.</p> <p>Based in interview, the policy regarding breastfeeding time has been implemented. Point of consideration on policy evaluation taking into account voice from new mothers and breastfeeding women by involving Gender Committee.</p> <p>Verification / Follow-up actions during RAV – October 2021:</p> <p>PT Agro Muko – Bunga Tanjung POM has evaluated the policy regarding breastfeeding by involving Gender Committee. For breastfeeding mothers and had children under 5 years, the company has provided child care (TPA) which is located in each division/Afdeling. In landfill space as well as the company provides a special space and time for 1 hour for breastfeeding mothers in need time to nursing his baby.</p>
OFI 3	<p>RSPO P&C Generic Nov 2018 indicator 6.7.2</p>

	<p>The Unit of Certification has completed Emergency Response Facility for land fire provided per 2 (two) estates. Point of consideration on improved the emergency response team's (Satgas Pengendalian Kebakaran Lahan Perkebunan) understanding on instruction to use emergency response equipment.</p> <p>Verification / Follow-up actions during RAV – October 2021:</p> <p>Based on interview with emergency response team in Bunga Tanjung Estate and Air Buluh Estate, they have understanding on instruction to use emergency response equipment. Emergency response simulation programs and their implementation conducted on 13th February 2021 – during Bulan K3.</p>
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3.3.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Major / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
CR01	Minor		01/10/2010	10/02/2012
CR02	Minor		01/10/2010	10/02/2012
A675812/1	Major		10/02/2012	10/02/2012
A675812/1	Minor		10/02/2012	01/02/2013
A675812/2	Minor		10/02/2012	01/02/2013
A675812/3	Minor		10/02/2012	01/02/2013
A675812/4	Minor		10/02/2012	01/02/2013
A675812/5	Minor		10/02/2012	01/02/2013
463917-1	Minor	RSPO P&C INA-WG 2008 4.7.7	01/02/2013	08/01/2014
463917-2	Minor	RSPO P&C INA-WG 2008 6.5.3	01/02/2013	08/01/2014
1010903M3	Major	RSPO P&C INA-WG 2008 2.1.1	08/01/2014	06/03/2014
1010903M7	Major	RSPO P&C INA-WG 2008 4.7.1	08/01/2014	06/03/2014
1010903M10	Major	RSPO P&C INA-WG 2008 4.8.2	08/01/2014	06/03/2014
1010903M16	Major	RSPO P&C INA-WG 2008 6.10.1	08/01/2014	06/03/2014
1010903M18	Major	RSPO SCCS 2011 D.3.4	08/01/2014	06/03/2014
1010903N1	Minor	RSPO P&C INA-WG 2008 2.1.4	08/01/2014	25/11/2014
1010903N6	Minor	RSPO P&C INA-WG 2008 4.6.5	08/01/2014	25/11/2014
1010903N8	Minor	RSPO P&C INA-WG 2008 4.7.5	08/01/2014	25/11/2014
1010903N9	Minor	RSPO P&C INA-WG 2008 4.7.10	08/01/2014	25/11/2014
1010903N13	Minor	RSPO P&C INA-WG 2008 5.3.4	08/01/2014	25/11/2014
1010903N15	Minor	RSPO P&C INA-WG 2008 5.5.4	08/01/2014	25/11/2014
1420737M1	Major	RSPO P&C INA-NI 2016 4.7.1	17/12/2016	02/02/2016
1420737N1	Minor	RSPO P&C INA-NI 2016 4.4.1	17/12/2016	07/12/2017
1420737N2	Minor	RSPO P&C INA-NI 2016 5.1.3	17/12/2016	07/12/2017
1563740-201712-M1	Major	RSPO P&C INA-NI 2016 1.2.1	07/12/2017	Closed on 22/01/2018
1563740-201712-M2	Major	RSPO P&C INA-NI 2016 2.1.1	07/12/2017	Closed on 22/01/2018
1563740-201712-M3	Major	RSPO P&C INA-NI 2016 4.7.1	07/12/2017	Closed on 22/01/2018
1563740-201712-M4	Major	RSPO P&C INA-NI 2016 5.1.1	07/12/2017	Closed on 22/01/2018
1563740-201712-M5	Major	RSPO P&C INA-NI 2016 6.2.1	07/12/2017	Closed on 22/01/2018
1563740-201712-M6	Major	RSPO P&C INA-NI 2016 6.3.1	07/12/2017	Closed on 22/01/2018
1563740-201712-M7	Major	RSPO P&C INA-NI 2016 6.4.1	07/12/2017	Closed on 22/01/2018
1563740-201712-M8	Major	RSPO P&C INA-NI 2016 6.8.1	07/12/2017	Closed on 22/01/2018
1563740-201712-M9	Major	RSPO P&C INA-NI 2016 6.9.1	07/12/2017	Closed on 22/01/2018
1563740-201712-M10	Major	RSPO P&C INA-NI 2016 6.9.2	07/12/2017	Closed on 22/01/2018
1563740-201712-M11	Major	RSPO P&C INA-NI 2016 6.13.1	07/12/2017	Closed on 22/01/2018
1563740-201712-M12	Major	RSPO P&C INA-NI 2016 7.6.2	07/12/2017	Closed on 22/01/2018

1563740-201712-N1	Minor	RSPO P&C INA-NI 2016 1.1.1	07/12/2017	Closed on 06/12/2018
1563740-201712-N2	Minor	RSPO P&C INA-NI 2016 1.3.1	07/12/2017	Closed on 06/12/2018
1563740-201712-N3	Minor	RSPO P&C INA-NI 2016 2.1.2	07/12/2017	Closed on 06/12/2018
1563740-201712-N4	Minor	RSPO P&C INA-NI 2016 2.1.3	07/12/2017	Closed on 06/12/2018
1563740-201712-N5	Minor	RSPO P&C INA-NI 2016 2.1.4	07/12/2017	Closed on 06/12/2018
1563740-201712-N6	Minor	RSPO P&C INA-NI 2016 5.1.2	07/12/2017	Closed on 06/12/2018
1563740-201712-N7	Minor	RSPO P&C INA-NI 2016 5.1.3	07/12/2017	Closed on 06/12/2018
1563740-201712-N8	Minor	RSPO P&C INA-NI 2016 6.2.2	07/12/2017	Closed on 06/12/2018
1563740-201712-N9	Minor	RSPO P&C INA-NI 2016 6.2.3	07/12/2017	Closed on 06/12/2018
1563740-201712-N10	Minor	RSPO P&C INA-NI 2016 6.4.2	07/12/2017	Closed on 06/12/2018
1563740-201712-N11	Minor	RSPO P&C INA-NI 2016 6.9.3	07/12/2017	Closed on 06/12/2018
1853924-201911-N1	Minor	RSPO P&C Generic 2018 2.2.2	16/12/2019	Closed on 13/11/2020
1853924-201911-N2	Minor	RSPO P&C Generic 2018 2.2.3	16/12/2019	Closed on 13/11/2020

3.4 Stakeholders and previous land owner / user consultation

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 Agromuko – Bunga Tanjung 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. Any comment which is not complying to the RSPO P&C requirements have been incorporated as an assessment finding.

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 below.

Stakeholders contacted		
Type of Stakeholder (e.g. Internal, Union, Contractor, Governmental Department, NGO, External, Communities)	Stakeholder name / organization	Means of communication (e.g. face to face interview, email, phone interview, comment from public notice)
Governmental Department	Kantor Lingkungan Hidup (KLH) Kabupaten Mukomuko	Face to face interview
Governmental Department	Dinas Perkebunan Kabupaten Mukomuko	Face to face interview
Governmental Department	Dinas Penanaman Modal dan Ketenagakerjaan Kabupaten Mukomuko	Face to face interview
NGO	LSM Lokal Koalisi Rakyat Menggugat	Face to face interview
Internal stakeholder / Union	Serikat Pekerja Agro Mandiri	Face to face interview
Local community	Bunga Tanjung Village	Face to face interview
Local Community	KMD Nelan Indah	Face to face interview

Stakeholders comment	
1	<p>Feedbacks:</p> <p>Kantor Lingkungan Hidup (KLH) Kabupaten Mukomuko</p> <ul style="list-style-type: none"> • Several villagers report to Environmental Agency related pollution of haze, ashes and odour from the Mill. • DLH visited to Agro Muko on 14 September 2021 in regard of monitoring visit. However, there is no improvement was made by the company against the findings. • The company must encourage ethics in domestic waste management. • There is potential of social conflict occurs in Bunga Tanjung regarding closing out of road access entering the Estate. Local communities using this access as shortcut road with unpermitted, but Estate prohibit it. • There is indicates that several activities was not covered up within the environmental impact management scope. • Report of RKL-RPL and quarterly report of Hazardous waste is always late. • Less information of Forest and Land Fires from the company. There is no Forest and Land Fires facilities and emergency team are established in the company. No Firewatch Tower and Fire Danger Rating System (FDRS) was installed in all Estates <p>Audit Team verification and response:</p> <ul style="list-style-type: none"> • Bunga Tanjung POM has conducted air quality tests every semester, namely testing of Emissions (boilers & generators), noise (boilers, generators, residential environments), Ambien (factory environments & residential environments) and Odors (factory, residential and village environments) in accordance with regulations applicable. Until now the test results still meet the quality standards. In addition, no public complaints were submitted verbally or in writing regarding the smoke, dust and aroma of the factory to Bunga Tanjung POM. • The results of the visit from the Environmental Service are still being followed up by Bunga Tanjung POM, some of the findings have been completed 100% and some are in progress. • Disposal of domestic waste is collected and separated between organic waste and plastic waste to be sent to the Final Disposal Site and monitored when the landfill is opened and closed. • All activities at PT Agro Muko have been covered by the certificates stated in the RKL & RPL matrix document. • PT. Agro Muko has routinely carried out reporting on RKL-RPL every semester and reporting on B3 waste management on a quarterly basis. RKL-RPL reports and B3 waste management, apart from being sent to agencies, they are also reported online through applications issued by the Ministry of Environment & Forestry (KLHK), namely: SIMPEL (Electronic Environmental Reporting Information System) and SIRAJA LIMBAH (Waste Management Performance Reporting Application) B3). RKL-RPL and B3 Waste that have been reported online are equipped with Electronic Receipts (TTE) for National, Provincial & Regency/City levels. It is true that there is a slight delay in routine reporting of RKL-RPL and hazardous waste management. This is because some of the test results (environmental) documents per semester are sometimes received late. The delay in the B3 waste management report was due to several operating units forgetting (the SIRAJA LIMBAH operator) to report on a quarterly basis. In the future PT. Agro Muko will improve the reporting time of RKL-RPL and B3 waste management so that it is not too late to submit it to the relevant agencies. • PT. Agro Muko already has the facilities and infrastructure to control land and plantation fires in accordance with the Minister of Agriculture No. 5 of 2018. The locations of land and plantation fire control facilities and infrastructure are in several estates (according to the Circular of the Administrative Manager dated March 20, 2020), namely: Air Buluh Estate (including including Malin Deman Estate) equipped with 1 fire monitoring tower Each Estate already has an organizational structure for the

	<p>Emergency Response Division and the Anti-Fire Coordination Agency (Bakortiba). In addition, each Estate has a support team who are farmers or planters around the Estate. Each Estate has installed a Fire Risk Status Signboard in accordance with the SOP "Land Fire Prevention and Control" (OHS-01-12/06-12-2019/Rev.0). The signboard contains information on the announcement date as well as the color and type of fire risk. PT. Agro Muko reports regularly, namely the Report on the Preparedness of the Land and Plantation Fire Controlling Facilities and Infrastructure System to the Mukomuko Regency Environmental Service.</p>
<p>2</p>	<p>Feedbacks: Dinas Perkebunan Kabupaten Mukomuko</p> <ul style="list-style-type: none"> • Report of Production Mill and Estate always reported in timely manner. PT Agro Muko and Dinas Perkebunan has had collaborative program an agricultural extension to local communities or independent smallholders related Agronomy practices. • Partnership program in form of Kebun Masyarakat Desa and Koperasi. • There is no land disputes/land conflict within last three years that reported to Dinas Perkebunan. • PT Agro Muko already complied for 20% smallholder partnership as required by the regulation regarding to renewing/extension of land title. <p>Audit Team verification and response:</p> <ul style="list-style-type: none"> • The reporting of LPUP Agro Muko cooperatively has conveyed it, regarding the Best management practice, there is collaboration in counselling the community regarding plants and other agronomic aspects and they will maintain this to be even better • PT Agro Muko since 2000 has established a Village Community Garden Partnership (KMD) with villages around PT Agro Muko. • In the last 3 years no information on land disputes has been received by the Plantation Service and they will maintain this so that it can be even better • PT. Agro Muko has fulfilled 20% of the partnership according to the regulations set for the extension of the HGU according to the data available at PT Agro Muko.
<p>3</p>	<p>Feedbacks: Dinas Penanaman Modal dan ketenagakerjaan:</p> <ul style="list-style-type: none"> • Quarterly report of manpower and surveillance activities are responsible by Provincial office, in Regency office was not given a copy then not much data and information that can be share related manpower in PT Agro Muko. • Due to less data, therefore assisting and surveillance from Regency Office are very limited. • Safety aspects, PPE for harvesters were not implemented. Very often found that harvesters did not use helmet during working. • Effluent discharge to the river is inappropriate with threshold, it possible to polluting the river and change the ecosystem. How to manage the effluent during rainy season. • Company should make priority to absorb local manpower not only for field workers, but also in Field Assistant or Manager level. There is a report that local Field Assistant chose resignation from the company because he would not agree to moving to other Estate or province. • CSR and partnership program against private or government institutions should be improved, then can creating collaboration program in between. • There is an issues related gender manpower discrimination occurs at the company • There is an issues related family gank occurs at the Estates. • Minimum wage for all workers should be reported to Manpower Office in Mukomuko Regency level, to ensure that wages are paid properly or not.

	<ul style="list-style-type: none"> • There is Foreign worker at PT Agro Muko, it must be reported to Manpower Office to ensure that s/he worked is appropriate with job description. • Related to oil palm seeds program to communities, is 20% of land location already existed..? No report are received for that program.
	<p>Audit Team verification and response:</p> <ul style="list-style-type: none"> • Helmets for harvesters are not included in the Personal Protective Equipment (PPE) according to the occupational risk impact assessment. • The quality standard of liquid waste has conducted an analysis of wastewater every month and is tested by an accredited laboratory. The waste pool is given 1 (one) special officer to carry out monitoring and maintenance, so that if there is an indication of a leak, the officer will immediately repair or ask for help if he cannot do it himself. • The absorption of local workers has long been carried out by PT Agro Muko in accordance with the needs of the Company and for Assistant workers and above, they are willing to work anywhere under the management of PT Tolan Tiga Indonesia in accordance with the work agreement. • PT Agro Muko and PT MMAS each year have realized CSR to buffer villages according to the needs of the village and the community for public facilities and others in accordance with the company's capabilities and in the future CSR aspects and partnership programs for private and government institutions will be increased if there are regulations that has been determined by the local government. • Until now there is no indication of gender discrimination in Agro Muko. • There are no family gank/ family member workers for daily workers and the company accepts daily workers according to the needs and work program of the company. • PT Agro Muko has fulfilled the Minimum Wage obligation in accordance with the UMK Kab. Mukomuko. • The Seed Partnership Program is in accordance with the Circular Letter of the Minister of Agrarian Affairs and Spatial Planning/Head of the National Land Agency No. 11/SE-HK.02.02/VIII/2020 concerning the Implementation of Company Obligations in Facilitating the Development of Community Gardens and the Land Plane Map (PBT) of the Palm Oil Seed Partnership has been signed by Kantah Kab. Mukomuko according to the coordinates of the Seed Plasma distribution in Mukomuko Regency.
<p>4</p>	<p>Feedbacks: LSM Lokal Koalisi Rakyat Menggugat</p> <ul style="list-style-type: none"> • The programs that have been implemented by PT AM both social and environmental for the coverage of the Air Dikit area which are known by NGOs are positive. • During the pandemic there is no reduction in employment relations to workers. • Labor absorption is always informed to the village authorities and NGOs. • Issues from the Antara Bengkulu news media on May 3, 2019 there were 40 female workers laid off from work for no clear reason, located in the Air Bikuk Estate garden. And a similar case occurred on October 2, 2019, the location was also at Air Bikuk Estate. <p>Audit Team verification and response:</p> <ul style="list-style-type: none"> • During the pandemic there is no reduction in employment relations to workers • The issue of 40 female workers being forced to stop in May 2019 is not true as well as the same case in 2019 that was not proven true which was published in the online mass media.
<p>5</p>	<p>Feedbacks: Serikat Pekerja Agro Mandiri</p> <ul style="list-style-type: none"> • Union Membership is voluntary without any discrimination. • Family member is totally prohibited to helping workers without work agreement. The company explained this policy continuously.

	<ul style="list-style-type: none"> In 2021 there is no issues raised from the workers, good relationship between union and the company. But if there is an issues occurs, union and the company will discuss it to resolve the problem <p>Audit Team verification and response:</p> <ul style="list-style-type: none"> Workers follow or register the union, it is freely chosen. There was no worker without work agreement can working at the company, moreover family members is totally forbidden. If there is problem with workers they have to discussed together.
<p>6</p>	<p>Feedbacks: Bunga Tanjung Village</p> <ul style="list-style-type: none"> Good relationship with the company. Transparency of CSR program need more improved. Therefore, village and the company can collaborate the program. Concern about cattle grazing in the Estate, why is cattle grazing is forbidden. Villagers hope that company can give an access for grazing cattle in the estate with total supervised by cattle owner. The company are very helpful, particularly for road maintenance. Even though the road is not used by company vehicle, but attention to road maintenance are still implemented. <p>Audit Team verification and response:</p> <ul style="list-style-type: none"> CSR program is transparent and can be accesible with permission. If other parties want to see the CSR program it is allowed by the request. This is company policy that all of they must be committed to follow. Cattle grazing is disallowed but collecting grass is permitted. The prohibition is intended for both parties, the company (its oil palm crops) and the community safety when grazing activity. The company still committed to improved the CSR program, particularly road maintenance for surrounding village access.
<p>7</p>	<p>Feedbacks: KMD Nelan Indah</p> <ul style="list-style-type: none"> KMD Nelan Indah located in Bunga Tanjung village. The land status is owned by individual villagers but already has MoU with village to develop as KMD's. Currently, status FFB from KMD Nelan Indah is very prone of FFB's theft. Especially with the current price which is relatively high. KMD need transparency of FFB's grade. Why during FFB sortation, they never had Grade A. Their location is very close with Bunga Tanjung POM, after harvesting they directly deliver FFB to the mill. They already follow the FFB quality that required by the company, but the result still same, never reach Grade A. <p>Audit Team verification and response:</p> <ul style="list-style-type: none"> Safety patrol develop between KMD and village. Also can involve the company if needed or by report to the company when its occurs. FFB quality is the highest priority to entering the Mill. FFB's quality can affect to the FFB price for the smallholders/KMD's. If there is more questions, can be discuss with Mill Manager for the certain reason.

List of land owner / user contacted					
Name	Years of ownership / used	Land area (ha)	Agreement (Yes / No)	Agreement base on FPIC (Yes/No)	Compliance on the agreement terms and conditions
2 nd Recertification and Third Cycle, no need previous landowner					

Previous land owner / user comment	
	Feedbacks: 2 nd Recertification and Third Cycle, no need previous landowner
	Audit Team verification and response: 2 nd Recertification and Third Cycle, no need previous landowner

3.5 Impartiality and conflict of interest

During this assessment there was no circumstances or pressure that had influenced the independence or confidentiality of the assessment team.

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Formal Signing-off of Assessment Conclusion and Recommendation

<p>The audit objectives have been achieved and the certificate scope is appropriate. Based on the results of this audit, it is concluded that PT Agro Muko – Bunga Tanjung POM has complied with the Principles and Criteria for Sustainable Palm Oil Production, The Indonesia National Interpretation, Endorsed by the RSPO Board of Governors on 20th April 2020 and audit criteria identified within the audit report. It is deemed that the management system has achieved its intended outcomes. Therefore, it is recommended that PT Agro Muko – Bunga Tanjung POM is certified.</p>	
Report prepared by	Acceptance of Assessment Conclusion
Name: Imam Fakhrurozi	Name: Sander Van Den Ende
Company Name: PT BSI Group Indonesia	Company Name: PT. Agro Muko (BT POM)
Title: Lead Auditor	Title: Regional Director Sustainability
<p>Signature:</p> 	<p>Signature:</p> <p><i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i></p> 
Date: 15 November 2021	Date: 15 November 2021

Appendix A: Summary of Findings

Criterion / Indicator	Assessment Findings	Compliance
<p>Principle 1: Behave ethically and transparently Drive ethical business behaviour, build trust and transparency with stakeholders to ensure strong and healthy relationships.</p>		
<p>Criteria 1.1: The unit of certification provides adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.</p>		
<p>1.1.1</p>	<p>(C) Management documents that are specified in the RSPO P&C are made publicly available.</p> <p>PT. Agro Muko as Unit of Certification entity has an operational document are made publicly available within "Dokumen – dokumen yang Tersedia Untuk Umum". These documents is apply for Mill and Estates (including smallholders) and available in place. In example:</p> <p>Bunga Tanjung POM "Dokumen yang Tersedia Untuk Umum", dated January 2020. Type of documents that publicly available are:</p> <ul style="list-style-type: none"> • Izin Usaha Tetap (Business License) • Izin Usaha Perkebunan (Plantation Permit) • Analisis Dampak Lingkungan (EIA) • Rencana Pengelolaan Lingkungan (Environmental Management Plan) • Rencana Pemantauan Lingkungan (Environmental Monitoring Plan) • Upaya Pengelolaan Lingkungan Hidup Biogas (Environmental Monitoring Plan of Biogas) • Laporan Pemantauan dan Pengelolaan Lingkungan (Environmental Monitoring and Management Report) • Izin Pembuangan Air Limbah ke Sungai (Wastewater Discharge Permit) 	<p>Complied</p>

		<ul style="list-style-type: none"> • Laporan Tanggung Jawab Sosial Perusahaan (Corporate Social Responsibility Report) • Program P2K3 LHS (Social, Environmental and OHS Committee Program) • Penilaian Internal Dampak Sosial (Internal Assessment of Social Impact) • Rencana Pengurangan dan Pencegahan Polusi (Reducing and Mitigation Pollution Plan) • Rekaman keluhan-kesah internal & eksternal (Record of Internal & External Grievance) • Rencana Perbaikan Berkelanjutan (Continuous Improvement Plan) • Laporan Penilaian Sertifikasi (Certification Public Summary Report) • Semua Kebijakan Perusahaan (Corporate Policies) • Prosedur Permintaan Informasi dan Jawaban (Procedure of Information Request and Reponse) • Prosedur Whistle Blowing System <p>Air Buluh Estate</p> <p>“Dokumen yang Tersedia Untuk Umum”, dated 1 June 2020. Type of documents that publicly available are:</p> <ul style="list-style-type: none"> • Akta Pendirian Perseroan Terbatas (Company Deed of Establishment) • Izin Usaha Perkebunan (Plantation Permit) • Izin Usaha Tetap (Business License) • Analisis Dampak Lingkungan (EIA) • Rencana Pengelolaan Lingkungan (Environmental Management Plan) • Rencana Pemantauan Lingkungan (Environmental Monitoring Plan) • Laporan Pemantauan dan Pengelolaan Lingkungan (Environmental Monitoring and Management Report) 	
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1.1.2	Information is provided in appropriate languages and accessible to relevant stakeholders.	All the information above documents are in Bahasa Indonesia and its accessible by relevant stakeholders.	Complied
1.1.3	(C) Records of requests for information and responses are maintained.	Records of request for information and response are recorded within "Buku Permintaan Informasi dan Jawaban" in each unit (mill and estates). Sample verified during remote audit:	Complied

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		<p>Bunga Tanjung Estate: Dated 18 September 2020. Sender KMD Bunga Tanjung. Related to billing payment in KMD Bunga Tanjung. The information has been responded by responsible person in Estate.</p> <p>Malin Deman Estate: dated 17 June 2020 – from Ipuh Village asking related to needs additional manpower. The information has been responded by responsible person at the Estate</p>	
1.1.4	(C) Consultation and communication procedures are documented, disclosed, implemented, made available, and explained to all relevant stakeholders by a nominated management official.	<p>Unit of Certification has had consultation and communication procedure and written in ENC-01-11/02-10-2017/Rev.0 - Responding to Requests for Information, dated 20 November 2017.</p> <p>Person in Charge of Consultation and Communication is Estate or Mill Manager. Based on interview with relevant stakeholders, communication and consultation mostly conducted by phone and direct visit. Record of consultation and communication when direct visit is according to level of importance.</p>	Complied
1.1.5	An up-to-date list of contacts and detailed stakeholder information is available along with designated representatives.	<p>“Daftar Pemangku Kepentingan” as stakeholder list are available in each unit (mill and estates). The stakeholder list consist of Government Agencies, Local Joint Committee Consultative (Muspika/Tripika), Villages, Suppliers and Contractors. List of previous landowners is not available because for Nucleus Estates are included in established plantation and start from 2013 replanting activities are commenced. Meaning that all crops for Estates is in 2nd cycle of planting and currently, Unit of Certification is undergoing for 2nd cycle Re-Certification, therefore no more expansion. Unless for smallholder with fully managed by the company known as “Kebun Masyarakat Desa (KMD)”.</p>	Complied
Criteria 1.2: The unit of certification commits to ethical conduct in all business operations and transactions.			
1.2.1	A policy for ethical conduct is in place and implemented in all business operations and transactions, including recruitment and contracts.	<p>In general, companies under SIPEF Group have had policy related to Code of Conduct which have been signed by President Director, dated 28th September 2018. Policy for ethical conduct also publicly available on the website</p>	Complied

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		<p>https://www.sipec.com/hq/sustainability/policies/ethics-policy/ , where the ethics policy is concerning related:</p> <ul style="list-style-type: none"> • Compliance: all relevant international and national laws will be upheld. • Transparency: shareholders and stakeholders will be provided with all non-confidential information. • Zero-tolerance towards bribery and corruption. Facilitation payments are actively avoided, and gifts may only be given with prior approval from senior management. • There is zero-tolerance of slavery or forced labour. • Management and employees are prohibited from using the Group’s facilities or working hours to conduct personal business. <p>Dissemination of information related corporate/company policy concerning ethical conduct to the employees are conducted regularly.</p> <p>The latest record of corporate/company policies notified to the relevant stakeholders (including contractor) as below:</p> <ul style="list-style-type: none"> • Malin Deman Estate dated 26 May 2021. Contractor name: CV. Mamas Putra. Location: • Air Buluh Estate: dated . Contractor name: UD. TPR. • Bunga Tanjung Estate: Dated 14th April 2020. Participant: workers and stakeholder. 	
1.2.2	A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice.	<p>Internal audit to monitor compliance and implementation of the policy:</p> <ul style="list-style-type: none"> • Bunga Tanjung Estate. Internal audit has been conducted on 16 June 2020. Report of Internal Audit resulting some findings, there were: Discrepancy of Hectare Movement; Transfer Asset; Civil Work. 	Complied

		<ul style="list-style-type: none"> • Malin Deman Estate. Internal audit has been conducted on 6 September 2020. Report of Internal Audit resulting some findings, there were: Discrepancy of Hectare Movement; Transfer Asset; Civil Work. • Air Buluh Estate. Internal audit related on physical check of stock material at Air Manjuntio warehouse. This activity conducted on 17 April 2020. <p>PT Agromuko – Bunga Tanjung POM have whistle blowing mechanism that describe under policy and procedure.</p> <ul style="list-style-type: none"> • Whistleblowing Policy signed by President Director on 14 January 2019. • Whistleblowing System IAD-01-07/29-03-2019/Rev.0, dated 27 Mar 2019. 	
<p>Principle 2: Operate legally and respect rights Implement legal requirements as the basic principles of operation in any jurisdiction.</p>			
<p>Criteria 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.</p>			
2.1.1	<p>(C) The unit of certification complies to relevant regulations.</p>	<p>PT Agromuko – Bunga Tanjung POM has established list of applicable law and regulation, documented by ENC (Environment and Conservation) Department, which until now there are 299 regulations, including 39 Laws and Regulation that been updated and added. Those lists of applicable regulation already following Annex 1 of the RSPO P&C Indonesia National Interpretation, April 2020 and include international conventions that have been ratified by the government of Republic of Indonesia.</p> <p>PT Agromuko – Bunga Tanjung POM has also consistently conducted evaluation of compliance to the applicable regulation whenever there is new regulation issued by government. The latest evaluation of applicable law has been conducted in October 2020 by adding and updating the new regulation from Ministry of Environmental and Forestry concerning Customary Forest and Private Forest (Permen LHK No. 21 Year 2019) and Emergency Program on Hazardous Waste Management (Permen LHK No. 74 Year 2019).</p>	Complied

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2.1.2	A documented system for ensuring legal compliance is in place. This system has means to track changes to the law and also includes listing and evidence on evaluation of legal compliance of all contracted third parties, such as: recruitment agencies, service provider and labour contractor.	<p>PT Agromuko – Bunga Tanjung POM has mechanism to ensure that all contractors works at the company’s area are only contractors that already comply to the law and technically able to cooperate with PT Agromuko/PT MMAS.</p> <p>Based on verification of document “Surat Perjanjian Kerja” (contract/work agreement), contractors demonstrated that the contract has include clauses related to compliance to legal aspects, such as uses of PPE’s, prohibition of employing workers under 18 years old, not giving salary under province minimum salary, avoid environment pollution, giving break time for workers, tax payment and other relevant regulation.</p> <p>Document verified:</p> <ul style="list-style-type: none"> • “Surat Perjanjian Kerja” No.10/RMO-BG/SKGE/2019 dated 1st August 2021 between PT. Agromuko and UD. Talang Petai Raya, a FFB transport enterprise located at Mukomuko Regency. • “Surat Perjanjian Kerja” No.39/SBE/RMO_AM/2020 dated 5th May 2021 between PT Agromuko and CV. Putri Bungsu, one of construction enterprise related road upkeep and compacting, located Muko Muko regency. 	Complied
2.1.3	Legal or authorized boundaries are clearly demarcated and visibly maintained and there is no planting beyond these legal or authorized boundaries.	According to pictures taken onsite of boundary pegs are in good conditions and well maintained. Monthly monitoring were consistently performed by appointed officer (Ranger). Monitoring result are recorded in “Daftar Pemeriksaan Patok Batas Kebun (HGU)” each estate. No indication of oil palm planting outside the HGU area. Boundary ditch have been built at the border of PT Agromuko and PT MMAS concession.	Complied
Criteria 2.2: All contractors providing operational services and supplying labour, and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.			
2.2.1	A list of contracted parties is available.	<p>PT Agromuko – Bunga Tanjung POM has a contract registers in each unit (mill and estates).</p> <p>Sample taken for list of contracted parties, the list indicating contracted party name, contract number, scope of contracted work, date of contract, and remarks. The list</p>	Complied

		<p>comprise of 10 parties for manpower supply, replanting, palm sanitation, electric installation, health development. Such as:</p> <ul style="list-style-type: none"> • “Perjanjian Pengangkutan No.05/Angkutan/CPO/AM/06” between PT. Agro Muko and CV. Usaha Jaya for transport of CPO from Mukomuko POM/Bunga Tanjung POM to Agro Muko Tank Terminal. The contract covers transport cost for each POM; sanction (tolerable susut); contract validity (will be automatically extended since 1 May 2006) – signed on 26 April 2006. • “Perjanjian Pengangkutan No.05/Angkutan/CPO/AM/12” between PT. Agro Muko and CV. Genta Perdana for transport of CPO from Mukomuko POM/Bunga Tanjung POM to Agro Muko Tank Terminal. The contract covers transport cost for each POM; sanction (tolerable susut); contract validity (will be automatically extended since March 2012) – signed on 5 March 2012. • “Addendum No.01/2014 - Perjanjian Pengangkutan No.06/Angkutan/CPO/AM/09 between PT. Agro Muko and PT. Bersama Sejahtera Mandiri (previously UD. Budi Syukur)” for transport of CPO from Mukomuko POM/Bunga Tanjung POM to Agro Muko Tank Terminal. The contract covers transport cost for each POM; sanction (tolerable susut); contract validity (will be automatically extended since 1 December 2009) – signed on 30 April 2014 	
2.2.2	<p>All contract, including those for FFB supply, contain specific clause on meeting relevant legal requirements and this can be demonstrated by the third party.</p>	<p>PT Agromuko – Bunga Tanjung POM has a contract registers in each unit (mill and estates). Sample taken for list of contracted parties, the list indicating contracted party name, contract number, scope of contracted work, date of contract, and remarks. The list comprise of 10 parties for manpower supply, replanting, palm sanitation, electric installation, health development. Such as:</p> <ul style="list-style-type: none"> • “Perjanjian Pengangkutan No.05/Angkutan/CPO/AM/06” between PT. Agro Muko and CV. Usaha Jaya for transport of CPO from Mukomuko POM/Bunga Tanjung POM to Agro Muko Tank Terminal. The contract covers transport cost for each POM; sanction (tolerable susut); contract validity (will be automatically extended since 1 May 2006) – signed on 26 April 2006. • “Perjanjian Pengangkutan No.05/Angkutan/CPO/AM/12” between PT. Agro Muko and CV. Genta Perdana for transport of CPO from Mukomuko POM/Bunga Tanjung 	Complied

		<p>POM to Agro Muko Tank Terminal. The contract covers transport cost for each POM; sanction (tolerable susut); contract validity (will be automatically extended since March 2012) – signed on 5 March 2012.</p> <ul style="list-style-type: none"> • “Addendum No.01/2014 - Perjanjian Pengangkutan No.06/Angkutan/CPO/AM/09 between PT. Agro Muko and PT. Bersama Sejahtera Mandiri (previously UD. Budi Syukur)” for transport of CPO from Mukomuko POM/Bunga Tanjung POM to Agro Muko Tank Terminal. The contract covers transport cost for each POM; sanction (tolerable susut); contract validity (will be automatically extended since 1 December 2009) – signed on 30 April 2014 <p>According to the sample of evidence provides, third-party agreement already containing specific clause on meeting applicable legal requirement.</p>	
2.2.3	All contracts, including those for FFB supply, contain clauses disallowing child, forced and trafficked labour.	<p>PT Agromuko – Bunga Tanjung POM has a contract registers in each unit (mill and estates). Sample taken for list of contracted parties, the list indicating contracted party name, contract number, scope of contracted work, date of contract, and remarks. The list comprise of 10 parties for manpower supply, replanting, palm sanitation, electric installation, health development. Such as:</p> <ul style="list-style-type: none"> • “Perjanjian Pengangkutan No.05/Angkutan/CPO/AM/06” between PT. Agro Muko and CV. Usaha Jaya for transport of CPO from Mukomuko POM/Bunga Tanjung POM to Agro Muko Tank Terminal. The contract covers transport cost for each POM; sanction (tolerable susut); contract validity (will be automatically extended since 1 May 2006) – signed on 26 April 2006. • “Perjanjian Pengangkutan No.05/Angkutan/CPO/AM/12” between PT. Agro Muko and CV. Genta Perdana for transport of CPO from Mukomuko POM/Bunga Tanjung POM to Agro Muko Tank Terminal. The contract covers transport cost for each POM; sanction (tolerable susut); contract validity (will be automatically extended since March 2012) – signed on 5 March 2012. • “Addendum No.01/2014 - Perjanjian Pengangkutan No.06/Angkutan/CPO/AM/09 between PT. Agro Muko and PT. Bersama Sejahtera Mandiri (previously UD. Budi Syukur)” for transport of CPO from Mukomuko POM/Bunga Tanjung POM to Agro 	Complied

		<p>Muko Tank Terminal. The contract covers transport cost for each POM; sanction (tolerable susut); contract validity (will be automatically extended since 1 December 2009) – signed on 30 April 2014</p> <p>According to the sample of evidence provides, third-party agreement already containing specific clause on meeting applicable legal requirement.</p>																																									
<p>Criteria 2.3: All FFB supplies from outside the unit of certification are from legal sources.</p>																																											
2.3.1	<p>(C) For all directly sourced FFB, Palm Oil Mill (POM) requires:</p> <ul style="list-style-type: none"> Information regarding the geolocation of FFB origins; Proof of ownership status, right/claim of the land by grower/smallholder; If relevant, valid planting/operational/trading license, or is part of a cooperative which allows the buying and selling of FFB. 	<p>Bunga Tanjung POM implementing IP model so that all FFB suppliers coming into the Mill are from certified area. Bunga Tanjung POM has had list of FFB origins, including:</p> <p>A. Information on geo-location of FFB origins.</p> <ul style="list-style-type: none"> Map of FFB suppliers from KMD smallholders (scale 1:45,000) FFB origins of Bunga Tanjung POM as listed in the Annex of Certificate. <table border="1"> <thead> <tr> <th>No</th> <th>FFB Origin</th> <th>Scope</th> <th>Latitude</th> <th>Longitude</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Bunga Tanjung Estate</td> <td>BTE</td> <td>2° 43' 0.39" S</td> <td>101° 22' 16.94" E</td> </tr> <tr> <td>2</td> <td>Air Bikuk Estate</td> <td>ABKE</td> <td>2° 46' 27.67" S</td> <td>101° 24' 44.68" E</td> </tr> <tr> <td>3</td> <td>Air Buluh Estate</td> <td>ABE</td> <td>3° 01' 27.29" S</td> <td>101° 33' 15.79" E</td> </tr> <tr> <td>4</td> <td>Malin Deman Estate</td> <td>MDE</td> <td>3° 01' 27.29" S</td> <td>101° 33' 15.79" E</td> </tr> <tr> <td>5</td> <td>Koperasi Perkebunan Desa Air Buluh Agromuko (KOPABA)</td> <td>KOPA BA</td> <td>3° 3' 15.11" S</td> <td>101° 29' 53.43" E</td> </tr> <tr> <td>6</td> <td>Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera (KPSB-MMAS)</td> <td>KPSB- MMAS</td> <td>2° 58' 50.37" S</td> <td>101° 35' 51.83" E</td> </tr> <tr> <td>7</td> <td>KMD Mundam Marap</td> <td>ABE</td> <td>3° 01' 55.53" S</td> <td>101° 31' 25.43" E</td> </tr> </tbody> </table>	No	FFB Origin	Scope	Latitude	Longitude	1	Bunga Tanjung Estate	BTE	2° 43' 0.39" S	101° 22' 16.94" E	2	Air Bikuk Estate	ABKE	2° 46' 27.67" S	101° 24' 44.68" E	3	Air Buluh Estate	ABE	3° 01' 27.29" S	101° 33' 15.79" E	4	Malin Deman Estate	MDE	3° 01' 27.29" S	101° 33' 15.79" E	5	Koperasi Perkebunan Desa Air Buluh Agromuko (KOPABA)	KOPA BA	3° 3' 15.11" S	101° 29' 53.43" E	6	Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera (KPSB-MMAS)	KPSB- MMAS	2° 58' 50.37" S	101° 35' 51.83" E	7	KMD Mundam Marap	ABE	3° 01' 55.53" S	101° 31' 25.43" E	Complied
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		8	KMD Air Buluh	ABE	3° 03' 21.19" S	101° 30' 59.60" E	
		9	KMD Bukit Harapan	ABE	3° 02' 41.91" S	101° 36' 54.73" E	
		10	KMD Dusun Pulau	ABE	3° 04' 35.40" S	101° 34' 22.57" E	
		11	KMD Dusun Pulau	ABE	3° 04' 25.04" S	101° 34' 29.46" E	
		12	KMD Medan Jaya	ABE	2° 59' 15.58" S	101° 39' 18.91" E	
		13	KMD Pulau Baru	ABE	3° 02' 56.92" S	101° 29' 21.84" E	
		14	KMD Sumendam	ABE	3° 01' 6.20" S	101° 31' 31.32" E	
		15	KMD Talang Arah	ABE	2° 59' 4.50" S	101° 38' 38.31" E	
		16	KMD Talang Baru	ABE	3° 00' 1.40" S	101° 32' 56.65" E	
		17	KMD Talang Rio	ABE	3° 04' 59.76" S	101° 33' 15.88" E	
		18	KMD Talang Rio	ABE	3° 04' 50.87" S	101° 33' 25.51" E	
		19	KMD Tanjung Harapan	ABE	2° 59' 6.95" S	101° 39' 20.80" E	
		20	KMD Air Berau	ABKE	2° 47' 11.15" S	101° 25' 21.28" E	

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2.3.2	For all indirectly sourced FFB, the unit of certification obtains from the collection centres, agents or other intermediaries, the evidence as listed in indicator 2.3.1.	Bunga Tanjung POM implementing IP model, so that all FFB suppliers coming into the Mill are from certified area. Bunga Tanjung POM did not received FFB from non-certified and indirectly sources.			Complied																																	
Principle 3: Optimise productivity, efficiency, positive impact and resilience																																						
Implement plans, procedures and systems for continuous improvement.																																						
Criteria 3.1: There is an implemented management plan for the unit of certification that aims to achieve long-term economic and financial viability.																																						
3.1.1	(C) A business or management plan (minimum of three years) is documented and where applicable, includes a jointly developed business case for Scheme Smallholders.	PT Agro Muko and its subsidiaries – Consolidated Financial Statements for the Year ended December 31, 2019. It was available Independent Auditor’s Report No.00613/2.1265/AU.1/01/1208-1/1/X/2020 dated 1 October 2020 by Imelda & Rekan			Complied																																	

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		<p>(Deloitte) Registered Public Accountants License No. 308/KM.1/2020. Report established by Theodorus Bambang Dwi K.A., Public Accountant License No.AP.1208. In the report, stated "The accompanying consolidated financial statements present fairly, in all material respects, the financial position of PT Agro Muko and its subsidiaries as of December 31, 2019, and their financial performance and their cash flows for the year then ended, in accordance with Indonesian Financial Accounting Standards.</p> <p>PT Mukomuko Agro Sejahtera and its subsidiaries (Malin Deman Estate and Air Manjuntio Estate) – Consolidated Financial Statements for the Year ended December 31, 2019. It was available Independent Auditor's Report No.00365/2.1265/AU.1/01/1208-1/1/VI/2020 dated 8 June 2020 by Imelda & Rekan (Deloitte) Registered Public Accountants License No. 308/KM.1/2020. Report established by Theodorus Bambang Dwi K.A., Public Accountant License No.AP.1208. In the report, stated "The accompanying consolidated financial statements present fairly, in all material respects, the financial position of PT Mukomuko Agro Sejahtera and its subsidiaries as of December 31, 2019, and their financial performance and their cash flows for the year then ended, in accordance with Indonesian Financial Accounting Standards.</p> <p>PT. Agro Muko – Bunga Tanjung POM have prepared a business plan for period 2017 – 2027. The business plan updated on 1 November 2019 considering achievement since 2017 to Oct 2019. The business plan indicating the projected production of FFB, CPO and PK; cost of production, revenue and profit estimation. This figures including from the supply base of PT. Mukomuko Agro Sejahtera's Estate and KMD. Below are projection of production 2019 – 2023 of Bunga Tanjung POM that include in the business plan updated 1 Nov 2019.</p> <table border="1" data-bbox="958 1241 1977 1391"> <thead> <tr> <th>Description</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> <th>2023</th> </tr> </thead> <tbody> <tr> <td>FFB (Ton):</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Bunga Tanjung Estate</td> <td>49,659</td> <td>45,092</td> <td>54,788</td> <td>46,877</td> <td>38,544</td> </tr> </tbody> </table>	Description	2019	2020	2021	2022	2023	FFB (Ton):						Bunga Tanjung Estate	49,659	45,092	54,788	46,877	38,544	
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Bunga Tanjung Estate	49,659	45,092	54,788	46,877	38,544																

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		Air Bikuk Estate	14,033	15,492	14,406	13,824	19,470	
		Air Buluh Estate	53,755	48,914	50,079	46,064	38,605	
		KMD	4,645	4,650	5,008	5,029	5,051	
		MMAS	23,535	35,924	20,509	21,637	22,764	
		Total	145,627	140,072	144,790	133,431	124,434	
		CPO (Ton)	33,494	32,216	33,360	30,743	28,670	
		PK (Ton)	7,427	7,004	7,399	6,818	6,359	
		OER (%)	23.00	23.00	23.04	23.04	23.04	
		KER (%)	5.10	5.10	5.11	5.11	5.11	
		Processing Cost CPO (Rp/kg)	400	409	418	427	437	
		Processing Cost PK (Rp/kg)	92	94	96	98	100	
		Air Buluh Estate: Business Plan Projection year 2019 – 2022:						
			2019	2020	2021	2022	2023	
		FFB prod.	53,171	52,105	51,197	46,314	38,739	
		Mature Area	2,170.79	2,170.79	2,170.79	2,014.11	1,727.90	
		Cost (Rp/Kg)	448	476	503	537	573	
		The budget signed on 1 January 2019.						
		Air Bikuk Estate:						

Business Plan Projection year 2019 – 2022:

	2019	2020	2021	2022	2023
FFB prod.	35,178	36,937	38,784	40,732	42,759
Mature Area	1,232.89	1,232.89	1,232.89	1,232.89	1,232.89
Cost (Rp/Kg)	835	835	835	795	777

The budget signed on 1 January 2019.

Budget for KMD Air Buluh demonstrates Budget 2019-2023:

	2019	2020	2021	2022	2023
FFB (Ton)	390	390	360	360	360
Area (Ha)	15.00	15.00	15.00	15.00	15.00

Budget for KMD Talang Baru demonstrates Budget 2019-2023:

	2019	2020	2021	2022	2023
FFB (Ton)	330	330	330	330	330
Area (Ha)	15.00	15.00	15.00	15.00	15.00

Budget for KMD Talang Arah demonstrates Budget 2019-2023:

	2019	2020	2021	2022	2023
FFB (Ton)	285	315	315	315	315
Area (Ha)	15.00	15.00	15.00	15.00	15.00

Budget for KMD Semundam demonstrates Budget 2019-2023:

	2019	2020	2021	2022	2023
FFB (Ton)	294	294	294	294	294
Area (Ha)	14.00	14.00	14.00	14.00	14.00

Budget for KMD Dusun Pulau demonstrates Budget 2019-2023:

	2019	2020	2021	2022	2023
FFB (Ton)	170	190	210	210	210
Area (Ha)	10.00	10.00	10.00	10.00	10.00

Budget for KMD Talang Rio demonstrates Budget 2019-2023:

	2019	2020	2021	2022	2023
FFB (Ton)	190	210	210	210	210
Area (Ha)	10.00	10.00	10.00	10.00	10.00

Budget for KMD Pulau Baru demonstrates Budget 2019-2023:

	2019	2020	2021	2022	2023
FFB (Ton)	225	225	225	225	216
Area (Ha)	9.00	9.00	9.00	9.00	9.00

		<p>Budget for KMD Medan Jaya demonstrates Budget 2019-2023:</p> <table border="1"> <thead> <tr> <th></th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> <th>2023</th> </tr> </thead> <tbody> <tr> <td>FFB (Ton)</td> <td>180</td> <td>198</td> <td>198</td> <td>198</td> <td>198</td> </tr> <tr> <td>Area (Ha)</td> <td>9.00</td> <td>9.00</td> <td>9.00</td> <td>9.00</td> <td>9.00</td> </tr> </tbody> </table> <p>Budget for KMD Tanjung Harapan demonstrates Budget 2019-2023:</p> <table border="1"> <thead> <tr> <th></th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> <th>2023</th> </tr> </thead> <tbody> <tr> <td>FFB (Ton)</td> <td>180</td> <td>198</td> <td>198</td> <td>198</td> <td>198</td> </tr> <tr> <td>Area (Ha)</td> <td>9.00</td> <td>9.00</td> <td>9.00</td> <td>9.00</td> <td>9.00</td> </tr> </tbody> </table> <p>Budget for KMD Bukit Harapan demonstrates Budget 2019-2023:</p> <table border="1"> <thead> <tr> <th></th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> <th>2023</th> </tr> </thead> <tbody> <tr> <td>FFB (Ton)</td> <td>68</td> <td>77</td> <td>97</td> <td>106</td> <td>116</td> </tr> <tr> <td>Area (Ha)</td> <td>9.65</td> <td>9.65</td> <td>9.65</td> <td>9.65</td> <td>9.65</td> </tr> </tbody> </table>		2019	2020	2021	2022	2023	FFB (Ton)	180	198	198	198	198	Area (Ha)	9.00	9.00	9.00	9.00	9.00		2019	2020	2021	2022	2023	FFB (Ton)	180	198	198	198	198	Area (Ha)	9.00	9.00	9.00	9.00	9.00		2019	2020	2021	2022	2023	FFB (Ton)	68	77	97	106	116	Area (Ha)	9.65	9.65	9.65	9.65	9.65	
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3.1.2	An annual replanting programme projected for a minimum of five years with yearly review, is available.	<p>The company has provided replanting program up to year 2030.</p> <p>Replanting program amended 2021:</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>2021</th> <th>2022</th> <th>2023</th> <th>2024</th> <th>2025</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Estate	2021	2022	2023	2024	2025							Complied																																										
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Bunga Tanjung	-	-	-	280.37	330.36																
Air Bikuk	221.66	166.51	216.41	-	-																
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3.1.3	The unit of certification holds management review at planned term according to the scale and nature of the activities undertaken.	<p data-bbox="965 751 1973 906">The certification unit has conducted Management Review recently on 31 August 2020, held at Bunga Tanjung POM meeting room, attended by Regional Director Bengkulu, STM, SFM, Administration Manager, Mill Manager, Estate Managers, Smallholder Manager, Agronomy Manager, Safety Officer, QCA Lab Independent and FA-QC. Each unit conducted Management Review.</p> <p data-bbox="965 962 1912 1031">Latest Management Review in Bunga Tanjung Estate conducted on 22 Sep 2020. Based on minutes of management review meeting, the meeting has discussed:</p> <ul style="list-style-type: none"> <li data-bbox="965 1043 1420 1070">• Transparency: Customer feedback; <li data-bbox="965 1086 1592 1114">• Evaluation of compliance with laws & regulations; <li data-bbox="965 1129 1576 1273">• Performance and efficiency; <ul style="list-style-type: none"> <li data-bbox="1061 1166 1576 1193">○ Achievement of management plan 2020 <li data-bbox="1061 1209 1240 1236">○ SOP related <li data-bbox="1061 1252 1218 1279">○ Trainings <li data-bbox="965 1289 1653 1316">• Matters related to community rights and human rights; <li data-bbox="965 1332 1308 1359">• Support the smallholders; <li data-bbox="965 1375 1384 1402">• Employee and its requirements; 	Complied																		

		<ul style="list-style-type: none"> • Environment Management and Monitoring; • Review to the audit result (internal and external); • Continuous improvement recommendation and monitoring. 	
<p>Criteria 3.2: The unit of certification regularly monitors and reviews their economic, social and environmental performance and develops and implements action plans that allow demonstrable continuous improvement in key operations.</p>			
<p>3.2.1</p>	<p>(C) The action plan for continuous improvement is implemented, based on consideration of the main social and environmental impact and opportunities of the unit of certification.</p>	<p>Each operation unit (Mill and Estate) has a continuous improvement program. The program approved by Mill or Estate Manager. Continuous improvement program in Estates, consist of:</p> <ul style="list-style-type: none"> • Monitoring and evaluation of best agricultural practices; • Monitoring and management of agrochemical uses and waste; • Interview with communities regarding social aspects; • Mitigation of Green House Gas; • Dissemination to the stakeholder regarding conservation including RTE species. <p>Continuous improvement program in Palm Oil Mill, consist of:</p> <ul style="list-style-type: none"> • Monitoring and evaluation of best management practices in mill; • Monitoring the use of renewable energy; • Monitoring and management of chemical use and chemical waste; • Interview with the community for the social aspect; • Mitigation and efforts to reduce greenhouse gas emissions; • Socialization of conservation areas including socialization of protected, rare, threatened and endangered species status to stakeholders. <p>Internal audit has been conducted in Bunga Tanjung POM on 25 – 26 Jun 2020; in Bunga Tanjung Estate on 22 – 23 Jun 2020; in Air Buluh Estate on 10 – 12 Aug 2020. Internal audit using RSPO Principles & Criteria, that covers social and environmental</p>	<p>Complied</p>

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		impact and its opportunities. Several findings have been recorded; consist of minor finding, Observation and Opportunity for Improvement. In general, follow up action have been verified by the internal auditor.	
3.2.2	As part of the monitoring and continuous improvement process, annual reports are submitted to the RSPO Secretariat by Certification Body during Annual Surveillance Assessment by using the RSPO metrics template.	The company has been reported Annual Communication of Progress (ACOP) 2019 to RSPO website under organization name SIPEF Group, membership number 1-0021-05-000-00. Based on the report, number of management units certified under RSPO P&C Certification are 9 units; total certified land under RSPO P&C is 82,976.23 Ha; Scheme Smallholders is 19171.97 Ha. Total FFB produce is 922,264.34 tonnes; Total certified FFB is 847,767.46 tonnes. CSPO sold as RSPO-certified is 183,111 MT; CSPO sold under other certification schemes is 83,180 MT; CSPO sold as conventional is 28,079 MT; Total CSPO is 294,370 MT. CSPK sold under RSPO-certified is 43,897 MT; CSPK sold as conventional is 10,108 MT; Total CSPK is 54,005 MT.	Complied
Criteria 3.3: Operating procedures are appropriately documented, consistently implemented and monitored.			
3.3.1	(C) Standard Operating Procedures (SOPs) for the unit of certification are in place.	<p>Estate:</p> <p>The procedures documented in "Oil Palm Agricultural Manual" (revised April 2019), where it contains all sub section of the process, such as: Nursery, land clearing, planting in peat soil and mineral soil with zero burning, planting legume cover crops, terracing, upkeep (fertilizer and pesticides, included safe working practices), water level management, riparian and watercourse management, harvesting, replanting and FFB transport. Documented SOP are as follows:</p> <ol style="list-style-type: none"> 1. OPM-01-00; dated 02/10/2017; Biology of Oil Palm. 2. OPM-02-00; dated 02/10/2017; General Information: Oil Palm Nursery. 3. OPM-02-01; dated 02/10/2017; Land Preparation of Oil Palm Nursery – Persiapan Lahan Pembibitan Kelapa Sawit 4. OPM-02-02; dated 02/10/2017; Oil Palm Pre Nursery – Pre Nursery Kelapa Sawit. 5. OPM-02-03; dated 02/10/2017; Oil Palm Main Nursery – Main Nursery Kelapa Sawit. 6. OPM-03-01; dated 02/10/2017; Survey and Mapping – Survey dan Pemetaan. 	Complied

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		<ol style="list-style-type: none"> 7. OPM-03-02; dated 02/10/2017; Land Clearing – Pembersihan Lahan. 8. OPM-03-03; dated 06/02/2019; Land Preparation – Persiapan Lahan. 9. OPM-03-04; dated 02/10/2017; Legume Cover Crop <i>Mucuna bracheteata</i> – <i>Mucuna bracheteata</i> Kacangan Penutup Tanah. 10. OPM-03-05; dated 02/10/2017; Field Planting – Penanaman ke Lapangan. 11. OPM-04-01; dated 02/10/2017; Palm Supplying – Penyisipan Tanaman. 12. OPM-04-02; dated 02/10/2017; Thinning Out and Removing Plant – Penjarangan dan pembongkaran Tanaman. 13. OPM-05-01; dated 06/02/2019; Ablation and Sanitation – Ablasi dan Sanitasi. 14. OPM-05-02; dated 06/02/2019; Harvesting – Panen. 15. OPM-05-03; dated 06/02/2019; FFB and LF Delivery – Pengiriman TBS dan Berondolan. 16. OPM-05-04; dated 02/10/2017; Frond Pruning – Pemangkasan Pelepah. 17. OPM-05-05; dated 16/02/2019; Black Bunch Count – Sensus Buah. 18. OPM-05-06; dated 02/10/2017; <i>Elaeobius camerunicus</i> Management – Pengelolaan <i>Elaeobius camerunicus</i>. 19. OPM-06-01; dated 02/10/2017; Inorganic Fertiliser – Pupuk Inorganik. 20. OPM-06-02; dated 02/10/2017; Organic Fertiliser – Pupuk Organik 21. OPM-06-03; dated 02/10/2017; LSU: Palm Marking – LSU: Penandaan Tanaman. 22. OPM-06-04; dated 02/10/2017; Leaf Sampling Unit (LSU) and Rachis Sampling Unit (RSU) – Pengambilan Sampel. 23. OPM-07-01; dated 06/02/2019; Detection and Census – Deteksi dan Sensus. 24. OPM-07-02; dated 02/10/2017; Pest Control – Pengendalian Hama. 25. OPM-07-03; dated 02/10/2017; Disease Control – Pengendalian Penyakit. 26. OPM-07-04; dated 02/10/2017; Integrated Pest Management – Pengendalian Hama Terpadu. 27. OPM-08-01; dated 06/02/2019; Weed Control – Pengendalian Gulma. 	
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		<p>28. OPM-09-01; dated 19/03/2019; Water management in Coastal Soil – Pengelolaan Air di Tanah Pesisir.</p> <p>29. OPM-09-02; dated 02/10/2017; Management of Riparian Area – Pengelolaan Riparian Area.</p> <p>30. OPM-09-03; dated 01/04/2019; The Use, Store and Discrad Pesticide – Penggunaan, Penyimpanan dan pemusnahan pestisida.</p> <p>31. OPM-10-01; dated 06/02/2019; Field Quality Control.</p> <p>Interviews with the employees indicate satisfactory level of understanding and implementation in relation to their respective job function.</p> <p>Bunga Tanjung POM:</p> <p>Mukomuko Palm Oil Mill has a set of procedure for processing of oil palm Fresh Frut Bunch into CPO and PK, under “Palm Oil Mill Manual”. The procedures explains all activity from receiving FFB into dispatch of products; Such as:</p> <ol style="list-style-type: none"> 1. POM-01-03; Rev2; dated 25/03/2019; Reception in Agro Muko Palm Oil Mill. 2. POM-02-03; Rev2; dated 25/03/2019; Sterilizer in Agro Muko Palm Oil Mill. 3. POM-03-03; Rev1; dated 25/03/2019; Threshing in Agro Muko Palm Oil Mill. 4. POM-04-03; Rev1; dated 25/03/2019; Pressing in Agro Muko Palm Oil Mill. 5. POM-05-03; Rev1; dated 25/03/2019; Clarification in Agro Muko Palm Oil Mill. 6. POM-06-03; Rev3; dated 25/03/2019; Kernel Plant in Agro Muko Palm Oil Mill. 7. POM-07-03; Rev1; dated 25/03/2019; Steam Plant in Agro Muko Palm Oil Mill. 8. POM-08-03; Rev1; dated 25/03/2019; Power Plant in Agro Muko Palm Oil Mill. 9. POM-09-03; Rev1; dated 25/03/2019; Water Treatment in Agro Muko Palm Oil Mill. 10. POM-10-03; Rev1; dated 25/03/2019; Effluent Plant in Agro Muko Palm Oil Mill. 	
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		<ol style="list-style-type: none"> 11. POM-11-03; Rev1; dated 25/03/2019; Storage and Dispatch in Agro Muko Palm Oil Mill. 12. POM-12-03; Rev1; dated 25/03/2019; Workshop in Agro Muko Palm Oil Mill. 13. POM-13-03; Rev1; dated 25/03/2019; EFB Plant in Agro Muko Palm Oil Mill. 14. POM-14-03; Rev1; dated 25/03/2019; Biogas Plant in Agro Muko Palm Oil Mill. 15. MKT-03-06; dated 04/03/2019; Supply Chain and Traceability of Palm Oil. <p>A set of work instruction for mill's workshop are available, dated 25/03/2019; including use of welding equipments, cutting metal, operating lathe machine, operating drilling machine, operating portable grinding machine, operating and maintenance of smoke density meter.</p> <p>Engineering Procedures:</p> <ol style="list-style-type: none"> 1. ENG-01-01; Rev1; dated 28/03/2019; Civil Mechanical and Eelctrical Work. 2. ENG-02-01; Rev1; dated 28/03/2019; Weekly Prodcution Report. 3. ENG-02-03; Rev1; dated 28/03/2019; Monthly Prodcution and Stock. 4. ENG-02-14; Rev1; dated 28/03/2019; Material Dstribution From Storage. 5. ENG-02-16; Rev1; dated 28/03/2019; Resceiving HSD Oil. 6. ENG-02-21; Rev0; dated 07/03/2019; Weighing Administration. 7. ENG-03-01; Rev1; dated 28/03/2019; Master List of Measuring Equipment. 8. ENG-03-02; Rev1; dated 28/03/2019; Planning, Monitoring and Reporting of Calibration and Verification. 9. ENG-03-03; Rev1; dated 28/03/2019; Calibration Administration Excluding Weighbridge. 10. ENG-03-04; Rev1; dated 28/03/2019; Calibration Administration Weighbridge. 11. ENG-03-05; Rev1; dated 28/03/2019; Verification Administration Procedure. 	
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		<p>In regard the COVID-19 pandemic, the company has established procedure COVID-19 Prevention And Management Plan (MED-01-23 / 24-08-2020/ Rev. 0) dated 24 August 2020. The procedure was made to protect all employees and the environment of the company against Covid-19 outbreak. The procedure applies to all employees at the office, estates, mills, public transportation, public area and at home, and other parties (contractors and visitors) who are in the company's area. The procedure reference are Guidelines for the Prevention and Control of Coronavirus Disease (COVID 19) Ministry of Health 1-5; WHO Letter Concerning Workplace Preparation for Covid – 19; Letter of from the Indonesian Ministry of Health on Prevention of Covid-19 transmission at workplace.</p> <p>Based on interview to the workers, the company has implemented the COVID-19 protocol, such as washing hand frequently, wearing mask and social distancing. The company also prohibits its employees from leaving the company environment, unless there is an urgent need.</p>	
3.3.2	A mechanism to check consistent implementation of procedures is in place.	During onsite visit, mechanism to check consistent implementation of procedure conducting in regular visit by Agronomy Manager, Senior Estate/Mill Manager and internal audit. Where internal audit consist of Finance Audit, Sustainability Audit and Management System Audit.	Complied
3.3.3	Records of monitoring and any actions taken are maintained and available.	<p>Internal audit has been conducted in Bunga Tanjung POM on 25 – 26 Jun 2020; in Bunga Tanjung Estate on 22 – 23 Jun 2020; in Air Buluh Estate on 10 – 12 Aug 2020. Internal audit using RSPO Principles & Criteria, that covers social and environmental impact and its opportunities. Several findings have been recorded; consist of minor finding, Observation and Opportunity for Improvement. In general, follow up action have been verified by the internal auditor.</p> <p>Record of monitoring in Bunga Tanjung POM are available under documents Action Plan Bunga Tanjung POM as result of Internal Audit. Description of monitoring result and action plan based on visit in June 2020 are as follows:</p> <ol style="list-style-type: none"> 1. Most of the fire extinguishers have expired in March 2020; Periodic inspection / maintenance not consistently implemented, recorded up November 2019; Pressure 	Complied

		<p>gauge indicates "low" position; Some of the contents of the First Aid Box are incomplete, e.g. masks, tweezers, triangular cloth, aquades, 1.25 cm plaster, triangular cloth & scissors; The fire extinguisher at the workshop was blocked by drum material; The safety shower at the temporary hazardous waste storage is not functioning, the water to the sink does not flow. Action Plan: Refill the expired fire extinguisher; Make sure that the fire extinguisher checked regularly to ensure that it continues to function and replace the fire extinguisher that is not appropriate; Complete the contents of the first aid kit; Make sure there is no fire extinguishers are blocked; Repair the water safety shower installation at temporary hazardous waste storage.</p> <p>2. There is no sign of an area limitation at the CST 02 station which is being repaired; LPG gas cylinders does not have MSDS and hazardous symbols; Ethrel chemicals are not equipped with a secondary containment; No mask is available for work on the bunch analysis; The gas cylinder in the warehouse is not attached; The walking way markings in warehouses, workshops & hazardous waste storage are faded; There is no MSDS for SKF Bearing Grease, Radiator Coolant and Sika Concrete Additive. Action Plan: Create an area limitation on the area that is under repair, to prevent harm from the repair activities; Complete the B3 and MSDS symbols for LPG gas; Complete the secondary containment for Ethrel; Ensure that analysis workers are provided with appropriate PPE; Ensure gas cylinders are stored safely. Pedestrian lines in warehouses and workshops are suggested to be renewed. Complete all MSDS of chemicals used at BT POM.</p> <p>Record of monitoring in Bunga Tanjung Estate are available under documents Action Plan Bunga Tanjung Estate as result Internal Audit visit. Description of monitoring result and action plan based on internal audit are as follows:</p> <p>1. Generator sets in Divisions I & IV are not equipped with van belt cover guards; Water safety shower in the area of Storage & Pesticide Mixing Warehouse does not flow; Division III fertilizer warehouse is not equipped with clean water facilities that function as a safety shower; Air circulation in the fertilizer warehouse, especially when packing, types of fertilizers with dusty characteristics such as Rock</p>	
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		<p>Phosphate fertilizer are not feasible. Action Plan: Install the genset v-belt cover guard in Division I & IV; Make sure water for the safety shower is always available at all times; Complete a safety shower in the Division III fertilizer warehouse; Create adequate air circulation in the fertilizer warehouse building to minimize the risk of exposure from fertilizers in the form of flour.</p> <p>2. Found used motorcycle oil (hazardous waste) packaging at the Division III landfill; Found plastic waste behind the housing of Division I, behind the housing of Division III and behind the housing of Division IV (riverside of Air Bikuk). Action Plan: Dissemination to workers not to dispose hazardous waste into domestic waste storage; Conduct intensive dissemination of clean living habits so that waste is not disposed randomly.</p> <p>Record of monitoring in Air Buluh Estate are available under documents Action Plan Air Buluh Estate as result internal audit visit. Description of monitoring result and action plan based on internal audit are as follows:</p> <p>1. Air Buluh Estate has identified sources of waste and created a management plan that is presented in the environmental aspects and impact document. However, the document has not been reviewed due to the following recent changes: Management of domestic waste that has been done with a closed installation; There are listed quarry activities, but there are no facts in the field; There is listed peat management while the fact is that in the field, there is no peat. Action Plan: Review documents on environmental aspects and impacts by revising the management of domestic liquid waste (grey water) and eliminating inappropriate activities / conditions in the field; Clean the trash scattered around the emplacement; Conduct intensive socialization to increase awareness of clean and healthy living habits.</p> <p>2. The warning sign of prohibition from entering the pesticides application area is installed, however the colour is green, so it is not clearly visible. Action Plan: Make the warning sign clear, using white base and red writing).</p>	
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<p>Criteria 3.4: A comprehensive Social and Environmental Impact Assessment (SEIA) is undertaken prior to new plantings or operations, and a social and environmental management and monitoring plan is implemented and regularly updated in ongoing operations.</p>			
<p>3.4.1</p>	<p>(C) SEIA in new planting or operation including mills, is conducted independently and participatively by involving the affected stakeholders, inclusive of impact assessment from the smallholder/outgrower scheme (if any). The assessment is to be documented.</p>	<p>PT Agromuko – Bunga Tanjung POM has demonstrated the document of Social-Environment Impact Assessment (SEIA) as per government document “Analisis Dampak Lingkungan (ANDAL) dan Rencana Pengelolaan dan Pemantauan Lingkungan (RKL-RPL) Perkebunan dan Pabrik Pengolahan Kelapa Sawit dan Karet di Kecamatan Mukomuko Utara, Kecamatan Lubuk Pinang, Kecamatan Teras Terunjam dan Kecamatan Pondok Sugu, Kabupaten Mukomuko, Propinsi Bengkulu, tahun 2005” - it was found that the document prepared with public consultation process, involving stakeholders from surrounding community, government bodies, traditional leaders.</p> <p>Aside from that, certificated holder has prepared a social impact assessment, in cooperation with Yayasan Kelapa Sawit Berkelanjutan (YASBI), in 2010 and 2011. The scope of social impact assessment covers 15 villages around company including Kebun Masyarakat Desa/KMD of 524 Ha from 38 surrounding villages.</p> <p>PT Mukomuko Agro Sejahtera has also prepared the document, identifying Social-Environment Impact Assessment (SEIA) under document: “Dokumen AMDAL untuk Kegiatan Perkebunan Kelapa Sawit seluas 6,298 Ha di Kecamatan Malin Deman, Kecamatan Ipuh dan Kecamatan V Koto, Kabupaten Mukomuko, Provinsi Bengkulu”. The document was approved by “Surat Keputusan Gubernur Bengkulu No. M.288.XXX Tahun 2011” dated 9 September 2011.</p> <p>Aside from that, company has prepared a social-environment impact assessment, in cooperation with Yayasan Kelapa Sawit Berkelanjutan (YASBI). The report under Dokumen Laporan Final Penilaian Dampak Sosial dan Lingkungan yang dilaksanakan oleh Yayasan Kelapa Sawit Berkelanjutan (YASBI) pada tahun 2011 yang dilakukan terhadap dampak sosial dari pembangunan kebun inti dan rencana pembangunan Kebun Masyarakat Desa (KMD)”.</p>	<p>Complied</p>

		<p>For Kebun Masyarakat Desa, in 2010, the certificated holder has also prepared a social impact assessment, in cooperation with Yayasan Kelapa Sawit Berkelanjutan (YASBI). The scope of social-environment impact assessment covers 15 villages around company including Kebun Masyarakat Desa/KMD of 524 Ha from 38 surrounding villages.</p> <p>In 2017, social-environment impact assessment held in cooperation by Kompas Enviro Institute for scope of 10 KMDs. The social impact assessment was done between 8-16 March 2017 with scope of 15 villages around KMD with focus group discussion (FGD).</p> <p>The result from social impact monitoring reported in "Laporan Pelaksanaan Rencana Pengelolaan Lingkungan-Rencana Pemantauan Lingkungan(RKL-RPL)" period first semester 2019. The report has been submitted to "Dinas Lingkungan Hidup Kabupaen Mukomuko", "Gubernur Bengkulu", "Kepala Badan Lingkungan Hidup Provinsi Bengkulu", "Kepala Dinas ESDM Provinsi Bengkulu", "Bupati Mukomuko Cq Kepala Dinas Penanaman Modal", "Pelayanan Perizinan dan Tenaga Kerja Kabupaten Mukomuko".</p> <p>During this assessment, there was no significant changes in social impact practices. The certificate holder still involved affected parties to collect information and develop the social program/plan to mitigate negative impact.</p> <p>Based on interview with representative of smallholder scheme (KMD), it is clearly informed that Certificate Holder are often to open discuss related how to minimizing negative impact in social aspect.</p>	
3.4.2	For the unit of certification, a SEIA is available and social and environmental management plan and its monitoring	The social impact management plan from documents have lined out program to manage and monitors social-environment impact (e.g: Rencana Pengelolaan	Complied

	<p>have been developed with participation of affected stakeholders.</p>	<p>Lingkungan dan Rencana Pemantauan Lingkungan (RKL-RPL for period first semester year 2019), timeframe and person in charge. The plan was consulted through questionnaire/survey to surrounding communities on 6-monthly basis. Progress of implementation was monitored, evaluated and reported to government on 6-monthly basis.</p> <p>Within the AMDAL documents, the negative and positive impact of oil palm development has been explained. The environmental management and monitoring plan document has lined out effort that company should carry out in order to minimize negative impact and promote positive impact from oil palm development. Under the document, the social aspect identified covers source of livelihood, community's revenue, community ability, community perception on company activity, social conflict, social-cultural changes, community health status.</p> <p>The Social-Environment Impact Assessment documents have explained the recommendation that should be done by company to minimize negative impact and promote positive impact from social impact management.</p> <p>As commitment to reduce negative impacts in social aspect, the certificate holder created management and monitoring program of social impact annually.</p> <p>Documented sample of management and monitoring program social-environment impact PT Agromuko – Bunga Tanjung POM report in July 2020. There are six (6) major program where focused on, such as:</p> <ul style="list-style-type: none"> • Tenure • Communication with Affected Parties, • Community Empowerment • Economic, • Fire and Haze Prevention, 	
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		<ul style="list-style-type: none"> • Environmental Management • Scheme Smallholders (KMD) management (e.g: socialization of KMD development plans; review the location of smallholder plantation location – to ensure consensus and involvement of all parties within village scope; coordination with government related to SPPL. <p>Those program are documented and timetable with specific target and strategy of each activities.</p>	
3.4.3	<p>(C) The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in participatory way.</p>	<p>Certificate holder have carried out social impact evaluation on annual basis through social survey. The survey was conducted by ENC-AM/MMAS and being part of environment management and monitoring report - "Laporan Pelaksanaan RKL-RPL".</p> <p>Review on social-environment management and monitoring has conducted for 2020 under "Laporan Hasil Kuisisioner dengan Masyarakat untuk Aspek Sosial" PT Agromuko – 2020.</p> <p>Survey was conducted on 15 to 30 March 2020 total respondent is 160 people in 40 villages in surrounding the company.</p> <p>Aspect for the survey such as:</p> <ul style="list-style-type: none"> • Livelihood • Local community perception of employment opportunities • Income per month • Mobility • Local community perception related to operational activities in PT Agromuko <p>Interview result have been summarized and recorded onto "Laporan Pelaksanaan RKL-RPL period first semester year 2020".</p>	OFI

		For management plans in Kebun Masyarakat Desa/KMD, the social impact was carried out as part of company activity, because the smallholder plantation was managed by company. As explained from PT. Agro Muko and PT. Mukomuko Agro Sejahtera's social monitoring, the current management plan is still relevant – in terms of smallholder management.	
Criteria 3.5: A system for managing human resources is in place.			
3.5.1	Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and made available to the workers and their representatives in accordance with the applicable regulation.	In general, the unit of certification has issued "Human Resources Department Manual" Second Edition – 2019 signed by President Director. Document available at the OU office, and accessible. The HRD Manual consist of 30 Standard Operating Procedure, among others: <ul style="list-style-type: none"> • General (Doc. No. HRD-00-01/01-02-2019/Rev.1) dated 8 April 2019. • Organization Chart (Doc. No. HRD-00-02/01-02-2019/Rev.1) dated 5 April 2019. • Objective and KPI (Doc. No. HRD-00-03/01-04-2019/Rev.1) dated 8 April 2019 • Risk and Opportunities (Doc. No. HRD-00-04/01-04-2019/Rev.1) dated 8 April 2019. • Recruitment in General (Doc. No. HRD-01-00/01-04-2019/Rev.1) dated 5 April 2019. • Internal Recruitment (Doc. No. HRD-01-01/01-04-2019/Rev.1) dated 8 April 2019. 	Complied
3.5.2	Employment procedures are implemented and records are maintained.	During onsite audit, employment procedure was implemented consistently. Records of employment also well maintained by the system and responsible by Head of Administration at each unit (Estate/Mill).	Complied
Criteria 3.6: An Occupational health and safety (H&S) plan is documented, effectively communicated and implemented.			
3.6.1	(C) All operational activities risks assessed to identify the H&S issues. Mitigation plans and procedures are documented and implemented.	PT Agromuko – Bunga Tanjung POM as subsidiary of PT Tolan Tiga Indonesia (SIPEF Group) has established an Occupational Health and Safety Policy that was signed by President Director dated 27 th March 2019, no Dok: QMM-40-01-P04/27-03/2019/Rev.	Complied

		<p>In point 1 was mentioned PT Tolan Tiga Indonesia Support the implementation of all relevant laws and regulation of Republic of Indonesia ad of applicable international agreement and standards relevant to occupational health and safety.</p> <p>In point 2.b mentioned that the company committed to provision of adequate resources for effective implementation of the occupational health and safety (OHS) program and procedure, including strict compliance reviews.</p> <p>The company has prepared the procedure for OHS under document of Occupational Health and Safety Manual for second edition – 2019, published date 13th March 2019.</p> <p>The document of procedure consisted of:</p> <ol style="list-style-type: none"> 1. Procedure of Hazard Identification Risk Analysis Determining Control for OHS – No: OHS-01-01 2. Procedure of Hot Work – No: OHS-01-02 3. Procedure of Potential Hazard Report – No: OHS-01-03 4. Procedure of P3K (First Aid) – No: OHS-01-04 5. Procedure of Confined Space - No: OHS-01-06 6. Procedure of Working at Heights – No: OHS-01-06 7. Procedure of Gas Pressure Management - No: OHS-01-07 8. Procedure of Incident Reporting - No: OHS-01-08 9. Procedure of Standard for Installation of Safety Sign - No: OHS-01-09 10.Procedure of Personal Protective Equipment - No: OHS-01-10 <p>The certificate holder has prepared the document of risk assessment available under “Penilaian Risiko (Hazard Identification Risk Assessment and Control”, last review in September 2020. The document has covered for all activities in Estate and Mill, e.g:</p>	
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		general activities, central clinic, fertilizer storage, temporary storage of hazardous waste, security, chemical shed, office, workshop, field (spraying, manuring, harvesting, transport FFB, IPM), emplacement, laboratory, weighbridge, grading station, loading ramp, sterilizer station, chain capstan, pressing station, boiler station, kernel station, static crane, workshop.	
3.6.2	(C) The effectiveness of the H&S plan to address health and safety risks to people is monitored.	During onsite visit at Estate activities (manuring, pesticide application, harvesting) and Mill operation, Health and Safety plan of each activity was implemented effectively.	Complied
Criteria 3.7: All staff, workers, Scheme Smallholders, outgrowers, and contract workers are appropriately trained.			
3.7.1	(C) A documented programme that provides training is in place, which is accessible to all staff, workers, scheme smallholders, and outgrowers taking into account gender-specific needs, and which covers applicable aspects of P&C Principles, in a form they understand and includes assessment of the training.	<p>PT Agromuko – Bunga Tanjung POM has shown the document of Training Program year 2020.</p> <p>Air Buluh Estate and Malin Deman Estate, Training program provided as per “Program Pelatihan/Training Tahun 2019”, prepared on 4th January 2019, such as:</p> <ul style="list-style-type: none"> • Training on harvesting (including for OHS aspect and harvesting quality criterion), was conducted on 2nd March 2019 in Air Buluh Estate and on 15th January 2019 in Malin Deman Estate • Training for spraying applicator (including for OHS training and environment) and Calibration for Spraying tools, was conducted on 9th March 2019 location in Air Buluh Estate • Training for manuring application (including OHS and environmental aspect), dated 6 & 7 February 2019 location in Malin Deman Estate; dated 9th April and 2nd November 2019 location in Air Buluh Estate • First Aid training, conducted on 10th and 11th October 2019 location in Malin Deman Estate and Air Buluh Estate • Refreshment training on implementation of RSPO requirement, date 1st July 2019, location in Air Buluh Estate 	Complied

		<ul style="list-style-type: none"> • Training on handling of hazardous waste (including MSDS and hazard label), dated 14th March 2019 location in Malin Deman Estate and on 7th November 2019 location in Air Buluh Estate • Training on emergency respond (training on land fire emergency), dated 9th February and 19th September 2019, location in Malin Deman Estate and Air Buluh Estate. <p>Bunga Tanjung Estate: Estate has shown the document of Training Program year 2019, consisted of:</p> <ul style="list-style-type: none"> • Training for harvester (including: OHS aspect in harvesting activities) planned in March 2019; actual realization in 2nd April 2019. Attended by harvester • Training for first aider; planned in October 2019 • Refreshment training on safety riding (drivers: dump truck, tractor, heavy equipment, school bus and L300) planned in June 2019; actual realization on 27th August 2019, attended by drivers • Refreshment training on maintenance of generator (genset); realization on 22nd June 2019; was attended by generator operator • Refreshment training of MSDS and chemical handling, dated 15th February 2019, was attended by storage keeper in chemical and fertilizer. • Training for spraying applicator (including OHS aspect), dated 9th April 2019; attended by all operator for spraying • Training on procedure on operating the fire equipment and land fire simulation/drill, dated 23rd September 2019, was attended by 28 workers (staff, supervisor and field workers). Documentation and attendance list has shown. <p>Air Bikuk Estate – record of training realization:</p> <ul style="list-style-type: none"> • Certificate of technical training of the Occupational Safety and Health Engineering on the field of lifting and transport equipment, namely Mr Juniardus Samosir 	
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		<p>(operator of farm tractor) – serial number: 15894/OPK3/PAA-LT/XI/2016, dated 23th November 2016,</p> <ul style="list-style-type: none"> • OHS license for operator of heavy equipment, serial number: 14.1474-OPK3-PAA/II/2014, namely Mr Agus Sukirno. <p>Due to Covid-19 pandemic, training program 2020 is not carried out yet. However dissemination of Work Instruction and SOP are routinely conducted during morning briefing.</p>	
3.7.2	Records of training are maintained, where appropriate on an individual basis.	<p>Record of training has shown for an individual basis as per document of "Employee Training and Education Record", e.g:</p> <p>Record of training has shown for an individual basis as per document of "Employee Training and Education Record", e.g:</p> <p>Air Buluh Estate, Namely Mrs Mimarni (spraying applicator) – 35 years old; training record:</p> <ul style="list-style-type: none"> • Dated 23rd January 2018; training on preparedness of emergency response for land fire • Dated 19th February 2018; training on calibration of sprayer equipment • Dated 7th March 2018; training on pesticides handling • Dated 12th Apeil 2018; training for MSDS • Dated 8th May 2018; training of OHS • Dated 20th October 2018; training pesticides handling • Dated 9th February 2019; training on emergency response for land fire • Dated 21st February 2019; Refresh training for MSDS • Dated 7th October 2019; Training for IPM 	Complied

		<ul style="list-style-type: none"> • Dated 25th October 2019; Refresh training on chemical application <p>Namely Mr Teguh A (harvester) – 24th years old; training record:</p> <ul style="list-style-type: none"> • Dated 8th February 2018; training on quality of FFB • Dated 4th April 2018; Refresh training of OHS in harvesting activity • Dated 24th October 2019; Refresh training on implementation of harvesting procedure <p>Namely Mrs Sulasmi (reference number: 0547 – pesticides applicator/sprayer), division F.4 in Bunga Tanjung Estate; training record:</p> <ul style="list-style-type: none"> • Dated 24th March 2012; training or socialization of HCV area • Dated 16th January 2013; training on fertilizer application • Dated 1st July 2014; refresh training on fertilizer application • Dated 4th March 2015; training for pesticides application • Dated 22nd February 2017; training on calibration of kap/SA15 • Dated 7th November 2017; refresh training on application of pesticides and calibration • Dated 13th August 2018; refresh training on application of pesticides and calibration • Dated 23rd April 2019; refresh training on application of pesticides and calibration <p>Employee training and education record namely Mrs Nusryasin (supervisor in pesticides applicator), e.g:</p> <ul style="list-style-type: none"> • Dated 18th September 2019; refresh training on handling of pesticides including OHS aspect in chemical application • Dated 26th February 2019; refresh training of MSDS for chemical material • Dated 7th February 2019; refresh training on calibration of spraying equipment 	
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		<ul style="list-style-type: none"> • Dated 8th March 2019; training on earthquake simulation and preparedness • Dated 17th April 2018; training of awareness of HCV • Dated 14th May 2018; socialization of company’s policy • Dated 17th January 2019; training on environmental impact in plantation. <p>Due to Covid-19 pandemic, training program 2020 is not carried out yet. However dissemination of Work Instruction and SOP are routinely conducted during morning briefing.</p>	
3.7.3	Appropriate training is provided for personnel carrying out the tasks critical to the effective implementation of the Supply Chain Certification Standard (SCCS). Training is specific and relevant to the task(s) performed.	During onsite visit at Bunga Tanjung POM and interview with personnel who involved in Supply Chain, they can demonstrated the effectiveness of the training by explaining in details of Supply Chain flow. Such as Weighbridge operator and Mill Manager.	Complied
<p>Criteria 3.8: Supply chain requirements for mills. Procedure note: all requirements are classified as Critical Indicators. However it will not contribute to suspension if there is more than 5 non-compliance within a principle)</p>			
3.8.1	<p>Identity Preserved Module</p> <p>A mill is deemed to be Identity Preserved (IP) if the FFB processed by the mill are sourced from plantations/estates that are certified against the RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme.</p> <p>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. If a mill process certified and uncertified FFB without physically separating them, then only Mass Balance Module is applicable.</p>	<p>Management decided PT Agro Muko – Bunga Tanjung POM, to implement RSPO Supply Chain module Identity Preserved. With the implementation of Module Identity Preserved, the POM only received and process FFB from certified company-owned estate and certified smallholder/KMD.</p> <p>Agro Muko Tank Terminal (AMTT) is deemed as part of the palm oil mill. The control over tank terminal (bulking station) is under PT Agro Muko. Agro Muko Tank Terminal is only receiving CPO from certified palm oil mills under PT Agromuko, which is Mukomuko POM and Bunga Tanjung POM.</p> <p>Bunga Tanjung POM and AMTT implemented the procedure of supply chain and traceability. The procedure is SOP Supply Chain and Traceability of Palm Products No.MKT-03-06/04-03-2019/Rev.0 dated 18 March 2019. Procedure completed with the flow diagram of FFB receiving, processing in POM, CPO shipping to tank terminal;</p>	Complied

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		Receiving and shipping of CPO from tank terminal. Person responsible for implementation of RSPO Supply Chain standard at the POM is the Mill Manager, whilst in the tank terminal is the storage tank manager.	
3.8.2	<p>Mass Balance Module</p> <p>A mill is deemed to be Mass Balance (MB) if the mill process FFB from both RSPO certified and uncertified plantations/estates. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>	The certification unit implemented Identity Preserved, this clause is not applicable.	Not Applicable
3.8.3	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall 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 oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p>	<p>The estimate annual tonnage for certified FFB, CPO and PK are available in the Estate and Mill annual production budget for 12 months since last surveillance assessment. The FFB tonnage received from all certified supply bases. Bunga Tanjung POM received certified raw material (Fresh Fruit Bunch) from its own estate: Air Bikuk Estate, Bunga Tanjung Estate, Air Buluh Estate; Malin Deman Estate; and from the Scheme Smallholders: Kebun Masyarakat Desa/KMD and Koperasi Serba Usaha/KSU; Koperasi Produksi Plasma.</p> <p>Kebun Masyarakat Desa/KMD, Koperasi Serba Usaha/KSU and Koperasi Produksi Plasma are fully managed by PT. Agro Muko, under each estate.</p> <p>The certification of Estates and Scheme Smallholders are fall under PT. Agro Muko – Bunga Tanjung POM with certificate number RSPO 646338, first certification start on 22 February 2011, second certification start on 22 February 2016 and expired on 21 February 2021.</p> <p>PT. Agro Muko – Bunga Tanjung Palm Oil Mill has been registered in RSPO IT Paltform with registered ID number RSPO_PO1000001279.</p>	Complied

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3.8.4	<p>The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO IT platform.</p>	<p>PT. Agro Muko – Bunga Tanjung Palm Oil Mill has been registered in RSPO IT Platform with registered ID number RSPO_PO1000001279. The mill has registered its sales of certified product in PalmTrace, e.g.:</p> <ul style="list-style-type: none"> • Shipping Announcement, with transaction ID No. TR-2e65d9c3-1531 for 499.77 MT CSPO SG; from PT Agro Muko – Bunga Tanjung POM (RSPO_PO1000001279) as Seller to buyer PT Wira Inno Mas (RSPO_PO1000006779); Seller Contract No. 2020/LTC-CPO/AM-BT/06; Status: Announced on 22/06/2020. • Shipping Announcement, with transaction ID No. TR-046805dc-f0db for 2,499.93 MT CSPO SG; from PT Agro Muko – Bunga Tanjung POM (RSPO_PO1000001279) as Seller to buyer PT Wira Inno Mas (RSPO_PO1000006779); Seller Contract No. 2020/LTC-CPO/AM-BT/07; Status: Announced on 13/07/2020. 	Complied
3.8.5	<p>Documented procedures</p> <p>The mill shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ol style="list-style-type: none"> a) Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. b) Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). c) Identification of 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 mill’s procedures for the implementation of this standard. 	<p>PT. Agro Muko has a written procedures and/work instruction for ensuring the implementation of RSPO Supply Chain Standard. The procedure is SOP Supply Chain and Traceability of Palm Products No.MKT-03-06/04-03-2019/Rev.0 dated 18 March 2019. The procedures are complete and up to date covering the implementation of all elements in the supply chain requirements, such as:</p> <ol style="list-style-type: none"> a. Sales process, covering from contract approval to delivery of oil palm product (CPO and PK) including information of supply chain mechanism; b. Process at the estates, covers harvesting, FFB and loose fruit delivery include harvesting record and delivery to the Palm Oil Mill; c. Process at Palm Oil Mill, covers FFB and Loose fruit receiving, identification, production process, delivery of product and recording. <p>Based on the SOP Supply Chain, the Mill Manager is the person having overall responsibility for and authority over the implementation of RSPO Supply Chain and compliance with all applicable requirements in the palm Oil Mill.</p> <p>Agro Muko Tank Terminal (AMTT) is deemed as part of the palm oil mill. The control over tank terminal (bulking station) is under PT Agro Muko. Agro Muko Tank Terminal</p>	Complied

	<p>d) The mill shall have documented procedures for receiving and processing certified and non-certified FFBs including ensuring no contamination in the IP mill.</p>	<p>is receiving CSPO from certified palm oil mills under PT. Agro Muko, which is Mukomuko POM and Bunga Tanjung POM. AMTT uses the same procedure with Bunga Tanjung POM. Training regarding implementation of RSPO SCCS in Bunga Tanjung POM has been conducted on 26 Jun 2020. Training record are available such as attendance list and training module.</p>	
<p>3.8.6</p>	<p>Internal Audit</p> <p>i) The mill shall have a written procedure to conduct annual internal audit to determine whether the mill;</p> <p>a) Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p> <p>b) Effectively implements and maintains the standard requirements within its organisation.</p> <p>ii) Any non-conformities found as part of the internal audit shall be issued corrective action. The outcomes of the internal audits and all actions taken to correct non-conformities shall be subject to management review at least annually. The mill shall maintain the internal audit records and reports.</p>	<p>Procedure for Internal Audit refer to SOP Routine Visit and Internal Audit (No.ENC-01-02/04-03-2019/Rev.2) date 18 March 2019.</p> <p>Section 6. Frequency and Timing stipulates the internal audits are conducted at least once a year according to the standards referred to.</p> <p>Section 5.4 Implementation of Routine/Internal Audit Visits stipulates: <i>In general, non-conformities in each of the principle and criteria, rules and requirement of the sustainable system are categorized under major, minor and observation. Such findings must be immediately followed up. The unit manager may undertake to implement corrections and may also plan improvements according to result of internal audit. Recommended improvement must be completed with timeframe. A review of the non-compliance found in a previous internal audit should be made on the next visit.</i></p> <p>Internal audit of PT Agro Muko-Bunga Tanjung POM has been conducted on 25 – 26 Jun 2020 against RSPO P&C 2018 that include supply chain requirements. Internal audit records are available, such as Audit Visit Report and audit checklist. Corrective actions have been determined for all non-conformities, however there is no non-conformity found against RSPO supply chain requirements.</p>	<p>Complied</p>

<p>3.8.7</p>	<p>Purchasing and Goods In</p> <ul style="list-style-type: none"> i) The mill shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received. ii) The mill shall inform the CB immediately if there is a projected overproduction of certified tonnage. iii) The mill shall have a mechanism in place for handling non-conforming FFB and/or documents. 	<p>PT. Agro Muko has ensured that certified FFB received are RSPO certified based on the source of FFB. These FFB source are certified under PT. Agro Muko – Bunga Tanjung POM, with certificate number RSPO 646338. Bunga Tanjung POM received certified FFB from sustainable source: Air Bikuk Estate, Bunga Tanjung Estate, Air Buluh Estate; Malin Deman Estate; and from the Scheme Smallholders: Kebun Masyarakat Desa/KMD, Koperasi Serba Usaha/KSU and Koperasi Produksi Plasma. There is no FFB received from other source.</p> <p>Bunga Tanjung POM does not need to check the certificate validity of the FFB source on the RSPO website, because the certification of the FFB suppliers is fall under PT Agro Muko – Bunga Tanjung POM.</p> <p>PT Agro Muko – Bunga Tanjung POM has demonstrated SOP Supply Chain and Traceability of Palm Products (No.MKT-03-06/04-03-2019/Rev.0) dated 18 March 2019. Chapter 5.2 of the procedure indicates the Weighbridge Clerk has responsibility to input data and print “Receiving Slip” based on FFB Delivery Note, covering information e.g. estate name and block number, mill name, date of delivery, product description and quantity, RSPO certificate number, transporter identity and unique identification number.</p> <p>The procedure explains Operating Unit can communicate to CB regarding certified product volume in PalmTrace. During this year assessment period, there is no significant overproduction of CPO or PK in Bunga Tanjung POM.</p> <p>The procedure also explains mechanism for handling non-conforming FFB and/or documents refer to Marketing Department Manual - SOP Customer Complaint Handling (No.MKT-03-02/26-04/2018/rev.1) dated 30 April 2018. The procedure covers returned of all non-conforming product and/or documents. The responsible person is Operating Unit Manager and Senior Manager Marketing. Based on this assessment, Bunga</p>	<p>Complied</p>
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		<p>Tanjung POM only receive and processed sustainable FFB from certified supplier and there have been no complaint from buyer.</p> <p>Incoming FFB records available:</p> <ol style="list-style-type: none"> 1. Delivery of FFB from Field "SPB" No. BTE/048711 dated 10/10/2020 from Bunga Tanjung Estate, block 98M01A; planting year 1998, total 230 bunches. Stamp Sustainable Product-IP. Receiving slip/weighbridge ticket No. FFB20019670W, Bunga Tanjung Estate dated 10/10/2020; D/O No. BTE/048711; block ID 98M01A; planting year 1998; total bunches 230; nett weight 5,720 kg. Stamp Sustainable Product-IP. 2. Delivery of FFB from Field "SPB" No. ABE/212491 dated 11/11/2020 from Air Buluh Estate, block 99I02A; planting year 1999; total 336 bunches. Stamp Sustainable Product-IP. Receiving slip/weighbridge ticket No. FFB20015214W, Air Buluh Estate dated 11/11/2020; D/O No. ABE/212491; block ID 99I02A; planting year 1999; total bunches 336; nett weight 8,770 kg. Stamp Sustainable Product-IP. 	
<p>3.8.8</p>	<p>Sales and Goods Out</p> <p>The supplying mill shall ensure that the following minimum information for RSPO certified products is made available in document form. The information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation):</p> <ol style="list-style-type: none"> a) The name and address of the buyer; b) The name and address of the seller; c) The loading or shipment / delivery date; d) The date on which the documents were issued; e) RSPO certificate number; 	<p>The SOP Supply Chain and Traceability of Palm Products (No.MKT-03-06/04-03-2019/Rev.0) dated 18 March 2019 regulated minimum information required by the standard have to be available in the sales and goods out document. Sales and goods out documents seen are as follows:</p> <ul style="list-style-type: none"> • Contract No. 2020/LTC-CPO/AM-BT/06 dated 14 Mei 2020; Seller PT. Agro Muko, Gedung Forum Nine Lt.10, Jl Imam Bonjol No.9, 20112 – Medan, Indonesia; Buyer: PT. Wira Inno Mas; Address: Spring Tower 03-34, Jl. KL Yos Sudarso Tanjung Mulia, Medan 20241; Product CPO; volume: 499.769 MT; module RSPO SG; handover location AMTT Teluk Bayur, Padang. • Contract No. 2020/LTC-CPO/AM-BT/07 dated 2 Jun 2020; Seller PT. Agro Muko, Gedung Forum Nine Lt.10, Jl Imam Bonjol No.9, 20112 – Medan, Indonesia; Buyer: PT. Wira Inno Mas; Address: Spring Tower 03-34, Jl. KL Yos Sudarso Tanjung Mulia, Medan 20241; Product CPO; volume: 2,500 MT; module RSPO SG; handover location AMTT Teluk Bayur, Padang. 	<p>Complied</p>

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	<p>f) A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations);</p> <p>g) The quantity of the products delivered;</p> <p>h) Any related transport documentation;</p> <p>i) A unique identification number.</p>	<ul style="list-style-type: none"> • Statement of Delivery dated 9 September 2020; shipper is PT Agro Muko; Description goods is CPO/RSPO SG; shore tank No. T-6 Ex BT POM; name of buyer is PT Wira Inno Mas (PT WIM – Padang); loading system is tank to tank; tank destination is Factory PT WIM (T-8); sources of goods is PT Agro Muko Tank Terminal; commenced loading on 08/09/2020 at 18.00 hrs; completed loading on 09/09/2020 at 07.48 hrs; B/L quantity is 2,499,985 kgs; contract No. 2020/LTC-CPO/AM-BT/08 dated 14/07/2020 (RSPO SG). • “Berita Acara Penyerahan CPO” (minutes of CPO transfer handover); dated 09/09/2020 based on Contract No. 2020/LTC-CPO/AM-BT/08 dated 14/07/2020. Whereby PT. Agro Muko assigned Agro Muko Tank Terminal to transfer: product CPO; volume: 2,499,985 kgs; module RSPO SG; seller: PT. Agro Muko Bunga Tanjung; buyer PT. Wira Inno Mas; from tank T-6 (PT AMTT) to tank T-8 (PT WIM – Factory Padang); volume recorded shore tank 2,499,985 kgs; signed by both parties. • PalmTrace Shipping Announcement: TR-cc002927-07a0; date 10/09/2020; seller PT. Agro Muko-Bunga Tanjung POM; member ID RSPO_PO1000001279; buyer PT. Wira Inno Mas; member ID RSPO_PO1000006779; product CSPO; program Segregation; volume 2,499.99 MT; last update 14/09/2020. <p>The information completely available in the documents:</p> <ul style="list-style-type: none"> • The name and address of the buyer: PT. Wira Inno Mas; Address: Spring Tower 03-34, Jl. KL Yos Sudarso Tanjung Mulia, Medan 20241; • The name and address of the seller: PT. Agro Muko, Gedung Forum Nine It.10, Jl Imam Bonjol No.9, 20112 – Medan, Indonesia; • The loading or shipment/ delivery date: 9 September 2020 from PT AMTT to PT. Wira Inno Mas; • The date on which the documents were issued: 9 September 2020 from PT AMTT to PT. Wira Inno Mas; 	
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		<ul style="list-style-type: none"> • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations): Crude Palm Oil – RSPO SG; • The quantity of the products delivered; 2,499,985 MT on - Statement of Delivery and “Berita Acara Penyerahan CPO”; • Any related transport documentation: Contract No. 2020/LTC-CPO/AM-BT/08 dated 14/07/2020; • Supply chain certificate number of the seller; RSPO Certificate No. RSPO 646338 on “Berita Acara Penyerahan CPO”; • A unique identification number: No. 2020/LTC-CPO/AM-BT/08 on contract. <p>Informations are complete and presented in several document, e.g. Despatch Slip, Receiving Slip, Shipping Instruction, Contract and “Berita Acara Penyerahan CPO” and Statement of Delivery.</p>	
3.8.9	<p>Outsourcing Activities</p> <p>i) The mill shall not outsource its milling activities. In cases where he mill outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the mill holding the certificate shall ensure that the independent third party complies with relevant requirements of this RSPO Supply Chain Certification.</p> <p>ii) The mill shall ensure the following:</p> <ol style="list-style-type: none"> a) The mill has legal ownership of all input material to be included in outsourced processes b) The mill has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the mill to ensure that 	<p>Bunga Tanjung POM does not outsourced milling activities, the mill only outsourced transport of CSPO. Whilst Palm Kernel are sold at the mill, therefore transport activity are instructed by the buyer.</p> <p>During transport, legal ownership of CSPO are under PT Agro Muko. This evident by sales contract that between PT Agro Muko and the buyer.</p> <p>The transport for RSPO certified sustainable CPO delivery were carried out by several contractors. These contractors were appointed, contracted and instructed by PT. Agro Muko. The transport contractors are:</p> <ul style="list-style-type: none"> • PT Usaha Jaya Express, address Jalan Olo Ladang No. 3 – Padang, contact name Mr. Freddy Johan/Ibu Siska, contact number 08535596****. • PT Genta Perdana Diandra, address Gang Sehati No.54A RT.003 RW.002 Lubuk Begalung Nan XX – Padang, contact name Mr. Suhardiman, SE./Ibu Wiwik, contact number 08137427****. 	Complied

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	<p>certification body (CB) has access to the outsourcing contractor or operation if an audit is deemed necessary.</p> <p>c) The mill has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p> <p>d) The mill shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and all information, when this is announced in advance.</p>	<ul style="list-style-type: none"> PT Bersama Sejahtera Mandiri, address Komplek Pertokoan Sakura – Jl. Raya By Pass KM.6 Padang, contact name Mr. H. Sengaja Budi Syukur, SH./Ibu Sri, contact number 08137283****. PT Mutia Mulia, address Jl. Raya Bypass KM.6 Simpang Arai Pinang - Padang, contact name Mr. Novi Andres/Mrs. Fitri, contact number 08137433****. <p>All contractors have signed Statement Letter dated 22 November 2018, that they all ready to comply with RSPO Supply Chain Standard and ready to be audited by CB if it deemed necessary. The Statement letter completed with compliance checklist against RSPO Supply Chain Standard.</p>																					
<p>3.8.10</p>	<p>The mill shall record the names and contact details of all contractors used for the physical handling of RSPO certified oil palm products.</p>	<p>CPO Transporter of PT. Agro Muko:</p> <table border="1" data-bbox="958 823 1921 1329"> <thead> <tr> <th>Contractor</th> <th>Contact Person</th> <th>Telephone</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>PT. Usaha Jaya Express</td> <td>Ibu Siska</td> <td>08535596* ***</td> <td>Jl. Olo Ladang No.3 Padang</td> </tr> <tr> <td>PT. Genta Perdana Diandra</td> <td>Ibu Wiwik</td> <td>08137427* ***</td> <td>Jl. Raya Lubuk Begalung, Gang Sehati 54A, Lubuk Begalung, Padang, Sumatera Barat</td> </tr> <tr> <td>PT. Bersama Sejahtera Mandiri</td> <td>Ibu Sri</td> <td>08137283* ***</td> <td>Kompleks Pertokoan Sakura Jaya Jalan Raya Bypass KM.6, Padang</td> </tr> <tr> <td>PT. Mutia Mulia</td> <td>Ibu Fitri</td> <td>08526317* ***</td> <td>Jalan Raya Bypass, Arai Pinang KM.6, Batung Taba, Lubuk Begalung, Kota Padang 25223</td> </tr> </tbody> </table>	Contractor	Contact Person	Telephone	Address	PT. Usaha Jaya Express	Ibu Siska	08535596* ***	Jl. Olo Ladang No.3 Padang	PT. Genta Perdana Diandra	Ibu Wiwik	08137427* ***	Jl. Raya Lubuk Begalung, Gang Sehati 54A, Lubuk Begalung, Padang, Sumatera Barat	PT. Bersama Sejahtera Mandiri	Ibu Sri	08137283* ***	Kompleks Pertokoan Sakura Jaya Jalan Raya Bypass KM.6, Padang	PT. Mutia Mulia	Ibu Fitri	08526317* ***	Jalan Raya Bypass, Arai Pinang KM.6, Batung Taba, Lubuk Begalung, Kota Padang 25223	<p>Complied</p>
Contractor	Contact Person	Telephone	Address																				
PT. Usaha Jaya Express	Ibu Siska	08535596* ***	Jl. Olo Ladang No.3 Padang																				
PT. Genta Perdana Diandra	Ibu Wiwik	08137427* ***	Jl. Raya Lubuk Begalung, Gang Sehati 54A, Lubuk Begalung, Padang, Sumatera Barat																				
PT. Bersama Sejahtera Mandiri	Ibu Sri	08137283* ***	Kompleks Pertokoan Sakura Jaya Jalan Raya Bypass KM.6, Padang																				
PT. Mutia Mulia	Ibu Fitri	08526317* ***	Jalan Raya Bypass, Arai Pinang KM.6, Batung Taba, Lubuk Begalung, Kota Padang 25223																				

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3.8.11	The mill shall inform its CB in advance prior to conduct of its next audit of the names and contact details of any new contractor used for the physical handling of RSPO certified oil palm products.	Based on communication from the certification unit through Pre-Audit Information Checklist, there is no addition of new contractor used by PT Agro Muko.	Complied												
3.8.12	<p>Record keeping</p> <p>i) The mill shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of this RSPO Supply Chain Certification Standard requirements.</p> <p>ii) Retention times for all records and reports shall be a minimum of two (2) years and shall comply with relevant legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.</p> <p>iii) For Identity Preserved Module, the mill shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis.</p> <p>iv) For Mass Balance Module, the mill:</p> <p>a) Shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and / or three-monthly basis.</p> <p>b) All volumes of certified CPO and PK that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.</p> <p>c) The mill can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months.</p>	<p>Bunga Tanjung POM has implemented RSPO Supply Chain Certification Standard based on procedure SOP Supply Chain and Traceability of Palm Products (MKT-03-06/04-03-2019/Rev.0) dated 18 March 2019. The procedure explains all aspects of supply chain and traceability scope in PT Agro Muko:</p> <ul style="list-style-type: none"> • FFB harvesting, harvest recording and delivery to Palm Oil Mill; • FFB receiving and processing in Palm Oil Mill, CPO and PK production and reporting; CPO and PK dispatch from Palm Oil Mill and receiving in storage tank for export; • Shipping instruction and preparation; • CPO and PK stock balancing post-shipping. <p>The procedure of Supply Chain and Traceability stipulates that "Storage and control of recordings related to production process in the mill are kept a shelf life of at least 5 (five) years or determined by Operation Unit. Records can be stored in the hardcopy and/or softcopy".</p> <p>PT Agro Muko – Bunga Tanjung POM can provide record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis.</p> <table border="1" data-bbox="965 1209 1883 1398"> <thead> <tr> <th>Month</th> <th>FFB received (MT)</th> <th>CPO production (MT)</th> <th>PK production (MT)</th> </tr> </thead> <tbody> <tr> <td>Nov 2019</td> <td>11,631.26</td> <td>2,825</td> <td>632</td> </tr> <tr> <td>Dec 2019</td> <td>10,585.05</td> <td>2,492</td> <td>555</td> </tr> </tbody> </table>	Month	FFB received (MT)	CPO production (MT)	PK production (MT)	Nov 2019	11,631.26	2,825	632	Dec 2019	10,585.05	2,492	555	Complied
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	<p>However, a mill is allowed to sell short (i.e. product can be sold before it is in stock).</p>	<table border="1"> <tr> <td>Jan 2020</td> <td>10,975.38</td> <td>2,511</td> <td>524</td> </tr> <tr> <td>Feb 2020</td> <td>11,135.67</td> <td>2,661</td> <td>539</td> </tr> <tr> <td>Mar 2020</td> <td>11,302.95</td> <td>2,635</td> <td>557</td> </tr> <tr> <td>Apr 2020</td> <td>11,218.19</td> <td>2,567</td> <td>572</td> </tr> <tr> <td>May 2020</td> <td>10,568.11</td> <td>2,402</td> <td>546</td> </tr> <tr> <td>Jun 2020</td> <td>12,258.56</td> <td>2,735</td> <td>650</td> </tr> <tr> <td>Jul 2020</td> <td>11,315.33</td> <td>2,526</td> <td>594</td> </tr> <tr> <td>Aug 2020</td> <td>11,362.39</td> <td>2,469</td> <td>581</td> </tr> <tr> <td>Sep 2020</td> <td>11,425.50</td> <td>2,511</td> <td>597</td> </tr> <tr> <td>Oct 2020</td> <td>11,147.15</td> <td>2,397</td> <td>556</td> </tr> <tr> <td>Total</td> <td>134,925.54</td> <td>30,733</td> <td>6,903</td> </tr> </table>	Jan 2020	10,975.38	2,511	524	Feb 2020	11,135.67	2,661	539	Mar 2020	11,302.95	2,635	557	Apr 2020	11,218.19	2,567	572	May 2020	10,568.11	2,402	546	Jun 2020	12,258.56	2,735	650	Jul 2020	11,315.33	2,526	594	Aug 2020	11,362.39	2,469	581	Sep 2020	11,425.50	2,511	597	Oct 2020	11,147.15	2,397	556	Total	134,925.54	30,733	6,903	
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3.8.13	<p>Extraction Rate The oil extraction rate (OER) and the kernel extraction rate(KER) shall be applied to provide a reliable estimate of the amount of certified CPO and PK from the associated inputs. Mill shall determine and set their own extraction rates based upon past experience, documented and applied it consistently.</p>	<p>Extraction rates are applied to provide reliable estimation of CPO and PK produced. For year 2020, the budget for conversion from FFB into CPO is 23.00%, whilst from FFB to PK is 5.10%. Based on Mill monthly production records for period of Nov 2019 – Oct 2020 For actual 2020 (data year todate September 2020), actual conversion ratios from FFB into CPO is 22.72%, whilst from FFB to PK is 5.09%.</p>	Complied																																												

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3.8.14	Extraction rates shall be updated periodically to ensure accuracy against actual performance or industry average if appropriate.	The actual conversion rates in form of Oil Extraction Rates (OER) and Kernel Extraction Rates (KER) is monitored on daily basis through sounding result and documented in Daily Production Report, then recapitulated in Mill monthly production records, as seen for period of Nov 2019 – Oct 2020.	Complied
3.8.15	<p>Processing</p> <p>For Identity Preserved Module, the mill shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non-certified oil palm products, including during transport and storage to strive for 100% separation.</p>	<p>PT. Agro Muko – Bunga Tanjung POM does not receive any non-certified FFB. Therefore, no non-certified FFB entering the process, no non-certified CPO and PK being produced, no non-certified product being dispatched. Storage tank for CPO dedicated only for certified palm oil. Silo for PK used to store certified product.</p> <p>Agro Muko Tank Terminal (AMTT) has three dedicated tanks to received CPO from Mukomuko and Bunga Tanjung POM. Currently Tank uses for RSPO certified CPO are Tank No.3, No.7 and No.8 (capacity 3,000 MT each). To prevent contamination with other CPO, AMTT has a designated piping system to pump the CPO from Agro Muko to the tanks. Receiving station using dedicated pipe number 3, 4 and 5 for CSPO IP, whilst pipe number 1 and 2 are for another source CPO.</p> <p>The certification unit is able to reach 100% segregated material through ensuring that certified material will always be segregated from non-certified material including during transport and storage.</p>	Complied
3.8.16	<p>Registration of Transactions</p> <p>i) Shipping Announcement in the RSPO IT platform shall be carried out by the mills when RSPO certified products are sold as certified to refineries, crushers, and traders not more than three months after dispatch with the dispatch date being the Bill of Lading or the dispatch documentation date.</p> <p>ii) Remove: RSPO certified volumes sold under different scheme or as conventional, or in case of underproduction, loss or damage shall be removed in the RSPO IT platform.</p>	<p>As a Palm Oil Mill which takes legal ownership and physically handled RSPO certified sustainable oil palm product, PT Agro Muko – Bunga Tanjung POM has made Shipping Announcement for certified CSPO and CSPK sold, for example:</p> <ul style="list-style-type: none"> Shipping Announcement, with transaction ID No. TR-2e65d9c3-1531 for 499.77 MT CSPO SG; from PT Agro Muko – Bunga Tanjung POM (RSPO_PO1000001279) as Seller to buyer PT Wira Inno Mas (RSPO_PO1000006779); Seller Contract No. 2020/LTC-CPO/AM-BT/06; Status: Announced on 22/06/2020. Shipping Announcement, with transaction ID No. TR-046805dc-f0db for 2,499.93 MT CSPO SG; from PT Agro Muko – Bunga Tanjung POM (RSPO_PO1000001279) as Seller to buyer PT Wira Inno Mas (RSPO_PO1000006779); Seller Contract No. 2020/LTC-CPO/AM-BT/07; Status: Announced on 13/07/2020. 	Complied

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		<ul style="list-style-type: none"> Shipping Announcement, with transaction ID No. TR-1cab1303-dc08 for 300 MT CSPK IP; from PT Agro Muko – Bunga Tanjung POM (RSPO_PO1000001279) as Seller to buyer PT Usaha Inti Padang (RSPO_PO1000002323); Seller Contract No. 2020/BT-PK/04; Status: Announced on 09/04/2020. <p>PT Agro Muko – Bunga Tanjung POM has done “remove” in PalmTrace for certified product sold as other scheme, conventional, or in case of underproduction, loss or damage, for examples:</p> <ul style="list-style-type: none"> Stock Transaction ID: ST-TR-3f3a0581-ae13; dated 26/03/2020; Product CSPO; Supply Chain Model IP; Transaction Type: Remove from certified stock; Transaction Volume: 1.87 MT. Stock Transaction ID: ST-TR-f6a1e587-2036; dated 09/04/2020; Product CSPO; Supply Chain Model IP; Transaction Type: Remove from certified stock; Transaction Volume: 2.64 MT. Stock Transaction ID: ST-TR-c1e2a4e9-465b; dated 24/02/2020; Product CSPK; Supply Chain Model IP; Transaction Type: Remove from certified stock; Transaction Volume: 278.07 MT. Stock Transaction ID: ST-TR-4e83c822-20ee; dated 26/03/2020; Product CSPK; Supply Chain Model IP; Transaction Type: Remove from certified stock; Transaction Volume: 21.93 MT. 	
3.8.17	<p>Claims</p> <p>The mill shall only make claims regarding the production of RSPO certified oil that are in compliance with the RSPO Rules on Market Communications and Claims.</p>	<p>The procedure for claims is stated in SOP Supply Chain and Traceability of Palm Products (MKT-03-06/04-03-2019/Rev.0) dated 18 March 2019. PT Agro Muko – Bungo Tanjung POM delivered RSPO certified CPO and PK in bulk, the Mill has made no claim regarding the use of or support of RSPO certified oil palm products, e.g. in company letter head, business card or email template. Description of RSPO certified product only made in shipping documentation, e.g. Sales Contract, Delivery Order and Weighbridge Card.</p>	Complied
<p>General corporate communications</p>			

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4.1	A corporate communication is one made by any RSPO member that highlights its membership of the RSPO and/or its commitment to the principles of the RSPO. Corporate communication is an 'off-product' claim.	The communication in https://www.sipecf.com/ states that all products are 100% traceable to the source and 100% compliant with all criteria for processing RSPO certified oil palm products in the Group.	Complied
4.2	<p>In corporate communications a member is allowed to:</p> <ul style="list-style-type: none"> • Display its RSPO membership status • Display the RSPO web address (www.rspo.org) • State that the member supports the work of the RSPO • State the member's history with regard to the RSPO. • Use the RSPO trademark to promote its membership of the RSPO. <p>Additionally, where an RSPO member displays the RSPO trademark in digital format this must be accompanied by the text 'Check our progress at www.rspo.org' where the link must lead to the member's profile page.</p>	<p>The communication in https://www.sipecf.com/ does not do that.</p> <p>There is clear that no statement may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.</p>	Complied
4.3	In corporate communications RSPO members must not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	The communication in https://www.sipecf.com/ is consistent, clear and not mislead consumers or other stakeholders as to the certified content of oil palm products in the SIPEF's own products..	Complied
4.4	Members must ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member's own products.	There is no RSPO corporate logo has been used in the website, official documents or official letterhead template.	Complied
4.5	Members are not allowed to use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document. This is for the sole use of the RSPO secretariat.	The communication in https://www.sipecf.com/ states that all products are 100% traceable to the source and 100% compliant with all criteria for processing RSPO certified oil palm products in the Group.	Complied

Business to business communications			
5.1	Business to Business communication relates to RSPO members in the supply chain selling to and/or communicating with other organizations in the supply chain about the use of certified sustainable oil palm products.	The only business to business communication is through the delivery documents. However, the communication is mainly of the RSPO certificate number and product description. There is no trademark used.	Complied
5.2	When confirming the sale of certified oil palm products, members must adhere to the requirements of the RSPO SCCS. This includes stating the supply chain model and certificate number under which the claim is being made.	The only business to business communication is through the delivery documents. However, the communication is mainly of the RSPO certificate number and product description. There is no trademark used.	Complied
5.3	Where a distributor or wholesaler takes title to products containing certified sustainable oil palm products, the requirements of the RSPO SCCS can follow either of two options: a) If the distributor or wholesaler holds only a Distributor license, it may only communicate RSPO-certified oil palm products by linking the product to the manufacturer using the manufacturer's SCCS certificate number. This covers both brand and own brand products. However, in the case of own brand products it is essential that customers are aware that the product has been made on behalf of the distributor or wholesaler, with specific evidence either through on-pack claims or documentation. b) If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2.	PT Agro Muko – Bunga Tanjung POM is not a distributor or wholesaler. Not Applicable.	Not Applicable
5.4	A certified member can provide information to its customers detailing the presence of certified palm oil contained within a product even if it is not eligible for a	PT. Agro Muko – Bunga Tanjung POM is a Palm Oil Mill that process FFB into CPO and PK. The site sold its product in bulk, no product label attached.	Not Applicable

	<p>product-specific under RSPO rules. The end product must not be labelled as certified or sold in such a way that implies RSPO certification.</p> <p>For example, a retailer or food service company may require a breakdown of all palm based ingredients within an end product and the certified status of each. This information may be provided by a certified RSPO member without constituting a product-specific claim.</p>	Not applicable.	
Business to consumer communication			
6.1	Only RSPO members that have supply chain certification are allowed to make business to consumer claims about the certified sustainable oil palm products contained within product(s), which are known as 'product-specific' claims. Product-specific claims are voluntary.	There is no business to consumer communication as this is an upstream activity certification.	Not Applicable
6.2	Only RSPO members who have supply chain certification are authorised to use the RSPO trademark and/or RSPO label, with the exception of RSPO Credits and of retailers in accordance with 6.8 below.	There is no business to consumer communication as this is an upstream activity certification.	Not Applicable
6.3	When on-pack claims on RSPO-certified sustainable oil palm products are used, the RSPO trademark and associated identification number must be present.	There is no business to consumer communication as this is an upstream activity certification.	Not Applicable
6.4	Business to consumer communication shall not include information about the claimant's RSPO membership status.	There is no business to consumer communication as this is an upstream activity certification.	Not Applicable
6.5	Members shall not communicate to consumers' information about their suppliers' RSPO membership status.	There is no business to consumer communication as this is an upstream activity certification.	Not Applicable

6.6	Use of the RSPO trademark is restricted to claims about RSPO-certified sustainable palm oil products and it is not authorised for use in relation to any other ingredient.	There is no business to consumer communication as this is an upstream activity certification.	Not Applicable
6.7	Use of any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products is an unauthorised product-specific claim.	There is no business to consumer communication as this is an upstream activity certification.	Not Applicable
6.8	RSPO members who are retailers or food service companies can apply for an RSPO trademark license for use in business to consumer communications, provided they can demonstrate the validity of these claims to an RSPO-accredited certification body (CB). This will be undertaken via a remote audit, prior to the trademark use, during which the retailer or food service company will need to demonstrate that the use of the trademark is in compliance with the rules contained within this document and that the claim itself can be supported through a certified supply chain. Any other palm oil claims, including those highlighting the absence of palm oil, must be highlighted to the CB during the audit to ensure that all claims comply with the requirements of these rules. The CB will confirm the outcome of these audits, to be conducted annually, to RSPO who may continue to grant a trademark license or withdraw permission based upon the audit findings. This is in keeping with the rules applying to RSPO supply chain certified members. The guidance document for audits is available on www.rspo.org .	There is no business to consumer communication as this is an upstream activity certification.	Not Applicable

MODULE A – IDENTITY PRESERVED & SEGREGATED SPECIFIC RULES

Certified oil palm content (IP)

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	For IP, 95% or above of the oil palm content must be RSPO IP-certified.	PT Agro Muko – Bunga Tanjung Palm Oil Mill (POM) physically process RSPO Certified FFB into Certified Sustainable Palm Oil (CSPO) and Palm Kernel (CSPK). Bunga Tanjung POM does not process non-certified FFB, therefore all product are 100% RSPO IP certified.	Complied
	For SG, 95% or above of the oil palm content must be SG, or a combination of SG and IP.	PT Agro Muko stating RSPO SG in the sales document. The RSPO SG notation adhere to the requirements of RSPO SCCS. PT Agro Muko – Bunga Tanjung POM is certified against RSPO P&C and comply to the RSPO SCCS Module Identity Preserved. Whenever PT Agro Muko made an SG claims, it was combination of IP from Bunga Tanjung POM. All of the palm oil mills managed to demonstrate integrity of supply chain against the identity preserved module. During sales of CSPO and CSPK, PT Agro Muko made clear the product is Segregated. Because at the point of shipping, all identity preserved oil palm product have been mixed between Certificate Holder’s palm oil mills.	Complied
	Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the volume of non-certified oil palm products must be covered by the purchase of RSPO Credits of equivalent volume.	PT Agro Muko managed to demonstrated that the traceability is intact throughout the supply chain. There is no percentage of non-certified oil palm contaminating/ commingling with the certified product.	Complied
Labelling and trademark (IP)			
	Members are allowed to use the RSPO label in one of the following ways: <ul style="list-style-type: none"> • RSPO trademark which includes the tag ‘CERTIFIED’ or • RSPO trademark which includes the tag ‘This product contains certified sustainable palm oil’. Wherever a RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the ‘statement’. Font must be Calibri, font size must be at least 4pt (1.4 mm or 0.06 	PT. Agro Muko – Bunga Tanjung POM is a Palm Oil Mill that process FFB into CPO and PK. The site sold its product in bulk, no product label attached. Not applicable.	Not Applicable

	<p>inch). In on-pack communications, the RSPO trademark can be printed anywhere on the pack.</p>		
Messaging (IP)			
	<p>Messaging ALLOWED in storytelling in product-related communications may include some or all of the following elements:</p> <ul style="list-style-type: none"> • The oil palm products contained in this product have been certified to come from RSPO sources. www.rspo.org • By choosing this product, you are sure it contains RSPO-certified palm oil. For more information: www.rspo.org • RSPO-certified sustainable oil palm products were kept apart from other oil palm products throughout the supply chain. www.rspo.org • Certified sustainable oil palm products can be traced back to RSPO-certified mills and plantations. www.rspo.org • The entire supply chain is monitored by independent, RSPO-accredited auditors. www.rspo.org • RSPO-certified sustainable palm oil has been produced to stringent environmental and social criteria. www.rspo.org • References to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown by company records. 	<p>Up to this moment, PT Agro Muko – Bunga Tanjung POM has not use any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products. The site sold its product in bulk, no product label attached.</p> <p>Not applicable.</p>	<p>Not Applicable</p>
<p>Principle 4: Respect community and human rights and deliver benefit Respect community rights, provide equal opportunities, maximise benefits from engagement and ensure remediation where needed.</p>			

Criteria 4.1: The unit of certification respects human rights, which includes respecting the rights of Human Rights Defenders.			
4.1.1	(C) A policy to respect human rights, including prohibiting retaliation against Human Rights Defenders (HRD), is documented and communicated to all levels of the workforce, operations, supply chain and local communities and prohibits intimidation and harassment by the unit of certification and contracted services, including contracted security forces.	<p>PT Agro Muko – Bunga Tanjung POM has policies related to Human Rights as outlined in Policy No. QMM-40-01-P02 (Human Right Policy) dated 27 March 2019 which stated the company recognizes that Human Rights are universal and apply to all, without any form of distinction. The company supports the implementation of the international of Human Rights, and of the ILO Declaration on Fundamental Principles and Rights at work, as they are transcribed into the laws and regulations of the Republic of Indonesia.</p> <p>Based on document verification, it shows that Management has disseminate Human Rights policies through:</p> <ul style="list-style-type: none"> • Post the policy on the bulletin board in each estate/mill office. • Conducting direct dissemination to workers, especially to security contractors (SSI). 	Complied
4.1.2	The unit of certification does not instigate violence or use any form of harassment, including the use of mercenaries and paramilitaries in their operations.	Based on interview by phone with sample of stakeholders contacted (including workers), violence or any harassment are not proven within Unit of Certification.	Complied
Criteria 4.2: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.			
4.2.1	(C) The mutually agreed system, open to all affected parties, resolves disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants, HRD, community spokespersons and whistleblowers, where requested, without risk of reprisal or intimidation and follows the RSPO policy on respect for HRD.	<p>Unit of Certification already has a mechanism for resolving disputes consisting of:</p> <p>a. Land dispute refers to the mechanism of land dispute resolution as stipulated in "Land and Planting Compensation inside Location Permit of the Company" No. LCA-01-01/01-02-2018/Rev.0, dated 18 February 2018, it shows that the company has provided effective resolution of land dispute resolution as follows:</p> <ul style="list-style-type: none"> - The company disseminates company location permits/HGU to the public. - If there is a claim from the community, the company will accept the claim if accompanied by proof of land ownership. 	Complied

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		<ul style="list-style-type: none"> - Verification of the land status, if proof of land ownership is acceptable, a field survey and land measurement will be carried out. - Field surveys and land measurements involve companies, claimants and government representatives. - Based on land observations and measurements, a Minutes of Land Measurement is made, covers area wide and coordinates of the land claimed and signed by the parties. - Final verification based on measurement results and maps to ensure that the land does not overlap with the other ownership/rights/claims. - If the final verification results show that the land being acquired does not overlap with other ownership/rights/claims, the company will negotiate prices for compensation. - If a compensation price agreed, the company will pay the compensation to the land owner. <p>b. Resolution of Internal Complaint refers to the Internal Grievance mechanism (HRD-04-01/01-04-2019/Rev.1) dated 5 April 2019.</p> <p>c. Resolving external complaints refers to the External Grievance mechanism (HRD-04-02/19-02-2019/Rev.0) dated 19 February 2019.</p> <p>d. Whistleblowing policy refers to company policy No. QMM-40-01-P16 (Whistleblowing Policy) dated 14 January 2019.</p> <p>All SOPs and Company Policies are available in two languages, English and Indonesian, which can be understood by the parties.</p>	
4.2.2	Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties.	<p>All SOPs and Company Policies are available in two languages, English and Indonesian, which can be understood by the parties.</p> <p>Company have disseminated the policy related to quality; human rights; equal work opportunity policy; occupational health and safety policy; environmental policy; anti-corruption policy; supplier integrity policy; child worker policy; forced labour policy and</p>	Complied

		<p>trafficked labor policy; sexual harassment policy; grievance handling policy; freedom of association policy; free of smoking policy; free of drug and alcohol policy; whistleblowing policy; IT security policy; use of IT hardware and computer use policy; code of ethical conduct policy; training policy; IT server room policy; general access control procedures – method by reading them.</p> <ul style="list-style-type: none"> • Being disseminated to PT. Usaha Jaya Express on 1 November 2019; • Being disseminated to PT. Mutia Mulia on 31 October 2019; • Being disseminated to PT. Genta Perdana Diandra on 31 October 2019; • Being disseminated to PT. Bersama Sejahtera Mandiri on 30 October 2019; 	
4.2.3	<p>The unit of certification keeps parties to a grievance informed of its progress, including against agreed timeframe and the outcome is available and communicated to relevant stakeholders.</p>	<p>The company already has a mechanism for resolving disputes consisting of:</p> <ul style="list-style-type: none"> • Land dispute refers to the mechanism of land dispute resolution as stipulated in "Land and Planting Compensation inside Location Permit of the Company" No. LCA-01-01/01-02-2018/Rev.0, dated 18 February 2018, it shows that the company has provided effective resolution of land dispute resolution as follows: <ul style="list-style-type: none"> - The company disseminates company location permits/HGU to the public. - If there is a claim from the community, the company will accept the claim if accompanied by proof of land ownership. - Verification of the land status, if proof of land ownership is acceptable, a field survey and land measurement will be carried out. - Field surveys and land measurements involve companies, claimants and government representatives. - Based on land observations and measurements, a Minutes of Land Measurement is made, covers area wide and coordinates of the land claimed and signed by the parties. - Final verification based on measurement results and maps to ensure that the land does not overlap with the other ownership/rights/claims. 	Complied

		<ul style="list-style-type: none"> - If the final verification results show that the land being acquired does not overlap with other ownership/rights/claims, the company will negotiate prices for compensation. - If a compensation price agreed, the company will pay the compensation to the land owner. • Resolution of Internal Complaint refers to the Internal Grievance mechanism (HRD-04-01/01-04-2019/Rev.1) dated 5 April 2019. • Resolving external complaints refers to the External Grievance mechanism (HRD-04-02/19-02-2019/Rev.0) dated 19 February 2019. • Whistleblowing policy refers to company policy No. QMM-40-01-P16 (Whistleblowing Policy) dated 14 January 2019. <p>Based on document verification, it shows that the Management has disseminate the mechanism of land dispute resolution, Internal Grievance, External Grievance and Whistleblowing Policy mechanisms through:</p> <p>Post the policy on the bulletin board in each estate/mill office. Conducting direct dissemination to workers, especially to security contractors (SSI),</p>	
4.2.4	<p>The conflict resolution mechanism includes the option of access to independent legal and technical advice, the ability for complainants to choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator.</p>	<p>At the moment the company does not made any compensation process to the surrounding community. All of the land used by Bunga Tanjung POM & Supply Base is free land controlled by the state, however, some of them have been cultivated in form of plantations and agriculture. Based on the document verification, it shows that the records of the completion of the arable land compensation are well documented by the Legal department, where each document has been completed with maps of joint measurements results, for example;</p> <ol style="list-style-type: none"> 1. GRTT document (Compensation for Growing Crops) that was carried out in 2013 has been implemented to Mr. Amin S. who owns an area of 1.14 Ha and Mr. Zakaria who has a land area of 1.36 Ha, both of whom are residents of Air Merah Village. The Document includes a Certificate of Land Ownership that is known by the Village 	Complied

		<p>Head and Sub-District Head; a Land Compensation Statement made by both parties and witnessed by each parties and known by the Head of the Village and Sub-District Head; Letter of release made by both parties, known by the Head of Air Merah Village and Sub-District Head Malin Deman; Map of measurement results with a scale of 1:2500 known by the Head of Air Merah Village. The process of compensation negotiation is outlined in the Land Acquisition Compensation Certificate including the agreed compensation value. Payment to the recipient is carried out through "Bank Bengkulu", Ipuh Sub-Branch on 15 July 2013 with No. A/C; 501-01.07.00030-6 worth Rp. 37,620,000, - for Mr. Amin S. and worth Rp. 44,880,000 for Mr. Zakaria. The document also comes with photos of the compensation handover process.</p> <ol style="list-style-type: none"> 2. Document of land compensation process that carried out in 2016 was documented in GRTT Document (Compensation for Growing Crops) No.30, carried out to Mr. Ali Mikir with an area of 2.51 Ha, villagers of Talang Baru village. The Document includes Certificate of Compensation for Land Claims made by both parties witnessed by each party, Village Head and Sub-District Head on 11 February 2016; Letter of Realease on Arable Land made by both parties on 11 February 2016, known by Talang Baru Village Head and Malin Deman Sub-District Head; Map of measurement results with a scale of 1: 1,500 known by the Village Head of Talang Baru, 27 January 2016. The Negotiation Process of compensation is outlined in the Land Compensation Certificate including the agreed compensation value, on 11 February 2016. Payments to the recipient was carried out through "Bank Bengkulu", Ipuh Sub-Branch on 11 February 2016, valued at Rp.107,930,000 for Mr. Ali Mikir. The document also comes with photos of the compensationhandover. 3. Document of the GRTT (Compensation for Growing Crops) No.15 to Mr. Edi Mansur, a resident of Talang Baru village, with an area of 0.65 Ha. The Document includes Certificate of Compensation for Land Claims made by both parties witnessed by each party, Village Head and Sub-District Head on 11 February 2016; Letter of Release on Arable Land made by both parties on 11 February 2016, known by Talang Baru Village Head and Malin Deman Sub-District Head; Map of measurement results together with a scale of 1: 1,500 known by the Village Head 	
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		<p>of Talang Baru, 26 January 2016. The Negotiation Process for compensation is outlined in the Land Compensation Certificate including the agreed compensation value, on 11 February 2016. Payment to the recipient was carried out through "Bank Bengkulu", Ipuh Sub-Branch on 11 February 2016 worth Rp.27,950,000 for Mr. Edi Mansur. The document also comes with photos of the compensation handover.</p> <p>Based on interviews with local community leaders, they stated that they had received growth compensation payments carried out by management before carrying out oil palm development.</p>	
<p>Criteria 4.3: The unit of certification contributes to local sustainable development as agreed by local communities.</p>			
<p>4.3.1</p>	<p>Contributions to community development that are based on the results of consultation with local community are demonstrated.</p>	<p>There is a program to improve the quality of life and beneficial environment, both for Plantation Companies or local and general communities as stipulated in the Community Development and Corporate Social Responsibility program of each Estate, for example "Community Development and Corporate Social Responsibility Program" Bunga Tanjung Estate 2020 consists of 9 types of activities, namely:</p> <ol style="list-style-type: none"> 1. Education 2. Health 3. Infrastructure; Repair of public facility buildings, repair of village trenches, construction of public toilets in schools, renovation of worship facilities 4. Agriculture 5. Micro and Small Enterprises 6. Sports; Maintenance of sports facilities, provision of facilities by the surrounding village sports facilities 7. Art 8. Religious; Religious assistance, breaking the fast and Ramadan gifts 9. Socio-economic 	<p>Complied</p>

		Due to Covid-19 pandemic, some program was postponed or cancelled.	
Criteria 4.4: Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.			
4.4.1	(C) Documents showing legal ownership or lease, or authorised use of customary land authorised by customary landowners through a Free, Prior and Informed (FPIC) process. Documents related to the history of land tenure and the actual legal or customary use of the land are available.	<p>FPIC process already stated within Procedure of New Development Area (ESD-02-01/11-03-2019/Rev.1).</p> <p>Based on information collected during stakeholder consultation with statutory body and local communities, there is no land compensation made it since 2018.</p> <p>While, unit of certification within scope of Bunga Tanjung POM are still have and valid for documents that showing legal ownership for the Own Estates.</p> <p><u>HGU Holder:</u></p> <p>Air Buluh Estate: Certificate No. 21, based on SK BPN No. 7/HGU/990, dated 3 May 1990. Validity period: 31 December 2020. Hectarage: 2,500 Ha.</p> <p>Air Bikuk Estate: Certificate No. 45, based on SK BPN No. 4/HGU/BPN/94, dated 2 February 1994. Validity period: 31 December 2028. Hectarage: 1,410 Ha.</p> <p>Bunga Tanjung Estate: Certificate No. 47, based on SK BPN No. 4/HGU/BPN/94, dated 2 February 1994. Validity period: 31 December 2028. Hectarage: 2,903 Ha.</p> <p>For KMD's, Progress of land ownership certificate submission for smallholders land (KMD's) is according to decree of Kementerian Agraria dan Tata Ruang Nomor: 455/100-17.16/X/2019, dated 29 October 2019. This letter concern to submission of smallholders certificate upon renewal Land Title or "HGU" Nomor 00014 (previous HGU Number 00002).</p>	Complied

		<p>Scope of submission land owner certificate for smallholders are KMD Air Buluh (14.77 Ha); KMD Nelan Indah (10.04 Ha); KMD Bukit Harapan (9.49 Ha); KMD Air Berau (10.19 Ha); KMD Tanjung Harapan (8.68 Ha); KMD Mundam Marap (1.04 Ha).</p> <p>FPIC process is already implemented prior to development of the plantation.</p> <p>During direct interview with previous land owner at Bantal Village and Air Bikuk Village, their land use before compensated to the company is local cultivation with coffee, rubber, cinnamon, rice field and fruits. In 1991, company team and community team made collaboration to form an integrated team, which is assigned to socialize of oil palm plantation development. Process for compensation is optional to the villagers, there is no forced to release the land. The land owner are very thankful with the company, because the local economic is growth since the oil palm plantation are entering their village.</p>	
<p>4.4.2</p>	<p>Copies documents evidencing agreement- making processes and negotiated agreements detailing the FPIC process are available and include:</p> <p>4.4.2a Evidence that a plan has been developed through consultation and discussion held in good faith with all affected groups within the community, with specific assurances that vulnerable, minority and gender groups are asked for their opinions, and that information has been provided to all affected groups, including in it information about the steps taken to involve them in decision making.</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera has documented all land compensation process since the beginning. The process includes evidence of consultation, statement of transfer of rights, evidence of compensation to demonstrate free, prior and informed consent.</p> <p>Due to unit of certification is one of long establish company, therefore all copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available in Head Office Medan.</p> <p>FPIC process is already implemented prior to development of the plantation.</p> <p>During direct interview with previous land owner at Bantal Village and Air Bikuk Village, their land use before compensated to the company is local cultivation with coffee, rubber, cinnamon, rice field and fruits. In 1991, company team and community team made collaboration to form an integrated team, which is assigned to socialize of oil palm plantation development. Process for compensation is optional to the villagers, there is no forced to release the land. The land owner are very thankful with the</p>	<p>Complied</p>

		company, because the local economic is growth since the oil palm plantation are entering their village.	
	4.4.2b Evidence that the unit of certification has respected communities to give or withhold their consent to the operations at the time that these decisions were taken;	FPIC process is already implemented prior to development of the plantation. During direct interview with previous land owner at Bantal Village and Air Bikuk Village, their land use before compensated to the company is local cultivation with coffee, rubber, cinnamon, rice field and fruits. In 1991, company team and community team made collaboration to form an integrated team, which is assigned to socialize of oil palm plantation development. Process for compensation is optional to the villagers, there is no forced to release the land. The land owner are very thankful with the company, because the local economic is growth since the oil palm plantation are entering their village.	
	4.4.2c Evidence that the legal, economic, environmental and social implications of 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 unit of certification's title, concession or lease on the land.	FPIC process is already implemented prior to development of the plantation. During direct interview with previous land owner at Bantal Village and Air Bikuk Village, their land use before compensated to the company is local cultivation with coffee, rubber, cinnamon, rice field and fruits. In 1991, company team and community team made collaboration to form an integrated team, which is assigned to socialize of oil palm plantation development. Process for compensation is optional to the villagers, there is no forced to release the land. The land owner are very thankful with the company, because the local economic is growth since the oil palm plantation are entering their village.	
4.4.3	(C) Maps of an appropriate scale showing the extent of recognised legal, customary or user rights are developed through participatory mapping involving affected parties	Certificate Holder maintaining the legal boundaries based on legal documentation. All the boundary pegs are mapped out in appropriate scale.	Complied

	(including neighbouring communities where applicable, and relevant authorities).	<p>Air Buluh Estate (ABE): "Peta Patok HGU Air Buluh Estate" Scale 1:44,458. During field observation at boundary pegs No. 053 (Block 00W02a, Div. 5); No. 081 (Block 02X03A, Div. 5); No. 515 (Block 98P01A, Div. 4).</p> <p>Malin Deman Estate (MDE): "Peta Point Patok BPN Malin Deman Estate" Scale 1:15,000.</p> <p>KMD Bukit Harapan: "Peta General Map" Scale 1:71,436. During field observation at KMD's area, legal boundary developed in form of "parit boundary".</p> <p>KMD Tanjung Harapan: "Peta General Map" Scale 1:80,000.</p> <p>KMD Mundam Marap: "Peta General Map" Scale 1:50,000.</p>	
4.4.4	All relevant information is available in appropriate forms and languages, including assessment of impact, proposed benefit sharing, and legal arrangements.	Due to unit of certification is one of long establish company, therefore all relevant information is available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements are available in Head Office Medan.	Complied
4.4.5	(C) Evidence is available to show that communities are represented through institutions or representatives of their own choosing, including by legal counsel if they so choose.	<p>FPIC process is already implemented prior to development of the plantation.</p> <p>During direct interview with previous land owner at Bantal Village and Air Bikuk Village, their land use before compensated to the company is local cultivation with coffee, rubber, cinnamon, rice field and fruits. In 1991, company team and community team made collaboration to form an integrated team, which is assigned to socialize of oil palm plantation development. Process for compensation is optional to the villagers, there is no forced to release the land. The land owner are very thankful with the company, because the local economic is growth since the oil palm plantation are entering their village.</p>	Complied

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4.4.6	There is evidence that implementation of agreement negotiated through FPIC is annually reviewed in consultation with affected parties.	<p>FPIC process is already implemented prior to development of the plantation.</p> <p>During direct interview with previous land owner at Bantal Village and Air Bikuk Village, their land use before compensated to the company is local cultivation with coffee, rubber, cinnamon, rice field and fruits. In 1991, company team and community team made collaboration to form an integrated team, which is assigned to socialize of oil palm plantation development. Process for compensation is optional to the villagers, there is no forced to release the land. The land owner are very thankful with the company, because the local economic is growth since the oil palm plantation are entering their village.</p>	Complied
<p>Criteria 4.5: No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their FPIC. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.</p>			
4.5.1	(C) Documents showing identification and assessment of demonstrable legal, customary and user rights are available.	<p>Unit of Certification has had legal document, as follow:</p> <p>Supply bases Bunga Tanjung POM consist of Own Estates, Smallholders (KMD's) and Smallholders Cooperative. During Surveillance-1.4 in 2019, sample of KMD's located Air Buluh Estate (ABE) are KMD Tanjung Harapan, KMD Bukit Harapan, KMD Mundam Marap.</p> <p><u>HGU Holder:</u></p> <p>Air Buluh Estate: Certificate No. 21, based on SK BPN No. 7/HGU/990, dated 3 May 1990. Validity period: 31 December 2020. Hectarage: 2,500 Ha.</p> <p>Air Bikuk Estate: Certificate No. 45, based on SK BPN No. 4/HGU/BPN/94, dated 2 February 1994. Validity period: 31 December 2028. Hectarage: 1,410 Ha.</p> <p>Bunga Tanjung Estate: Certificate No. 47, based on SK BPN No. 4/HGU/BPN/94, dated 2 February 1994. Validity period: 31 December 2028. Hectarage: 2,903 Ha.</p>	Complied

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		<p><u>KMD's:</u></p> <p>Progress of land ownership certificate submission for smallholders land (KMD's) is according to decree of Kementerian Agraria dan Tata Ruang Nomor: 455/100-17.16/X/2019, dated 29 October 2019. This letter concern to submission of smallholders certificate upon renewal Land Title or "HGU" Nomor 00014 (previous HGU Number 00002).</p> <p>Scope of submission land owner certificate for smallholders are KMD Air Buluh (14.77 Ha); KMD Nelan Indah (10.04 Ha); KMD Bukit Harapan (9.49 Ha); KMD Air Berau (10.19 Ha); KMD Tanjung Harapan (8.68 Ha); KMD Mundam Marap (1.04 Ha).</p>	
4.5.2	<p>(C) FPIC is obtained for all oil palm development through a comprehensive process, including in particular, full respect for their legal and customary rights to the territories, lands and resources via local communities' own representative institutions. All the relevant information and documents are made available, and community have option of resourced access to independent third-party advice through a documented, long-term and two- way process of consultation and negotiation.</p>	<p>FPIC process is already implemented prior to development of the plantation.</p> <p>During direct interview with previous land owner at Bantal Village and Air Bikuk Village, their land use before compensated to the company is local cultivation with coffee, rubber, cinnamon, rice field and fruits. In 1991, company team and community team made collaboration to form an integrated team, which is assigned to socialize of oil palm plantation development. Process for compensation is optional to the villagers, there is no forced to release the land. The land owner are very thankful with the company, because the local economic is growth since the oil palm plantation are entering their village.</p> <p>Due to unit of certification is one of long establish company, therefore all copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available in Head Office Medan.</p>	Complied
4.5.3	<p>Evidence is available that affected local peoples understand they have the right to say 'agree' or 'not agree' 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 unit of certification is signed and</p>	<p>FPIC process is already implemented prior to development of the plantation.</p> <p>During direct interview with previous land owner at Bantal Village and Air Bikuk Village, their land use before compensated to the company is local cultivation with coffee, rubber, cinnamon, rice field and fruits. In 1991, company team and community team made collaboration to form an integrated team, which is assigned to socialize of oil palm plantation development. Process for compensation is optional to the villagers,</p>	Complied

	ratified by these local peoples. Negotiated agreements are non-coercive and entered into voluntarily and carried out prior to new operations.	<p>there is no forced to release the land. The land owner are very thankful with the company, because the local economic is growth since the oil palm plantation are entering their village.</p> <p>Due to unit of certification is one of long establish company, therefore all copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available in Head Office Medan.</p>	
4.5.4	To ensure local food and water security and as part of the FPIC process, SEIA participation and participatory land-use planning with local peoples, the full range of food and water provisioning options are considered. There is transparency of land allocations process.	<p>FPIC process is already implemented prior to development of the plantation.</p> <p>During direct interview with previous land owner at Bantal Village and Air Bikuk Village, their land use before compensated to the company is local cultivation with coffee, rubber, cinnamon, rice field and fruits. In 1991, company team and community team made collaboration to form an integrated team, which is assigned to socialize of oil palm plantation development. Process for compensation is optional to the villagers, there is no forced to release the land. The land owner are very thankful with the company, because the local economic is growth since the oil palm plantation are entering their village.</p> <p>Due to unit of certification is one of long establish company, therefore all copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available in Head Office Medan.</p>	Complied
4.5.5	Evidence is available that the affected communities and rights holders have had the option to access information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.	<p>FPIC process is already implemented prior to development of the plantation.</p> <p>During direct interview with previous land owner at Bantal Village and Air Bikuk Village, their land use before compensated to the company is local cultivation with coffee, rubber, cinnamon, rice field and fruits. In 1991, company team and community team made collaboration to form an integrated team, which is assigned to socialize of oil palm plantation development. Process for compensation is optional to the villagers, there is no forced to release the land. The land owner are very thankful with the company, because the local economic is growth since the oil palm plantation are entering their village.</p>	Complied

		Due to unit of certification is one of long establish company, therefore all copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available in Head Office Medan.	
4.5.6	Evidence is available that the communities or their representatives gave consent to the initial planning phases of the operations prior to the issuance of a new concession or land title to the operator.	<p>FPIC process is already implemented prior to development of the plantation.</p> <p>During direct interview with previous land owner at Bantal Village and Air Bikuk Village, their land use before compensated to the company is local cultivation with coffee, rubber, cinnamon, rice field and fruits. In 1991, company team and community team made collaboration to form an integrated team, which is assigned to socialize of oil palm plantation development. Process for compensation is optional to the villagers, there is no forced to release the land. The land owner are very thankful with the company, because the local economic is growth since the oil palm plantation are entering their village.</p> <p>Due to unit of certification is one of long establish company, therefore all copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available in Head Office Medan.</p>	Complied
4.5.7	After 15 November 2018, new lands will not be acquired for plantations and mills as a result of recent (after November 2005) expropriations in the national interest (eminent domain) without FPIC process, except in cases of smallholders benefitting from agrarian reform or anti-drug programmes.	There is no new plantings/new development/new land acquired for supply base of Bunga Tanjung POM since 15 November 2018.	Complied
4.5.8	(C) New lands are not acquired in areas inhabited by communities in voluntary isolation.	There is no new plantings/new development/new land acquired for supply base of Bunga Tanjung POM since 15 November 2018.	Complied
Criteria 4.6: 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.			
4.6.1	(C) A mutually agreed procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, is in place.	Based on document verification, PT. Agro Muko and PT. Mukomuko Agro Sejahtera have a mechanism for external complaint/grievance, as per "Prosedur Keluh Kesah dengan Pihak Eksternal" Doc. No. SOP/025/Dept, dated 27 March 2015.	Complied

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		Internal complaint will be settled as per "Prosedur Keluh Kesah dengan Pihak Internal" No.SOP/025/Dept dated 27 March 2015. Mechanism to resolve land disputes as in "Prosedur Ganti Rugi Lahan" No.SOP/CA/02, dated 1 July 2012. The procedure shows company has prepared effective land dispute resolution mechanism: Company being transparent on permits, licenses including land title to the community; In case of claim from community, company will cater as long as valid land ownership evidence presented; Status verification – when valid land ownership evidence presented, continued with field visit/survey and measurement;	
4.6.2	(C) A mutually agreed procedure for calculating and distributing fair and gender-equal compensation (monetary or otherwise) is established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation.	There is no compensation made by the unit of certification for the last three years. procedure for calculating and distributing fair and gender-equal compensation (monetary or otherwise) is established in "Prosedur Ganti Rugi Lahan" No.SOP/CA/02, dated 1 July 2012. Including equal opportunities for men and women, already included within the unit of certification procedure.	Complied
4.6.3	Evidence is available that equal opportunities are provided to both men and women to hold land titles for smallholdings (if possible based on local law, customs and/or agreement).	There is no compensation made by the unit of certification for the last three years. procedure for calculating and distributing fair and gender-equal compensation (monetary or otherwise) is established in "Prosedur Ganti Rugi Lahan" No.SOP/CA/02, dated 1 July 2012. Including equal opportunities for men and women, already included within the unit of certification procedure.	Complied
4.6.4	The process and outcomes of any negotiated agreements, compensation and payments are documented with evidence of the participation of affected parties and made available to them.	There is no compensation made by the unit of certification for the last three years. procedure for calculating and distributing fair and gender-equal compensation (monetary or otherwise) is established in "Prosedur Ganti Rugi Lahan" No.SOP/CA/02, dated 1 July 2012. Including equal opportunities for men and women, already included within the unit of certification procedure.	Complied
Criteria 4.7: 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 FPIC and negotiated agreements.			
4.7.1	(C) A mutually agreed procedure for identifying people entitled to compensation is in place.	The company has a mechanism for identifying people entitled to compensation as stipulated in "Land and Planting Compensation Procedure inside of the Company"	Complied

		<p>No.LCA 01-01/01-02-2019/Rev 0, dated 18 February 2019. Even though the disputed land is the legal property of the company contained in the HGU, but because it is still controlled by the community and has never been made to compensate, the company has taken steps to deliberate with those who claim and offer adequate compensation.</p> <p>The dispute resolution mechanism according to the procedure above is as follows:</p> <ul style="list-style-type: none"> • The company disseminates company location permits/HGU to the public. • If there is a claim from the community, the company will accept the claim if accompanied by proof of land ownership. • Verification of the land status, if proof of land ownership is acceptable, a field survey and land measurement will be carried out. • Field surveys and land measurements involve companies, claimants and government representatives. • Based on land observations and measurements, a Minutes of Land Measurement is made, covers area wide and coordinates of the land claimed and signed by the parties. • Final verification based on measurement results and maps to ensure that the land does not overlap with the other ownership/rights/claims. • If the final verification results show that the land being acquired does not overlap with other ownership/rights/claims, the company will negotiate prices for compensation. <p>If a compensation price agreed, the company will pay the compensation to the land owner.</p>	
4.7.2	<p>(C) A mutually agreed procedure for calculating and distributing fair compensation (monetary or otherwise) is in place and documented and made available to affected parties.</p>	<p>The company has a mechanism for calculating and distributing fair compensation as stipulated in "Land and Planting Compensation Procedure inside of the Company" No.LCA 01-01/01-02-2019/Rev 0, dated 18 February 2019. Even though the disputed land is the legal property of the company contained in the HGU, but because it is still</p>	Complied

		<p>controlled by the community and has never been made to compensate, the company has taken steps to deliberate with those who claim and offer adequate compensation.</p> <p>The dispute resolution mechanism according to the procedure above is as follows:</p> <ul style="list-style-type: none"> • The company disseminates company location permits/HGU to the public. • If there is a claim from the community, the company will accept the claim if accompanied by proof of land ownership. • Verification of the land status, if proof of land ownership is acceptable, a field survey and land measurement will be carried out. • Field surveys and land measurements involve companies, claimants and government representatives. • Based on land observations and measurements, a Minutes of Land Measurement is made, covers area wide and coordinates of the land claimed and signed by the parties. • Final verification based on measurement results and maps to ensure that the land does not overlap with the other ownership/rights/claims. • If the final verification results show that the land being acquired does not overlap with other ownership/rights/claims, the company will negotiate prices for compensation. <p>If a compensation price agreed, the company will pay the compensation to the land owner.</p>	
<p>4.7.3</p>	<p>Communities that have lost access and rights to land for plantation expansion are given opportunities to benefit from plantation development.</p>	<p>Communities that have lost access and rights to land are given opportunities to benefit from plantation development by development of smallholder plantation, e.g. KMD and Koperasi Plasma. Partnership in development of KMD/Koperasi are stated in the Work Agreement Letter</p>	<p>Complied</p>
<p>Criteria 4.8: The right to use the land is demonstrated and is not legitimately contested by local people who can demonstrated that they have legal customary, or user rights.</p>			

4.8.1	Where there are or have been disputes, proof of legal acquisition of title and evidence that mutually agreed compensation has been made to all people who held legal, customary, or user rights at the time of acquisition is available and provided to parties to a dispute, and that any compensation was accepted following a documented process of FPIC.	Based on stakeholder consultation with relevant agencies and local communities, there is no land conflict or land disputes presence for the last three years within unit of certification. If there is any disputes or conflict, the unit of certification has had mechanism and procedure to resolve this. The procedure for external complaint/grievance, as per "Prosedur Keluh Kesah dengan Pihak Eksternal" Doc. No. SOP/025/Dept, dated 27 March 2015.	Complied
4.8.2	(C) Land conflict is not present in the area of the unit of certification. Where land conflict exists, acceptable conflict resolution processes (see Criteria 4.2 and 4.6) are implemented and accepted by the parties involved. In the case of newly acquired plantations, the unit of certification addresses any unresolved conflict through appropriate conflict resolution mechanisms.	Based on stakeholder consultation with relevant agencies and local communities, there is no land conflict or land disputes presence for the last three years within unit of certification. If there is any disputes or conflict, the unit of certification has had mechanism and procedure to resolve this. The procedure for external complaint/grievance, as per "Prosedur Keluh Kesah dengan Pihak Eksternal" Doc. No. SOP/025/Dept, dated 27 March 2015. However, for the land conflict the unit of certification had Mechanism to resolve land disputes as in "Prosedur Ganti Rugi Lahan" No.SOP/CA/02, dated 1 July 2012. The procedure shows company has prepared effective land dispute resolution mechanism: Company being transparent on permits, licenses including land title to the community; In case of claim from community, company will cater as long as valid land ownership evidence presented; Status verification – when valid land ownership evidence presented, continued with field visit/survey and measurement.	Complied
4.8.3	Where there is evidence of acquisition through dispossession or forced abandonment of customary and user rights prior to the current operations and there remain parties with demonstrable customary and land use rights, these claims will be settled using the relevant requirements (Indicators 4.4.2, 4.4.3 and 4.4.4).	According information collected during stakeholder consultation with relevant statutory bodies and local community, there is no new acquisition within the scope of certification unit.	Complied

4.8.4	For any conflict or dispute over the land, the extent of the disputed area is mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable).	<p>Based on stakeholder consultation with relevant agencies and local communities, there is no land conflict or land disputes presence for the last three years within unit of certification.</p> <p>If there is any disputes or conflict, the unit of certification has had mechanism and procedure to resolve this. The procedure for external complaint/grievance, as per "Prosedur Keluh Kesah dengan Pihak Eksternal" Doc. No. SOP/025/Dept, dated 27 March 2015.</p> <p>However, for the land conflict the unit of certification had Mechanism to resolve land disputes as in "Prosedur Ganti Rugi Lahan" No.SOP/CA/02, dated 1 July 2012. The procedure shows company has prepared effective land dispute resolution mechanism: Company being transparent on permits, licenses including land title to the community; In case of claim from community, company will cater as long as valid land ownership evidence presented; Status verification – when valid land ownership evidence presented, continued with field visit/survey and measurement.</p>	Complied
<p>Principle 5: Support smallholder inclusion</p>			
<p>Include smallholders in RSPO supply chains and improve their livelihoods through fair and transparent partnerships.</p>			
<p>Criteria 5.1: The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.</p>			
5.1.1	Current and previous period prices for FFB are publicly available and accessible by smallholders.	<p>FFB price has been made publicly available by the company, as evidence in "Harga Pembelian TBS dari KMD" and "Harga Pembelian TBS dari Plasma". For example, dated 29 Sep 2020, for FFB price period 21 – 27 Sep 2020, as follow:</p> <ul style="list-style-type: none"> a. Category A = Rp 1,889/kg (≥ 94% ripeness) b. Category B = Rp 1,874/kg (86 – 93% ripeness) c. Category C = Rp 1,859/kg (≤ 85% ripeness). <p>FFB price period 28 Sep – 4 Oct 2020, as follow:</p> <ul style="list-style-type: none"> a. Category A = Rp 1,889/kg (≥ 94% ripeness) b. Category B = Rp 1,874/kg (86 – 93% ripeness) 	Complied

		<p>c. Category C = Rp 1,859/kg (\leq 85% ripeness).</p> <p>FFB price period 12 – 25 Oct 2020, as follow:</p> <ul style="list-style-type: none"> a. Category A = Rp 1,802/kg (\geq 94% ripeness) b. Category B = Rp 1,787/kg (86 – 93% ripeness) c. Category C = Rp 1,772/kg (\leq 85% ripeness). <p>The company has shown the procedure and formula to calculate FFB price. FFB price is affected by market CPO and PK price and “K” index. The calculation for “K” index is available.</p> <p>The company disseminated FFB price to each smallholder by sending the FFB price paper “Harga Pembelian TBS dari KMD” and “Harga Pembelian TBS dari Plasma”. The representatives of the smallholder then sign the receive notes. Receive note of FFB price handover are evident.</p>	
5.1.2	<p>(C) Evidence is available that the unit of certification regularly explains the FFB pricing to smallholders.</p>	<p>Evidence verified that all KMD under Air Buluh Estate have signed the FFB price period 12 – 25 Oct 2020 that informed by the company, on 20 Oct 2020, e.g. KMD Semundam, KMD Medan Jaya, KMD Mundam Marap, KMD Air Buluh and KMD Talang Arah. KMDs under Air Bikuk Estate have signed the FFB Price on 20 Oct 2020, e.g. KMD Air bikuk, KMD Pondok Sugu and KMD Air Berau. KMDs under Bunga Tanjung Estate have signed the FFB Price on 20 Oct 2020, e.g. KMD Bunga Tanjung, KMD Pondok Baru, KMD Nenggalo and KMD Nelan Indah. Smallholder under Malain Deman Estate have signed the FFB Price on 20 Oct 2020, e.g. KOPABA (Koperasi Perkebunan Desa Air Buluh Agro Muko).</p>	Complied

5.1.3	(C) Fair pricing, including premium pricing, when applicable, is agreed with smallholders in the supply base and documented.	During onsite visit to KMD sample, FFB pricing is fairly and regularly informed. History of FFB pricing also documented by each KMD's.	Complied										
5.1.4	(C) Evidences is available that all parties, including women and independent representative organization assisting smallholders where requested, are involved in the decision making processes and understand the contracts. These include involving finance, loans/credits, and re-payments through FFB price reductions for replanting and/or, other support mechanisms where applicable.	During onsite visit to sample, all KMD's is fully managed by the company. Share-profit of KMD's yield are very transparent, including deductions within. Mostly, structure of KMD's are dominated by male, but for decision making process are not limited to gender, women and independent representative also involved.	Complied										
5.1.5	Contracts are fair, legal and transparent and have an agreed timeframe.	It was evidence MoU between PT Agro Muko and KMD Air Berau, called "Perjanjian Kerjasama Tentang Pembangunan dan Pemeliharaan Kebun Kelapa Sawit" (MoU regarding development and upkeep of oil palm plantation) dated 23 June 2014. Addendum No.1 "Perjanjian Kerjasama KMD Desa Pondok Suguah dengan PT Agro Muko", dated 1 Nov 2020. Addendum No.1 "Perjanjian Kerjasama KMD Desa Air Bikuk dengan PT Agro Muko", dated 15 Feb 2014. All MoU / contracts are fair, legal and transparent and have an agreed timeframe.	Complied										
5.1.6	(C) Agreed payments are made in a timely manner and receipts specifying price, weigh, deductions and amount paid are given.	Based on review on payment documents, agreed payments are made in a timely manner, and receipts specifying price, weight, deductions and amount paid are given. Payment documents verified: Invoice KMDBT No.22 Desa Bunga Tanjung, Doc.No.KM20050099 for Fiscal Year 2020, Month May. <table border="1" data-bbox="965 1206 1883 1342"> <thead> <tr> <th>Description</th> <th>Quantity</th> <th>Rate (Rp)</th> <th>Amount (Rp)</th> <th>Deduction (Rp)</th> </tr> </thead> <tbody> <tr> <td>FFB Sales</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Description	Quantity	Rate (Rp)	Amount (Rp)	Deduction (Rp)	FFB Sales					Complied
Description	Quantity	Rate (Rp)	Amount (Rp)	Deduction (Rp)									
FFB Sales													

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		- 28/05/2020 (Class C)	3,250	1,487	4,832,750	-	
		- 27/05/2020 (Class C)	4,820	1,487	7,167,340	-	
		- 14/05/2020 (Class C)	6,970	1,487	10,364,390	-	
		Sub Total	15,040		22,364,480	-	
		PPH deduction			-111,822	-	
		FFB sales nett			25,252,658	-	
		Loan instalment		7,000,000	-	7,000,000	
		Afrekening (Contractor & Estate):					
		Vehicles & Transport	11,790	93	-	1,096,470	
		Others					
		Supervision	1	592,750	-	592,750	
		Mandor	1	235,036	-	235,036	
		Harvester	4	691,826	-	2,767,306	
		Sub Total				3,595,092	

		<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Previous Month deduction</td> <td></td> <td></td> <td></td> <td>4,399,934</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td>25,252,658</td> <td>16,091,496</td> </tr> </table> <p>Nett paid: Rp 9,161,162.</p>						Previous Month deduction				4,399,934						Total			25,252,658	16,091,496	
Previous Month deduction				4,399,934																			
Total			25,252,658	16,091,496																			
5.1.7	Weighing equipment is verified by an independent third party on a regular basis.	<p>Weighbridge are verified by government agency in annual basis. Latest certificates of verification were observed for weighbridge in Bunga Tanjung POM, issued by "Dinas Perindustrian dan Perdagangan Kota Bengkulu", as follows:</p> <ul style="list-style-type: none"> • Calibration Certificate No.084/DPP-UPTDML/XI/2019 dated 29 Nov 2019; for Avery Weight Tronix type E-1205; S/N 094050205; maximum capacity 50,000 kg. • Calibration Certificate No.085/DPP-UPTDML/XI/2019 dated 29 Nov 2018; for Avery Weight Tronix type E-1205; S/N 72650167; maximum capacity 40,000 kg. <p>Bunga Tanjung POM has done process for 2020 verification based on minutes "Berita Acara Pemeriksaan dan Pengujian" dated 26 Oct 2020, issued by Unit Metrologi Legal Kabupaten Mukomuko.</p>	Complied																				
5.1.8	The unit of certification supports Independent smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholder on who runs the Internal Controlling System (ICS), who holds the certificate, and who owns and sells certified materials.	During onsite visit to KMS Sample, PT Agro Muko and PT Mukomuko Agro Sejahtera are very support for smallholders.	Complied																				

5.1.9	(C) The unit of certification has a grievance mechanism for smallholders, and all grievances raised are dealt with in a timely manner.	It was available procedure External Grievance (HRA-04-02/01-02-2018/Rev.0) as guidance for external grievance management process including smallholders. The company has also established Grievance Policy (QMM-40-01-P12/27-03-2019/Rev.0) dated 27 March 2019. The company recognize the right of all stakeholders (external and internal) to express their concern or grievances about the company activities, and to see such concerns and grievance addressed in a prompt and fair manner. Complainants can submit their complaints via email at http://www.tolantiga.co.id or directly to the respective person. Person whom directly supervises the complainants should discuss with the complainants to solve the issue. Timeframe for resolving grievance is 30 days. It was evident grievance documentation under "Rekaman Keluh Kesah" e.g. KMD Nenggal, KMD Pondok Baru, KMD Bunga Tanjung, KMD Nelan Indah, KMD Air Bikuk, KMD Air Berau, KMD Pondok Sugu, KMD Air Buluh, KMD Talang Baru, KMD Talang Arah, KMD Semundam, KMD Dusun Pulau, KMD Pulau Baru, KMD Medan Jaya, KMD Tanjung Harapan, KMD Bukit Harapan, KMD Mundam Marap and Koperasi Harapan Jaya Lubuk Talang.	Complied
Criteria 5.2: The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.			
5.2.1	The unit of certification consults with interested smallholders (irrespective of type) including women or other partners in their supply base to assess their needs for support to improve their livelihoods and their interest in RSPO certification.	Based on interview with sample of KMD's, the company now is concern to maintain the KMD's area. However, the company also preparing for independent smallholders support in form of oil palm seeds provision with price 50% cheaper. This program is allocated to independent smallholders surrounding the Certified Area and to support livelihoods, because most of communities has own oil palm plantation.	Complied
5.2.2	The unit of certification develops and implements livelihood improvement programmes, including at least capacity building to enhance productivity, quality, organisational and managerial competencies, and specific elements of RSPO certification (including the RSPO Standard for Independent Smallholder).	Based on interview with sample of KMD's, the company now is concern to maintain the KMD's area. However, the company also preparing for independent smallholders support in form of oil palm seeds provision with price 50% cheaper. This program is allocated to independent smallholders surrounding the Certified Area and to support livelihoods, because most of communities has own oil palm plantation.	Complied
5.2.3	Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production.	Based on interview with sample of KMD's, the company now is concern to maintain the KMD's area. However, the company also preparing for independent smallholders	Complied

		<p>support in form of oil palm seeds provision with price 50% cheaper. This program is allocated to independent smallholders surrounding the Certified Area and to support livelihoods, because most of communities has own oil palm plantation.</p> <p>Requirements for getting price 50% cheaper is land ownership, therefore the company support to promote legal FFB produced from legal ownership.</p>	
5.2.4	(C) Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling.	Based on interview with Dinas Pertanian, that PT Agro Muko has collaborative program with agriculture extension officer to give simply training for independent smallholders, including best practice agronomy.	Complied
5.2.5	The unit of certification regularly reviews and publicly reports on the progress of the smallholder support programme.	Unit of Certification made Transparency of Village Community Plantation/Smallholder Partnership Share Value (KMD) in Public Media (Radar Mukomuko newspaper) in daily basis. The updated value is monthly basis, example: Radar Mukomuko dated 2 October 2021. Information of share value KMD's is on page 6.	Complied
<p>Principle 6: respect workers' rights and conditions Protect workers' rights and ensure safe and decent working conditions.</p>			
<p>Criteria 6.1: Any form of discrimination is prohibited.</p>			
6.1.1	(C) A publicity available non-discrimination and equal opportunity policy is implemented in such way to prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age.	<p>The company has a policy to provide equal opportunities and training to obtain employment opportunities that are approved in the "Equal Employment Opportunity Policy" (QMM-40-01-P04) dated 27 March 2019. The Equal Employment Opportunity Policy is also regulated in the Human Resources Department Manual signed by Management on 8 April 2019. The document has regulates equal opportunity without discrimination (Non-Discrimination) based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age starting from the recruitment process, recruitment, transfer, promotion, training, renewal, employment and remuneration.</p> <p>Evidence of the policy implementation is announcing any vacancies at "Radar Muko Muko" (local newspaper) and the company's website (PT Tolan Tiga Indonesia) so that they can be accessed by everyone. E.g. Vacancies for the CW module at Air Buluh</p>	Complied

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		<p>Estate on 1 January 2019; Vacancies for Kindergarten/PAUD Teachers at Air Buluh Estate on 1 July 2019.</p> <p>Based on the results of public consultations with the Mukomuko Regency Manpower Office and the results of interviews with workers, it was agreed that there was no indication of discrimination during job recruitment of promotion. Every year, employees conduct performance appraisals as an assessment of promotions.</p> <p>Based on verification of employee documents as of October 2019 shows that there are variety of origin, ethnic and religious beliefs, which can reflect that every citizen have the same opportunity to work.</p> <p>Based on verification of employee appointment documents, employee transfers, wages documents, employee appraisals in 2019 showed that there were no indications of discrimination practices.</p>	
6.1.2	<p>(C) Evidence is provided that workers and groups including local communities, women, and migrant workers have not been discriminated against. Evidence includes migrant workers non-payment of recruitment fees.</p>	<p>According to interview with sample of workers at Air Buluh Estate, Malin Deman Estate, Air Bikuk and Bunga Tanjung Estate, no discrimination are presence in the company. All workers are locals and they are treated in fair. This statement is strengthened by worker union and local communities.</p>	Complied.
6.1.3	<p>The unit of certification demonstrates that the recruitment selection, hiring access to training and promotion are based on skills, capabilities, qualities and medical fitness necessary for the jobs available.</p>	<p>The company has a policy to provide equal opportunity and treatment for employment as stated in the "Equal Employment Opportunity Policy" (QMM-40-01-P04) dated 27 March 2019. The Equal Employment Opportunity Policy is also regulated in the "Human Resources Department Manual" signed by Management on 8 April 2019. The document has set equal opportunity without discrimination (Non-discrimination) based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age starting from the recruitment process, permanent employment, transfer, promotion, training, workforce assessment, and remuneration.</p>	Complied

		<p>Evidence of the implementation of this policy is to publicly announce every vacancy in the local newspaper "Radar Muko Muko" and the company's website (PT Tolan Tiga Indonesia) so that everyone can access it.</p> <p>Based on the results of public consultations with Mukomuko District Manpower Office and the results of interviews with workers, stated that there was no indication of discrimination in employment opportunities. Every year, employees are assessed for performance as part of their consideration for level promotion.</p> <p>Based on documents verification, shows that results of employee appraisal are documented in Form "Penilaian Karyawan SKU" which outlines assessment parameters such as ability, responsibility, cooperation with others, hard working, able to receive input, trustworthy/honest, discipline, timeliness in carrying out job, administration and Loyalty. The form also describes direct supervisor's comments and proposals for promotions to higher level, for example: "Penilaian Karyawan SKU", which promoted from Grade P2 to become Grade P3.</p>	
6.1.4	Pregnancy testing is not conducted as a discriminatory measure and is only permissible when it is legally mandated. Alternative equivalent employment is offered for pregnant women.	Based on interview with nurse and female workers, pregnancy testing is applicable for all female workers without discrimination.	Choose an item.
6.1.5	(C) A gender committee is in place specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women.	<p>Based on document verification and interviews with management and Gender Committee, each Estate and Mill has formed a Gender Committee, for example:</p> <ul style="list-style-type: none"> • Organization Structure of Mukomuko Estate Gender Committee (Gender Committee Contact Group) which was ratified on 1 October 2019, chaired by the Estate Manager with 1 Secretary and 4 committee members. • Organization Structure of Talang Petai Gender Committee (Gender Committee Contact Group) which was ratified on 15 November 2019, chaired by the Estate Manager with 3 committee members. 	Complied

6.1.6	There is evidence of equal pay for the same work scope.	<p>Based on verification of salary documents for period September and October 2020 at each Estate and Bunga Tanjung POM, shows that workers at the same level and year of work, get same basic salary, which is in accordance with the provisions issued by the company and remuneration system which is updated annually adjusted to the Management Decree. Determination of Provincial Minimum Wages by the government and negotiations with SPAM (Workers Union). In 2020 there was an agreement between SPAM and PT Agromuko's Management regarding the Establishment of Wages in 2020 for Daily SKU Levels and Monthly SKUs as outlined in the Joint Agreement between PT Agromuko's Management and Workers Union..</p> <p>The agreed payroll structure is divided into 2 categories, which is daily and monthly SKU. For monthly employees, the payroll system is based on Grades (P, Q, R, S, T, U, EL) whose appraisals are conducted annually by each direct supervisor. The results of the employee appraisal are outlined in the Form "Penilaian Karyawan SKU" which describes the assessment parameters such as ability, responsibility, cooperation with others, hardworking, able to receive input, trustworthy/honest, discipline, timeliness in carrying out work, administrative and loyalty. The form also describes direct supervisor's comments and proposals/promotions to a higher level.</p> <p>Bengkulu Provincial Government, has set the provincial minimum wage (UMP) in 2020 in accordance with the Decree of the Governor of Bengkulu No.G.480.DISNAKER dated 31 October 2019. Minimum wage in the unit of certification are in accordance with the Governor Decree.</p>	Complied
<p>Criteria 6.2: Pay and conditions for staff and workers and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages (DLW).</p>			
6.2.1	(C) Documentation of pay and working conditions in accordance with applicable labour laws are available to the workers in national languages and explained to them in language they understand.	<p>PT Agro Muko:</p> <p>The company has a Collective Work Agreement (PKB) which has been signed jointly by Management and Worker Union on 19 October 2018 and is recognized by Kepala Dinas Penanaman Modal, Pelayanan Perizinan Terpadu dan Tenaga Kerja (Manpower Office)</p>	Complied

		<p>of Mukomuko Regency. This PKB is effective from October 2018 to October 2020. Due to pandemic Covid-19, there has been no meeting held to revise the Collective Work Agreement, therefore the existing PKB is still applicable until this assessment.</p> <p>The document regulates the recognition of worker union, provisions regarding working time, salary system, sick leave, absence, business trip, overtime, payment of allowances during being detainee, provisions of premiums, payment of holiday allowance and bonuses, social insurance and aid, work equipment, PPE, recruitment, transfer, promotions and terminations, provisions for motorized vehicles for workers and educators, company and worker obligations, Manpower Settlement Methods and the Termination of Collective Labour Agreements.</p> <p>Article IV (Wages) regulates:</p> <ul style="list-style-type: none"> • Wages in the form of money: Daily and Monthly Workers of PT Agro Muko's wages are negotiated between the company and worker union that refers to the applicable provisions, and the wage negotiation must be completed not later than April in the current year. • Wages in the form of Natura: Worker gets 15 kg rice, unemployed wife/husband gets at most 9 kg, children gets 7.50 kg (maximum 3 children). <p>PT Muko Muko Agro Sejahtera (MMAS):</p> <p>Previously, PT MMAS had a Company Regulation that was approved by Kepala Dinas Penanaman Modal, Pelayanan, Perizinan dan Tenaga Kerja Kabupaten Mukomuko on 8 December 2016 and valid until 7 December 2018. PT MMAS had sent an application for the Ratification of the Company Regulation (PP) through Manager Letter No.64/RMO-G/XI/19 dated 15 November 2019. PT MMAS Company Regulation has been approved by Kepala Dinas Penanaman Modal, Pelayanan, Perizinan dan Tenaga Kerja Kabupaten Mukomuko as on Decree No.01/2019 dated 18 November 2019 and valid until 15 November 2021. Based on the verification of Company Regulation (PP)</p>	
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		<p>document, there is no content change from the previous PP. The document regulates the provisions regarding working time, wage system, sick days, absent, business trip, overtime, payment of allowances during being detainee, provisions of premiums, payment of holiday allowance and bonuses, social insurance and aid, work equipment, PPE, recruitment, transfer, promotions and terminations, provisions for motorized vehicles for workers and educators, company and worker obligations, Manpower Settlement Methods and the Termination of Company Regulations.</p> <p>Article III (Wages) regulates:</p> <ul style="list-style-type: none"> • Wages in the form of money: Daily and Monthly Workers of PT MMAS wages are negotiated between the company and worker union that refers to the applicable provisions, and the wage negotiation must be completed not later than April in the current year. • Wages in the form of Natura: Worker gets 15 kg rice, unemployed wife/husband gets at most 9 kg, children gets 7.50 kg (maximum 3 children). 	
6.2.2	<p>(C) Employment contracts and related documents detailing payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with national legal requirements) and payroll documents give accurate information on compensation for all work performed.</p>	<p>Normative rules on industrial relations are regulated in Collective Work Agreements or Company Regulations, for example provisions regarding working hours, wage systems, sick leave, absence, business trip, overtime, payment of allowances during being detainee, provisions of premiums, payment of holiday allowance and bonuses, social insurance and aid, work equipment, PPE, recruitment, transfer, promotions and terminations, provisions for motorized vehicles for workers and educators, company and worker obligations, Manpower Settlement Methods.</p> <p>Based on document verification and interviews with workers, stated that each worker has a Work Agreement with companies made in Bahasa Indonesia as a language understood by all ethnicities in PT Agro Muko and PT MMAS. The Work Agreement Letter regulates position, validity period and expiration of work agreement, obligations of workers, placement/transfer, payroll, medical, annual leave, insurance, and termination of employment.</p>	Complied

		Available employment contract as in "Surat Perjanjian Kerja".	
6.2.3	(C) There is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, and other legal labour requirements.	<p>Normative rules on industrial relations are regulated in Collective Work Agreements or Company Regulations, for example provisions regarding working hours, wage systems, sick leave, absence, business trip, overtime, payment of allowances during being detainee, provisions of premiums, payment of holiday allowance and bonuses, social insurance and aid, work equipment, PPE, recruitment, transfer, promotions and terminations, provisions for motorized vehicles for workers and educators, company and worker obligations, Manpower Settlement Methods.</p> <p>Based on interview with SPAM (worker union) and worker, stated that the company has realized normative obligation on industrial relation that regulated in Collective Work Agreements (PKB) and Company Regulation (PP).</p>	Complied
6.2.4	(C) The unit of certification provides adequate housing. Sanitation facilities, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. In the case of acquisitions of non-certified units, a plan is developed detailing the upgrade of infrastructure. A reasonable time (5 years) is allowed to upgrade the infrastructure.	During onsite visit to workers compound at Air Buluh Estate, Malin Deman Estate, Air Bikuk Estate and Bunga Tanjung Estate, all workers facilities was provide by the company freely.	Complied.
6.2.5	The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food.	During interview with sample of workers at Air Buluh Estate, Malin Deman Estate, Air Bikuk Estate and Bunga Tanjung Estate, they stated that company provide vehicle for shopping once a week, to buy affordable food. Because this Estates located far from traditional market or shopping area.	Complied
6.2.6	A DLW is paid to all workers in accordance with applicable regulations, including workers who work on a piece rate/quota basis, the calculation of which is based on a quota that can be achieved during regular working hours.	PT. Agro Muko and PT. Mukomuko Agro Sejahtera has prepared the prevailing wage calculation. The company referred to RSPO Guidance for Implementing Decent Living Wage. Company have taken into calculation the component:	Complied

		<ul style="list-style-type: none"> - Reference family size (incl. Total Fertility Rate/TFR and Child Mortality Rate/CMR – Indonesia year 2018); - Full time equivalent per Family (incl. Labor Force Participation Rate/LFPR, Unemployment rate, People Working Part Time – Indonesia year 2018); - Food cost (with 2100 calory, footnote 19 RSPO Guidance on Implementing DLW) and noted company provided in kind benefit, rice; - Housing cost (provided by company); - Non Food Non Housing cost (electricity, clean water, medical treatment, education, school children transportation cost – provided by company); - Mandatory deduction (from tax and BPJS levy); <p>Gross Living Wage at Rp.2,405,295; Prevailing wage at Rp.2,859,333; Gap at Rp.454,039 (positive);</p>	
<p>PROCEDURAL NOTE:</p> <p>The RSPO has published guidelines on the calculation of Decent Living Wage (DLW) in June 2019. Since Indonesia does not have DLW benchmark yet, the RSPO Secretariat will conduct a DLW benchmark study in accordance with the Global Living Wage Coalition (GLWC) and Indonesian laws and regulations.</p> <p>In the meantime, until DLW benchmark for Indonesia is endorsed by the RSPO, the unit of certification carries out interim measures that was published by RSPO (dated 11 November 2019), including:</p> <ol style="list-style-type: none"> 1. Payment of minimum wages in accordance with applicable regulations 2. Assessment of wages paid (prevailing wages) and in-kind benefits. <p>Once the DLW benchmark is available, this procedural note is no longer applicable.</p>			
6.2.7	Permanent fulltime employment is used for all core work performed by the unit of certification. Casual, temporary and day labour is limited to jobs that are temporary or seasonal	Based on verification onsite visit, Certificate Holder using permanent worker for all core work and specified contracted worker (PKWT) for maintenance work.	Choose an item.

<p>Criteria 6.3: The unit of certification 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>			
6.3.1	<p>(C) A published statement recognizing freedom of association and right to collective bargaining in national languages is available and is explained to all workers in languages that they understand, and is demonstrably implemented.</p>	<p>The unit of certification has a policy related to freedom of association set in Policy No. QMM-40-01-P13 (Freedom of Association Policy) dated 1 March 2014. The policy stated that "the company recognizes the role of lawful and independent workers and employees representative organizations in creating a constructive working environment". The existence of worker union has been recognized under "Serikat Pekerja Agromuko Mandiri (SPAM)" which has been registered to the Manpower Office of Mukomuko regency under registration No. D.3/560/16/PC-F.SPPP. SPSI/IV/2011, dated 18 February 2011.</p>	Complied
6.3.2	<p>Minutes of meetings between the unit of certification with trade unions or worker representatives who are freely elected, are documented in the national languages and available upon request.</p>	<p>The Workers Union (SPAM) regularly holds meetings with the company. Latest dissemination of union policy including minutes of meeting based on sample are:</p> <ul style="list-style-type: none"> a. Air Buluh Estate. MoM dated 26 Februari 2020, attended by 18 persons. b. Bunga Tanjung Estate. MoM dated 13 Januari 2020, attended by 35 persons. c. Bunga Tanjung POM. MoM dated 10 July 2020, attended by 22 persons. 	Complied
6.3.3	<p>Management does not interfere with the formation or operation of registered labour organizations/unions, or other freely elected representatives for all workers, including migrant and contract workers.</p>	<p>The unit of certification has a policy related to freedom of association set in Policy No. QMM-40-01-P13 (Freedom of Association Policy) dated 1 March 2014. The policy stated that "the company recognizes the role of lawful and independent workers and employees representative organizations in creating a constructive working environment".</p> <p>Based on interviews with the parent Worker Union and Estate coordinator, it was stated that the Management did not intervene in the formation/selection of the management of the Workers Union, although the office facilities were provided by company Management. The unit of certification also gives concessions to Workers Union management to hold events related to the Union, e.g. permit to hold management meetings.</p>	Complied

		For PT MMAS which until now there has not been formed a Workers Union, the discussion related to manpower, a Bipartite Cooperation (LKS) has been formed and holds a meeting with management once a month.	
Criteria 6.4: Children are not employed or exploited.			
6.4.1	A formal policy for the protection of children, including prohibition of child labour and remediation is in place, and included into service contracts and supplier agreements.	<p>The unit of certification has a policy on the Prohibition of Child Labor as outlined in the company's "Child Labor Policy" dated 27 March 2019, stated that "PT Agro Muko is committed not to employ children under 18 years of age, and anything related to work, supports the laws of the Republic of Indonesia and other agreements including the 1999 ILO Child Labor Convention".</p> <p>Based on evidence such as attendance list and minutes of meeting, it was stated that PT Agromuko – Bunga Tanjung POM committed to not employ underage workers required by national legislation.</p> <p>Based on document review as listed in "Daftar Pekerja tahun 2021", and based on field observation there are no underage workers.</p>	Complied
6.4.2	(C) Documented evidence on the fulfilment of worker's minimum age requirements in accordance with applicable regulation and verification procedures for age requirements, are available.	<p>As outlined in indicator 6.4.1, The unit of certification has a policy on the Prohibition of Child Labor as outlined in the company's "Child Labor Policy" dated 27 March 2019, stated that "PT Agro Muko is committed not to employ children under 18 years old, and anything related to work, supports the laws of the Republic of Indonesia and other agreements including the 1999 ILO Child Labor Convention".</p> <p>Based on evidence such as attendance list and minutes of meeting, it was stated that PT Agromuko – Bunga Tanjung POM committed to not employ underage workers required by national legislation.</p> <p>Based on document review as listed in "Daftar Pekerja tahun 2021", and based on field observation there are no underage workers.</p>	Complied
6.4.3	(C) Young person maybe employed only for non-hazardous work with protective restrictions in place for that work.	As outlined in indicator 6.4.1, The unit of certification has a policy on the Prohibition of Child Labor as outlined in the company's "Child Labor Policy" dated 27 March 2019,	Complied

		<p>stated that "PT Agro Muko is committed not to employ children under 18 years old, and anything related to work, supports the laws of the Republic of Indonesia and other agreements including the 1999 ILO Child Labor Convention".</p> <p>Based on evidence such as attendance list and minutes of meeting, it was stated that PT Agromuko – Bunga Tanjung POM committed to not employ underage workers required by national legislation.</p> <p>Based on document review as listed in "Daftar Pekerja tahun 2021", and based on field observation there are no underage workers.</p>	
6.4.4	<p>The unit of certification demonstrates communication about its 'no child labour' policy and the negative effects of child labour, and promotes child protection to supervisors and other key staff, smallholders, FFB suppliers and communities where workers live.</p>	<p>As outlined in indicator 6.4.1, The unit of certification has a policy on the Prohibition of Child Labor as outlined in the company's "Child Labor Policy" dated 27 March 2019, stated that "PT Agro Muko is committed not to employ children under 18 years old, and anything related to work, supports the laws of the Republic of Indonesia and other agreements including the 1999 ILO Child Labor Convention".</p> <p>Based on evidence such as attendance list and minutes of meeting, it was stated that PT Agromuko – Bunga Tanjung POM committed to not employ underage workers required by national legislation.</p> <p>Based on document review as listed in "Daftar Pekerja tahun 2021", and based on field observation there are no underage workers.</p>	Complied
<p>Criteria 6.5: There is no harassment or abuse in the workplace, and reproductive rights are protected.</p>			
6.5.1	<p>(C) A policy to prevent sexual and all other form of harassment and violence is documented, implemented and communicated to all levels of the workforce.</p>	<p>The unit of certification has a policy on prevention of sexual harassment/ violence as outlined in policy No. QMM-40-01-P10, Rev 1 (Sexual Harassment Policy) dated 27 March 2019. Based on interview with female workers and Gender Committee, shows that they have understood the company's policies on prevention of sexual harassment. During 2019 there had never been complaints from employees related to sexual harassment/violence at work, however there were reports of affair between employees in Tanah Rekah Estate and has been processed using the Company Code of Ethics.</p>	Complied

		The policy has been disseminated to employees through posting the policies on the notice board (Estate/Mill Office) and conduct verbal dissemination to employees.	
6.5.2	(C) A policy to protect the reproductive rights of all, especially of women, is documented, implemented and communicated to all levels of the workforce.	<p>The unit of certification has a policy on protection of reproductive rights as outlined in policy No. QMM-40-01-P11, Rev 1 (Protection of Reproductive Rights Policy) dated 27 March 2019. Based on interview with female workers and gender committee, show that they have understood the company's policy on protection of reproductive rights. The unit of certification have implemented protection of reproductive rights, for example:</p> <ol style="list-style-type: none"> 1. Give 90 days of maternity leave. 2. Give menstrual leave (H1) rights to female workers who are sick during menstruation for 2 days with the consideration from medical personnel. 3. Conduct pregnancy test for to female workers who work at high-risk stations such as spraying and fertilizing. Transferring pregnant workers to other types of work that are not at risk for pregnancy. 4. Give special time for female workers who are breastfeeding at 10:00 to 11:00 and at 15:00 to 15:30. <p>All policies on the protection of reproductive rights are also regulated in Collective Labor Agreements or Company Regulations.</p> <p>The policy has been disseminated to employees through posting the policies on the notice board (Estate/Mill Office) and conduct verbal dissemination to employees.</p>	Complied
6.5.3	Management has assessed the needs of new mothers, in consultation with the new mothers, and actions are taken to address the needs that have been identified in accordance with applicable regulations in Indonesia.	The unit of certification has implemented policy to give special time to female workers who are breastfeeding for breastfeeding their children at 10:00 - 11:00 and 15:00 - 15:30 as stipulated in the Collective Labor Agreement or Company Regulations. However the company can reassess the needs of female worker who just given birth by involving Gender Committee Contact Group.	Complied
6.5.4	A grievance mechanism, which respects anonymity and protects complainants where requested, as long as the	Specific Grievance mechanisms for complaints related to sexual harassment/ violence are set out in the Sexual Harrassment/Violence Prevention Policy (QMM-40-01-P10,	Complied

	complaint is supported with adequate information, is documented, implemented and communicated to all levels of the workforce.	Rev 1) dated 27 March 2019. The complaint mechanism refers to the Grievance Policy (QMM-40-01-P12) dated 1 March 2014. Based interview with female workers and Gender Committee, they have understood the company's policy related Prevention of Sexual Harassment / Violence.	
Criteria 6.6: No forms of forced or trafficked labour are used.			
6.6.1	<p>(C) All work is voluntary and the following are prohibited:</p> <ul style="list-style-type: none"> • Retention of identity documents or passports; • Payment of recruitment fees; • Contract substitution without worker's consent • Involuntary overtime; • Lack of freedom of workers to resign • Penalty for termination of employment, unless the unit of certification and the workers agree to the penalty and it is stated in the employment agreement • Debt bondage • Withholding of wages 	<p>Based on interview with workers and workers union, stated that the unit of certification does not practiced such thing as follows:</p> <ul style="list-style-type: none"> • Retention of identity documents or passports • Payment of recruitment fees • Contract substitution • Involuntary overtime • Lack of freedom of workers to resign • Penalty for termination of employment • Debt bondage • Withholding of wages 	Complied
6.6.2	<p>(C) Where temporary (Specified Time Work Agreement/PKWT) or migrant workers are employed, a specific labour policy and procedures are established and evidence of implementation is available.</p>	<p>There is no casual worker works at the unit of certification. All workers have status of permanent workers (SKU-B or SKU-H) of temporary worker (PKWT). PKWT is only applicable for probation period. Gradually the status of PKWT has been upgraded to be Permanent Workers (SKU-H), as evidence:</p> <ol style="list-style-type: none"> 1. Appointment Letter of PKWT became SKU-H No.03/RMO-MME/IV/2019 dated 1 April 2019 for 14 harvester in Bunga Tanjung Estate. 2. Appointment letter of PKWT became SKU-H No.20/RMO-MME/X/2019 dated 2 October 2019 for 7 harvester in Bunga Tanjung Estate. 	Complied

		<p>3. Appointment letter from SKU-H to SKU-B No.209/JWB-RMOBG/IX/2019 dated 16 November 2019 for 3 workers of Sungai Kiang Estate, Air Buluh Estate and CWAM (Central Workshop).</p> <p>4. Appointment letter of PKWT became SKU-H No.31/TRE-RMO/VI/2019 dated 20 June 2019 for 2 workers in Tanah Rekah Estate.</p> <p>For other types of work, PT Agromuko collaborates with local labor service providers to do seasonal work such as Replanting.</p>	
<p>Criteria 6.7: The unit of certification ensures that the working environment under its control is safe and without undue risk to health.</p>			
<p>6.7.1</p>	<p>(C) The responsible person(s) for H&S is identified. There are records of regular meetings between the responsible person(s) and workers. Concerns of all parties about health, safety and welfare are discussed at these meetings, and any issues raised are recorded.</p>	<p>PT Agromuko – Bunga Tanjung POM has appointed the responsible person(s) for H&S is identified, such as:</p> <p>Air Buluh Estate:</p> <ul style="list-style-type: none"> • OHS expert namely Mr Sudiro as Degree Letter from Manpower Ministry Republic of Indonesia Nomor: KEP.3796/NAKER-BINWASK3/V/2017 tentang Penunjukan Ahli Keselamatan dan Kesehatan Kerja Umum Menteri Tenaga Ketenagakerjaan, issued dated 31st May 2017 – valid until 3 years • Surat Permohonan Pendaftaran Kepengurusan P2K3LHS No 349/ABE/XI/2019, dated 5th November 2019 <p>Malin Deman Estate:</p> <ul style="list-style-type: none"> • OHS expert namely Mr Mugiono as Degree Letter from Manpower Ministry Republic of Indonesia Nomor: KEP.P.6195/NAKER-BINWASK3/IX/2017 tentang Penunjukan Ahli Keselamatan dan Kesehatan Kerja Umum Menteri Tenaga Ketenagakerjaan, issued dated 20th September 2017 – valid until 3 years. • Surat Permohonan Pendaftaran Kepengurusan P2K3LHS No 54/RMO-G/X/19, dated 28th October 2019 	<p>Complied</p>

		<p>Bunga Tanjung Estate:</p> <ul style="list-style-type: none"> • Berita Acara Perubahan Susunan Kepengurusan P2K3LHS dated 1 October 2019 • OHS expert namely Mr Samuel Sihombing as Degree Letter from Manpower Ministry Republic of Indonesia Nomor: KEP.P.3795/NAKER-BINWASK3/V/2017 tentang Penunjukan Ahli Keselamatan dan Kesehatan Kerja Umum Menteri Tenaga Ketenagakerjaan, issued dated 31st May 2017 – valid until 3 years. <p>Air Bikuk Estate:</p> <ul style="list-style-type: none"> • OHS expert (Ahli K3) namely Mr Frisai Hafiz Marpaung – license as OHS expert candidate number. KEP.17541/NAKER-BINWASK3/V/2018, valid until 3 years. • Minute of Meeting of the OHS committee (monthly), last meeting was conducted on 29th October 2019 – location in Meeting Room Air Bikuk Estate. Agenda: review on progress of follow up action from previous meeting issues, review on the OHS inspection report, review of accidents in month October 2019 and other issues. <p>The record of effectiveness of implementation the OHS Committee program, e.g:</p> <ul style="list-style-type: none"> • Record of OHS meeting dated 2nd November 2019, location in Air Buluh Estate, agenda: Review of the meeting result of the last, review of OHS inspection and review of incident report • Report of OHS performance for period July – September 2019 was sent to Manpower Agency in Bengkulu Province both for Air Buluh Estate and Malin Deman Estate. • Record of OHS meeting dated 11 November 2019, location in Bunga Tanjung Estate. Agenda: review the progress action of the OHS plan in month October 2019, review of report <p>-</p>	
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<p>6.7.2</p>	<p>Accident and emergency procedures in Indonesian language are in place and clearly understood by all workers. Assigned operatives trained in first aid are present in both field and other operations. First aid equipment is available at worksites. Records of all accidents are kept and periodically reviewed.</p>	<p>PT Agromuko – Bunga Tanjung POM has prepared the procedure of accident and emergency as per document of Incident Report, No: OHS-01-08, issued date 4th February 2019 version 0.</p> <p>Steps to Report Incidents:</p> <ol style="list-style-type: none"> 1. Applies to all accidents, diseases and incidents that occur in the PT TTI environment 2. The initial data that must be given if an incidents occur is: <ul style="list-style-type: none"> • Date and time occur • Location of the incidents • Name and or number of victims • Activity at the time of incidents • The is injury or death <p>The procedure available in appropriate language of the workforce and has been socialization to all workers, e.g: Attendance list on socialization of accidents procedure dated 15th June 2019.</p> <p>Bunga Tanjung Estate has assigned operatives trained in First Aid are present in both field and other operations, e.g: namely Mr Jhon Hartoni (license as first aider No: 560/027/D.3/IV/P3K/2015 – issued by Manpower Agency in Mukomuko Regency) and Mr Yanto (license as first aider No: 560/024/D.3/IV/P3K/2015 – issued by Manpower Agency in Mukomuko Regency).</p> <p>Record of all accident has kept and periodically review under OHS committee meeting (P2K3LHS) each month.</p> <p>Data verified:</p>	<p>Complied</p>
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		<ul style="list-style-type: none"> Total accident in year 2019 is 2 cases (category: medium). Each accident has conducted the investigation, e.g: "Report of Accidents Investigation – No 01-BTE-2019-07-AC-WP, dated 11th July 2019 for namely Mr John Pranata (Supervisor in Harvesting), location in block C2 in division 01. Recommendation of corrective action has followed up. List of first aid equipment as monitored in "Daftar Kotak P3K", there was 15 portable first aid and 3 first aid in office, chemical storage and temporary storage hazardous waste License for first aider number 560/012/D.3/IV/P3K/2015 namely Mr H.M Sianturi, number 560/062/D.3/IV/P3K/2015 namely Mr Tohidan 	
6.7.3	(C) Workers use appropriate personal protective equipment (PPE) which is provided free of charge to all workers in the workplace, to cover all potentially hazardous operations, such as pesticides application, machine operations, land preparation, and harvesting. Sanitation facilities for those applying pesticides are available, so that workers can change out of PPE, wash and put on their personal clothing.	Based on onsite visit at Air Buluh Estate, Air Bikuk Estate, and Bunga Tanjung Estate, all workers using PPE's as required by HIRADC. If broken, PPE will replaced with new one freely.	Complied
6.7.4	All workers are provided medical care and covered by accident insurance. Costs incurred from work related incidents, leading to injury or illness, are covered in accordance with applicable regulations or by the unit of certification if applicable regulations do not provide protection.	Based on direct interview with sample of workers at Air Buluh Estate, Air Bikuk Estate, and Bunga Tanjung Estate, all workers already covered by accident insurance (BPJS Tenaga Kerja) including its facilities, such as clinic.	Complied
6.7.5	Occupational injuries are recorded using Lost Time Accident (LTA) metrics.	PT Agromuko – Bunga Tanjung POM has shown the record of injuries using lost time accident (LTA) metrics as in "Laporan Kehilangan Waktu Kerja – LTA" year 2020. <ul style="list-style-type: none"> Malin Deman Estate, up to October 2020 there was reported 2 cases of accidents, total LTA 6 mandays 	Complied

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		<ul style="list-style-type: none"> • Air Buluh Estate, up to October 2020 there was reported 1 cases of accidents, total LTA 2 mandays. • Bunga Tanjung Estate - up to October 2020 total accident is 0 cases total LTA is 0 mandays. Each accident has conducted the investigation and followed up with corrective action. <p>Each accident has been followed up with investigation and followed up with corrective action.</p>	
<p>Principle 7: Protect the environment, conserve biodiversity and ensure sustainable management of natural resources.</p>			
<p>Criteria 7.1: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.</p>			
7.1.1	<p>(C) IPM plans are implemented and monitored to ensure effective pest control.</p>	<p>It was available documented IPM Program under "Program Pengendalian Hama Terpadu Tahun 2020" for each Estate and Scheme Smallholders. IPM Plans of Air Buluh Estate include smallholders consist of monitoring of installed barn-owl nest; installation of new barn-owl nest; identification of beneficial weeds; Ganoderma census; monitoring of beneficial weeds; identification of natural predator of leaf-eater caterpillar. IPM Plans of Air Bikuk Estate include Smallholders consist of monitoring of installed barn-owl nest; bird-perch at replanting area; identification of beneficial weed; planting of turnera, antigonon and Casiatora; monitoring of <i>Tyto alba</i>; census of pest (nettle caterpillar and bagworm). IPM Plans of Bunga Tanjung Estate include Smallholders consist of monitoring of installed barn-owl nest; identification of beneficial weed; census of nettle caterpillar and Ganoderma; planting / upkeep of Turnera, Antigonon and Casiatora. IPM Plans of Malin Deman Estate include Smallholders consist of monitoring of beneficial weeds, census of pest and disease; upkeep of Turnera, Antigonon and Casiatora.</p> <p>Dissemination and education to workers and smallholder regarding IPM has been done recently on 29 Aug 2020 in Air Buluh Estate; on 22 Apr 2020 and 29 Jun 2020 in Air Bikuk Estate.</p>	Complied

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7.1.2	Invasive species are not to be used according to applicable regulation in managed areas, unless plans to prevent and monitor their spread are implemented.	The company can provide "100 of the World's Worst Invasive Alien Species" a selection from the Global Invasive Species Database, published by Invasive Species Specialist Group (ISSG) in association with IUCN, Species Survival Commission and Bionet. There is no species listed in the document used in whole area of PT Agro Muko.	Complied
7.1.3	There is no use of fire for pest control unless in exceptional circumstances, i.e. where no other effective methods exist, and with prior approval of government authorities.	During onsite, no implementation of fire use for pest control. The company using agrochemical for pest control.	Complied
Criteria 7.2: Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.			
7.2.1	(C) Justification of all pesticides used is demonstrated. Selective products and application methods that are specific to the target pest, weed or disease are prioritised.	During onsite visit to spraying activities at Bunga Tanjung Estate and visit to chemical storage, Certificate Holder using selective products to apply pesticides/herbicides.	Complied
7.2.2	(C) Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per Ha and number of applications) are provided.	Record of LD50 for each pesticides/herbicides is available in place.	Complied
7.2.3	(C) Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans.	Certificate Holder also implement IPM to reduce pesticides/herbicides application, such as Barn Owl.	Complied
7.2.4	There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in Indonesia best practice guidelines.	Certificate Holder no using prophylactic use of pesticides. Pesticides/herbicides use is selective products and application methods that are specific to the target pest, weed or disease.	Complied
7.2.5	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 to be used, unless in exceptional circumstances, as validated by a due diligence process, or when authorised by government authorities for pest outbreaks. The due diligence refers to:	PT Agro Muko and PT Mukomuko Agro Sejahtera including the smallholders are not using pesticide categorized as WHO Class 1A and Class 1B, or that listed by the Stockholm or Rotterdam Conventions. Despite paraquat is not prohibited in Indonesia, company committed to avoid use of Paraquat. The company has commitment to eliminated using Paraquat since 1 January 2017 based on General Manager letter No.35/GMAM-Est/XII/2015, dated 8 December 2017.	Complied

	7.2.5a Judgment of the threat and verify why this is a major threat.	Based on "Rekaman Penggunaan Pestisida Per Metric Ton FFB tahun 2020" shows company chemical product for specific target species (weed), and no paraquat.	
	7.2.5b Why there is no other alternative which can be used.	There are no use of pesticide in PT Agro Muko and PT Mukomuko Agro Sejahtera including the smallholders that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat.	
	7.2.5c Which process was applied to verify why there is no other less hazardous alternative.	There are no use of pesticide in PT Agro Muko and PT Mukomuko Agro Sejahtera including the smallholders that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat.	
	7.2.5d Process to limit the negative impacts of the application.	There are no use of pesticide in PT Agro Muko and PT Mukomuko Agro Sejahtera including the smallholders that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat.	
	7.2.5e Estimation of the timescale of the application and steps taken to limit application to the specific outbreak.	There are no use of pesticide in PT Agro Muko and PT Mukomuko Agro Sejahtera including the smallholders that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat.	
7.2.6	(C) Pesticides are only handled, used or applied by persons who have completed the necessary training and are always applied in accordance with the product label. All precautions attached to the products are properly observed, applied, and understood by workers (see Criterion 3.6). Personnel applying pesticides must show evidence of regular updates on the knowledge about the activity they conduct.	<p>PT Agro Muko and PT Mukomuko Agro Sejahtera has provided training for all workers that performs chemical spraying including for Scheme Smallholders (KMD and Plasma), as evidence in "Hasil Pelatihan Spraying dan Kalibrasi Alat Semprot" dated 22 Mar 2019 in Malin Deman Estate. The training was attended by: Field Head Assistant, all Field Assistant, all Spraying workers and supervisors including that apply spraying in KMDs.</p> <p>Training of spraying and chemical handling in Tanah Rekah Estate was conducted on 1 Nov 2019 located at Block 90B14A Division 2. Training attended by 25 spraying workers, Supervisor and Field Assistant. Summary of training was flowrate 220 cc/minutes; spraying wide 165 cm; walking speed 2700 cm/minutes; spraying volume 50 Lt/Ha. Training module, evaluation result and attendance list were available.</p>	Complied

		Pesticides are only handled, used and applied by persons who have completed the necessary training and are always applied in accordance with the product label. All precautions attached to the products are properly observed, applied, and understood by workers. Personnel applying pesticides has demonstrated evidence of knowledge about the activity they conduct.	
7.2.7	(C) Storage of all pesticides in accordance with recognized best practices.	During onsite visit to chemical storage at Bunga Tanjung Estate, all pesticides are kept securely in accordance with recognized best practices.	Complied
7.2.8	All pesticide containers that are disposed of and/or used for other purposes are managed according to applicable regulations and/or instructions on the packaging.	All pesticide containers are categorized as "Limbah B3". Each Estate has storage for hazardous waste/containers with valid license.	Complied
7.2.9	(C) Aerial spraying of pesticides is prohibited, unless in exceptional circumstances where no other viable alternatives are available. This requires prior government authority approval. All relevant information is provided to affected local communities at least 48 hours prior to application of aerial spraying.	There is no aerial application of pesticide in PT Agro Muko and PT Mukomuko Agro Sejahtera.	Complied
7.2.10	(C) Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated.	Specific annual medical surveillance for pesticide operators are conducting in annually. All records are maintained in Regional Management Office.	Complied
7.2.11	(C) No pesticide-related work is carried out by pregnant or breastfeeding women, or people with medical limitations and they are offered other equivalent work alternatives.	All female sprayers operators that interviewed during onsite visit are not currently pregnant or breastfeeding.	Complied

Note For 7.2.11

Referring to Act No. 13 of 2003 concerning Manpower, Act No. 35 of 2014 concerning Child Protection, and taking into account the risks of hazards on palm oil plantations and mills on the development and physical, mental and social health of children, the national interpretation mandates that the unit of certifications does not employ people under the age of 18 for pesticide spraying. For this reason, the provisions of young workers under 18 years in indicator 7.2.11 are irrelevant.

Criteria 7.3: Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.			
7.3.1	A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented in accordance with applicable laws and regulations.	<p>The unit of certification has shown the document of waste management plan as documented in procedure "Pengelolaan Sampah" and "Rencana Pengelolaan Limbah".</p> <p>Waste management which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, such as:</p> <ul style="list-style-type: none"> • Domestic waste, to reduce pollution to the environment. • Organic and inorganic waste sent to landfill and then covered with soil. • Medical waste, and other type hazardous waste (used oil, empty chemical container, contaminated material, battery) regulated as per procedure "Penyimpanan Limbah Bahan Berbahaya dan Beracun (Limbah B3) dan Tanggap Darurat". • The hazardous waste stored in a dedicated storage completed with alarm, spill kit, secondary containment and PPE for operation. 	Complied
7.3.2	Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.	<p>All pesticide containers are categorized as "Limbah B3". Each Estate has storage for hazardous waste/containers with valid license.</p> <p>Each estate also has Landfill for domestic waste disposal. Workers during interview are clearly understand the procedure of domestic waste management.</p>	Complied
7.3.3	The unit of certification does not use open fire for waste disposal.	Each estate also has Landfill for domestic waste disposal. No fire use founded for waste disposal.	Complied
Criteria 7.4: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.			
7.4.1	Good agricultural practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts is documented.	<p>PT Agro Muko and PT Mukomuko Agro Sejahtera has established SOP to managed soil fertility in whole plantation area include Scheme Smallholder to gain optimum yield and minimising environmental impact. The SOPs are as follows:</p> <ul style="list-style-type: none"> • OPM-06-01; dated 02/10/2017; Inorganic Fertiliser – Pupuk Inorganik. • OPM-06-02; dated 02/10/2017; Organic Fertiliser – Pupuk Organik • OPM-06-03; dated 02/10/2017; LSU: Palm Marking – LSU: Penandaan Tanaman. 	Complied

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		<ul style="list-style-type: none"> OPM-06-04; dated 02/10/2017; Leaf Sampling Unit (LSU) and Rachis Sampling Unit (RSU) – Pengambilan Sampel. <p>The company has conduct Leaf Sample analysis, as basic of fertilizer recommendation. Estates and Scheme Smallholder conduct fertilizer application based on fertilizer recommendation.</p>	
7.4.2	<p>Analysis of tissue samples (e.g. leaves) and soil on a regular basis to monitor and manage changes in soil fertility and plant health is documented.</p>	<p>Leaf and rachis analysis in Air Bikuk Estate was evident based on “Lembar Hasil Pengujian Analisa LSU dan RSU” No. 12701A0820 issued by Verdant Bioscience PT Timbang Deli Indonesia (Sipef Group); Ref. --; PO No. PTAM042572; receive date 9 Dec 2019; amount 172 samples (86 leaf & 86 rachis); analysis date 12 Feb – 3 Apr 2020. Sample of analysis result: Lab No. B5460; Leaf; Estate MME; Division 5; Block 12F06A (12F01-F03); 32.72 Ha; Progeny Socfindo; YOP 2012; sampling date 26 Oct 2019; 2.54% N; 0.147% P; 0.68% K; 0.16% Mg; 0.51% Ca; 17 ppm B; 3 ppm Cu; 7 ppm Zn.</p> <p>Leaf and rachis analysis in Bunga Tanjung Estate was evident based on “Lembar Hasil Pengujian Plant Tissue Analysis” No. 21703B0520 issued by Verdant Bioscience PT Timbang Deli Indonesia (Sipef Group); Ref. No. RMO-BKL/RMO/49/2020; PO No. PTAM040938; receive date 19 Mar 2020; amount 4 samples (2 leaf & 2 rachis); analysis date 15 – 19 Jun 2020. Sample of analysis result: Lab No. C315; Leaf; Estate SBE; Division 3; Block 01J01A-01J02A; 62.72 Ha; Progeny BLRS; YOP 2001; sampling date 17 Feb 2020; 2.47 N; 0.153% P; 0.70% K; 0.15% Mg; 0.63% Ca; 15 ppm B.</p> <p>Based on JH Agriculture Services, soil series in Plasma Sungai Tenang is Berlian Jaya series (BJA); Typic kandiudults; sub soil brownies yellow to yellowish brown to strong brown; fine sandy clay to clay; 35-60% clay; deep to very deep soil; well drained; mainly undulating to very steep terrain. The latest soil survey in Tanah Rekah Estate was conducted by “Laboratorium Ilmu Tanah, Fakultas Pertanian - Universitas Bengkulu” in August 2017. The result reported under “Laporan Akhir dan Reklasifikasi</p>	Complied

		Tanah Gambut PT Agromuko di Tanah Rekah Estate – Agustus 2017”. The report summarized the changes in land area between period 2008 to 2017.	
7.4.3	A nutrient recycling strategy is in place, which include the recycling of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), palm residues and optimal use of inorganic fertilisers.	<p>EFB application in Bunga Tanjung Estate in 2020 were recorded in Block 98D02A; EFB applied in Jan 63 ton; Jun 197 ton; Jul 54 ton; Aug 25 ton; total area applied 5.78 Ha. In Block 01A01A; EFB applied 44 ton; area applied 1 Ha. In Block 98E01A; EFB applied 41 ton; area applied 1 Ha. EFB application in Air Bikuk Estate in 2020 were recorded in Block 19G01; EFB applied in May 396.00 ton; Jun 171.94 ton; total 567.94 ton. In Block 19G02; EFB applied in Jun 94.82 ton; Jul 70.80 ton; Aug 98.10 ton; Sep 120.00 ton.</p> <p>There is no POME application in all plantation estates, waste from Bunga Tanjung Palm Oil Mill are used for biogas plant.</p>	Complied
7.4.4	Records of fertilizer inputs are maintained.	Every estate has maintained records of fertilizer use.	Complied
Criteria 7.5: Practices minimise and control erosion and degradation of soils.			
7.5.1	(C) Maps that identify marginal and fragile soils, including steep sloped land are available.	<p>Available soil map of Bunga Tanjung Estate dated 17 November 2016, with scale 1:50,000. Based on soil map, the predominant soil map in Bunga Tanjung Estate comprise of <i>Dystrudepts Hapludults</i> with material sediment (mineral) and <i>Dystrudepts Haplohumults</i> with material Alluvium (mineral). The landscape is range from rolling to undulating. From the information available, there is no fragile soil. Bunga Tanjung Estate demonstrates topographic map, indicating the area varies between 0-5° up to 15-25°. Area with slope ≥ 25° sets aside as HCV area.</p> <p>Air Buluh Estate demonstrates soil type consist of: <i>Dystropepts, Tropodults, Humitropepts</i> (mineral). Slope class for Air Buluh Estate: 2-12° estimated 230 Ha; 6-20° estimated 1,742 Ha; 12-25° estimated 343 Ha; 20- 25° estimated 219 Ha. The limitation slope ≥25°. No peat soil in Air Buluh Estate.</p>	Complied

		<p>Malin Deman Estate demonstrates soil type consist of Berlian Jaya Series (1,382 Ha) and Mukomuko Series (481 Ha).</p> <p>KMD Nenggalo have soil map with scale 1:4,000, indicating the whole oil palm plantation fall under <i>Hapludults Dystrudepts</i>, with material alluvium. The landscape relief is undulating (mineral). The topographic map in KMD Nenggalo indicates the slope between 0-5° up to 20-25°.</p> <p>KMD Bunga Tanjung have soil map with scale 1:4,000, indicating the whole oil palm plantation fall under <i>Hapludults Dystrudepts</i>, with material alluvium. The landscape relief is undulating (mineral). The topographic map in KMD Bunga Tanjung indicates the slope between 0-5° up to 20-25°.</p> <p>KMD Nelan Indah have soil map with scale 1:4,000, indicating the whole oil palm plantation fall under <i>Hapludults Dystrudepts</i>, with material alluvium. The landscape relief is undulating (mineral). The topographic map in KMD Nelan Indah indicates the slope between 0-5° up to 20-25°.</p> <p>KMD Bantal have soil map with scale 1:4,000, indicating the whole oil palm plantation fall under <i>Hapludults Dystrudepts</i>, with material alluvium. The landscape relief is undulating (mineral). The topographic map in KMD Bantal indicates the slope between 0-5° up to 20-25°.</p> <p>Plasma Air Buluh have soil map scale 1:35,000. The soil type consists of Berlian Jaya series (125 Ha), Mukomuko series (73 Ha), Kaladan/Tolan series (72 Ha) and Binti series/peat soil (31 Ha).</p>	
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		Plasma Air Merah have soil map scale 1:35,000. The soil type consists of Berlian Jaya series (482 Ha) and Mukomuko series (198 Ha).	
7.5.2	The replanting of palm oil is not conducted extensively on steep terrain in accordance with applicable regulations.	Replanting activities only at Bunga Tanjung Estate. Certificate Holder consistently implement that replanting are not conducted on steep terrain.	Complied
7.5.3	New palm oil planting is not conducted on steep terrain in accordance with applicable regulations.	No new oil palm planting within scope of certification. During onsite visit, auditor did not found new planting.	Complied
Criteria 7.6: 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.			
7.6.1	(C) Evidence of long-term land suitability for oil palm cultivation, soil maps or soil surveys that identify marginal and fragile soils, including steep terrain are available, in planning and operations.	<p>PT Agro Muko and PT Mukomuko Agro Sejahtera has carried out soil surveys identifying marginal and fragile soils, including steep terrain, these are taken into consideration in plans and operation. In Bunga Tanjung Estate, soil map is available dated 17 November 2016, with scale 1:50,000. Based on soil map, the predominant soil map in Bunga Tanjung Estate comprise of <i>Dystrudepts Hapludults</i> with material sediment (mineral) and <i>Dystrudepts Haplohumults</i> with material Alluvium (mineral). The landscape rolling to undulating. From the information, there is no fragile soil. Bunga Tanjung Estate demonstrates topographic map, indicating the area varies between 0-5° up to 15-25°. Area with slope $\geq 25^\circ$ sets aside as HCV area.</p> <p>Air Buluh Estate demonstrates soil type consist of: <i>Dystropepts</i>, <i>Tropodults</i>, <i>Humitropepts</i> (mineral). Slope class for Air Buluh Estate: 2-12° estimated 230 Ha; 6-20° estimated 1,742 Ha; 12-25° estimated 343 Ha; 20- 25° estimated 219 Ha. The limitation slope $\geq 25^\circ$. No peat soils in Air Buluh Estate.</p> <p>Malin Deman Estate demonstrates soil type consist of Berlian Jaya Series (1,382 Ha) and Mukomuko Series (481 Ha).</p> <p>KMD Mundam Marap have soil map with scale 1:4,000, indicating the whole oil palm plantation fall under <i>Hapludults Dystrudepts</i>, with material alluvium. The landscape relief is undulating (mineral). The topographic map in KMD Mundam Marap indicates the slope between 0-5° up to 20-25°.</p>	Complied

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		<p>Plasma Air Buluh have soil map scale 1:35,000. The soil type consists of Berlian Jaya series (125 Ha), Mukomuko series (73 Ha), Kaladan/Tolan series (72 Ha) and Binti series (31 Ha).</p> <p>Plasma Air Merah have soil map scale 1:35,000. The soil type consists of Berlian Jaya series (482 Ha) and Mukomuko series (198 Ha).</p>	
7.6.2	Extensive planting on marginal and fragile soils is avoided or, if necessary, carried out according to the best-practice soil management plan.	<p>Certificate Holder consistently implement that replanting are not conducted on steep terrain or fragile soil.</p> <p>No new oil palm planting within scope of certification. During onsite visit, auditor did not found new planting.</p>	Complied
7.6.3	Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure.	<p>Holder consistently implement that replanting are not conducted on steep terrain or fragile soil.</p> <p>No new oil palm planting within scope of certification. During onsite visit, auditor did not found new planting.</p>	Complied
Criteria 7.7: No new planting on peat, regardless of depth after 15 November 2018 and all peatlands are managed responsibly.			
7.7.1	(C) No new planting on peatlands, regardless of depth, after 15 November 2018, in existing plantation areas, as well as in new development areas.	Based on soil map dated 17 November 2016, scale 1:50,000, there is no peat soil are presence within the scope of Bunga Tanjung POM's supply bases.	Complied
7.7.2	Peat areas within the managed area are inventoried, documented and reported to the RSPO Secretariat (effective from November 15, 2018).	Based on soil map dated 17 November 2016, scale 1:50,000, there is no peat soil are presence within the scope of Bunga Tanjung POM's supply bases.	Complied
PROCEDURAL NOTE: Maps and other documentation for peatlands are provided, prepared and shared according to the RSPO Working Group (Peatland Working Group / PLWG) audit guide (See Procedural Notes for Indicator 7.7.5 below).			
7.7.3	(C) Subsidence of peat is monitored, documented and minimised.	Based on soil map dated 17 November 2016, scale 1:50,000, there is no peat soil are presence within the scope of Bunga Tanjung POM's supply bases.	Complied

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7.7.4	(C) Availability of implementation evidence of the water and land cover management program.	Based on soil map dated 17 November 2016, scale 1:50,000, there is no peat soil are presence within the scope of Bunga Tanjung POM's supply bases.	Complied
7.7.5	(C) Drainability assessments are conducted for plantations planted on peat following the RSPO Drainability Assessment Procedure, or other method recognized by RSPO, (at least five years or in accordance with the provisions of the RSPO Drainability Assessment Procedure) before replanting. The results of the assessment are used to determine the period of replanting to be carried out, as well as to gradually replace oil palm cultivation for at least 40 years or two cycles, (whichever is longer), before reaching the natural gravitational drainage limit for peat. If oil palm is gradually replaced, it is replaced by other commodity crops that are better suited for higher groundwater levels (paludiculture) or rehabilitated with natural vegetation.	Based on soil map dated 17 November 2016, scale 1:50,000, there is no peat soil are presence within the scope of Bunga Tanjung POM's supply bases.	Complied
PROCEDURAL NOTE: For 7.7.5: Detailed information on the RSPO Drainability Assessment Guide along with related concepts and detailed actions is contained in the Guidelines currently being adjusted / tested by the RSPO Working Group on Peatlands (Peatland Working Group / PLWG). The final version must obtain PLWG approval in January 2019 and will include additional Guide on the steps to be followed after deciding not to replant and the consequences for other stakeholders, farmers, local communities, and the unit of certification concerned. It is recommended that the trial methodology period is proposed to be extended for 12 months for all relevant management units (ie management units that have plantations on peat) to utilize the methodology and provide input to PLWG so that existing procedures can be further refined as needed before January 2020. The unit of certification has the option to delay replanting until the issuance of the revised Guidelines for the guidelines. Additional guidance for alternative commodity crops and rehabilitation of natural vegetation will be regulated by the PLWG.			
7.7.6	(C) All existing plantations on peat are managed according to applicable laws and/or "RSPO Guidelines for Best Management Practices (BMP) for Oil Palm Cultivation that are already on Peatlands", version 3 (June 2019) along with related audit guidelines (May 2019).	During onsite visit at sample of Estate, no peat area was discovered.	Complied

7.7.7	<p>(C) All peat areas not planted and reserved in managed areas (regardless of depth) are protected as 'peatland conservation areas'; unit of certification are prohibited from constructing drainage channels, building roads and new electricity lines on peatlands; unless if it is for a non-corporate land clearance. Peatlands are managed in accordance with 'RSPO Best Management Practices for the Management and Rehabilitation of Natural Vegetation related to Oil Palm Cultivation that already exists in Peatlands' (the latest version) along with relevant audit guidelines.</p>	<p>During onsite visit at sample of Estate, no peat area was discovered.</p>	<p>Complied</p>
<p>Criteria 7.8: Practices maintain the quality and availability of surface and groundwater.</p>			
7.8.1	<p>A water management plan is available and is implemented to support efficient use of water sources and continuous availability and avoid negative impacts on other users in the catchment. The plan referred to contains the following matters:</p> <p>7.8.1a The unit of certification does not limit access to clean water or does not pollute the water used by the community.</p>	<p>The Company has prepared water management plan, for example in Bunga Tanjung Estate, water management plan available under "Program Pengelolaan Air" issued on 4 Jan 2019. The program consist of reporting of deep water usage; quality analysis of deep water; establish silt pit at terrace contour; making individual terrace on plant that have high risk of erosion; pesticide mixing only done in mixing area. The Estate management monitor the progress monthly. The Estate has provide access to clean water for the communities. The Estate has eliminate potential pollution to the water course by conduct mixing of pesticide in the mixing area only.</p>	<p>Complied</p>
	<p>7.8.1b Workers have adequate access to clean water.</p>	<p>The Estate has provide access to clean water for the workers by providing deep water. Domestic water usage are reported to the RMO monthly. Based on report of deep water usage in Bunga Tanjung Estate period Oct 2019, total usage of domestic water are as follow:</p> <ol style="list-style-type: none"> 1. Division F1 (EM House): 613 m³. 2. Division F1 (Labour House): 912 m³. 3. Division F5 (Labour House): 665 m³. 4. Division F3 (Labour House): 645 m³. 	

		<p>5. Division F4 (Labour House): 610 m³.</p> <p>6. Total 3,445 m³.</p> <p>Deep water analysis was conducted annually, as reported in "Laporan Hasil Uji" No.443.5/636b/Labkes.III dated 27 Dec 2018, issued by UPTD Laboratorium Kesehatan Daerah, Dinas Kesehatan Provinsi Bengkulu". Parameter checked consist of smell, taste, colour, DHL, TSS, temperature, Fe, F, Cu, Mn, NO₃, NO₂, pH, Al, SO₄, BOD, COD, NH₃, Cr, Zn and PO₄. It was verified sample code 05.A/20.12.2018/AS/K and 05.B/20.12.2018/AS/K.</p>													
7.8.2	<p>(C) Water courses and wetlands are protected, including the maintenance and restoration of riparian zones and other buffer zones during or before replanting, in accordance with the "RSPO Manual on BMPs for the management and rehabilitation of riparian reserves" (April 2017) or Simplified Guide Management and Rehabilitation of Riparian Reserves (2018).</p>	<p>Verification during onsite visit, all water course are well managed by the Certificate Holder.</p>	Complied												
7.8.3	<p>Mill effluent is managed according to applicable regulations. The quality of mill effluent discharged, especially BOD (Biochemical Oxygen Demand) is monitored in accordance with applicable regulations.</p>	<p>Bunga Tanjung POM has monitored the mill effluent to be in compliance with national regulation as per document "Laporan Hasil Analisa Limbah Cair PT Agromuko – Bunga TanjungPOM year 2020.</p> <p>Measurement of mill effluent quality conducted by accredited environmental testing and laboratory PT Mutu Agung Lestari (registered number: LP-001-IDN). The national regulation as reference is Decree Letter from Governor of Bengkulu Province No 92 / 2001 Attachment #1 regarding Quality Standard of Palm Oil Mill Effluent.</p> <p>The result of monitoring in 2020 are as follows:</p> <table border="1"> <thead> <tr> <th>Month/Year</th> <th>BOD (mg/L)</th> <th>COD (mg/L)</th> <th>TSS (mg/L)</th> <th>N Total (mg/L)</th> <th>pH</th> </tr> </thead> <tbody> <tr> <td>Jan 2020</td> <td>45</td> <td>87</td> <td>6.7</td> <td>3.43</td> <td>7.78</td> </tr> </tbody> </table>	Month/Year	BOD (mg/L)	COD (mg/L)	TSS (mg/L)	N Total (mg/L)	pH	Jan 2020	45	87	6.7	3.43	7.78	Complied
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		<table border="1"> <tr> <td>Feb 2020</td> <td>62</td> <td>98</td> <td>7.6</td> <td>3.45</td> <td>6,96</td> </tr> <tr> <td>Mar 2020</td> <td>94</td> <td>70,9</td> <td>7.8</td> <td>4.34</td> <td>7,19</td> </tr> <tr> <td>Apr 2020</td> <td>89</td> <td>9,92</td> <td>8.9</td> <td>3.23</td> <td>7,45</td> </tr> <tr> <td>May 2020</td> <td>95</td> <td>239</td> <td>23.5</td> <td>3.65</td> <td>7,34</td> </tr> <tr> <td>Jun 2020</td> <td>67</td> <td>181</td> <td>11</td> <td>3.45</td> <td>7,56</td> </tr> <tr> <td>Jul 2020</td> <td>89</td> <td>148</td> <td>23</td> <td>3.23</td> <td>6,21</td> </tr> <tr> <td>Aug 2020</td> <td>42</td> <td>174</td> <td>12</td> <td>4,12</td> <td>6,34</td> </tr> </table> <p>Based on the result of monitoring above, all of the parameter are compliance with national regulation.</p> <p>Bunga Tanjung POM has shown the permit to disposed the water effluent as per "Keputusan Kepala Dinas Penanaman Modal, Pelayanan Perizinan dan Tenaga Kerja Kabupaten Mukomuko, Nomor: 503/01/D.10/IPAL/I/2019 tentang Pemberian Perpanjangan Izin Pembuangan Air Limbah ke Sungai Kepada PT Agromuko Pabrik Pengolahan Minyak Kelapa Sawit Bunga Tanjung POM", dated 16th January valid until 5 years.</p>	Feb 2020	62	98	7.6	3.45	6,96	Mar 2020	94	70,9	7.8	4.34	7,19	Apr 2020	89	9,92	8.9	3.23	7,45	May 2020	95	239	23.5	3.65	7,34	Jun 2020	67	181	11	3.45	7,56	Jul 2020	89	148	23	3.23	6,21	Aug 2020	42	174	12	4,12	6,34	
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7.8.4	Mill water use per tonne of FFB is monitored and recorded.	<p>PT Agromuko – Bunga Tanjung POM has shown document of mill water use per tonne of Fresh Fruit Bunches (FFB) in 2020 as per document "Laporan Pemakaian Air Pabrik per MT FFB Tahun 2020", such as:</p> <table border="1"> <thead> <tr> <th>Months</th> <th>Water use per FFB (m³/ton FFB)</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>0.91</td> </tr> </tbody> </table>	Months	Water use per FFB (m ³ /ton FFB)	January	0.91	Complied																																						
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Criteria 7.9: Efficiency of fossil fuel use and the use of renewable energy is optimised																							
7.9.1	Plans to increase the efficiency of fossil fuel use and to optimize renewable energy are available, monitored and documented	<p>Certificate holder has demonstrated the record on improving efficiency of the use of fossil fuels and to optimize renewable energy, e.g:</p> <p>HSD Oil usage per metric ton FFB in Bunga Tanjung POM 2020 ,</p> <table border="1"> <thead> <tr> <th>Month</th> <th>HSD Oil</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Month	HSD Oil			Complied																
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			(ltr/ ton FFB)		
		January	6.04		
		February	8.91		
		March	6.43		
		April	5.96		
		May	5.97		
		June	9.17		
		July	5.65		
		August	6.19		
		September	5.46		
		October	6.45		

Criteria 7.10: Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to minimise GHG emissions.

7.10.1	<p>(C) GHG emissions for the unit of certification are identified and assessed. Plans to reduce or minimize GHG emissions are implemented, monitored through the PalmGHG calculator, and reported publicly.</p>	<p>The unit of certification has procedure of Calculation and Mitigation of Green House Gas, whereby provide guidance to register source of emissions as a result of company operation, monitor and reduce the use of materials emitting GHG emission, calculate GHG emission from company operational activities. Source of emission inventory from estate operation: use of inorganic fertilizer Urea (N), Dolomite (CaO), MOP (K₂O), Rock Phosphate (P₂O₅), use of pesticide and use HSD fuel.</p> <p>Handling emission from steam boiler in Bunga Tanjung POM No.AMPOM-WI/PROD/009E, consist of guideline for minimizing soot pollution/particulate: ensure fibre and shell feed; minimize shell to prevent black smoke; setting air damper for ignition, avoid excess air; dumping grate on regular basis, to minimize unburn fuel;</p>	Complied
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		<p>shoot blowing every 4 hours to clean heat exchanger pipes; ensure dust collector operating in good manner; monitor boiler exhaust emission through smoke density meter; monitor boiler emission every 6 months by independent laboratory; record any problem.</p> <p>Handling emission from engine generator No.AMPOM-WI/PROD/010D, consist of guideline for minimizing emission: ensure the generator operating at permitted load (80% from design); replace air filter element (every 1,250 hours), replace fuel filter (every 500 hours), replace oil filter (250 hours) – on regular basis; replace engine lubricant every 250 hours; should black smoke sighted – check engine load; should the black smoke sighted – check injection pump; monitor engine emission every 6 months by independent laboratory.</p> <p>GHG mitigation plan identified under “Rencana Pengurangan Emisi Gas Rumah Kaca (GHG Emission)”:</p> <table border="1" data-bbox="960 887 1879 1396"> <thead> <tr> <th data-bbox="960 887 1196 970">Stages/Activity type</th> <th data-bbox="1196 887 1592 970">Mitigation Plan</th> <th data-bbox="1592 887 1879 970">Implementation</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="960 970 1879 1018">Preparation</td> </tr> <tr> <td data-bbox="960 1018 1196 1396" rowspan="4">Land clearing/tree felling</td> <td data-bbox="1196 1018 1592 1070">Zero burning</td> <td data-bbox="1592 1018 1879 1161" rowspan="2">- Memorandum from Director of Estate Department on zero burning</td> </tr> <tr> <td data-bbox="1196 1070 1592 1161">Planting trees to absorb emission</td> </tr> <tr> <td data-bbox="1196 1161 1592 1238">Identification of HCV and restore HCV area</td> <td data-bbox="1592 1161 1879 1238">- Restoration (tree planting) record</td> </tr> <tr> <td data-bbox="1196 1238 1592 1315">Implement oil palm best management practice</td> <td data-bbox="1592 1238 1879 1315">- HCV map</td> </tr> <tr> <td data-bbox="1196 1315 1592 1396">River riparian/buffer zone management</td> <td data-bbox="1592 1315 1879 1396"></td> <td data-bbox="1592 1315 1879 1396">- Topographic map - HCV assessment</td> </tr> </tbody> </table>	Stages/Activity type	Mitigation Plan	Implementation	Preparation			Land clearing/tree felling	Zero burning	- Memorandum from Director of Estate Department on zero burning	Planting trees to absorb emission	Identification of HCV and restore HCV area	- Restoration (tree planting) record	Implement oil palm best management practice	- HCV map	River riparian/buffer zone management		- Topographic map - HCV assessment	
Stages/Activity type	Mitigation Plan	Implementation																		
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	Implement oil palm best management practice	- HCV map																		
River riparian/buffer zone management		- Topographic map - HCV assessment																		

			Planting trees in river riparian/buffer zone and critical area	- Land clearing SOP			
			Socialization to all level of worker on GHG mitigation plan during land clearing				
		Use of vehicle and heavy machinery	Maintenance the vehicle/ heavy machinery	- Vehicle maintenance record - Planting record - Evaluation on vehicle use (incl. fuel efficiency)			
			Vehicle emission test on regular basis				
			Transportation arrangement (effective and efficient)				
			Socialization to all level of worker on GHG mitigation plan related to use of fossil fuel				
		Planting on peat	Not recommended If needed, implement best management practices	- To manages the peat area as per regulation such as controlling the water level; - Avoid peat with depth >3 meters - Restore river riparian/buffer zone as conservation/HCV - HCV map			
			Manages the river riparian/buffer zone				
			Planting trees in river riparian/buffer zone				
			Socialization to all level of worker on GHG mitigation plan related to land clearing on peat				

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		Fertilizer application	Effective fertilizer application as per recommendation	<ul style="list-style-type: none"> - Leaf sampling analysis for accurate fertilizer recommendation - Implement SOP fertilizer application 	
			No fertilizer application in rainy season		
			No fertilizer application on river buffer zone/riparian area		
			Socialization to all level of worker on GHG mitigation plan related to impact of fertilizer application		
		Upkeep and harvesting			
		Use of fossil fuel for transportation (FFB, fertilizer, manpower)	Maintenance the vehicle on regular basis	<ul style="list-style-type: none"> - Vehicle maintenance record - Planting record - Evaluation on vehicle use (incl. fuel efficiency) 	
			Planting trees		
			Transportation arrangement (effective and efficient)		
			Socialization to all level of worker on GHG mitigation plan related to machinery use and use of fossil fuel		
		Fertilizer and pesticide application	Effective fertilizer application as per recommendation	<ul style="list-style-type: none"> - Leaf sampling analysis for accurate fertilizer recommendation 	
No fertilizer and pesticide application in rainy season					

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			<ul style="list-style-type: none"> No fertilizer and pesticide application on river buffer zone/riparian area Socialization to all level of worker on GHG mitigation plan related to impact of fertilizer and pesticide application 	<ul style="list-style-type: none"> - Implement SOP fertilizer application - Utilize recommended pesticide 		
Housing						
		Use of fossil fuel for electric generation	<ul style="list-style-type: none"> Maintenance the machinery (genset) on regular basis Socialization to all level of worker on GHG mitigation plan related to machinery use and use of fossil fuel; and electricity efficiency Emission monitoring on regular basis 	<ul style="list-style-type: none"> - Vehicle maintenance record - Planting record - Evaluation on Genset's fuel efficiency 		
		Waste decomposition in landfill	Waste collection to landfill	Landfill in each estate		
FFB processing in palm oil mill						
		Waste management	<ul style="list-style-type: none"> Using methane capture and utilize the biogas Utilize EFB as boiler fuel 	<ul style="list-style-type: none"> - Methane capture and biogas plant in POM - Install EFB shredder in POM 		

		Use of fossil fuel for transportation (FFB, CPO, PK, EFB)	Maintenance the vehicle on regular basis Socialization to all level of worker on GHG mitigation plan related to electricity efficiency	- Vehicle maintenance record - Evaluation on electricity efficiency		
		Operation of POM's machinery including boiler	Maintenance the POM's machinery on regular basis Socialization to all level of worker on GHG mitigation plan related to emission Emission monitoring on regular basis	- Machinery maintenance record - Evaluation on boiler's efficiency - Emission monitoring report	Company have prepared the PalmGHG calculator, based on database period July 2019 to June 2020.	
7.10.2	(C) Since 2014, an estimate of carbon stocks in the proposed development area has been carried out along with potential sources of emissions that can occur directly as a result of the development and plans to minimize these emissions are prepared and implemented (following the RSPO GHG Assessment Procedure for New Development).	Bunga Tanjung Estate: There is no new development of after 2014 in Bunga Tanjung Estate. In PT. Mukomuko Agro Sejahtera, From the "Hectare Statement", recording the land preparation and planting realization, no planting on primary forest and/or peat area for PT. Mukomuko Agro Sejahtera – Air Manjuntio Estate. HCV area and the vegetation are maintained. PT. Agro Muko has provide complete information on planting plan for <i>Kebun Masyarakat Desa/KMD</i> – including avoiding area with high carbon stock for development. Based on interview with KMD committees and document review upon "Planting Approval" document, KMD have agreed on the approach. Based on soil survey, no peat soil identified in the smallholder land.			Complied	

		<p>From the HCV report, carbon stock assessment stated area that contain high carbon stock was sets aside. No supply base to Bunga Tanjung POM categorized as HCS area.</p> <p>KMD Pasar Bantal: The smallholder planted oil palm in 2001/2002.</p> <p>KMD Nelan Indah: The smallholder planted oil palm in 2014. The HCV have been checked internally by PT. Agro Muko. The assessment stated in the proposed area was ex-oil palm plantation, but due to bad crop, being replanted using seedling from company.</p>	
7.10.3	(C) Other significant pollutant identification results are available and plans to reduce or minimize them are implemented and monitored.	The unit of certification has prepared strategy to reduce and mitigate pollution and emission. Monitoring of pollution and emission quality for plantation has been planned and implemented, e.g. air quality ambient for boiler and power generator, water quality test for surface and ground water, effluent water quality and noise level. Plans to reduce or minimize them are implemented and monitored. The monitoring result is incorporated in RKL/RPL (environmental management and monitoring plan) and reported regularly to the government.	Complied
Criteria 7.11: Fire is not used for preparing land and is prevented in the managed area.			
7.11.1	(C) Land for new planting or replanting is not prepared by burning.	No new oil palm planting within scope of certification. During onsite visit, auditor did not found new planting.	Not applicable
7.11.2	The unit of certification establishes fire prevention and control measures for lands that are directly managed by the unit of certification.	No new oil palm planting within scope of certification. During onsite visit, auditor did not found new planting.	Not applicable
7.11.3	The unit of certification engages stakeholders in adjacent locations for fire prevention and control measures.	No new oil palm planting within scope of certification. During onsite visit, auditor did not found new planting.	Not applicable

Criteria 7.12: Land clearing does not cause deforestation or damage any area required to protect or enhance High Conservation Values (HCVs) or High Carbon Stock (HCS) forest. HCVs and HCS forests in the managed area are identified and protected or enhanced.

PROCEDURAL NOTE for 7.12:

The RSPO Principles and Criteria 2018 include new requirements to ensure the effective contribution of the RSPO in stopping deforestation. This will be achieved by incorporating the High Carbon Stock Approach (HCSA) Approach Guide into the revised standard.

The RSPO ToC also encourages RSPO to commit to balancing between sustainable livelihoods and reducing poverty with the need to conserve, protect and improve the quality of ecosystems.

High Forest Cover Countries (HFCC) are in dire need of economic opportunities that can help people choose their own path in carrying out development, while at the same time providing social and economic benefits and safeguards.

Procedures will be developed that are adapted to support the development of sustainable palm oil by indigenous peoples and local communities who have legal or customary rights. The procedure will apply in certain HFCC countries and in the High Forest Cover Landscape (HFCL) within it.

The development of this procedure will be guided by the No Deforestation Joint Steering Group (NDJSG) between the RSPO and HCSA members. In HFCC countries, RSPO will work with governments, communities and other stakeholders to develop this procedure through participatory processes at national and regional levels. The duration of this activity is specified in the Terms of Reference for NDJSG and is publicly available.

7.12.1	<p>(C) Land clearing since November 2005 has not damaged primary forest or any area required to protect or enhance HCVs. Land clearing since 15 November 2018 has not damaged HCV or HCS forests.</p> <p>Historical analysis of Land Use Change Analysis (LUCA) is carried out before any new land clearing, in accordance with the RSPO LUCA Guidance document (see indicator 7.12.2).</p>	<p>The HCV assessment carried out in 2010 by “Yayasan Sawit Berkelanjutan (Indonesia Sustainable Palm Oil Foundation – YASBI Foundation)” using the guidance of Indonesia HCV Toolkit 2008 to monitor the possible extent of HCV inside the estates as well as area adjacent to it. All HCV mapped and identified.</p> <p>There is no land clearing after November 2005 that is not preceded with review against the HCV Assessment.</p>	Complied
7.12.2	<p>(C) HCV and HCS forests, and other conservation areas are identified as follows:</p> <p>7.12.2a) For existing plantations, with an HCV assessments conducted by RSPO- approved assessors and have no new land clearing after 15 November 2018, the existing HCV assessments remains valid.</p>	<p>The HCV assessment carried out in 2010 by “Yayasan Sawit Berkelanjutan (Indonesia Sustainable Palm Oil Foundation – YASBI Foundation)” using the guidance of Indonesia HCV Toolkit 2008 to monitor the possible extent of HCV inside the estates as well as area adjacent to it. All HCV mapped and identified. The assessment team comprise of Ir. Purwo Susanto (lead assessor – RSPO approved HCV assessor); Dr. Kunkun Jaka Gurmaya (biodiversity – RSPO approved HCV assessor); Neny Indrayana Shut. MT</p>	Complied

		<p>(ecology – RSPO approved HCV assessor); Ir. Hery Prasetyo (social impact); M. Setyawan N (GIS); Amirul Ikhsan (GIS); Asep Ridwan Anaribowo (biodiversity); Abdillah Luhur Nuratmaja Ssi (biodiversity); Arief Wahyu Candra Susilo, Ssos. (social-cultural); Sofyan Ansori (anthropology).</p> <p>The HCV assessment report concluded that PT. Agro Muko has already set aside conservation areas of a total 2,304.9 Ha consisting of natural vegetation in between palm planting to provide habitat and corridors for wildlife.</p> <p>In addition, PT. Agro Muko conducted <i>penataan</i> HCV area by PT. Perencana Karya Hijau Konsultan, in 2018. The HCV Assessment team comprise of Sigit B Setyanto (Team Leader, ALS); Riswan (Remote sensing and environmental service, ALS provisional); Wibowo A Djatmiko (Conservation and biodiversity); Harry Kurniawan (GIS and mapping); Kodri Sitompul (Survey and GIS assistant).</p>	
	<p>7.12.2 b) Any new land clearing (in existing plantations or new plantings) after 15 November 2018 is preceded by an HCV-HCS assessment, using the latest HCSA Toolkit and HCV-HCSA Assessment Manual that is applicable at the time of the assessment. This includes stakeholder consultation and take into account wider landscape- level consideration.</p>	<p>Air Bikuk Estate: There is no new land clearing after 15 November 2018.</p> <p>Bunga Tanjung Estate: There is no new land clearing after 15 November 2018.</p>	
<p>7.12.3</p>	<p>(C) In High Forest Cover Landscapes (HFCLs) within HFCCs, a specific procedure will apply for legacy cases and development by indigenous peoples and local communities with legal or customary rights, taking into consideration regional and national multi-stakeholder processes. Until this procedure is developed and endorsed, 7.12.2 applies.</p>	<p>No new oil palm planting within scope of certification. During onsite visit, auditor did not found new planting.</p>	<p>Not applicable</p>
<p>PROCEDURAL NOTE for 7.12.3:</p>			

Indicator 7.12.3. is not relevant to Indonesia, until further decisions by the RSPO.		
7.12.4	<p>(C) Where HCVs, HCS forests after 15 November 2018, peatland and other conservation areas have been identified, they are protected and/or enhanced. An Integrated management plans to protect and/or enhance HCV and HCS forests, peatland and other conservation areas are developed, implemented and adapted if necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan was developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).</p>	<p>PT. Agro Muko – Bunga Tanjung POM and its supply base located in Bengkulu Province, Sumatera Island, Indonesia. Based on document “RSPO No Deforestation Consultancy: High Forest Cover Countries – Consultancy report on definitions and recommendations to the RSPO, June 2018” by Proforest;</p> <ul style="list-style-type: none"> Indonesia fall into “High Remaining Forest, High Rate of Deforestation/HFHD”. Refer to “Section 4.6 Statistics on potential high forest cover countries” – Indonesia categorized to have 53% forest cover; 15% Intact Forest Landscape; 54.2% forest (national source); 5.4% Oil Palm Land Area; 0.7%/year deforestation rate (FAO); Increasing Deforestation Trend; 0.9%/year deforestation rate (national source); constant deforestation rate/trend. <p>PT. Agro Muko’s NDPE policy:</p> <p>General Information: New Development Area and Replanting No.OPM-03-00/02-10-2017, dated 20 November 2017. Stipulates “land clearing and replanting on peat land will be influenced by the type and depth of peat”.</p> <p>General Information: Survey and Mapping No.OPM-03-01/02-10-2017, dated 20 November 2017. Stipulates company views on peat: “Especially for extensive peat soil, the distribution, level of maturity and depth of peat must be explained”; company view on conservation area: “the presence or absence of national park, production forest and limited production forest. Whether or not there is riparian reserves and conservation area”.</p> <p>SOP Planting Plant – Approval No.ESD-01-02/11-03-2019 dated 27 March 2019. The planting approval process will review information on planting material (incl. seed certificate), soil information (soil type, peat depth map, drainability assessment, water management plan, drainage and Watergate map), topographic and slope information, presence of conservation area, OHS requirement and fire risk.</p>

		Based on HCV assessment document by YASBI, 2018 – there is no HCV area located on local community’s land, and/or local communities with legal or customary rights. Company demonstrated recognition of legal and customary lands based on participatory land use planning by preparing scheme smallholder plantation on clean-and-clear land. The local community proposed their plantation to become oil palm plantation (replanting).	
7.12.5	Where rights of local communities have been identified in HCV areas and HCS forest after 15 November 2018, peatland and other conservation areas, there is no reduction of these rights without evidence of a negotiated agreement, obtained through FPIC, encouraging their involvement in the maintenance and management of these conservation areas.	No new oil palm planting within scope of certification. During onsite visit, auditor did not found new planting.	Not applicable
7.12.6	All rare, threatened or endangered (RTE) species are protected, whether or not they are identified in an HCV assessment. A programme to regularly educate the workforce about the status of RTE species is in place. Appropriate disciplinary measures are taken and documented in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect, trade, possess or kill these species.	HCV assessment conducted in 2008. PT. Agro Muko prepared HCV management plan: “Program Kegiatan Bunga Tanjung Estate 2020” <ul style="list-style-type: none"> • Patrol/controlling conservation area – every month; • Camera trap install – every month; • Propagating tree seedling (for restoration) – on February, May, August, November 2020; • Nurture tree seedling (for restoration) – every month, by ranger; • Planting tree seedling (for restoration) – on February, May, August, November 2020, by ranger; • Maintain and listing/inventory the tree in restoration – every end of month, by ranger; • Inventory the signboard of conservation area – every month, by ranger, report into monitoring form; 	Complied

		<ul style="list-style-type: none"> Controlling Mucuna and invasive species – every other month, by ranger, report into monitoring form; Monitoring RTE flora and fauna – every month, by ranger, report into monitoring form; Prepare/replace new signboard – on April & September 2020; Socialization of conservation area to worker – on February and July 2020, by ranger; Socialization of conservation area to stakeholder/surrounding community – on March, June and October 2020, by ranger; Management meeting with ENC team on every month 	
7.12.7	<p>The status of HCVs, HCS forests after 15 November 2018, other natural ecosystems, peatland conservation areas and RTE species is monitored. Outcomes of this monitoring are fed back into the management plan.</p>	<p>No new oil palm planting within scope of certification. During onsite visit, auditor did not found new planting.</p> <p>HCV management plan are still exist and applicable.</p> <p>Laporan Pemantauan Jenis Tumbuhan dan Satwa di Area Konservasi PT. Agro Muko dan PT. Mukomuko Agro Sejahtera 2018. The HCV management plan consist of monitor to HCV area (seek for indication of encroachment, tree felling, burning, vandalism, erosion, animal hunting, sign board condition), Mucuna control, and camera trap installation (monitoring of wildlife).</p> <p>The report evaluation: the monitoring and management of HCV area is good. The HCV area controlled, employee understanding on RTE species protection is good.</p> <p>The report conclusion: based on monitoring, RTE species (flora and fauna) is still present. The HCV area still functioning as habitat for wildlife.</p> <p>Audit team made visit to HCV1 and HCV4, near block 05NN01 – buffer zone Sungai Bantal Kanan. The condition is good, vegetation is good.</p> <p>RTE species identified:</p> <p>Aves: Elang Tikus (<i>Elanus caeruleus</i> – IUCN LC, CITES App II), Elang kelelawar (<i>Macheiramphus alcinus</i> - IUCN LC, CITES App II), Elang hitam (<i>Ictinaeus malayensis</i></p>	Not applicable

		<p>– IUCN LC, CITES App II), Rangkong Badak (<i>Buceros rhinoceros</i> – IUCN NT, CITES App II), Elang Ular Bido (<i>Spilorna cheela</i> – IUCN LC, CITES App II), Alap-alap capung (<i>Microhelax fringillarius</i> - IUCN LC, CITES App II), Pelatuk Merah (<i>Chrysophlegma minicaeum</i> – IUCN LC), Raja Udang Punggung Merah (<i>Ceyx rufidorsa</i> – IUCN LC);</p> <p>Primates: Siamang (<i>Hylobates syndactylus</i> – IUCN EN, CITES App II), Monyet ekor panjang (<i>Macaca fascicularis</i> – CITES App II), Lutung Simpai (<i>Presbytis melalaphos</i> – IUCN EN, CITES App II), Lutung Kelabu (<i>Presbytis cristatus</i> – CITES II).</p> <p>Plant: Waru Gunung (<i>Hibiscus macrophyllus</i> – IUCN VU), Kantong Semar (<i>Nepenthes</i> sp. – CITES II), Anggrek Tanah (<i>Curculigo vilosa</i> – Protected in Indonesia), Manggeris (<i>Koompassia excelsa</i> – IUCN LR), Resak (<i>Vatica</i> spp – IUCN LC), Rengas (<i>Glutha renghas</i> – Protected in Indonesia).</p> <p>Bunga Tanjung Estate: “Laporan Mingguan Ranger Bunga Tanjung Estate”. RTE Species captured from camera trap in Bunga Tanjung Estate period January – July 2021: Sempidan biru (<i>Lophura ignita</i> – IUCN Near Threatened), Kucing kuwuk (<i>Prionailurus bengalensis</i> – CITES App II, protected, PP RI), Pig-tailed Macaque (<i>Macaca nemestrina</i> – IUCN Vu, CITES App II).</p> <p>RTE Species captured from camera trap in Bunga Tanjung Estate period August 2019: Pig-tailed Macaque (<i>Macaca nemestrina</i> – IUCN Vu, CITES App II).</p>									
7.12.8	<p>(C) Where there has been land clearing without prior HCV assessment since November 2005, or without prior HCV-HCSA assessment since 15 November 2018, the Remediation and Compensation Procedures (RaCP) applies.</p>	<p>Bunga Tanjung Estate: The oil palm in Bunga Tanjung Estate planted between 1998 and 2006.</p> <table border="1" data-bbox="965 1155 1339 1350"> <thead> <tr> <th>Planting Year</th> <th>Hectarage</th> </tr> </thead> <tbody> <tr> <td>1998</td> <td>646.81</td> </tr> <tr> <td>1999</td> <td>223.43</td> </tr> <tr> <td>2000</td> <td>357.21</td> </tr> </tbody> </table>	Planting Year	Hectarage	1998	646.81	1999	223.43	2000	357.21	Not applicable
Planting Year	Hectarage										
1998	646.81										
1999	223.43										
2000	357.21										

		2001	193.68		
		2005	117.97		
		2006	569.41		
		Total	2,312.19		
		During onsite visit, auditor did not found new planting.			

Appendix B: GHG Reporting Executive Summary

The GHG emissions that were produced in 2020 for Bunga Tanjung POM and supply base was calculated using the PalmGHG Calculator version 4.0. The assessment team had verified the data input in the PalmGHG Calculator against operations records. PalmGHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

- i. Estates area planted data
- ii. Fuel consumed
- iii. Mill datas include CPO produced, PKO Produced and FFB Processed
- iv. Fertilizer consumed data for both estates and smallholders.

The summary of the Net GHG emitted in 2020 for Bunga Tanjung POM and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	0.89
PKO	0.89

Extraction	%
OER	22.18
KER	4.91

Production	t/yr
FFB Process	138,238.37
CPO Produced	30,659
PKO Produced	6,790.58

Land Use	Ha
OP Planted Area	6,825.73
OP Planted on peat	0.00
Conservation (forested)	804.56
Conservation (non-forested)	0.00
Total	7,630.29

Summary of Field Emission and Sink

	Own Crop*		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB
Emission								
Land Conversion	62726.33	11.01	7331.57	0.47	5787.88	0.00	75845.78	
CO ₂ Emission from fertilizer	4617.12	0.81	585.46	0.04	383.87	0.00	5586.45	
NO ₂ Emission	3729.34	0.65	414.59	0.3	365.73	0.00	4409.56	
Fuel Consumption	1674.57	0.29	242.88	0.02	0.00	0.00	1917.45	
Peat Oxidation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sink								
Crop Sequestration	-53317.23	-9.36	-5914.36	-0.38	-4669.07	0.00	-63900.66	
Conservation Sequestration	-6153.71	-1.08	-1224.10	-0.08	0.00	0.00	-7377.82	
Total	13276.42	2.33	1435.96	2.27	1768.39	0.00	16480.77	

**Note: Includes both estates and smallholders*

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	16817.87	0.12
Fuel Consumption	175.38	0.00
Grid Electricity Utilization	0.00	0.00
Credit		
Export of Grid Electricity	0.00	0.00
Sales of PKS	0.00	0.00
Sales of EFB	0.00	0.00
Total	16993.24	0.12

Summary of Kernel Crusher Emission and Credit (if applicable)

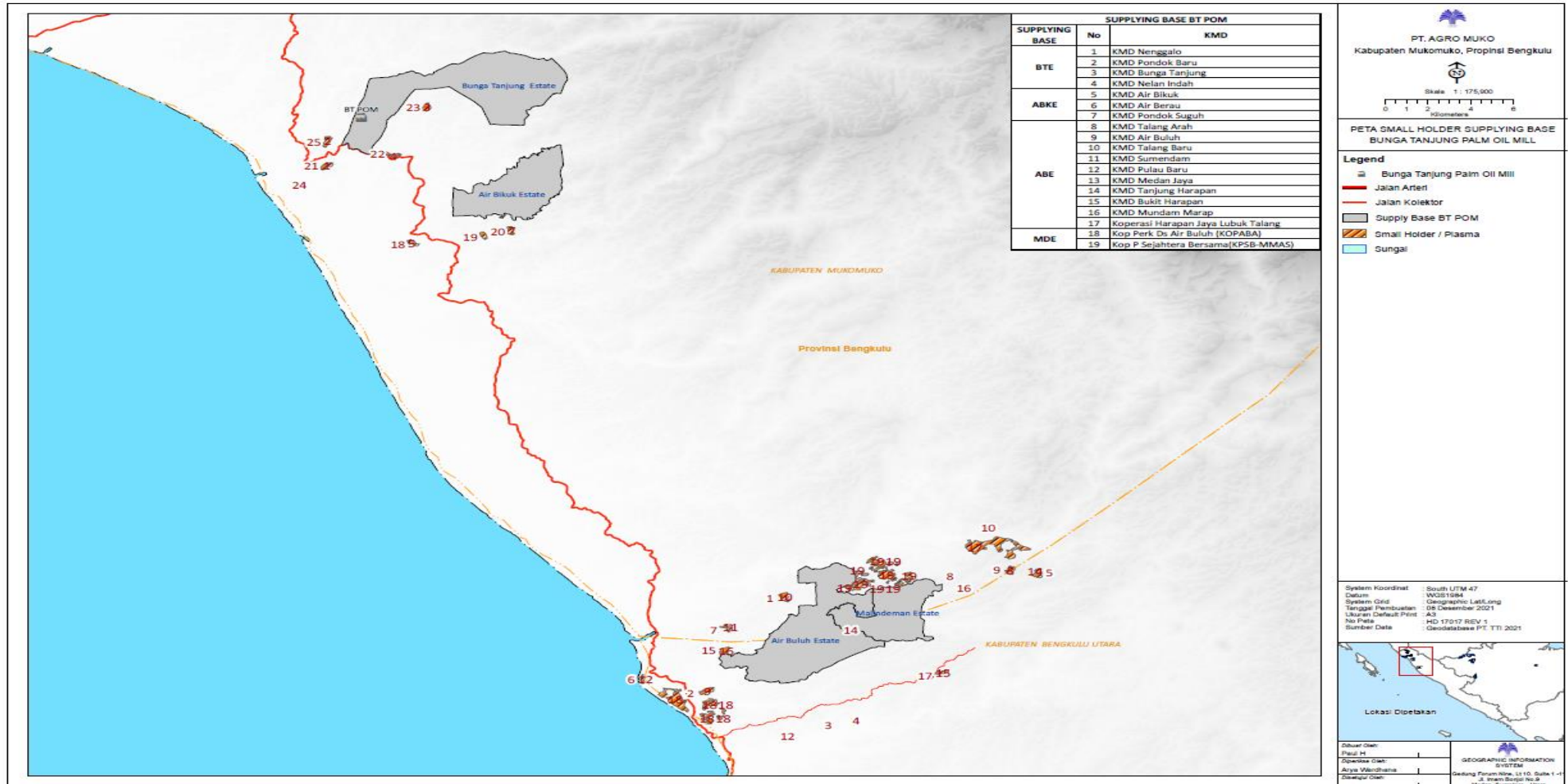
Emissions	tCO ₂ e
PK from own mill	0.00
PK from other source	0.00
Fuel Consumptions	0.00
Total Crusher emissions	0.00

*This mill has no kernel crusher operation.

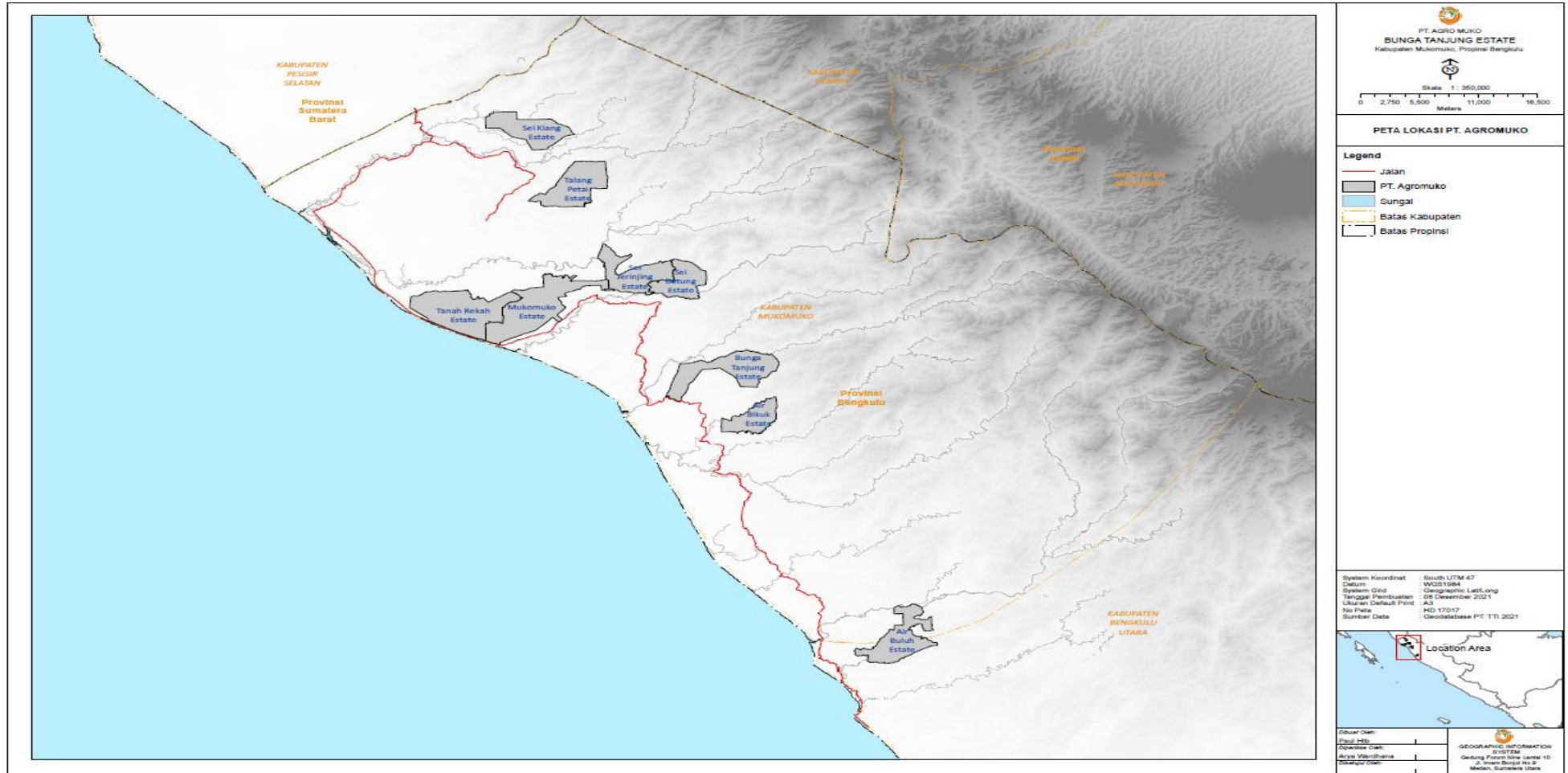
Palm Oil Mill Effluent (POME) Treatment:	
Divert to Compost (%)	0
Divert to anaerobic diversion (%)	100

POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond (%)	100
Divert to methane captured (flaring) (%)	0
Divert to methane captured (energy generation) (%)	0

Appendix C: Location Map of Certification Unit and Supply bases



Appendix D: Estate Field Map



Appendix E: List of Smallholder Registered and sampled

- KMD Tanjung Harapan, KMD Bukit Harapan and KMD Mundam Marap (Air Buluh estate and Malind Deman Estate)
- Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera (KPSB-MMAS)
- Koperasi Perkebunan Air Buluh Agromuko (KOPABA)
- Koperasi Harapan Jaya Lubuk Talang (KHJLT)
- KMD Air Bikuk, KMD Air Berau, KMD Pondok Suguh (Air Bikuk Estate)
- KMD Pasar Bantal, KMD Nelan Indah (Bunga Tanjung Estate)

Appendix F: List of Abbreviations

a.i	Active Ingredient
BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CSPO	Certified Sustainable Palm Oil
CSPKO	Certified Sustainable Palm Kernel Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
IP	Identity Preserved
IS - CSPO	Independent Smallholder Certified Sustainable Palm Oil
IS – CSPKO	Independent Smallholder Certified Sustainable Palm Kernel Oil
IS – CSPKE	Independent Smallholder Certified Sustainable Palm Kernel Expeller
ISCC	International Sustainable Carbon Certification
ISS	Independent Smallholder Standard
LD50	Lethal Dose for 50 sample
MB	Mass Balance
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
P&C	Principles & Criteria
RTE	Rare, Threatened or Endangered species
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure