

**RSPO PRINCIPLE AND CRITERIA –
3rd ANNUAL SURVEILLANCE ASSESSMENT 1_3
Public Summary Report**

SIPEF Group:
Client company Address: <u>Forum Nine Building, 10th Floor, Suite 1-11</u> <u>Jl.Imam Bonjol No.9</u> <u>Medan – 20112</u> <u>Sumatera Utara Province</u> <u>Indonesia</u>
Certification Unit: PT. Agro Muko - Mukomuko Palm Oil Mill Location of Certification Unit: Teruntung Village, Teras Terunjam District, Mukomuko Regency, Bengkulu Province, Indonesia

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0021-05-000-00	Membership Approval Date	7 th December 2005
Parent Company Name	SIPEF Group		
Address	Head Office: Forum Nine Building, 10 th Floor, Suite 1-11 Jl. Imam Bonjol No.9, Medan - 20112 Sumatra Utara Province Indonesia		
Subsidiary (Certification Unit Name)	PT. Agro Muko – Mukomuko Palm Oil Mill		
Address	Teruntung Village, Teras Terunjam District, Mukomuko Regency, Bengkulu Province, Indonesia		
Contact Name	Mr. Olivier Tichit		
Website	www.tolantiga.co.id	E-mail	ortichit@sipef.com
Telephone	+62 61 415 2043	Facsimile	+62 61 452 0908

2. Certification Information			
Certificate Number	RSPO 556042	Date of First Certification	22 February 2011
		Certificate Start Date	22 February 2016
		Certificate Expiry Date	21 February 2021
Scope of Certification	Production of CPO and PK at Mukomuko palm oil mill with Marketing Activities through SIPEF N.V., with supply base comprise of six (6) company-owned estate: Mukomuko estate, Sei Betung estate, Tanah Rekah estate, Talang Petai estate, Sei Kiang estate, Air Manjuntio estate; Koperasi Serba Usaha PT. Agro Muko, Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera; and thirty-nine (39) Kebun Masyarakat Desa/KMD. Mill capacity is 60 tonnes FFB/hour.		
Applicable Standards	RSPO Certification System, 2017; RSPO P&C Indonesia National Interpretation, September 2016; RSPO Supply Chain Certification Standard, 2017 (Module D - CPO Mills: Identity Preserved); RSPO Supply Chain Certification System, 2017;		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
10105654	ISO 9001:2015	Lloyd's Register Indonesia	3 July 2018 – 2 July 2021

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates (Note for Auditors: Deg °, Minutes ', Seconds "; The format must be two decimal points) (Eg. 3° 51' 14.01" N)	
		Latitude	Longitude
Mukomuko POM	Teruntung Village, Teras Terunjam District, Mukomuko Regency, Bengkulu Province, Indonesia	2° 36' 5.76" S	101°16'43.50" E
Mukomuko Estate	Air Dikit Village, Pondok Lunang Village, Air Kasai Village, Dusun Baru Village, Sari Bulan Village, Sumber Village, Teruntung Village, Talang Kuning Village, Air Dikit District and Teras Terunjam District, Mukomuko Regency, Bengkulu Province, Indonesia	2° 39' 28.44" S	101° 12' 57.48" E
Sei Betung Estate	Sidomulyo Village, Penarik Village, Lubuk Sahung Village, Talang Medan Village, Surian Bungkal Village, Sei Jerinjing Village, Talang Bungkal Village, Penarik District and Selagan Raya District, Mukomuko Regency, Bengkulu Province, Indonesia	2° 36' 1.59" S	101° 22' 12.79" E
Tanah Rekah Estate	Tanah Harapan Village, Tanah Rekah Village, Air Dikit Village, Setia Budi/SP-IV Village, Kota Mukomuko District, Air Dikit District and Teras Terunjam District, Mukomuko Regency, Bengkulu Province, Indonesia	2° 36' 44.61" S	101° 10' 48.52" E
Talang Petai Estate	Talang Petai Village, Talang Sepakat Village, Talang Sakti Village, Sungai Lintang Village, Sungai Rengas Village, Tunggal Jaya Village, V-Koto District and Teras Terunjam District, Mukomuko Regency, Bengkulu Province, Indonesia	2° 28' 24.42" S	101° 16' 33.09" E
Sei Kiang Estate	Lubuk Cabau Village, V-Koto District, Mukomuko Regency, Bengkulu Province, Indonesia	2° 24' 41.18" S	101° 14' 19.71" E
Air Manjuntio Estate	Talang Petai Village and Talang Sepakat Village, V-Koto District, Mukomuko Regency, Bengkulu Province, Indonesia	2° 24' 41.18" S	101° 14' 19.71" E
Kebun Masyarakat Desa/KMD and Koperasi Serba Usaha/KSU	Mukomuko Regency, Bengkulu Province, Indonesia	2° 36' 25.05" S	101° 16' 40.26" E
Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera	Talang Petai Village, V-Koto District, Mukomuko Regency, Bengkulu Province, Indonesia	2° 36' 25.05" S	101° 16' 40.26" E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Mukomuko Estate	3,276.61	185.24	639.35	4,101.20	79.89
Sei Betung Estate	1,292.16	294.20	23.76	1,610.12	80.25
Tanah Rekah Estate	3,045.91	620.37	182.72	3,849.00	79.14
Talang Petai Estate	2,094.26	48.41	127.33	2,270.00	92.26
Sei Kiang Estate	1,942.06	78.71	150.26	2,171.03	89.45
Air Manjuntio Estate	971.52	143.82	684.66	1,800.00	53.97
Kebun Masyarakat Desa/KMD and Koperasi Serba Usaha/KSU	478.32	0	0	478.32	100
Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera	87.20	0	52.80	140.00	62.29
Total	13,188.04	1,370.75	1,860.88	16,419.67	80.32

6. Plantings & Cycle							
Estate	Age (Years)					Mature**	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Mukomuko Estate	1,699.18	1,577.43	0	0	0	1,577.43	1,699.18
Sei Betung Estate	0	813.92	478.24	0	0	1,292.16	0
Tanah Rekah Estate	498.02	74.37	139.48	693.35	1,640.69	2,473.52	572.39
Talang Petai Estate	198.35	687.42	1,208.49	0	0	1,895.91	198.35
Sei Kiang Estate	295.96	193.10	1,210.74	242.26	0	1,646.10	295.96
Air Manjuntio Estate	376.38	595.14	0	0	0	595.14	376.38
Kebun Masyarakat Desa/KMD and Koperasi Serba Usaha/KSU	43.27	154.05	281.00	0	0	435.05	43.27
Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera	87.20	0	0	0	0	0	87.20
Total (ha)	3,198.36	4,095.43	3,317.95	935.61	1,640.69	9,915.31	3,272.73

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7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated (February 2018 – January 2019)	Actual (January 2018 – October 2018)	Forecast (February 2019 – January 2020)
Mukomuko Estate	55,121.16	52,819.17	67,555.10
Sei Betung Estate	28,477.40	24,611.51	32,621.90
Tanah Rekah Estate	66,035.00	26,839.33	56,628.70
Talang Petai Estate	43,391.00	35,782.66	42,809.20
Sei Kiang Estate	35,250.00	58,723.47	37,013.60
Air Manjuntio Estate	8,928.00	7,628.88	18,832.80
Kebun Masyarakat Desa/KMD and Koperasi Serba Usaha/KSU	6,065.20	3,958.75	6,544.90
Koperasi Produksi Plasma Sungai Tenang Sejahtera	0	3.26	514.72
Total	243,267.76	210,367.03	263,520.92
Note: There is an additional volume extension of 4,000 MT FFB			

8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *			
Estate	Tonnage / year		
	Estimated (February 2018 – January 2019)	Actual (January 2018 – October 2018)	Forecast (February 2019 – January 2020)
Nil	N/A		N/A
Total			

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable			
Independent FFB Supplier	Tonnage / year		
	Estimated (February 2018 – January 2019)	Actual (January 2018 – October 2018)	Forecast (February 2019 – January 2020)
Nil			
Total			

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10. Certified Tonnage			
Mill Capacity: 60 MT/hr SCC Model: IP	Estimated (February 2018 – January 2019)	Actual (January 2018 – October 2018)	Forecast (February 2019 – January 2020)
	FFB	FFB	FFB
	243,267.76 mt	210,367.03 mt	263,520.92 mt
	CPO (OER: 23%)	CPO (OER: 23.12 %)	CPO (OER: 23%)
	55,917.00 mt	48,653.63 mt	60,609.81 mt
	PK (KER: 5%)	PK (KER: 4.906 %)	PK (KER: 5.10 %)
12,399.00 mt	10,320.65 mt	13,439.57 mt	

11. Actual Sold Volume (CPO)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	16,499.84	30,399	0	0	46,898.84

12. Actual Sold Volume (PK)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	5,142.17	0	0	4,733.01	9,875.18

13. Actual Group certification Claims		
	Credit	Physical Volume (MT)
IS-CSPO	0	0
IS-CSPKO	0	0
IS-CSPKE	0	0

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: ASI-ACC-067)
Unit 3, Level 10, Tower A
The Vertical Business Suites, Bangsar South
No. 8, Jalan Kerinchi
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BSI is a leading global provider of management systems assessment and certification, with more than 80,000 certified locations and clients in over 180 countries. BSI Standards 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 and an office at Jakarta and Australia which involve in RSPO Certification Program.

2.1 Assessment Methodology, Programme, Site Visits

The on-site annual surveillance assessment was conducted from 26 November – 1 December 2018 and 6 December 2018. The audit programme is included as Section 2.3. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO Principles & Criteria 2013 – Indonesia National Interpretation, September 2016 and RSPO Supply Chain Certification Standard 2017 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. The mill was audited together with the estates (or smallholders) of its supply base.

- The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula $N = (0.8\sqrt{y}) \times (z)$ where y is the number of estates and where z is the multiplier defined by risk assessment
- As for the smallholders, the sample were determined following the RSPO Management System Requirements and Guidance for Group Certification of FFB Production (2016). The sampling of smallholders were based on the formula $(0.8\sqrt{y}) \times (z)$; where y is total number of independent group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix I.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between

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the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.5.

All the previous nonconformities are remains closed. The assessment findings for the initial assessment/annual surveillance assessment are detailed in Section 3.4.

This report is structured to provide a summary of assessment finding as attached in the Appendix A. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

For Initial and Re-certification assessment, the report was externally reviewed by RSPO approved Certification 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 (ASA1_1)	Year 3 (ASA1_2)	Year 4 (ASA1_3)	Year 5 (ASA1_4)
Mukomuko POM	x	x	x	x	x
Mukomuko Estate	x	x		x	
Sei Betung Estate	x	x		x	
Tanah Rekah Estate	x	x	x		x
Talang Petai Estate			x		x
Sei Kiang Estate				x	
Air Manjunto Estate				x	x
Kebun Masyarakat Desa/KMD and Koperasi Serba Usaha/KSU	x	x	x	x	x
Koperasi Produksi Plasma Sungai Tenang Sejahtera				x	x

Tentative Date of Next Visit: November 1, 2019 - November 8, 2019

Total No. of Mandays: 14 [Click here to enter a number.](#)

2.2 BSI Assessment Team:

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Pratama Agung Sedayu (PS)	Team Leader/ Lead Auditor	He graduated from University of Jenderal Soedirman on 2008, majoring in Social Economic of Agriculture. He involved in RSPO certification since 2009 as a team member subsequently as a Lead Auditor, covering assessment against RSPO P&C in Indonesia, Malaysia, Thailand, Papua New Guinea, and Liberia. He completed the ISO 9001, ISO 14001, OHSAS 18001 Lead Auditor Course, HCV Identification and Management; ISPO Lead Auditor Endorsed Course and RSPO P&C and RSPO SCCS Lead Auditor Endorsed Courses. During this assessment, he assessed on the aspects of estate and mill's best management practices, transparency, GHG, supply chain for CPO Mills audits. He is fluently speaking in English and Bahasa Indonesia.
Eko Purwanto (EP)	Auditor	He graduated as Bachelor of Forestry from Forest Conservation Department, Faculty of Forestry, Bogor Agricultural University (IPB) in 2001. He owned working experience at Oil Palm Plantation in East Kalimantan since 2003 to 2012, the last position was Estate Manager. He has implemented good agricultural practice including integrated pest management and limited pesticides uses. He has been trained for lead auditor of RSPO P&C (2013), ISO 9001:2008 (2012), ISO 14001:2004 (2013), ISPO (2012) and RSPO SCC (2012). He has also completed training course of ISO 14001 (2012), Minaut (Oil and Automotive) Indonesia (2011) and Introduction to HCV Toolkit HCV (2011). Since October 2012 he has been involved in quality (ISO 9001) management system audits for very broad industrial and involved in Indonesia Sustainable Palm Oil (ISPO) and RSPO P&C audit for several plantations and mills, also RSPO Supply Chain audit for several KCP, Bulking and Refinery. During this assessment, he assessed on the aspects of estate best practices, environment audits.
Imam Fakhrurozi (IF)	Auditor/ Trainee Lead Auditor	Imam holds degree in Agriculture Technology and graduated from Gadjah Mada University, Yogyakarta on 2011. He had 2 (two) years working experience related to oil palm industry, as a sustainability and HSE officer in oil palm Plantation Company in Indonesia. Imam has completed a number of relevant trainings, the training includes ISO 9001:2008 and EMS 14001:2004 Lead Auditor, Lead Auditor of SMK3, RSPO P&C Lead auditor endorsed course. Currently he works for BSI Group based in Jakarta office. He is one of the BSI qualified RSPO auditor. He had been involved in RSPO auditing since 2015. During this assessment, he assessed on the aspects of mill and estate best practices, environment and OHS.
Nanang Muallib (NM)	Auditor	He holds a Bachelor degree in Forestry Technology from Bogor Agriculture University, 1999. He has 4 years experience worked in the Forest plantation company in Indonesia, and has experiences involves in the several RSPO certification audits as team member. He has passed 5 days ISO 9001 auditor training on 2009. He has been approved as an HCV Assessor under RSPO Scheme. He has been involved in many assessment related to the Forestry and Sustainable oil palm certification in Indonesia. He has experienced involves in RSPO certification assessments more than 15 different oil palm organizations (including mills and estates) in Indonesia.

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		He has passed the RSPO Lead Auditor Training in 2017. During this assessment, he assessed on the aspect of Legal, HCV identification and management audits, and also social community engagement and stakeholder consultation.
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Accompanying Persons:

No.	Name	Role
	Nil	

2.3 Assessment Plan

The Assessment plan was sent to the client prior to the assessment (attached assessment plan).

Date	Time	Subjects	PS	NM	IF	EP
Sunday, 25/11/2018	07.25-08.50	Flight Jakarta – Bengkulu	√	√	√	-
	10.40-11.20	Flight Bengkulu – Mukomuko	√	√	√	-
Monday, 26/11/2018	06.15–08.05	Travel Jakarta – Padang	-	-	-	√
	08.05-09.00	Travelling to AMTT	-	-	-	√
	09.00-14.00	Opening Meeting and continue Audit Document Review AMTT	-	-	-	√
	14.00–...	Travel AMTT to Mukomuko	-	-	-	√
Monday, 26/11/2018	08.00-08.30	Opening Meeting Presentation by PT. Agro Muko Presentation by PT. BSI Group Indonesia	√	√	√	-
	08.30-12.00	Field visit: Mukomuko Estate Harvesting, transport of FFB, spraying, fertilizer regime, IPM implementation and worker interview (best management practices).	√	-	-	-
		Field Visit: Mukomuko Estate HGU pegs maintenance, HCV area, river buffer zone, and stakeholder interview (with surrounding village)	-	√	-	-
		Field Visit: Mukomuko Estate pesticide and agrochemical storage, equipment and PPE storage, diesel fuel storage, workshop and; Interview with Workers (welfare, environmental, health and safety)	-	-	√	-
	12.00-14.00	Break / lunch	√	√	√	-
	14.00-17.00	Document Review: Mukomuko Estate and KMD	√	√	√	-
Tuesday, 27/11/2018	08.00-12.00	Document review: Mukomuko Mill General information; time bound plan; partial certification verification RSPO P&C (Transparency P1, Economic viability P3, Palm Oil Mill’s Best Management Practices P4.1, Social policy and implementation P6,	√	-	-	-
		Stakeholder Consultation: Interview with Stakeholders from Kabupaten Mukomuko: BPN, BLH, Dinas Tenaga Kerja, Dinas Perkebunan	-	√	-	-
		Document review: Mukomuko Mill RSPO P&C (Health and Safety P4.7, Environmental Management System P5.1, Waste management system P5.3, Continual Improvement P8)	-	-	√	-

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		Document review: Mukomuko Mill Use of Renewable Energy P.5.4, GHG Calculation P5.6); RSPO SCCS	-	-	-	√
	12.00–14.00	Break/lunch	√	√	√	
	14.00 – 17.00	Field Visit: Mukomuko Mill Mill process from incoming FFB to CPO storage tank/PK silo, PPE use, safe working environment, walk ways, signs,	√	-	-	-
		Stakeholder Consultation and Document review: Mukomuko Mill Interview with Gender Committee, Labour Union, worker representative, FFB Supplier, Local Contractor (employment, welfare) RSPO P&C (Social policy and implementation P6	-	√	-	-
		Field Visit: Mukomuko Mill EMS, EFB, WWTP, emissions, diesel tanks, fire extinguishers, clinic, first aiders and boxes, workshop, storage, etc. Interview with workers	-	-	√	-
	Field Visit: Mukomuko Mill Weighbridge, Supply Chain Certification for CPO Mill Model IP	-	-	-	√	
Wednesday 28/11/2018	08.00 – 12.00	Field Visit: Air Majunto Estate Harvesting, transport of FFB, spraying, fertilizer regime, IPM implementation and worker interview (best management practices).	√	-	-	-
		Field Visit: Air Majunto Estate HGU pegs maintenance, HCV area, river buffer zone, and stakeholder interview (with surrounding village)	-	√	-	-
		Field Visit: Air Majunto Estate pesticide and agrochemical storage, equipment and PPE storage, diesel fuel storage, workshop and; Interview with Workers (welfare, environmental, health and safety)	-	-	√	-
		Field visit and Interview: Koperasi Produksi Plasma Sungai Tenang Sejahtera (Air Majunto Estate)	-	-	-	√
	12.00 – 14.00	Break/lunch	√	√	√	√
14.00 – 17.00	Document Review: Air Majunto Estate and KMD RSPO P&C	√	√	√	-	
		Field visit and Interview: KMD Dusun Baru, KMD Pondok Lunang, KMD Sari Bulan (Mukomuko Estate)	-	-	-	√
Thursday, 29/11/2018	08.00 – 12.00	Field Visit: Sei Betung Estate Harvesting, transport of FFB, spraying, fertilizer regime, IPM implementation and worker interview (best management practices).	√	-	-	-
		Field Visit: Sei Betung Estate HGU pegs maintenance, HCV area, river buffer zone, and stakeholder interview (with surrounding village)	-	√	-	-
		Field Visit: Sei Betung Estate pesticide and agrochemical storage, equipment and PPE storage, diesel fuel storage, workshop and; Interview with Workers (welfare, environmental, health and safety)	-	-	√	-
		Field visit and Interview: KMD Surian Bungkal, KMD Talang Kuning, KMD Aur Cina, KSU Sei Ipuh (Sei Betung Estate)	-	-	-	√
	12.00-14.00	Break/lunch on site	√	√	√	√
14.00-17.00	Document Review: Sei Betung Estate and KMD RSPO P&C	√	√	√	√	

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Saturday, 1/12/2018	08.00-12.00	Field visit, Document Review and Interview: KMD Nenggalu, KMD Air Berau, KMD Talang Rio, KMD Semundam, KMD Medan Jaya	√	-	-	-
		Field visit, Document Review and Interview: Koperasi Perkebunan Desa Air Buluh and Koperasi Perkebunan Sejahtera Bersama	-	-	√	-
	12.00-14.00	Break/lunch	√	-	√	-
	14.00-17.00	Field visit, Document Review and Interview: KMD Nenggalu, KMD Air Berau, KMD Talang Rio, KMD Semundam, KMD Medan Jaya	√	-	-	-
Field visit, Document Review and Interview: Koperasi Perkebunan Desa Air Buluh and Koperasi Perkebunan Sejahtera Bersama		-	-	√	-	
Thursday, 6/12/2018	16.00-16.30	Report Preparation	√	√	√	√
	16.30-17.00	Closing Meeting	√	√	√	√

Section 3: Assessment Findings

3.1 Normative requirement applied for this assessment:

- SIPEF Group Multiple Management Units / Time Bound Plan
- RSPO Supply Chain Certification Standard 2017
- RSPO P&C INA-NIWG 2016

3.2 Time Bound Plan progress for multiple management units

Time Bound Plan	
Requirement	Remarks
Does the plan include all current subsidiaries, estates and mills?	PT. Agro Muko is a subsidiary of SIPEF Group. SIPEF Group has disclose all of its companies, mills and estates. The timebound plan including un-certified units/companies.
Have all the estates and mills certified within five years after obtaining RSPO membership?	No. Not all the estates and mills certified within five years after obtaining RSPO membership. New estates and mills are under progress to be RSPO certified after RSPO NPP carried out in 2014.
Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three-year from the date of acquisition. Certification plan for the new acquisition shall be available.	SIPEF Group's time bound plan is timely challenging. SIPEF Group has putting consideration on age of plantation, size of plantation as supply base with regards to location of palm oil mill in preparing the time bound plan.
Have there been any changes 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?	No, there is no changes from the last audit.
Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised	No, there is no changes from the last audit.
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	No, there is no changes from the last audit.
Have there been any stakeholder comments?	Yes. Stakeholder comments are noted. The assessment team has conducted a search in internet to confirm that there is a comment that was recorded as complaint under RSPO Case Tracker; raised by the individual on those units that have not been certified. 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. The summary presented in the RSPO Case Tracker: On 25 July 2017 - Secretariat to write to the company and inform them on the complaint.

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	<p>On 24 August 2017 (CP Meeting) - Secretariat to wait for reply from the company. On 28 August 2017 - Secretariat received response from the company. On 5 September 2017 - Complainant failed to provide the document. On 11 September 2017 - Secretariat has sent an email to SIPEF. On 26 September 2017 (CP Meeting) - Secretariat to draft the decision letter. On 18 June 2018 – Complaint Panel to deliver a decision. On 25 July 2018 – Complaint Panel to deliver a decision. On 23 August 2018 – Draft decision letter to be reformatted. On 19 September 2018 – Decision Letter – Complaints Panel. On 26 September 2018 – The decision letter finalised and to be delivered to Parties. On 24 October 2018 – Complaint Panel Decision letter has been sent to parties. Deadline for submission of appeals is on 20 December 2018. On 20 December 2018 – The complaint is officially closed. The case tracker available on link https://askrspo.force.com/Complaint/s/case/5009000028Es1JAAS/detail</p>
<p>Un-Certified Units or Holdings</p>	
<p>No replacement after dates defined in NIs Criterion 7.3:</p> <ul style="list-style-type: none"> • Primary forest. • Any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. 	<p>All new planting after January 1st, 2010 have undergone and complies with RSPO New Planting Procedure/RSPO NPP. RSPO NPP for PT. Agro Muara Rupit, PT. Agro Kati Lama, PT. Agro Rawas Ulu have been published in RSPO website.</p>
<p>Any new plantings since January 1st 2010 shall comply with the RSPO New Plantings Procedure.</p>	<p>RSPO NPP for PT. Agro Muara Rupit, PT. Agro Kati Lama, PT. Agro Rawas Ulu have been published in RSPO website.</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 2.2, 6.4, 7.5 and 7.6.</p> <p>The RSPO RaCP tracker shall be checked to confirm for any land conflicts/Liabilities https://www.rspo.org/certification/remediation-and-compensation/racp-tracker. The progress on the Liabilities shall be verified and reported.</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 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. The summary presented in the RSPO Case Tracker:</p> <p>On 25 July 2017 - Secretariat to write to the company and inform them on the complaint. On 24 August 2017 (CP Meeting) - Secretariat to wait for reply from the company. On 28 August 2017 - Secretariat received response from the company. On 5 September 2017 - Complainant failed to provide the document. On 11 September 2017 - Secretariat has sent an email to SIPEF. On 26 September 2017 (CP Meeting) - Secretariat to draft the decision letter. On 18 June 2018 – Complaint Panel to deliver a decision. On 25 July 2018 – Complaint Panel to deliver a decision. On 23 August 2018 – Draft decision letter to be reformatted. On 19 September 2018 – Decision Letter – Complaints Panel.</p>

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	<p>On 26 September 2018 – The decision letter finalised and to be delivered to Parties.</p> <p>On 24 October 2018 – Complaint Panel Decision letter has been sent to parties. Deadline for submission of appeals is on 20 December 2018.</p> <p>On 20 December 2018 – The complaint is officially closed.</p> <p>The case tracker available on link https://askrspo.force.com/Complaint/s/case/5009000028Es1JAAS/detail.</p> <p>Assessment team checked to confirm any land conflict/liabilities on RaCP tracker and found note “The compensation plans for PT. Umbul Mas Wisesa and PT. Toton Usaha Mandiri (SIPEF) have been approved by the Compensation Task Force during the staged implementation of the RaCP between May 2014 and November 2015”.</p>
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.	No labor dispute noted. The assessment team has conducted a search in internet to confirm that there is no new comments or dispute raised by the communities related to labor dispute on those units that have not been certified.
Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	No non-legal 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, related to legal non-compliance on those units that have not been certified.
Did the company conduct internal audit against the uncertified management units requirement? If yes, a positive assurance statement shall be available.	<p>The internal audit has been conducted for all uncertified units:</p> <ul style="list-style-type: none"> • PT. Agro Muara Rupit was conducted on 8-10 October 2018; • PT. Agro Kati Lama was conducted on 10-13 September 2018; • PT. Agro Rawas Ulu was conducted on 21-3 October 2018; <p>Each company provide correction and corrective action on the base to ensure all RSPO P&C requirements are implemented.</p>

3.3 Progress of scheme smallholders and/or outgrowers

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill’s initial certification?	Yes. PT. Agro Muko – Mukomuko POM put all of the smallholder into certification.	Comply

3.4 Details of findings

The nonconformity is listed below. The summary report of the assessment by criteria is listed in Appendix A.

During the Certification Assessment there were zero (0) Major & zero (0) Minor nonconformities raised. The PT. Agro Muko – Mukomuko POM Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Major Nonconformity(ies) has been verified for it effectiveness and closed accordingly.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	Nil	Clause & Category (Major / Minor)	
Date Issued		Due Date	
Closed (Yes / No)		Date of nonconformity Closure	
Statement of Nonconformity:			
Requirement Reference:			
Objective Evidence:			
Corrections:			
Root Cause Analysis:			
Corrective Actions:			
Assessment Conclusion:			

Opportunity for Improvements	
OFI #	Description
OFI 1	

Positive Findings	
PF #	Description
PF 1	

3.4.1 Status of Nonconformities Previously Identified and Observations

Non-Conformity			
NCR Ref #	1563161-201711-N1	Clause & Category (Major / Minor)	Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	6 December 2018
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate a list of information related to criterion 1.2 that can be accessed by relevant stakeholders be available.		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 1.1.1 List of information related to criterion 1.2 that can be accessed by relevant stakeholders shall be available.		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), a list of information related		

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	to criterion 1.2 that can be accessed by relevant stakeholders has not been established.		
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko conduct monitoring once per year by the Field Head Assistant for Kebun Masyarakat Desa/KMD or Environment and Conservation/ENC team. This is to ensure the list is publicly displayed, all necessary documents are available at the estate/GMO-AM office, and that the procedure to access the documents is understood by the KMD/cooperative management. Report to the Estate Managers. Checklist evidenced on January 2018. - PT. Agro Muko supports all Kebun Masyarakat Desa/KMD, sampled during this assessment; to establish a list of publicly available document: KMD Dusun Baru, KMD Pondok Lunang, KMD Sari Bulan, KMD Surian Bungkal, KMD Talang Kuning, Koperasi Produksi Plasma Sungai Tenang. - PT. Agro Muko carried out awareness/training session for other cooperative KMD Dusun Baru on 19 September 2018; KMD Pondok Lunang on 18 September 2018; KMD Sari Bulan on 20 September 2018; Koperasi Produksi Plasma Sungai Tenang Mukomuko Agro Sejahtera on 27 October 2018; KMD Surian Bungkal on 28 October 2018; KMD Talang Kuning on 28 October 2018. 		
Assessment Conclusion:	Audit team has reviewed and accepted the evidence of corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. Audit team concluded that the correction, corrective action and evidences are sufficient.		
Non-Conformity			
NCR Ref #	1563161-201711-N2	Clause & Category (Major / Minor)	Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	6 December 2018
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate a written policy committing to a code of ethical conduct and integrity in all operations and transactions.		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 1.3.1 There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions along with the documentation of socialisation process of the policy to all levels of the workers and operations.		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), a written policy committing to a code of ethical conduct and integrity in all operations and transactions has not been established.		
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko through their Environment and Conservation/ENC Department verified the posting of code of ethical conduct and integrity in all operations and transactions policy in KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya. Company internal audit team also verified understanding. Checklist with evidence reference has been made to "PT. Agro Muko Kebijakan tentang Kode Etik (Code of Ethical Conduct Policy)" dated 17 November 2014 - sighted. - PT. Agro Muko carried out awareness/training session for other cooperative: KMD Pondok Lunang on 18 September 2018; KMD Dusun Baru on 19 September 2018; KMD Sari Bulan on 20 September 2018; Koperasi Produksi Plasma Sungai 		

	Tenang Mukomuko Agro Sejahtera on 27 October 2018; KMD Surian Bungkal on 28 October 2018; KMD Talang Kuning on 28 October 2018.		
Assessment Conclusion:	Audit team has reviewed and accepted the evidence of corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. Audit team concluded that the correction, corrective action and evidences are sufficient.		
Non-Conformity			
NCR Ref #	1563161-201711-N3	Clause & Category (Major / Minor)	Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	6 December 2018
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate a documented system, which includes written information on all applicable legal requirements.		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 2.1.2 A documented system, which includes written information on legal requirements, shall be maintained.		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), a documented system, which includes written information on all applicable legal requirements has not been established.		
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko provide explanation related to SOP "Prosedur Informasi Perubahan Undang-undang dan Peraturan Pemerintah No.CA/SOP/01". Explanation to KMD Surian Bungkal on 20 October 2018; explanation to KMD Dusun Baru on 19 September 2018; explanation to KMD Pondok Lunang on 18 September 2018; explanation to KMD Sari Bulan dated 20 September 2018; explanation to KMD Talang Kuning dated 28 October 2018. - PT. Agro Muko supports and assisted Koperasi Produksi Plasma Sungai Tenang Sejahtera in preparing list of applicable laws and regulations, consist of 143 regulations. Koperasi Produksi Plasma Sungai Tenang Sejahtera have evaluated the particular requirements of the regulations – by verse. - PT. Agro Muko supports and assisted KMD Surian Bungkal, KMD Dusun Baru, KMD Pondok Lunang, KMD Sari Bulan, KMD Talang Kuning in preparing list of applicable regulation, consist of 144 regulations. All KMD have evaluated the particular requirements of the regulations – by verse. 		
Assessment Conclusion:	Audit team has reviewed and accepted the evidence of corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. The company communicating the procedure to evaluate relevant laws and regulations; cooperative and Kebun Masyarakat Desa have prepared list of applicable regulation and evaluate the regulation list. Audit team concluded that the correction, corrective action and evidences are sufficient.		
Non-Conformity			
NCR Ref #	1563161-201711-N4	Clause & Category (Major / Minor)	Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	6 December 2018
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai		

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	Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate an implemented mechanism for ensuring compliance.		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 2.1.3 A mechanism for ensuring compliance shall be implemented.		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), a mechanism for ensuring compliance has not been implemented.		
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko provide explanation related to SOP "Prosedur Informasi Perubahan Undang-undang dan Peraturan Pemerintah No.CA/SOP/01". Explanation to KMD Surian Bungkal on 20 October 2018; explanation to KMD Dusun Baru on 19 September 2018; explanation to KMD Pondok Lunang on 18 September 2018; explanation to KMD Sari Bulan dated 20 September 2018; explanation to KMD Talang Kuning dated 28 October 2018. - PT. Agro Muko supports and assisted Koperasi Produksi Plasma Sungai Tenang Sejahtera in preparing list of applicable document, consist of 143 regulations. Koperasi Produksi Plasma Sungai Tenang Sejahtera have evaluated the particular requirements of the regulations – by verse. Latest evaluation December 2018. - PT. Agro Muko supports and assisted KMD Surian Bungkal, KMD Dusun Baru, KMD Pondok Lunang, KMD Sari Bulan, KMD Talang Kuning in preparing list of applicable document, consist of 144 regulations. All KMD have evaluated the particular requirements of the regulations – by verse. Latest evaluation December 2018. 		
Assessment Conclusion:	Audit team has reviewed and accepted the evidence of corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. The company communicating the procedure to evaluate relevant laws and regulations; cooperative and Kebun Masyarakat Desa have prepared list of applicable regulation and evaluate the regulation list. Audit team concluded that the correction, corrective action and evidences are sufficient.		
Non-Conformity			
NCR Ref #	1563161-201711-N5	Clause & Category (Major / Minor)	Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	6 December 2018
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate system for tracking any changes in the law be available.		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 2.1.4 A system for tracking any changes in the law shall be available and implemented.		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), a system for tracking any changes in the law has been made available and implemented.		
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko provide explanation related to SOP "Prosedur Informasi Perubahan Undang-undang dan Peraturan Pemerintah No.CA/SOP/01". Explanation to KMD Surian Bungkal on 20 October 2018; explanation to KMD Dusun Baru on 19 September 2018; explanation to KMD Pondok Lunang on 		

	<p>18 September 2018; explanation to KMD Sari Bulan dated 20 September 2018; explanation to KMD Talang Kuning dated 28 October 2018.</p> <ul style="list-style-type: none"> - PT. Agro Muko supports and assisted Koperasi Produksi Plasma Sungai Tenang Sejahtera in preparing list of applicable document, consist of 143 regulations. On November 2018, Koperasi Produksi Plasma Sungai Tenang Sejahtera updated the list with "Peraturan Menteri Lingkungan Hidup dan Kehutanan No.98 tentang Jenis Tumbuhan dan Satwa yang Dilindungi". - PT. Agro Muko supports and assisted KMD Surian Bungkal, KMD Dusun Baru, KMD Pondok Lunang, KMD Sari Bulan, KMD Talang Kuning in preparing list of applicable document, consist of 144 regulations. On January 2018, the list have update with "Peraturan Menteri Pertanian No.5 Tahun 2018 tentang Pembukaan dan/atau Pengolahan Lahan Perkebunan Tanpa Membakar". 		
Assessment Conclusion:	<p>Audit team has reviewed and accepted the evidence of corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. The company communicating the procedure to evaluate and update relevant laws and regulations; cooperative and Kebun Masyarakat Desa have prepared list of applicable regulation and update the regulation list. Audit team concluded that the correction, corrective action and evidences are sufficient.</p>		
Non-Conformity			
NCR Ref #	1563161-201711-N6	Clause & Category (Major / Minor)	Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	6 December 2018
Statement of Nonconformity:	<p>3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate that environment management plan document has been established.</p>		
Requirement Reference:	<p>RSPO P&C INA NI September 2016, Indicator 5.1.2 Environment management plan document to prevent negative impacts, its implementation report and revision (if the identification of impact requires changes in current company's practices) shall be available. The company's management shall appoint the responsible person(s) for the implementation of the document.</p>		
Objective Evidence:	<p>Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), it was known that KMD and cooperative has not prepared environment management plan document.</p>		
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko was assisting Koperasi Produksi Plasma Sungai Tenang to prepare SPPL (Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup) – statement letter to abide environment management and monitoring plan, dated 12 December 2017. The SPPL comprise plan to manage and monitors: to avoid oil palm development/land clearing on conservation/protected area (river riparian or area with steep slope); to control soil erosion and surface run off; to prevent loss of biodiversity; to monitor the flora and fauna on the smallholder location; no hunting in KMD area; efficient use of fertilizer and herbicide; to report to environment office. - PT. Agro Muko was helping KMD Dusun Baru, KMD Pondok Lunang, KMD Surian Bungkal, KMD Sari Bulan, KMD Talang Kuning to prepared SPPL (Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup) – statement letter to abide environment management and monitoring plan, 		

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	dated 8 January 2018. The SPPL comprise plan to manage and monitors: to avoid oil palm development/land clearing on conservation/protected area (river riparian or area with steep slope); to control soil erosion and surface run off; to prevent loss of biodiversity; to monitor the flora and fauna on the smallholder location; no hunting in KMD area; efficient use of fertilizer and herbicide; to report to environment office.		
Assessment Conclusion:	Audit team has reviewed and accepted the evidence of corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. Audit team concluded that the correction, corrective action and evidences are sufficient.		
Non-Conformity			
NCR Ref #	1563161-201711-N7	Clause & Category (Major / Minor)	Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	6 December 2018
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate that environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) has been made available.		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 5.1.3 Environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) shall be available. This plan is reviewed on two-yearly basis.		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), it was known that KMD and cooperative has not prepared environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result).		
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko assisted KMD Pondok Lunang in implementing and monitoring environment management plan: health-safety-environment (HSE) meeting 10 March 2018 discuss implementation of HSE, communicating environmental policy, report stated: no accident, no environmental incident. Review environmental aspect-impact and the waste management plan on 8 January 2018. - PT. Agro Muko assisted KMD Dusun Baru in implementing and monitoring environment management plan: health-safety-environment (HSE) meeting 10 March 2018 discuss implementation of HSE, communicating environmental policy, report stated: no accident, no environmental incident. Review environmental aspect-impact and the waste management plan on 8 January 2018. - PT. Agro Muko assisted KMD Surian Bungkal in implementing and monitoring environment management plan: Review waste management plan 8 January 2018. Review environmental aspect-impact on 15 January 2018. Health-safety-environment (HSE) meeting 14 March 2018 discuss implementation of HSE, communicating environmental policy, report stated: no accident, no environmental incident. - PT. Agro Muko assisted Koperasi Produksi Plasma Sungai Tenang in implementing and monitoring environment management plan: Review waste 		

	management plan 15 December 2017. Review environmental aspect-impact on 15 January 2018. Health-safety-environment (HSE) meeting 18 April 2018 discuss implementation of HSE, communicating environmental policy, report stated: no accident, no environmental incident. Environmental aspect-impact communication 10 October 2018.		
Assessment Conclusion:	Audit team has reviewed and accepted the evidence of corection and corrective action prepared by company and Kebun Masyarakat Desa/KMD. Audit team concluded that the correction, corrective action and evidences are sufficient.		
Non-Conformity			
NCR Ref #	1563161-201711-N8	Clause & Category (Major / Minor)	Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	6 December 2018
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate that KMD and cooperative have appointed official(s) responsible for consultation and communications with stakeholders.		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 6.2.2 The company shall have official(s) who is responsible for consultation and communications with parties.		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), it was known that KMD and cooperative has not appointed official(s) responsible for consultation and communications with stakeholders.		
Corrective Actions:	Each <i>Kebun Masyarakat Desa/KMD</i> and cooperative has appointed their official, responsible for consultation and communication with stakeholders. <ul style="list-style-type: none"> - KMD Dusun Baru updated the list of publicly available document and stated the contact person is Mr.Juliani (Ketua Panitia KMD Dusun Baru) – 8 January 2018. - KMD Pondok Lunang updated the list of publicly available document and stated the contact person is Mr.Agus Karyadi (Ketua Panitia KMD Pondok Lunang) – 8 January 2018. - KMD Sari Bulan updated the list of publicly available document and stated the contact person is Mr.Amdani (Ketua Panitia KMD Sari Bulan) – 8 January 2018. - KMD Surian Bungkal updated the list of publicly available document and stated the contact person is Mr.Mat Nasir (Ketua Panitia KMD Surian Bungkal) – 8 January 2018. - KMD Talang Kuning updated the list of publicly available document and stated the contact person is Mr.Sapari (Ketua Panitia KMD Talang Kuning) – 8 January 2018. - Koperasi Produksi Plasma Sungai Tenang Sejahtera updated the list of publicly available document and stated the contact person is Mr.Armadi (Ketua Plasma Sungai Tenang Sejahtera) – 10 January 2018. 		
Assessment Conclusion:	Audit team has reviewed and accepted the evidence of correction and corrective action prepared by company and Kebun Masyarakat Desa/KMD in form of appointment cooperative's official, responsible for consultation and communication with stakeholders. Audit team concluded that the correction, corrective action and evidences are sufficient.		
Non-Conformity			

NCR Ref #	1563161-201711-N9	Clause & Category (Major / Minor)	Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	6 December 2018
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrated that these KMD and cooperative have a list of stakeholders, records of communications, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders.		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 6.2.3 The company shall have a list of stakeholders, records of communications, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders.		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), it was known that KMD and cooperative has not established a list of stakeholders, records of communications, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders.		
Corrective Actions:	Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko. PT. Agro Muko's "SOP Pemberian Tanggapan Terhadap Permintaan Informasi, No.ENC/SOP/08 rev.02" – Response upon information request procedure dated 6 April 2015, available in English and Bahasa Indonesia. Any information request will be channeled to the field head assisstant <i>Kebun Masyarakat Desa/KMD</i> . List of stakeholders has been prepared by each cooperative/ <i>Kebun Masyarakat Desa/KMD</i> . KMD Dusun Baru, KMD Pondok Lunang, KMD Surian Bungkal, KMD Sari Bulan, KMD Talang Kuning and Koperasi Produksi Plasma Sungai Tenang Sejahtera have prepared list of stakeholder.		
Assessment Conclusion:	Audit team has reviewed and accepted the evidence of corrective action plan prepared by company and <i>Kebun Masyarakat Desa/KMD</i> . Audit team concluded that the correction, corrective action and evidences are sufficient.		
Non-Conformity			
NCR Ref #	1563161-201711-N10	Clause & Category (Major / Minor)	Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	6 December 2018
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrated a procedure for calculating and distributing fair compensation has been established.		

Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 6.4.2 A procedure for calculating and distributing fair compensation shall be established, implemented, monitored and evaluated in a participatory way. Corrective actions are taken as a result of this evaluation.		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) it was known that a procedure for calculating and distributing fair compensation has been established.		
Corrective Actions:	<p>PT. Agro Muko's "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure dated 1 July 2012, available in English and Bahasa Indonesia. Any identification of procedure for calculating and distributing fair compensation will be identified by <i>Kebun Masyarakat Desa/KMD</i> committee and acknowledged by PT. Agro Muko.</p> <ul style="list-style-type: none"> - PT. Agro Muko carried out communication on "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure for KMD Dusun Baru on 19 September 2018; - PT. Agro Muko carried out communication on "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure for KMD Pondok Lunang on 18 September 2018; - PT. Agro Muko carried out communication on "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure for KMD Sari Bulan on 20 September 2018; - PT. Agro Muko carried out communication on "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure for Koperasi Produksi Plasma Sungai Tenang Mukomuko Agro Sejahtera on 27 October 2018; - PT. Agro Muko carried out communication on "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure for KMD Surian Bungkal on 28 October 2018; - PT. Agro Muko carried out communication on "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure for KMD Talang Kuning on 28 October 2018. 		
Assessment Conclusion:	Audit team has reviewed and accepted the evidence of corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. Audit team concluded that the correction, corrective action and evidences are sufficient.		
Non-Conformity			
NCR Ref #	1563161-201711-N11	Clause & Category (Major / Minor)	Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	6 December 2018
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) has not established a specific grievance mechanism which respects anonymity of complainants with regards to sexual harrasment case or violation of protection of reproductive rights.		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 6.9.3 A specific grievance mechanism which respects anonymity of complainants where requested, and as long as they are supported with adequate information, shall be documented, implemented, and communicated to all workforce.		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka		

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	Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), a specific grievance mechanism which respects anonymity of complainants with regards to sexual harassment case or violation of protection of reproductive rights - has not established.
Corrective Actions:	<ul style="list-style-type: none"> - Communication on "Kebijakan Pelecehan Seksual" – sexual harassment policy; "Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01" – mechanism for reporting sexual harassment case and protection of complainant; for KMD Pondok Lunang on 18 September 2018; - PT. Agro Muko carried out communication on "Kebijakan Pelecehan Seksual" – sexual harassment policy; "Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01" – mechanism for reporting sexual harassment case and protection of complainant; for KMD Sari Bulan on 20 September 2018; - PT. Agro Muko carried out communication on "Kebijakan Pelecehan Seksual" – sexual harassment policy; "Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01" – mechanism for reporting sexual harassment case and protection of complainant; for Koperasi Produksi Plasma Sungai Tenang Mukomuko Agro Sejahtera on 27 October 2018; - PT. Agro Muko carried out communication on "Kebijakan Pelecehan Seksual" – sexual harassment policy; "Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01" – mechanism for reporting sexual harassment case and protection of complainant; for KMD Surian Bungkal on 28 October 2018; - PT. Agro Muko carried out communication on "Kebijakan Pelecehan Seksual" – sexual harassment policy; "Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01" – mechanism for reporting sexual harassment case and protection of complainant; for KMD Talang Kuning on 28 October 2018.
Assessment Conclusion:	Audit team has reviewed and accepted the evidence of corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. Audit team concluded that the correction, corrective action and evidences are sufficient.

Opportunity for Improvement	
OFI#	Description
OFI 1	

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Major/Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
CR01	Minor		01/10/2010	Closed 10/02/2012
CR02	Minor		01/10/2010	Closed 10/02/2012
A675812/1	Major		10/02/2012	Closed 10/02/2012
A675812/1	Minor		10/02/2012	Closed 01/02/2013
A675812/2	Minor		10/02/2012	Closed 01/02/2013
A675812/3	Minor		10/02/2012	Closed 01/02/2013
A675812/4	Minor		10/02/2012	Closed 01/02/2013
A675812/5	Minor		10/02/2012	Closed 01/02/2013
463917-1	Minor	RSPO P&C INA-WG 2008 4.7.7	01/02/2013	Closed 08/01/2014
463917-2	Minor	RSPO P&C INA-WG 2008 6.5.3	01/02/2013	Closed 08/01/2014

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1010903M3	Major	RSPO P&C INA-WG 2008 2.1.1	08/01/2014	Closed 06/03/2014
1010903M7	Major	RSPO P&C INA-WG 2008 4.7.1	08/01/2014	Closed 06/03/2014
1010903M10	Major	RSPO P&C INA-WG 2008 4.8.2	08/01/2014	Closed 06/03/2014
1010903M16	Major	RSPO P&C INA-WG 2008 6.10.1	08/01/2014	Closed 06/03/2014
1010903M18	Major	RSPO SCCS 2011 D.3.4	08/01/2014	Closed 06/03/2014
1010903N1	Minor	RSPO P&C INA-WG 2008 2.1.4	08/01/2014	Closed 25/11/2014
1010903N6	Minor	RSPO P&C INA-WG 2008 4.6.5	08/01/2014	Closed 25/11/2014
1010903N8	Minor	RSPO P&C INA-WG 2008 4.7.5	08/01/2014	Closed 25/11/2014
1010903N9	Minor	RSPO P&C INA-WG 2008 4.7.10	08/01/2014	Closed 25/11/2014
1010903N13	Minor	RSPO P&C INA-WG 2008 5.3.4	08/01/2014	Closed 25/11/2014
1010903N15	Minor	RSPO P&C INA-WG 2008 5.5.4	08/01/2014	Closed 25/11/2014
1420737M1	Major	RSPO P&C INA-NI 2016 4.7.1	17/12/2016	Closed 02/02/2016
1420737N1	Minor	RSPO P&C INA-NI 2016 4.4.1	17/12/2016	Closed 07/12/2017
1420737N2	Minor	RSPO P&C INA-NI 2016 5.1.3	17/12/2016	Closed 07/12/2017
1563161-201711-M1	Major	RSPO P&C INA-NI 2016 1.2.1	07/12/2017	Closed 22/01/2018
1563161-201711-M2	Major	RSPO P&C INA-NI 2016 2.1.1	07/12/2017	Closed 22/01/2018
1563161-201711-M3	Major	RSPO P&C INA-NI 2016 4.7.1	07/12/2017	Closed 22/01/2018
1563161-201711-M4	Major	RSPO P&C INA-NI 2016 5.1.1	07/12/2017	Closed 22/01/2018
1563161-201711-M5	Major	RSPO P&C INA-NI 2016 6.2.1	07/12/2017	Closed 22/01/2018
1563161-201711-M6	Major	RSPO P&C INA-NI 2016 6.3.1	07/12/2017	Closed 22/01/2018
1563161-201711-M7	Major	RSPO P&C INA-NI 2016 6.4.1	07/12/2017	Closed 22/01/2018
1563161-201711-M8	Major	RSPO P&C INA-NI 2016 6.8.1	07/12/2017	Closed 22/01/2018
1563161-201711-M9	Major	RSPO P&C INA-NI 2016 6.9.1	07/12/2017	Closed 22/01/2018
1563161-201711-M10	Major	RSPO P&C INA-NI 2016 6.9.2	07/12/2017	Closed 22/01/2018
1563161-201711-M11	Major	RSPO P&C INA-NI 2016 6.13.1	07/12/2017	Closed 22/01/2018
1563161-201711-M12	Major	RSPO P&C INA-NI 2016 7.6.2	07/12/2017	Closed 22/01/2018
1563161-201711-N1	Minor	RSPO P&C INA-NI 2016 1.1.1	07/12/2017	Closed 06/12/2018
1563161-201711-N2	Minor	RSPO P&C INA-NI 2016 1.3.1	07/12/2017	Closed 06/12/2018
1563161-201711-N3	Minor	RSPO P&C INA-NI 2016 2.1.2	07/12/2017	Closed 06/12/2018
1563161-201711-N4	Minor	RSPO P&C INA-NI 2016 2.1.3	07/12/2017	Closed 06/12/2018
1563161-201711-N5	Minor	RSPO P&C INA-NI 2016 2.1.4	07/12/2017	Closed 06/12/2018
1563161-201711-N6	Minor	RSPO P&C INA-NI 2016 5.1.2	07/12/2017	Closed 06/12/2018
1563161-201711-N7	Minor	RSPO P&C INA-NI 2016 5.1.3	07/12/2017	Closed 06/12/2018
1563161-201711-N8	Minor	RSPO P&C INA-NI 2016 6.2.2	07/12/2017	Closed 06/12/2018
1563161-201711-N9	Minor	RSPO P&C INA-NI 2016 6.2.3	07/12/2017	Closed 06/12/2018
1563161-201711-N10	Minor	RSPO P&C INA-NI 2016 6.4.2	07/12/2017	Closed 06/12/2018
1563161-201711-N11	Minor	RSPO P&C INA-NI 2016 6.9.3	07/12/2017	Closed 06/12/2018

3.5. Stakeholders 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. Agro Muko – Mukomuko POM 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.

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

List of Stakeholders Contacted	
Internal Stakeholders Gender Committee MM-POM Gender Committee Air Manjuntio Estate	Union/Contractors/Local Communities Serikat Pekerja Agro Mandiri MM-POM Community Desa Teruntung Community Desa Sumber Sari Community Desa Sari Bulan Community Desa Air Kasai Community Desa Talang Petai Community Desa Suriang Bungkal Community Desa Talang Medan
Government Departments Manpower Office Environmental Office Land Office Plantation Service	NGO Lembaga Swadaya Masyarakat Lumbung Informasi Rakyat (LSM-LIRA)

IS #	Description
1	<p>Kepala Dinas Penanaman Modal, Pelayanan, Perizinan dan Tenaga Kerja (DPMMP-TK) Kabupaten Mukomuko – Manpower Office</p> <p>Feedbacks:</p> <ul style="list-style-type: none"> - Positive comments related to employee payment meet provincial (Bengkulu) minimum wage; comments related to manpower management; positive comments on manpower reporting obligation; positive comment on collective labor agreement 2018; positive comment on employee participation on insurance program (BPJS Ketenagakerjaan dan BPJS Kesehatan). - Medical check up have been carried out on annual basis. - In the past 5 years, no industrial dispute between PT. Agro Muko and its employee. - The manpower office requested the casual worker employment to be reported on monthly basis. <p>Management Responses:</p> <ul style="list-style-type: none"> - Management of PT. Agro Muko appreciates the acknowledgement/positive comments from manpower office. - PT. Agro Muko continues to perform medical check up as part of OHS programme. - PT. Agro Muko acknowledge the comment and plan to submit casual worker employment data on monthly basis. <p>Audit Team Findings:</p> <ul style="list-style-type: none"> - Audit team noted the positive comments from manpower office for PT. Agro Muko. - Audit team have noted PT. Agro Muko plan to submit casual worker employment data on monthly basis (Indicator 6.12).

IS #	Description
2	<p>Kepala Dinas Lingkungan Hidup Kabupaten Mukomuko – Environmental Office</p> <p>Feedbacks:</p> <ul style="list-style-type: none"> - Positive comments related to environmental permits (Izin Lingkungan, Izin TPS Limbah B3, Izin Pembuangan Air Limbah); positive comments related to hazardous waste handling; positive comments related to environmental performance monitoring, - There has been no environmental issues related to operational activity of PT. Agro Muko. - Currently the environmental office conducting review on regulation related to domestic waste management. <p>Management Responses:</p> <ul style="list-style-type: none"> - Management of PT. Agro Muko appreciates the acknowledgement/positive comments from environmental office related to environmental performance of the company. - PT. Agro Muko thanked environmental office for the supervision. - The environmental office will visit and coordinating with PT. Agro Muko related to review on regulation related to domestic waste management, as technical guidance on the ground. <p>Audit Team Findings:</p> <ul style="list-style-type: none"> - Audit team noted the positive comments from manpower office for PT. Agro Muko. - Audit team have noted PT. Agro Muko plan to submit casual worker employment data on monthly basis (Indicator 6.12).
3	<p>Bidang Perkebunan, Dinas Perkebunan dan Pertanian Kabupaten Mukomuko – Plantation Service</p> <p>Feedbacks:</p> <ul style="list-style-type: none"> - Positive comments on PT. Agro Muko’s monthly reporting performance; positive comments on PT. Agro Muko’s coordination and communication with the plantation services; positive comments on local community economic development through “Kebun Masyarakat Desa/KMD”; - During “Penilaian Usaha Perkebunan Tahun 2016”, PT. Agro Muko obtained “Kelas Kebun II”. - Based on plantation service’s monitoring, there have been no land conflict between PT. Agro Muko with other party, including with local community. - Based on plantation service’s monitoring, there have been no pest/disease infestation or land fire in the area PT. Agro Muko. - Plantation service noted some of village community request, related to HGU (land title) extension of PT. Agro Muko. The community wanted to have a part of the HGU of PT. Agro Muko to be released for village development. <p>Management Responses:</p> <ul style="list-style-type: none"> - Management of PT. Agro Muko appreciates the acknowledgement/positive comments from plantation service related to company performance. - Management of PT. Agro Muko appreciates the award from plantation service related to “Penilaian Usaha Perkebunan”. - Management of PT. Agro Muko appreciates the acknowledgement/positive comments from plantation service related to company’s integrated pest management programme. - Management of PT. Agro Muko stated there have been no formal request from local community or government body related to release a part of PT. Agro Muko’s HGU for village development. The HGU area is company asset – as mandated by government, and the use will be optimized as per applicable regulation. <p>Audit Team Findings:</p> <ul style="list-style-type: none"> - Audit team noted the positive comments from plantation service for PT. Agro Muko. - Audit team have followed up with villages community. Audit team noted PT. Agro Muko statement related to community’s request to release part of company HGU. Audit team seek clarification from “Badan Pertanahan Nasional”.
IS #	Description

<p>4</p>	<p>Kepala Kantor Pertanahan Kabupaten Mukomuko – Land Office</p> <p>Feedbacks:</p> <ul style="list-style-type: none"> - Based on Land Office monitoring, there have been no land conflict between PT. Agro Muko with other party, including with local community. - Based on plantation service’s monitoring, there is area in HGU of PT. Agro Muko whose under contro of local communit. The local community reluctant to be compensated. PT. Agro muko respects the local community/land owner and does not impose force/coercion to release their user right. - Based on plantation service’s monitoring, there have been no abandoned land. - PT. Agro Muko has applied for HGU extension for HGU No.31/HGU/BPN/89 dated 27 June 1989, of 10,000 Ha; comprise of 2 certificate No.2/MU of 2,270 Ha and No.3 of 7,730 Ha. Current process: have been carried out field measurement. Possibility there will be decrease from the use for state road and from sea abration. The subsequent process is the issuance of HGU decree by “Badan Pertanahan Nasional” in Jakarta. During the extension of HGU, has been agreed by surrounding villages. - PT. Mukomuko Agro Sejahtera has obtained HGU decree and in process to issue HGU certificate in “Kantor Pertanahan Kabupaten Mukomuko”. <p>Management Responses: Management of PT. Agro Muko appreciates the acknowledgement/positive comments from Land Office.</p> <p>Audit Team Findings:</p> <ul style="list-style-type: none"> - Audit team noted the positive comments from Land Office for PT. Agro Muko and PT. Mukomuko Agro Sejahtera. - Audit team have noted PT. Agro Muko statement related to HGU extension. Audit team have noted the “Badan Pertanahan Nasional” statement related to HGU extension of PT. Agro Muko. (Indicator 2.2.1).
<p>IS #</p>	<p>Description</p>
<p>5</p>	<p>Lembaga Swadaya Masyarakat Lumbung Informasi Rakyat (LSM-LIRA), Pondok Lunang Vilalge and Wakil Ketua LPM - NGO</p> <p>Feedbacks:</p> <ul style="list-style-type: none"> - Based on the NGO monitoring, there have been a communicated in Mukomuko Regency related request to utilized land around “Danau Lebar” for village land development and development of “Kebun Masyarakat Desa/KMD”. - Positive communication between community and PT. Agro Muko; positive effect related to company presence in the area such as improved knowledge on oil palm cultivation and manpower absorption. - Based on NGO monitoring, there have been no land conflict between PT. Agro Muko with other party, including with local community. - The NGO request company to pay attention on promotion for staff and paramedic, coming from local communities. <p>Management Responses:</p> <ul style="list-style-type: none"> - Management of PT. Agro Muko stated the aera around “Danau Lebar” serves as HCV/conservation area. Cannot be planted. - PT. Agro Muko appreciates the acknowledgement/positive comments from NGO related to communication/consultation. - Management of PT. Agro Muko have conduct performance appraisal for all worker in objective manner, for all staff and employees. <p>Audit Team Findings:</p> <ul style="list-style-type: none"> - Audit team noted the PT. Agro Muko statement related to HCV area of Danau Lebar (Indicator 5.2.2). - Audit team have noted PT. Agro Muko statement related to equal and objective performance appraisal (Indicator 6.8).
<p>IS #</p>	<p>Description</p>
<p>6</p>	<p>Serikat Pekerja Agro Mandiri – SPAM-MM POM – Worker Union</p> <p>Feedbacks:</p> <ul style="list-style-type: none"> - Positive comment related to regular meeting between worker union and management on monthly basis; positive comment on wage payment above minimum wage; positive comments on provision of insurance (BPJS Ketenagakerjaan and BPJS Kesehatan); positive comments on fulfillment of normative

	<p>rights for employee, under collective work agreement: working hour, overtime, pay and condition, entitlement for leave, etc. – in accordance to relevant regulations.</p> <ul style="list-style-type: none"> - Based on the worker union monitoring, there have been no complaint and/or industrial dispute. - Employee performance appraisal carried out once per annum, as basis for promotion. <p>Management Responses:</p> <ul style="list-style-type: none"> - PT. Agro Muko appreciates the acknowledgement/positive comments from worker union related to industrial relationship. - Management of PT. Agro Muko have conduct performance appraisal for all worker in objective manner, for all staff and employees – as basis for promotion. <p>Audit Team Findings:</p> <ul style="list-style-type: none"> - Audit team noted the PT. Agro Muko performance and provision of normative rights for employees (Indicator 6.5). - Audit team have noted PT. Agro Muko statement related to equal and objective performance appraisal (Indicator 6.8).
IS #	Description
7	<p>Ketua Komite Gender MM POM, Ketua Komite Gender Air Manjuntjo Estate – Gender Committee</p> <p>Feedbacks:</p> <ul style="list-style-type: none"> - Positive comment related to company helping gender committee to understand/study case of gender protection, erproductive rights, sexual harrasment, and whistleblower protection upon reporting; positive comment on PT. Agro Muko provides rights for female employees: maternal leave, menstrual leave, medical check up for female sprayers and pregnancy screening; positive comments on PT. Agro Muko provides OHS management, basic need such as employee housing, electricy, clean water, religious houses, sport facilities, etc. - Based on the gender committee’s monitoring, there have been no sexual harassment issue. <p>Management Responses:</p> <ul style="list-style-type: none"> - PT. Agro Muko appreciates the acknowledgement/positive comments from gender committee related to industrial relationship, provision of social facilities for employees, and treatment for protection of reproductive rights. <p>Audit Team Findings:</p> <ul style="list-style-type: none"> - Audit team noted the PT. Agro Muko performance and provision of normative rights for employees (Indicator 6.5). - Audit team have noted PT. Agro Muko statement related to reproductive rights protection (Indicator 6.9).
IS #	Description
8	<p>Masyarakat Desa Teruntung, Desa Sumbersari, Desa Sari Bulan, Desa Air Kasai, Desa Talang Medan, Desa Surian Bungkal, Desa Talang Petai</p> <p>Feedbacks:</p> <ul style="list-style-type: none"> - Request for road lamp in Desa Sumber Sari; Request for provision of bore well for community of Desa Sumber Sari; Desa Sumber Sari have received assisstance in form of laptop for village administration. - Desa Air Kasai wanted to have “Kebun Masyarakat Desa” requested since 2015; Request from Desa Air Kasai to have football field and public funeral. - Desa Teruntung have received 200 sacks of cement; Desa Teruntung hopes company PT. Agro Muko can received FFB from local communities. - Communicaton with Desa Talang Medan and Desa Surian Bungkal is lacking; - A part of Sei Betung Estate falls under administrative area of Desa Talang Medan, but the positive impact has not been noted; Desa Talang Medan have request for a loan for masjid development, with KMD Talang Medan’s revenue as collateral – but no approval from PT. Agro Muko. - Desa Talang Petai recognize the positive performance by PT. Agro Muko and PT. Mukomuko Agro Sejahtera: manpower absorption, no land conflict, local community empowerment through “Kebun Masyarakat Desa/KMD”; During land compensatoin, involving land owners – community and vilalge officials, including during HGU extension.


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	<p>Management Responses:</p> <ul style="list-style-type: none"> - PT. Agro Muko have provided road lamp for Desa Sumber Sari in 2015; PT. Agro Muko has not received request for bore well from Desa Sumber Sari. - PT. Agro Muko have communicated to Desa Air Kasai: to develop "Kebun Masyarakat Desa/KMD", the village need to obtain piece of land. The village request to have football field and public funeral is in review process by LCA, and to consider other villages surrounding PT. Agro Muko. - PT. Agro Muko appreciates the acknowledgement/positive comments from Desa Teruntung; PT. Agro Muko cannot received FFB from local community, outside certified supply base such as plasma and "Kebun Masyarakat Desa/KMD". Because local community oil palm plantation outside plasma and KMD have not meet certification criterion. - PT. Agro Muko communicates with the previous village head. Both village head interviewed by audit team was newly elected in November 2018. - PT. Agro Muko's Sei Betung Estate HGU located in Desa Penarik not Desa Talang Medan, the manpower absorption from Desa Talang Medan majority comes to Sei Jerinjing Estate (rubber plantation); Company is not a financial institution, therefore cannot make such loan; - PT. Agro Muko appreciates the acknowledgement/positive comments from Desa Talang Petai. <p>Audit Team Findings:</p> <ul style="list-style-type: none"> - Audit team noted the request for land to be develop as public facility and KMD; review against statement from "Badan Pertanahan Nasional". (Indicator 2.2.1). - Audit team noted the statement from villages and response from PT. Agro Muko.
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Formal Signing-off of Assessment Conclusion and Recommendation	
<p>The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that PT. Agro Muko – Mukomuko Palm Oil Mill has complied with the RSPO P&C INA NI, (September 2016) and RSPO Supply Chain Certification Standard (June 2017) and audit criteria identified within the audit report. It is deemed that the management system continues to achieve its intended outcomes. Therefore, it is recommended that the certification of PT. Agro Muko – Mukomuko Palm Oil Mill is continued.</p>	
Report prepared by	Acceptance of Assessment Conclusion
<p>Name: Pratama Agung Sedayu</p>	<p>Name: Mr. Olivier Tichit</p>
<p>Company Name: on behalf BSI Services Malaysia Sdn Bhd</p>	<p>Company Name: PT. Agro Muko – Mukomuko Palm Oil Mill</p>
<p>Title: Lead Auditor</p>	<p>Title: Director</p>
<p>Signature:</p>	<p>Signature:</p>



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	<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> 
<p>Date: 15 January 2019</p>	<p>Date: 15 January 2019</p>

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Appendix A: Summary of Findings *include the appropriate checklist used for assessment*

Criterion / Indicator	Assessment Findings	Compliance
Principle 1: Commitment to Transparency		
Criterion 1.1: Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.		
1.1.1 List of information related to criterion 1.2 that can be accessed by relevant stakeholders shall be available. - Minor compliance -	<p>The publicly available document are available under "Dokumen-dokumen yang tersedia untuk publik (Publicly available document)", signed by Mukomuko Mill Manager, dated 28 February 2018. Detailed in 1.2.1.</p> <p>"Dokumen-dokumen yang Tersedia untuk Publik (Publicly available document)", signed by Mukomuko Estate Manager, dated 19 September 2017.</p> <p>PT. Agro Muko supports each <i>Kebun Masyarakat Desa/KMD</i> to establish a list of publicly available document that covers all publicly available documents. Documents available at Estates Office that in charge in the <i>Kebun Masyarakat Desa/KMD/cooperatives</i> management.</p> <p>Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 8 January 2018; stating that the organization is a committed to comply with relevant policies and SOP of PT. Agro Muko.</p> <p>List of documents titled "Dokumen-dokumen yang tersedia untuk Umum KMD Sungai Ipuh", "Dokumen-dokumen yang tersedia untuk Umum KMD Aur Cina", "Dokumen-dokumen yang tersedia untuk Umum KMD Talang Medan", "Dokumen-dokumen yang tersedia untuk Umum KMD Sungai Ipuh Satu", dated 8 January 2018. The list covers:</p> <ol style="list-style-type: none"> 1. Agreement letter related development and upkeep of oil palm plantation between KMD and PT Agro Muko. 2. Land titles/user rights. 3. Environment management plan as in Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup (SPPL). 4. Report of SPPL implementation each semester. 5. Report of Community Development / CSR PT Agro Muko. 6. Occupational health and safety plans as in "Program K3". 7. Internal Social impact assessment. 8. HCV Identification Report PT Agro Muko. 9. Waste management plan including internal environment aspect impact identification. 10. Details of complaints and grievances. 11. Continuous improvement plan. 12. RSPO Public summary report. 13. All policy of PT Agro Muko. 14. Statement letter of compliance to SOP and policy of PT. Agro Muko. 	Comply

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	<p>Awareness session has been carried out regularly in monthly basis, the last awareness session conducted on 28 October 2018 for all committee and workers of KMD Sungai Ipuh Group.</p>	
<p>1.1.2 Records of requests for information and responses to the information requested shall be available. - Major compliance -</p>	<p>Company has revised Procedure Responding to Requests for Information No.ENC-01-11/02-10-2017 rev.0 dated 21 November 2017. The procedure stating manager/Department Head is the one receiving information and providing response upon information request. All operation unit prepare a list of publicly available information, as detailed in indicator 1.2.1. Direct response/answer can be given by manager/Department Head with response time max. 7 working days. Request for information/disposition to higher level (to GMO or Medan HO) in maximum 3 working days. GMO and/or Medan HO shall provide response in maximum 7 working days. Disposition from Department Head to Top Management no latter than 25 working days. Response to inquiry can be provided promptly or no latter than 7 working days after the request for information is received by operating unit.</p> <p>“Rekaman Permintaan Informasi dan Tanggapan MM POM”: On 16 November 2018, Dinas Pekerjaan Umum Provinsi Sumatera Utara send letter No.UM.01.02/BWS-SVII/095 dated 7 November 2018. Purpose: request information on water usage and palm oil mill effluent’s processing. Company responded on 16 November 2018 by providing written explanation on POME treatment and water usage at Mukomuko POM. Information request in Sei Betung Estate recorded in good manner. Received letter from “Desa Penarik No.503/989/10-01/VIII/2018, dated 16 August 2018” related to request for road maintenance. Follow up by borrowing road grader from Mukomuko Estate on the same date. Road grading/maintenance carried out on 21 August 2018 – with pictorial documentation. On 10 October 2018, Sei Betung Estate sending report “Surat Pernyataan Pengelolaan Lingkungan Poliklinik Sei Betung Estate” to “Kepala Dinas Lingkungan Hidup Kabupaten Mukomuko”.</p> <p>Incoming information request and response recorded under Tanggapan Terhadap Permintaan Informasi Air Manjunt Estate 2014-2018. Sampled inquiry dated 14 July 2018, related to proposal for fertilizer transport from Mr. Ansori – CV. Pangeran Jaya. Company response 26 July 2018 by disposition email to General Manager Office.</p> <p>Cooperative smallholder recorded information request and response in good manner. Koperasi Produksi Plasma Sungai Tenang Sejahtera MMAS (Air Manjunt Estate) recorded information request in “Rekaman Permintaan Informasi dan Jawaban” in 2018 received 1 inquiry. Letter No.01/KPPTS-AME/XI/2018 dated 8 November 2018 related to request for borrowing SKT for purpose of preparing land certificate. Cooperative</p>	<p>Comply</p>

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	<p>and company approved the borrowing of SKT on 12 November 2018. Company response on same date by providing SKT: "Berita Acara Serah Terima SKT Asli Plasma KPPSTS" dated 12 November 2018 for hand over of 95 pieces SKT – signed by cooperative leader, officer clerk and Air Manjuntjo Manager.</p> <p>KMD Sungai Ipuh I, KMD Talang Medan, KMD Aur Cina and KMD Sei Ipuh have prepared a format for receiving inquiry and providing information. Audit team noted that there has been no incoming inquiry during January – October 2018.</p> <p>KMD Dusun Baru recorded information request in "Rekaman Permintaan Informasi dan Jawaban". Throughout 2018 received 4 inquiries. Sample: Request for copy of invoice from contractor with letter No.07/MME-KMD DB/30/2018 dated 30 May 2018. Responded on same date by showing the copy of invoice for period February – June 2018.</p>																																								
<p>Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p>																																									
<p>1.2.1 Publicly available documents shall include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> a) Land titles/user rights (Criterion 2.2) b) Occupational health and safety plans (Criterion 4.7) c) Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8) d) HCV documentation (Criteria 5.2 and 7.3) e) Pollution prevention and reduction plans (Criterion 5.6) f) Details of complaints and grievances (Criterion 6.3) g) Negotiation procedures (Criterion 6.4) h) Continual improvement plans (Criterion 8.1) i) Public summary of certification assessment report j) Human Rights Policy (Criterion 6.13). <p>- Major Compliance -</p>	<p>The publicly available documents are available under "Dokumen-dokumen yang tersedia untuk publik (Publicly available document), signed by Mill Manager, dated 28 February 2018.</p> <table border="1" data-bbox="715 1126 1302 2038"> <thead> <tr> <th>Document name</th> <th>No.Document</th> <th>Year</th> </tr> </thead> <tbody> <tr> <td>Izin Usaha Tetap (Keputusan Menteri Negara Penggerak Dana Investasi/Ketua BKPM)</td> <td>No.571/T/Pertanian/1996</td> <td>1996</td> </tr> <tr> <td>Izin Usaha Perkebunan (IUP)</td> <td>Keputusan Bupati Mukomuko No.709 tahun 2012 tanggal 13 Desember 2012</td> <td>2012</td> </tr> <tr> <td>EIA - Analisis Dampak Lingkungan</td> <td></td> <td>2005</td> </tr> <tr> <td>Rencana Pengelolaan Lingkungan</td> <td></td> <td>2005</td> </tr> <tr> <td>Rencana Pemantauan Lingkungan</td> <td></td> <td>2005</td> </tr> <tr> <td>Laporan Pemantauan RKL/RPL setiap semester</td> <td></td> <td>Latest available</td> </tr> <tr> <td>Upaya Pengelolaan Lingkungan Hidup Biogas (PLTB)</td> <td></td> <td>2017</td> </tr> <tr> <td>Izin Pembuangan Air Limbah ke Sungai</td> <td>No.503/07/KTSP/IPAL/XII/2016</td> <td>2016</td> </tr> <tr> <td>Laporan Community Development/Corporate Social Responsibility PT. Agro Muko</td> <td></td> <td>Latest available</td> </tr> <tr> <td>OHS Plan - Program Panitia Pembina Kesehatan dan Keselamatan Kerja Lingkungan Hidup dan Sosial (P2K3)</td> <td></td> <td>Latest available</td> </tr> <tr> <td>SIA - Penilaian Internal Dampak Sosial</td> <td></td> <td>available</td> </tr> <tr> <td>Pollution reduction plan - Rencana Pengurangan dan Pencegahan Polusi</td> <td></td> <td>available</td> </tr> </tbody> </table>	Document name	No.Document	Year	Izin Usaha Tetap (Keputusan Menteri Negara Penggerak Dana Investasi/Ketua BKPM)	No.571/T/Pertanian/1996	1996	Izin Usaha Perkebunan (IUP)	Keputusan Bupati Mukomuko No.709 tahun 2012 tanggal 13 Desember 2012	2012	EIA - Analisis Dampak Lingkungan		2005	Rencana Pengelolaan Lingkungan		2005	Rencana Pemantauan Lingkungan		2005	Laporan Pemantauan RKL/RPL setiap semester		Latest available	Upaya Pengelolaan Lingkungan Hidup Biogas (PLTB)		2017	Izin Pembuangan Air Limbah ke Sungai	No.503/07/KTSP/IPAL/XII/2016	2016	Laporan Community Development/Corporate Social Responsibility PT. Agro Muko		Latest available	OHS Plan - Program Panitia Pembina Kesehatan dan Keselamatan Kerja Lingkungan Hidup dan Sosial (P2K3)		Latest available	SIA - Penilaian Internal Dampak Sosial		available	Pollution reduction plan - Rencana Pengurangan dan Pencegahan Polusi		available	<p>Comply</p>
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Company policies	Latest available									
<p>Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.</p>										
<p>1.3.1</p>	<p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions along with the documentation of socialisation</p>	<p>PT. Agro Muko, referring to Code of Conduct – PT. Tolan Tiga Indonesia, signed by President Director, dated 17 November 2014. The code of conduct consist of Commitment to the Specific Things: Management note, documents and information (confidentiality); The obligation to secure company's assets; Insider Trading</p> <p>Comply</p>								

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<p>process of the policy to all levels of the workers and operations. - Minor compliance –</p>	<p>Information; Conflict of Interest; Political Activities; Gifts/Souvenirs, Donations, Commission, Bribery; Reporting Violations of Code of Conduct.</p> <p>The policy on code of conduct has been disseminated in Mukomuko POM: on 8 -17 October 2018 to 25 workers shift A, 28 workers shift B, 31 day workers division, 22 electrical and mechanical division workers and 6 office staffs. Code of conduct dissemination to 3 contract workers in mill’s office: Zurdianto, Umi Aqilah, Riri Elvia Nora – dated 3 May 2018.</p> <p>The policy on code of conduct has been disseminated in Sei Betung Estate: date 18 September 2018 presented to 41 Harvester – confirmed during worker interview with Indra and Sabar.</p> <p>PT. Mukomuko Agro Sejahtera, referring to Code of Conduct – PT. Tolan Tiga Indonesia, signed by President Director, dated 17 November 2014. The code of conduct consist of Commitment to the Specific Things: Management note, documents and information (confidentiality); The obligation to secure company’s assets; Insider Trading Information; Conflict of Interest; Political Activities; Gifts/Souvenirs, Donations, Commission, Bribery; Reporting Violations of Code of Conduct.</p> <p>The policy on code of conduct has been disseminated: on 6 October 2018 to 10 sprayers and 5 creeper (upkeep for Mucuna) at Sangkil Division.</p> <p>Koperasi Produksi Plasma Sungai Tenang Mukomuko Agro Sejahtera (Air Manjuntio Estate) is referring to Code of Conduct – PT. Tolan Tiga Indonesia, signed by President Director, dated 17 November 2014. The code of conduct consist of Commitment to the Specific Things: Management note, documents and information (confidentiality); The obligation to secure company’s assets; Insider Trading Information; Conflict of Interest; Political Activities; Gifts/Souvenirs, Donations, Commission, Bribery; Reporting Violations of Code of Conduct. Dissemination of code of conduct to cooperative management dated 27 October 2018 for chairman and its 5 staffs.</p> <p>The policy on code of conduct has been disseminated to 8 harvester from KMD on 22 October 2018: Sidi, Juano, Zakri, Anggoro, Edo, Radin, Sarmadi, Rasuli.</p> <p>KMD Dusun Baru is referring to Code of Conduct – PT. Tolan Tiga Indonesia, signed by President Director, dated 17 November 2014. The scheme smallholder management have carried out dissemination of code of conduct to cooperative management dated 19 September 2018 for Julianto (chairman), Risa (secretary), Mardalina (treasury).</p> <p>KMD Pondok Lunang is referring to Code of Conduct – PT. Tolan Tiga Indonesia, signed by President Director, dated 17 November 2014. The scheme smallholder</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	management have carried out dissemination of code of conduct to cooperative management dated 18 September 2018 for Agus Karyadi (chairman), M. Nazir (secretary), Zakariman (treasury).	
Principle 2: Compliance with applicable laws and regulations		
Criterion 2.1:		
There is compliance with all applicable local, national and ratified international laws and regulations.		
2.1.1 Evidence of compliance with relevant legal requirements shall be available. - Major compliance –	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have a list of legal requirement “Evaluasi Pemenuhan Peraturan Perundang Undangan”, updated on 2018. The list consist of 215 rules and regulation, as listed in RSPO P&C INA NI, September 2016, Appendix 1. Company has evaluated 14 categories of regulation such as 51 “Undang-undang” – National laws; 42 “Peraturan Pemerintah” - Government Regulation; 3 “Instruksi Presiden” - President Instruction; 7 “Keputusan Presiden” - President Decree; 6 “Peraturan Presiden” – President Regulations; 13 “Peraturan Menteri Pertanian” – Ministry of Agriculture Regulation; 19 “Peraturan Menteri Lingkungan Hidup” – Minister of Environment Regulation; 15 “Peraturan Menteri Tenaga Kerja” – Minister of Manpower Regulation; 7 “Peraturan Menteri Kehutanan” – Minister of Forestry Regulation; 7 “Peraturan Menteri” – other Minister Regulations; 6 “Keputusan Menteri Pertanian” – Minister of Agriculture Decree; 11 “Keputusan Menteri Lingkungan Hidup” – Minister of Environment Decree; 20 “Keputusan Menteri Tenaga Kerja” – Minister of Manpower Decree; and 7 “Keputusan Badan Pengendalian Lingkungan” – Environment Protection Body Decree. Evaluation of compliance with relevant legal requirements including review by chapter, the relation with operational activities and complemented with evidence of compliance. Evaluation carried out once per year.</p> <p>Based on document review, interview with government bodies, and field visit – company has demonstrate evidence of legal requirement fulfilment. PT. Agro Muko:</p> <p>a. Izin Lokasi (Location permit).</p> <ul style="list-style-type: none"> - No.245, dated 7 July 1989 from “Gubernur Bengkulu” for ±10,000 Ha; - No.156, dated 23 April 1991 from “Gubernur Bengkulu” for ±3,740 Ha; - No.199, dated 12 June 1989 from “Gubernur Bengkulu” Governor for ±6,000 Ha; - No.347/II/BKPM/1990, dated 30 January 1990 from “Gubernur Bengkulu” for ±2,500 Ha; <p>b. Izin Usaha Perkebunan (Operational Plantation Permit).</p> <ul style="list-style-type: none"> - No.HK.350/E.4.900/11.89, dated 8 November 1989 for ±10,000 Ha; - No.HK.350/E.4.247/06.88, dated 7 June 1988, for ±5,500 Ha; - No.HK.350/E.4.447/07.92, dated 10 July 1992 	Comply

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	<p>for ±2,000 Ha for oil palm plantation and ±1.800 ha for rubber plantation.</p> <ul style="list-style-type: none"> - No.HK.350/E.4.297/06.88, dated 7 June 1988 for ±3,600 Ha for oil palm plantation from "Direktur Jenderal Perkebunan"; - Revised SPUP No.571/T/Pertanian/1996, dated 17 September 1996 for mill capacity 40,000 ton CPO and SPUP No.709/2012, dated 13 December 2012 from "Bupati Mukomuko" for ±22,914 Ha and mill capacity 60 ton FFB/hour. <p>c. Based on overlapping of plantation map against "Rencana Tata Ruang Wilayah Kabupaten Muko Muko tahun 2012 – 2032" and interview with "Kepala Bidang Perkebunan, Dinas Pertanian dan Perkebunan Kabupaten Mukomuko" shows that all operational area of PT. Agro Muko and located under Plantation zone.</p> <p>d. Legal ownership of the land: Company has obtained right over legal ownership of the land through "Hak Guna Usaha/HGU" – land title and "Hak Guna Bangunan/HGB" – building title. Detailed information explained in indicator 2.2.1.</p> <p>e. Legal ownership from community: Company has compensated the land. FPIC process, up to compensation payment has been documented by Legal Department. Detailed information explained in indicator 2.2.3.</p> <p>f. Environmental permits: Company has meet all requirement for environmental compliance.</p> <ul style="list-style-type: none"> - Environment Permit: Izin AMDAL No.425, tahun 2005. AMDAL document is available and approved by "Gubernur Bengkulu"; - Permit for temporary hazardous storage "Izin Perpanjangan TPS Limbah B3 Mukomuko Estate, Sei Jerinjing Estate, Tanah Rekah Estate, Talang Petai Estate, Sei Kiang Estate, Workshop Sentral, Sei Betung Estate dan Air Buluh Estate"; <p>g. Other permit such as:</p> <ul style="list-style-type: none"> - Permit for building "IMB No. FP. 015/5/13/C/TBS-04", dated 30 November 2004; - Permit for Bulking Station "Ijin Bulking Station No.HK-56/2/12/CTBS-2002" from Pelindo – Sumatera barat for 25 years; - Biogas Plant Operational Permit "Izin Operasi Generator Biogas Plant yang diterbitkan oleh Kepala Dinas Energi dan Sumberdaya Mineral Provinsi Bengkulu"; - Permits and license for Mukomuko POM machines; <p>PT. Mukomuko Agro Sejahtera (MMAS):</p> <p>a. Company has carried out procedure to obtain legal ownership of the land started from principal permit – "Izin Prinsip":</p> <ul style="list-style-type: none"> - "Izin Prinsip berdasarkan Surat Keputusan Bupati Mukomuko No.154, dengan luas ±2,783 Ha" dated 30 April 2010; 	

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	<ul style="list-style-type: none"> - "Izin Prinsip berdasarkan Surat Keputusan Bupati Mukomuko No.171, dengan luas ±3,656 Ha" dated 4 May 2010; - "Izin Prinsip berdasarkan Surat Keputusan Bupati Mukomuko No. 172, dengan luas ±1,613 Ha" day 4 May 2010; - Location permit and extension "Perpanjangan Izin Lokasi berdasarkan Surat Keputusan Bupati Mukomuko No.700-212, seluas ±1,800 Ha (lahan inti)" dated 18 March 2014; - Location permit and extension "Perpanjangan Izin Lokasi berdasarkan Surat Keputusan Bupati Mukomuko No.700-214, seluas ±1,167 Ha (lahan inti)" dated 18 March 2014; - Location permit and extension "Perpanjangan Izin Lokasi berdasarkan Surat Keputusan Bupati Mukomuko No.700-213, seluas ±656 Ha (lahan plasma KKPA)" dated 18 March 2014; - Location permit extension "Perpanjangan Izin Lokasi berdasarkan Surat Keputusan Bupati Mukomuko No.700-215, ±291 Ha (lahan plasma KKPA)" dated 18 March 2014;. <p>Based on stakeholder consultation with "Kantor Pertanahan Kabupaten Mukomuko" stated company is in process for issuance of "Hak Guna Usaha/HGU". Field measurement/cadastral details: carried out by "Kantor Wilayah Badan Pertanahan Nasional Bengkulu", for area of 1,705.2418 Ha located in "Desa Talang Sepakat, Talang Petai, Lubuk Cabau, Kecamatan V Koto, dan Desa Air Merah, Talang Arah, Talang Baru, Kecamatan Malin Deman, Kabupaten Mukomuko, Provinsi Bengkulu", as laid out in situation map: "No. Peta 11/2017 on area of 1,122.4588 Ha" and "No. Peta 12/2017 on area of 582,7830 Ha" dated 20 November 2017. Field verification "Risalah Panitia Pemeriksaan Tanah B Provinsi Bengkulu No. 05/RSL/B/2017" dated 28 November 2017; stated compensation of planting for 1,975.0386 Ha; planted with oil palm 1,508.8427 Ha; the applied location outside "Peta Indikatif Penundaan Pemberian Izin Baru" and forest area as explained in letter "Surat Kepala Dinas Lingkungan Hidup dan Kehutanan Provinsi Bengkulu No. 522/2463/IV.I" dated 13 December 2017.</p> <p>b. Operation permit: PT. Mukomuko Agro Sejahtera has obtained operational permit "Surat Keputusan Bupati Mukomuko No.525/535/D.7/VIII/2014, tentang Izin Usaha Perkebunan PT. Mukomuko Agro Sejahtera dengan luas ±1,464 Ha dan ±1.167 Ha", dated 7 December 2011. The permit subsequently renewed through "Surat Keputusan Bupati Mukomuko No.503/2/KPTSP/IUP/IX/2014, Lokasi I: ±1,800 Ha dan Lokasi II: ±1,167 Ha untuk Kebun Inti" dated 15 September 2014.</p> <p>c. Development of scheme smallholder KKPA has obtained permit "Surat Keputusan Bupati</p>	

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	<p>Mukomuko No.374, tentang Izin Usaha Perkebunan dengan luas ±656 Ha” dated 7 December 2011 and “Surat Keputusan Bupati No.375, dengan luas ±291 Ha” dated 7 December 2011;</p> <p>d. Environmental Permit: PT. Mukomuko Agro Sejahtera has obtained environmental permit “Surat Keputusan Bupati Mukomuko No.M.288 tentang Izin Lingkungan dengan Lingkup Kebun Inti dan Kebun Plasma KKPA”, dated 9 September 2011;</p> <p>e. Legal ownership from community: PT. Mukomuko Agro Sejahtera has carried out the compensation process to traditional landowners inside the location permit area.</p> <ul style="list-style-type: none"> - In 2010, company compensation 514 landowners with total area of 1,102.72 Ha; - In 2011, company compensation 101 landowners with total area of 167.90 Ha; - In 2012, company compensation 181 landowners with total area of 285.93 Ha; - In 2013, company compensation 151 landowners with total area of 232.5 Ha; - In 2014, company compensation 1,225 landowners with total area of 2,142.29 Ha; <p>All compensation process are documented into “Surat Keterangan Tanah/SKT”, “Surat Pernyataan Penguasaan Fisik Tanah”, “Peta Lokasi Lahan”, “Surat Keterangan Ganti Rugi Tanah Garapan” acknowledged and witnessed by Village Head. “Surat Pelepasan Hak Menggarap atas Tanah Garapan”, “Tanda Terima Pembayaran Ganti Rugi” and photographs pictures the compensation process.</p> <p>PT. Agro Muko assisted Kebun Masyarakat Desa/KMDs and cooperative in preparing a list of all relevant laws and regulations as in “Daftar Undang-undang/Peraturan Pemerintah/Peraturan Menteri/Keputusan Menteri/Peraturan Daerah/Peraturan Internasional terkait Persyaratan Prinsip & Kriteria RSPO & ISPO”; evaluating relevant legal requirements for smallholders under “Evaluasi Pemenuhan Peraturan dan Perundang-undangan terkait Persyaratan Prinsip & Kriteria RSPO & ISPO”. PT Agro Muko has carried out awareness/training session with <i>Kebun Masyarakat Desa/KMD/cooperative</i> leadership.</p> <p>Annual evaluation of compliance with relevant legal requirements at Kebun Masyarakat Desa/KMD location by Field Head Assisstant of <i>Kebun Masyarakat Desa/KMD</i> and ENC, January 2018. This includes the communication of regulations related to cooperative in Indonesia, i.e. “Undang-undang No.17 tahun 2012 tentang Perkoperasian”, “Peraturan Menteri Koperasi No.10 tahun 2016 tentang Koperasi, Usaha Kecil dan Menengah”.</p> <p>It was sighted KMD Aur Cina has Deed of Establishment “Akta Pendirian Koperasi Kebun</p>	

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	Masyarakat Desa Aur Cina Agromuko" No.53 dated 21 February 2011 by Notary Nurhasni Arif, SH.	
<p>2.1.2</p> <p>A documented system, which includes written information on legal requirements, shall be maintained.</p> <p>- Minor compliance –</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera has a procedure titled "Prosedur Informasi Perubahan Undang Undang dan Peraturan Pemerintah No.CA/SOP/01, rev.0", dated 1 November 2011. Responsible person is Corporate Affair Manager. The procedure completes with flow chart explaining the duty of each personnel. Corporate affairs responsible to accept and disseminates information on regulation updates. Department heads responsible to evaluate whether the regulation update may impact to operation; to communicates the evaluation process onto Corporate Affairs and to operation managers. Documentation prepared by special staff, appointed by management. Monitoring carried out by Department Head on monthly basis.</p> <p>The document consist of 215 rules and regulation, as listed in RSPO P&C Indonesia National Interpretation, September 2016, Appendix 1. Company has evaluated 14 categories of regulation such as 51 "Undang-undang" – National laws; 42 "Peraturan Pemerintah" - Government Regulation; 3 "Instruksi Presiden" - President Instruction; 7 "Keputusan Presiden" - President Decree; 6 "Peraturan Presiden" – President Regulations; 13 "Peraturan Menteri Pertanian" – Ministry of Agriculture Regulation; 19 "Peraturan Menteri Lingkungan Hidup" – Minister of Environment Regulation; 15 "Peraturan Menteri Tenaga Kerja" – Minister of Manpower Regulation; 7 "Peraturan Menteri Kehutanan" – Minister of Forestry Regulation; 7 "Peraturan Menteri" – other Minister Regulations; 6 "Keputusan Menteri Pertanian" – Minister of Agriculture Decree; 11 "Keputusan Menteri Lingkungan Hidup" – Minister of Environment Decree; 20 "Keputusan Menteri Tenaga Kerja" – Minister of Manpower Decree; and 7 "Keputusan Badan Pengendalian Lingkungan" – Environment Protection Body Decree. Evaluation of compliance with relevant legal requirements including review by chapter, the relation with operational activities and complemented with evidence of compliance. Updated in 2018.</p> <p>KMD: PT. Agro Muko assissted <i>Kebun Masyarakat Desa/KMDs</i> in preparing documented system to list, evaluate and update all relevant laws and regulations as in "Daftar Undang-undang/ Peraturan Pemerintah / Peraturan Menteri / Keputusan Menteri / Peraturan Daerah / Peraturan Internasional terkait Persyaratan Prinsip & Kriteria RSPO & ISPO"; evaluating relevant legal requirements for smallholders under "Evaluasi Pemenuhan Peraturan dan Perundang-undangan terkait Persyaratan Prinsip & Kriteria RSPO & ISPO"; assist <i>Kebun Masyarakat Desa/KMD</i> in updating the latest regulation as in "Pemantauan Penambahan atau</p>	<p>Comply</p>

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	<p>Perubahan terhadap Persyaratan Undang-undang” – latest update December 2017.</p> <p>PT. Agro Muko carried out awareness / training session with Kebun Masyarakat Desa / KMD / cooperative leader in monthly basis. Last awareness session conducted on 28 October 2018 for all committee and workers of Kebun Masyarakat Desa / KMD Sungai Ipuh, Talang Medan, Sungai Ipuh Satu and Aur Cina. There was explanation related to SOP “Prosedur Informasi Perubahan Undang-undang dan Peraturan Pemerintah No.CA/SOP/01” dated 1 November 2011.</p> <p>Under the evaluation document, “Evaluasi Pemenuhan Peraturan dan Perundang-undangan terkait Persyaratan Prinsip & Kriteria RSPO & ISPO” all relevant laws and regulation, including for cooperative has been identified, evaluated and demonstrated compliance. Annual evaluation of compliance with relevant legal requirements at KMD location, conducted by Field Head Assisstant of Kebun Masyarakat Desa/KMD and ENC, November 2018.</p>	
<p>2.1.3</p> <p>A mechanism for ensuring compliance shall be implemented. - Minor compliance –</p>	<p>PT. Agro Muko (AM) and PT. Mukomuko Agro Sejahtera (MMAS) has a mechanism to ensure compliance and the company has updated evaluation of regulation which must comply with; regularly. The Procedure has been established, titled “Prosedur Informasi Perubahan Undang Undang dan Peraturan Pemerintah No.CA/SOP/01, rev.0”, dated 1 November 2011.</p> <p>As per procedure, Corporate Affairs Manager will find information and/or participating in the socialization of the government if there are new regulations or amendment of rules and evaluated the extent to which its fulfillment, assuming there is not yet fulfilled of the regulation, it will be communicated to each unit of the Department for the changes. It is documented under “Evaluasi Pemenuhan Peraturan Perundang-undangan”.</p> <p>KMD: PT Agro Muko assissted <i>Kebun Masyarakat Desa/KMDs</i> in preparing documented system to evaluate all relevant laws and regulations as in “Evaluasi Pemenuhan Peraturan dan Perundang-undangan terkait Persyaratan Prinsip & Kriteria RSPO & ISPO”– latest update November 2018.</p> <p>Sample seen on latest compliance related to “Undang-undang No.39 tahun 1999 tentang Hak Asasi Manusia” related to policy on human rights; “Peraturan Menteri Koperasi dan Usaha Kecil dan Menengah Republik Indonesia No.10/Per/M.KUKM/ IX/2015 tentang Kelembagaan Koperasi”.</p> <p>PT Agro Muko carried out awareness/training session with Kebun Masyarakat Desa/KMD/cooperative leader in monthly basis. Last awareness session conducted on 28 October 2018 for all committee and workers of Kebun Masyarakat Desa / KMD Sungai Ipuh, Talang Medan, Sungai Ipuh Satu and Aur Cina. There was</p>	<p>Comply</p>

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	<p>explanation related to SOP "Prosedur Informasi Perubahan Undang-undang dan Peraturan Pemerintah No.CA/SOP/01" dated 1 November 2011.</p> <p>Annual evaluation of compliance with relevant legal requirements at KMD location conducted by Field Head Assisstant of Kebun Masyarakat Desa/KMD and ENC, November 2018.</p>	
<p>2.1.4</p> <p>A system for tracking any changes in the law shall be available and implemented.</p> <p>- Minor compliance –</p>	<p>In 2018, there are 4 regulations updated and evaluated:</p> <ul style="list-style-type: none"> a. "Peraturan Menteri Pertanian No.5 tahun 2018" to replace "Peraturan Menteri Pertanian No.47 tahun 2014". b. "Peraturan Menteri Lingkungan Hidup dan Kehutanan No.68 Tahun 2018 tentang Baku Mutu Limbah Domestik" – new regulation. c. "Peraturan Menteri Lingkungan Hidup dan Kehutanan No.20 Tahun 2018 tentang jenis Tumbuhan dan Satwa yang Dilindungi" to replace "Peraturan Pemerintah No. 7 Tahun 1999". d. "Peraturan Menteri Lingkungan Hidup dan Kehutanan No.98 Tahun 2018 tentang Jenis Tumbuhan dan Satwa Dilindungi" to replace "Peraturan Menteri Lingkungan Hidup dan Kehutanan No.20 Tahun 2018 tentang jenis Tumbuhan dan Satwa yang Dilindungi". <p>PT. Agro Muko assisted <i>Kebun Masyarakat Desa/KMDs</i> in preparing documented system to list and update all relevant laws and regulations as in "Pemantauan Penambahan atau Perubahan terhadap Persyaratan Undang-undang" – latest update November 2018.</p> <p>PT. Agro Muko carried out awareness/training session with Kebun Masyarakat Desa/KMD/cooperative leader in monthly basis. Last awareness session conducted on 28 October 2018 for all committee and workers of Kebun Masyarakat Desa / KMD Sungai Ipuh, Talang Medan, Sungai Ipuh Satu and Aur Cina. There was explanation related to SOP "Prosedur Informasi Perubahan Undang-undang dan Peraturan Pemerintah No.CA/SOP/01" dated 1 November 2011.</p> <p>Annual evaluation of compliance with relevant legal requirements at KMD location conducted by Field Head Assisstant of Kebun Masyarakat Desa/KMD and ENC, November 2018. Latest update related to "Undang-undang No.39 tahun 1999 tentang Hak Asasi Manusia" related to policy on human rights; "Peraturan Menteri Koperasi No.10 tahun 2016 tentang Koperasi, Usaha Kecil dan Menengah".</p>	<p>Comply</p>
<p>Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</p>		
<p>2.2.1</p>	<p>Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.</p>	<p>PT. Agro Muko (AM): Company has a legal ownership of the land, in form of "Hak Guna Usaha/HGU" – land title, as demonstrated.</p> <p>Comply</p>

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<p>- Major compliance -</p>	<p>1. "Hak Guna Usaha (HGU) No.31/HGU/BPN/89", based on "Keputusan Kepala Badan Pertanahan Nasional No.31/HGU/BPN/89 tentang Pemberian Hak Guna Usaha atas Nama PT. Tri Aqgra Persada, seluas 10,315 Ha di Desa Air Dikit, Pondok Lunang, Desa Baru, Sari Bulan, Penarik, Teras, Terunjam, Lubuk Sahung, Seri Bungkal, Sungai Jerinjing, Pondok Baru, Sungai Ipuh, Sungai Gading, Talang Petai dan Sungai Lintang, Kecamatan Mukomuko Utara, Kabupaten Bengkulu Utara, Propinsi Bengkulu - Seluas 10,000 Ha" dated 27 June 1989. HGU valid since registered and ends in 31 December 2019. "Kantor Pertanahan Kabupaten Mukomuko" issued HGU Certificate:</p> <ul style="list-style-type: none"> - "Sertifikat HGU No.02/MU" for area of 2,270 Ha, dated 27 June 1989 valid until 31 December 2019. Based on "Surat Ukur No.04/PT/1988 seluas 2.270 ha, dilengkapi peta HGU skala 1:20,000 No.04/PT/1988", dated 1 Agustus 1988; - "Sertifikat HGU No.03 untuk lahan 7,730 Ha, di Desa Air Dikit, Pondok Lunang, Dusun Baru, Sari Bulan, Penarik, Teras Terunjam, Lubuk Sahung, Surian Bungkal, Sungai Jerinjing, Pondok Baru, Sungai Ipuh, Sungai Gading" dated 18 March 1991 and valid until 31 December 2019. Based on "Surat Ukur No.13/PT/1990, seluas 7,730 Ha, dilengkapi peta HGU skala 1:50,000 No.13/PT/1990", dated 9 November 1990. <p>All of the area under HGU No.31/HGU/BPN/89 was allocated: 3,786.20 Ha for Mukomuko Estate; 923.52 Ha for Sei Betung Estate; 1,749.00 Ha for Tanah Rekah Estate; 2,270 Ha for Talang Petai Estate - supply base to Mukomuko POM.</p> <p>With regards to the validity of HGU in year 2019, company has applied for extension to "Kantor Pertanahan Kabupaten Mukomuko" through letter "Surat Permohonan Perpanjangan Sertifikat HGU No.G.199/2017 atas Sertifikat HGU No.02/MU" and "Surat Permohonan Perpanjangan Sertifikat HGU No.G.199/2017 atas Sertifikat HGU No.03" dated 6 March 2017.</p> <p>During assessment, the process has been progressed. The area under HGU has been re-measured "Pengukuran Bidang Tanah" by "Badan Pertanahan Nasional (BPN) Pusat" as pre-requisite for HGU extension. There is a note, related to hectarage deviation in the HGU decree and certificate, whereby in the decree written 10,350 Ha and total hectarage under HGU certificate 10,000 Ha. This occurred because the 350 Ha has been released from the HGU into "Hak Guna Bangunan/HGB Industri Pengolahan Kelapa Sawit" – see explanation on HGB Mukomuko POM.</p> <p>Mukomuko POM:</p>	

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	<p>The legal ownership of the land was based on <i>Hak Guna Bangunan</i>/HGB. The land title as per "Keputusan Gubernur Kepala Daerah Tingkat I Bengkulu No.1 tahun 1991 tentang Pemberian Hak Guna Bangunan atas Tanah Seluas 315 Ha kepada PT. Agro Muko", dated 18 February 1991. And subsequently issued with certificate "Hak Guna Bangunan No.01 di Desa Teras Terunjam". The certificate based on map "Peta Situasi No.12/PT/1990 seluas 315 Ha", dated 9 November 1990. The decree for <i>Hak Guna Bangunan</i>/HGB was excision from certificate "Sertifikat <i>Hak Guna Usaha</i>/HGU No.01/MU" dated 10 July 1989. The validity ends 18 March 2011. The said HGB has been extended as per "Surat Keputusan Kepala BPN No.02/HGB/BPNRI/2011" dated 26 April 2011, valid for 20 years up to 18 March 2031. The extension has been registered to "Kantor Pertanahan Kabupaten Mukomuko" as per "Daftar Isian 307 No.1400/2011 dan Daftar Isian 208 No.617/2011" dated 4 May 2011.</p> <p>Based on consultation with "Badan Pertanahan Nasional Kabupaten Mukomuko": PT. Agro Muko has applied for HGU extension for HGU No.31/HGU/BPN/89 dated 27 June 1989, of 10,000 Ha; comprise of 2 certificate No.2/MU of 2,270 Ha and No.3 of 7,730 Ha. Current process: have been carried out field measurement. Possibility there will be decrease from the use for state road and from sea abration. The subsequent process is the issuance of HGU decree by "Badan Pertanahan Nasional" in Jakarta. During the extension of HGU, has been agreed by surrounding villages.</p> <p>2. "Hak Guna Usaha (HGU) No.09/HGU/BPN/93, seluas 5,786.03 Ha" dated 8 March 1993. The HGU based on "Surat Keputusan Kepala Badan Pertanahan Nasional No.9/HGU/BPN/93 tentang Pemberian Hak Guna Usaha atas nama PT. Agronusa Raflesia atas tanah di Kabupaten Bengkulu Utara seluas 5,800 Ha dalam peta situasi tanggal 16 Desember 1988 No.12/PT/1988 tanggal 15 Mei 1989 No.09/PT/1989, tanggal 20 Desember 1989 No.23/PT/1989 (sebagian) terletak di Desa Pasar Mukomuko, Desa Tanah Rekah, Desa Lalang Luas dan Desa Penarik, Kecamatan Mukomuko Utara, Kabupaten Bengkulu Utara, Propinsi Bengkulu". The HGU valid from 8 March 1993 until 31 December 2022. As a follow up, "Kantor Pertanahan Kabupaten Mukomuko" issued certificate, which consist of:</p> <ul style="list-style-type: none"> - "Sertifikat HGU No.U.30" for area of 2,185 Ha, valid until 31 December 2022. Based on "Surat Ukur No.09/PT/1989 seluas 2,185 Ha, dilengkapi peta HGU skala 1:25,000", dated 15 May 1989; 	

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	<ul style="list-style-type: none"> - "Sertifikat HGU No.U.31" for area of 1,515 Ha, located in Penarik village, under name PT. Agronusa Rafflesia. Based on "Surat Ukur No.65/1993 seluas 1,515 Ha", dated 10 December 1993; - "Sertifikat HGU No.U.32" for area of 2,100 Ha, valid until 31 December 2022. The certificate based on "Surat Ukur No.12/PT/1988 seluas 2,100 Ha, dilengkapi peta HGU skala 1:25,000", dated 16 December 1988; <p>All of the 5,786.03 Ha area under HGU No.09/HGU/BPN/93 was allocated: 686.60 Ha for Sei Betung Estate; 828.40 Ha for Tanah Rekah Estate; 2,171.03 Ha for Sei Kiang Estate - supply base to Mukomuko POM.</p> <p>Based on interview and document review with <i>Kebun Masyarakat Desa/KMD</i> committee on 28 - 29 November 2018, it was noted that all KMD managed to demonstrate legal ownership of the land. Sample seen: KMD Dusun Baru already has legal ownership of the land: "Sertipikat Hak Pakai" No.02 Desa Dusun Baru V Koto dated 20 January 2003 with area 17 Ha. Based on "Surat Keputusan Kakanwil BPN Provinsi Bengkulu No.03.530.3-28.2002 dated 1 July 2002 and Measuring Letter No.53/DB/2000 dated 30 November 2000.</p> <p>KMD Pondok Lunang already has legal ownership of the land: "Surat Keterangan Tanah (SKT)" No.83/PL/VI/2000 dated 9 June 2000, with area 15 Ha, located in 2 location.</p> <p>"Surat Keterangan" from Mukomuko Utara District Head No.82/PL/VI/2000 dated 9 June 2000 stated that the land is belong to Pondok Lunang Village.</p> <p>KMD Sari Bulan already has legal ownership of the land: "Surat Keterangan Tanah (SKT)" No.595/35/SB/VII/TH/2000 dated 1 November 2000 with area 15 Ha. "Surat Keterangan" from Mukomuko Utara District Head No. 129/15/SD/VII/LMD/2000 dated 1 November 2000 stated that the land is belong to Sari Bulan Village.</p> <p>KMD Sungai Ipuh Satu already has legal ownership of the land:</p> <p>"Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/46/SID/E.10/2010 dated 22 September 2010, with area 20,000 m² (ex Sukariman).</p> <p>"Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/47/SID/E.10/2010 dated 22 September 2010, with area 16,000 m² (ex Aliyanto).</p> <p>"Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/48/SID/E.10/2010 dated 22 September 2010, with area 20,000 m² (ex Salehudin).</p> <p>"Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/49/SID/E.10/2010 dated 22 September 2010, with area 9,000 m² (ex Saripudin).</p>	

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	<p>"Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/50/SID/E.10/2010 dated 22 September 2010, with area 20,000 m² (ex Saripudin). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/51/SID/E.10/2010 dated 22 September 2010, with area 10,000 m² (ex Asuhan).</p> <p>KMD Talang Kuning already has legal ownership of the land: "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh No.595.3/79/SKT/SI/2009 dated 19 November 2009, with area 20,000 m² (ex Jarudin). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh No.595.3/80/SKT/SI/2009 dated 19 November 2009, with area 10,000 m² (ex Jarudin). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh No.595.3/82/SKT/SI/2009 dated 19 November 2009, with area 10,000 m² (ex Satir). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh No.595.3/84/SKT/SI/2009 dated 19 November 2009, with area 10,000 m² (ex Muslim) "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh No.595.3/85/SKT/SI/2009 dated 19 November 2009, with area 20,000 m² (ex Muslim). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh No.595.3/86/SKT/SI/2009 dated 19 November 2009, with area 10,000 m² (ex Bambang).</p>	
<p>2.2.2</p>	<p>Legal boundaries are demonstrated clearly and maintained. - Minor compliance -</p> <p>In general, companies have conducted patrol and maintenance to the HGU poles every 6 months. The activities reported under "Form Pemeriksaan Patok HGU" on each estate.</p> <p>In Mukomuko Estate, based on field visit in Mukomuko Estate, Division I and Division II, to HGU poles No.21, B24, C6, C5, C4, B23 and B20 – company demonstrates that all HGU poles are in good condition and the identity are clearly readable. It was also noted that boundary trenches are maintained along company boundary. Report of HGU poles maintenance available under "Form Pemeriksaan Patok HGU MME" month April and October 2018. From the report, it was known that Mukomuko Estate have 93 HGU poles and all in good condition.</p> <p>In Sei Betung Estate, based on field visit in Division I and II, to HGU poles No.18A, 18B, 19 and 20 – company demonstrates that all HGU poles are in good condition and the identity are clearly readable. It was also noted that boundary trenches are maintained along company boundary. Report of HGU poles maintenance available under "Form Pemeriksaan Patok HGU SBE" month September 2018. From the report, it was known that Sei Betung Estate have 17 HGU poles and all in good condition.</p> <p>In Air Manjuntio Estate, PT. Mukomuko Agro Sejahtera has processed the HGU, and currently awaiting the issuance of certificate in "Kantor Peranahan Kabupaten</p>	<p>Comply</p>

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	<p>Mukomuko". Based on field verification in block 15J06 and worker holding Division II demonstrated company is currently making the boundary poles size 30 x 30 x 100 cm, however installation awaiting the HGU maps. Based on field visit to block 15J06 company have installed concession boundary pole "Patok Batas Luar No.62" and in block 15G05 company installed "Patok Batas Enclave No.110" from the field measurement/cadastral process.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> All boundary for each KMD under Mukomuko Estate audited (KMD Dusun Baru, Pondok Lunang and Sari Bilah) and under Sungai Betung Estate (KMD Sungai Ipuh, Sungai Ipuh Satu, Talang Kuning and Aur Cina) can be clearly identified during field visit. In some KMD, the boundary was nature boundary such as river and/or tree. Based on interview with KMD committee during the assessment, it was noted that there was no dispute related to boundary in KMD and cooperative plantation.</p>	
<p>2.2.3</p> <p>In the event that there is a dispute or a dispute has occurred, adequate evidence of legitimate acquisition and compensation or compensation settlement process through conflict resolution which has been received through Free, Prior and Informed Consent by all related parties shall be provided.</p> <p>- Minor compliance -</p>	<p>Based on document verification, public consultation with "Kantor Pertanahan Kabupaten Mukomuko" and villagers in Desa Teruntung, Desa Sumpersari, Desa Sari Bulan, Desa Air Kasai, Desa Talang Medan and Desa Surian Bungkal it was known that no land dispute/land conflict between company and community.</p> <p>It is known some area that has not been compensated inside HGU of PT. Agro Muko since the traditional owner not willing to release the land. Company respect the decision made. For example, there was an area of 81.89 Ha under Sei Betung Estate that being used by community. These land has been identified, comprise of 6 locations, whose landowners do not want to sell the land. The document completed with map. Both party respects the decision.</p> <p>Company have a mechanism for compensation under "Prosedur Ganti Rugi Lahan" No.SOP/CA/02. In the case the land located in legal permit/HGU and under control by community, and has not compensated, company will communicate and propose appropriate compensation. The compensation mechanism, as per company procedure:</p> <ul style="list-style-type: none"> - Company communicates the permit/HGU to community; - If there is claim over land, company will attend to claim with evidence of ownership/user right over land; - Land status verification, in order to avoid overlapping ownership. - Field verification and meaasurement, with presence of company representative, the community, and local government representative; - Based on field verification, prepares minutes of land measurement "Berita Acara Pengukuran Tanah" with 	<p>Comply</p>

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	<p>hectarage and GPS coordinates of the land boundaries – signed by respected parties; - Final verification based on map and field measurement in order to avoid overlapping with other claimant/legal ownership/user right.</p> <p>Based on document verification, public consultation with KMD committee and villagers/community, it was known that no land conflict for area allocated for Kebun Masyarakat Desa/KMD and cooperative. All KMD and cooperative managed to demonstrate the legal ownership of the land, documented information on land acquisition (from previous land owners) process – for the smallholder oil palm plantation.</p> <p>KMD Pondok Lunang already has legal ownership of the land: "Surat Keterangan Tanah (SKT)" No.83/PL/VI/2000 dated 9 June 2000, with area 15 Ha, located in 2 location.</p> <p>"Surat Keterangan" from Mukomuko Utara District Head No.82/PL/VI/2000 dated 9 June 2000 stated that the land is belong to Pondok Lunang Village.</p> <p>KMD Sari Bulan already has legal ownership of the land: "Surat Keterangan Tanah (SKT)" No.595/35/SB/VII/TH/2000 dated 1 November 2000 with area 15 Ha. "Surat Keterangan" from Mukomuko Utara District Head No. 129/15/SD/VII/LMD/2000 dated 1 November 2000 stated that the land is belong to Sari Bulan Village.</p> <p>KMD Sungai Ipuh Satu already has legal ownership of the land: "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/46/SID/E.10/2010 dated 22 September 2010, with area 20,000 m² (ex Sukariman). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/47/SID/E.10/2010 dated 22 September 2010, with area 16,000 m² (ex Aliyanto). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/48/SID/E.10/2010 dated 22 September 2010, with area 20,000 m² (ex Salehudin). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/49/SID/E.10/2010 dated 22 September 2010, with area 9,000 m² (ex Saripudin). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/50/SID/E.10/2010 dated 22 September 2010, with area 20,000 m² (ex Saripudin). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/51/SID/E.10/2010 dated 22 September 2010, with area 10,000 m² (ex Asuhan).</p> <p>KMD Talang Kuning already has legal ownership of the land: "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh No.595.3/79/SKT/SI/2009 dated 19 November 2009, with area 20,000 m² (ex Jarudin).</p>	

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	<p>"Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh No.595.3/80/SKT/SI/2009 dated 19 November 2009, with area 10,000 m² (ex Jarudin).</p> <p>"Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh No.595.3/82/SKT/SI/2009 dated 19 November 2009, with area 10,000 m² (ex Satir).</p> <p>"Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh No.595.3/84/SKT/SI/2009 dated 19 November 2009, with area 10,000 m² (ex Muslim)</p> <p>"Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh No.595.3/85/SKT/SI/2009 dated 19 November 2009, with area 20,000 m² (ex Muslim).</p> <p>"Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh No.595.3/86/SKT/SI/2009 dated 19 November 2009, with area 10,000 m² (ex Bambang).</p>	
<p>2.2.4</p> <p>There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</p> <p>- Major compliance –</p>	<p>Based on document verification, public consultation with "Kantor Pertanahan Kabupaten Mukomuko" and villagers in Desa Teruntung, Desa Summersari, Desa Sari Bulan, Desa Air Kasai, Desa Talang Medan and Desa Surian Bungkal, it was known that no land dispute/land conflict between company and community.</p> <p>It is known some area that has not been compensated inside HGU of PT. Agro Muko since the traditional owner not willing to release the land. Company respect the decision made.</p> <p>Based on document verification, there was an area of 81.89 Ha under Sei Betung Estate (not audited during this assessment) that being used by community. Company have conduct inventory, comprise of 6 locations, whose landowners do not want to sell the land. The document completed with map. Both party respects the decision. For example, land of Mr. T*****, from Desa Penarik (Division III) of 1.5 Ha, planted with 2 years old oil palm. The documented inventory completed with location map. Company respect the presence of community's land and no complaint from the land owner.</p> <p>In PT. Mukomuko Agro Sejahtera, lands that have not been compensated under location permit "Izin Lokasi" of Air Manjuntto Estate have been excluded/enclave and not included into HGU measurement. Boundary poles to excise enclave area are in making process (see indicator 2.2.2).</p> <p><i>Kebun Masyarakat Desa/KMD:</i></p> <p>Based on document review and interview with KMD management and village head, it is known that up to this moment, there is no land conflict between KMD and local community. The land prepared for oil palm plantation was provided voluntarily from previous landowners for smallholder development. This was recorded during formation of KMD, which based on meeting with village community and their representatives, e.g.:</p>	<p>Comply</p>

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	<p>It was sighted KMD Aur Cina has Deed of Establishment "Akta Pendirian Koperasi Kebun Masyarakat Desa Aur Cina Agromuko" No.53 dated 21 February 2011 by Notary Nurhasni Arif, SH.</p>	
<p>2.2.5</p> <p>For any conflict or dispute over the land, the evidence of the extent of disputed area is mapped out in a participatory way with involvement of affected parties (including neighboring communities and local government where applicable), shall be available.</p> <p>- Minor compliance –</p>	<p>Based on document verification, public consultation with "Kantor Pertanahan Kabupaten Mukomuko" and villagers in Desa Teruntung, Desa Summersari, Desa Sari Bulan, Desa Air Kasai, Desa Talang Medan and Desa Surian Bungkal it was known that no land dispute/land conflict between company and community.</p> <p>It is known some area that has not been compensated inside HGU of PT. Agro Muko since the traditional owner not willing to release the land. Company respect the decision made. For example, there was an area of 81.89 Ha under Sei Betung Estate that being used by community. These land has been identified, comprise of 6 locations, whose landowners do not want to sell the land. The document completed with map. Both party respects the decision.</p> <p>Company have a mechanism for compensation under "Prosedur Ganti Rugi Lahan" No.SOP/CA/02. In the case the land located in legal permit/HGU and under control by community, and has not compensated, company will communicate and propose appropriate compensation. The compensation mechanism, as per company procedure:</p> <ul style="list-style-type: none"> - Company communicates the permit/HGU to community; - If there is claim over land, company will attend to claim with evidence of ownership/user right over land; - Land status verification, in order to avoid overlapping ownership. - Field verification and meaasurement, with presence of company representative, the community, and local government representative; - Based on field verification, prepares minutes of land measurement "Berita Acara Pengukuran Tanah" with hectarage and GPS coordinates of the land boundaries – signed by respected parties; <p>Final verification based on map and field measurement in order to avoid overlapping with other claimant/legal ownership/user right.</p> <p>Based on document verification, there was an area of 81.89 Ha under Sei Betung Estate (not audited during this assessment) that being used by community. Company have conduct inventory, comprise of 6 locations, whose landowners do not want to sell the land. The document completed with map. Both party respects the decision. For example, land of Mr. T*****, from Desa Penarik (Divsion III) of 1.5 Ha, planted with 2 years old oil palm. The documented inventory completed with location map. Company respect the presence of community's land and no complaint from the land owner.</p>	<p>Comply</p>

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	<p><i>Kebun Masyarakat Desa/KMD:</i> Based on document verification, public consultation with "Kantor Pertanahan Kabupaten Mukomuko" and villagers/community, it was known that no land conflict for the land allocated for <i>Kebun Masyarakat Desa/KMD</i> and cooperative. "Surat Keterangan Ganti Rugi Tanah Garapan Desa Sungai Ipuh Dua atas nama Sukariman. The statement letter indicated the land compensation from Sukariman for land of 20,000 m², located in Sungai Ipuh Village, Selagan Raya District, Mukomuko Regency – to be compensated by Pemerintah Desa Sungai Ipuh Satu. The compensation paid for IDR 13,000,000. Completed with map, and indicating the boundaries. Copy of receipt made available. "Surat Keterangan Tanah No.140/46/SID/E.10/2010, dated 22 September 2010, under name Sukariman, for land of 20,000 m²; located in Sungai Ipuh Dua Village, Selagan Raya District, Mukomuko Regency.</p>	
<p>2.2.6 To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and/or planned operations. - Major compliance –</p>	<p>Based on document verification, public consultation with "Kantor Pertanahan Kabupaten Mukomuko" and villagers in Desa Teruntung, Desa Summersari, Desa Sari Bulan, Desa Air Kasai, Desa Talang Medan and Desa Surian Bungkal it was known that no land dispute/land conflict between company and community. It is known some area that has not been compensated inside HGU of PT. Agro Muko since the traditional owner not willing to release the land. Company respect the decision made. During the public consultation and interview course, audit team getting statement that company never use coercion/intimidation/violence in land compensation effort. Company respects the presence of land owner and/or its user right. Based on document review and interview with <i>Kebun Masyarakat Desa/KMD</i> management and village head, it is known that there is no evidence of violence in operation of KMD. Village communities are voluntarily proposed their land to be managed as KMD.</p>	<p>Comply</p>
<p>Criterion 2.3: Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.</p>		
<p>2.3.1 Maps with appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighboring communities where applicable, and relevant authorities). - Major compliance -</p>	<p>Based on document verification, public consultation with "Kantor Pertanahan Kabupaten Mukomuko" and villagers in Desa Teruntung, Desa Summersari, Desa Sari Bulan, Desa Air Kasai, Desa Talang Medan and Desa Surian Bungkal; it was known that no land dispute/land conflict between company and community. It is known some area that has not been compensated inside HGU of PT. Agro Muko since the traditional owner not willing to release the land. Company respect the decision made.</p>	<p>Comply</p>

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	<p>For example, there was an area of 81.89 Ha under Sei Betung Estate that being used by community. Company have conduct inventory, comprise of 6 locations, whose landowners do not want to sell the land. The document completed with map. Both party respects the decision. For example, land of Mr. T*****, from Desa Penarik (Divsion III) of 1.5 Ha, planted with 2 years old oil palm The documented inventory completed with location map and mark the area in estate operation map.</p> <p>Based on document verification, public consultation with KMD Committee and villagers/community, it was known that no <i>Kebun Masyarakat Desa/KMD</i> that was developed on customary land/individual user rights. It was also known that the process for development of <i>Kebun Masyarakat Desa</i> has been acknowledged and supported by communities.</p> <p>All KMD/cooperatives already have legal ownership of the land including map, as follows: KMD Pondok Lunang: "Surat Keterangan Tanah (SKT)" No.83/PL/VI/2000 dated 9 June 2000, with area 15 Ha, located in 2 location. "Surat Keterangan" from Mukomuko Utara District Head No.82/PL/VI/2000 dated 9 June 2000 stated that the land is belong to Pondok Lunang Village.</p> <p>KMD Sari Bulan already has legal ownership of the land: "Surat Keterangan Tanah (SKT)" No.595/35/SB/VII/TH/2000 dated 1 November 2000 with area 15 Ha. "Surat Keterangan" from Mukomuko Utara District Head No. 129/15/SD/VII/LMD/2000 dated 1 November 2000 stated that the land is belong to Sari Bulan Village.</p> <p>KMD Sungai Ipuh Satu already has legal ownership of the land: "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/46/SID/E.10/2010 dated 22 September 2010, with area 20,000 m² (ex Sukariman). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/47/SID/E.10/2010 dated 22 September 2010, with area 16,000 m² (ex Aliyanto). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/48/SID/E.10/2010 dated 22 September 2010, with area 20,000 m² (ex Salehudin). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/49/SID/E.10/2010 dated 22 September 2010, with area 9,000 m² (ex Saripudin). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/50/SID/E.10/2010 dated 22 September 2010, with area 20,000 m² (ex Saripudin). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/51/SID/E.10/2010 dated 22 September 2010, with area 10,000 m² (ex Asuhan).</p>	

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	<p>KMD Talang Kuning already has legal ownership of the land: "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh No.595.3/79/SKT/SI/2009 dated 19 November 2009, with area 20,000 m² (ex Jarudin). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh No.595.3/80/SKT/SI/2009 dated 19 November 2009, with area 10,000 m² (ex Jarudin). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh No.595.3/82/SKT/SI/2009 dated 19 November 2009, with area 10,000 m² (ex Satir). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh No.595.3/84/SKT/SI/2009 dated 19 November 2009, with area 10,000 m² (ex Muslim) "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh No.595.3/85/SKT/SI/2009 dated 19 November 2009, with area 20,000 m² (ex Muslim). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh No.595.3/86/SKT/SI/2009 dated 19 November 2009, with area 10,000 m² (ex Bambang).</p>	
<p>2.3.2</p>	<p>Copies of negotiated agreements including the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and these include: a) Evidence of consultation b) Statement of transfer of rights c) Evidence of compensation See specific guidance 2.3.2 - Minor compliance -</p>	<p>Comply</p>

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	<p>Pelepasan Menggarap atas Tanah Garapan” signed by both parties on 11 February 2016, acknowledged by village head and district head. Evidence of compensation: payment made through “Bank Bengkulu Cabang Pembantu Ipuh” on 11 February 2016 of IDR.2*,**,**. The document also complemented with photograph of the event.</p> <p>Based on interview with KMD committee, the process to obtain land for smallholder was following meeting for agreement. The formation of KMD is based on meeting with village community and their representatives. Meeting attended by village head, BPD, kepala dusun, community leaders and youth leader. The meeting discussed formation of KMD and land ownership transfer (Hibah) from previous landowner to the Village. It is known that up to this moment, there is no land conflict or dispute between KMD and local community. Sample sighted: In KMD Aur Cina, minutes of meeting for land handover “Berita Acara Rapat Desa No.01/AC/BAR/XII/2010” dated 23 December 2010 stated all 23 village leadership (perangkat desa, Anggota BPD, Tokoh Masyarakat, Unsur-unsur organisasi sosial, pemuka adat, pemuka agama) agreed the KMD committee/village head to release and compensate land of 10 Ha to be developed as KMD.</p>	
<p>2.3.3 Relevant information shall be available in appropriate forms and languages, including analysis of impacts, proposed benefit sharing, and legal arrangements. - Minor compliance -</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera has provided all relevant information, including the impact analysis, proposed benefit sharing and legal arrangement – in Bahasa Indonesia. This was confirmed during public consultation with “Kantor Pertanahan Kabupaten Mukomuko” and villagers in Desa Teruntung, Desa Sumpersari, Desa Sari Bulan, Desa Air Kasai, Desa Talang Medan and Desa Surian Bungkal.</p> <p><i>Kebun Masyarakat Desa/KMD</i>: company have assisted the cooperative/committee to provide all information related to oil palm development, social-economic and environmental impact assessment, HCV assessment and procedure for land compensation in Bahasa Indonesia.</p>	<p>Comply</p>
<p>2.3.4 Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. - Major compliance -</p>	<p>Based on document verification, public consultation with “Kantor Pertanahan Kabupaten Mukomuko” and villagers in Desa Teruntung, Desa Sumpersari, Desa Sari Bulan, Desa Air Kasai, Desa Talang Medan and Desa Surian Bungkal; it was known that no land dispute/land conflict between company and community. It is known that all negotiation, benefit sharing, agreement, compensation being made was between individual landowners and PT. Agro Muko or PT. Mukomuko Agro Sejahtera. However the process is monitored and acknowledged by village authority and district authority.</p>	<p>Comply</p>

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	<p><i>Kebun Masyarakat Desa/KMD</i> are able to demonstrate that local communities are represented and participated during the meeting of KMD formation/development. Based on interview with KMD committee, the meeting involving all relevant stakeholders, institution and representative of surrounding communities, e.g. "Kepala Dusun, Badan Pertimbangan Desa, Karang Taruna, Pertahanan Sipil, Bendahara, Kepala Urusan Umum, Kepala Urusan Pemerintahan". "Badan Pertimbangan Desa" is the village counsel comprise of elder and traditional leader.</p>																																																																											
<p>Principle 3: Commitment to long-term economic and financial viability</p>																																																																												
<p>Criterion 3.1:</p>																																																																												
<p>There is an implemented management plan that aims to achieve long-term economic and financial viability.</p>																																																																												
<p>3.1.1</p>	<p>A documented management plan, a minimum of three years shall be available, including, where appropriate, plan for scheme smallholders. - Major compliance-</p>	<p>Comply</p> <p>PT. Agro Muko and its subsidiaries – Consolidated Financial Statements for the Year Ended December 31, 2017. Independent Auditor’s Report No.GA1180651 AM PDS by Satrio Bing Eny & Rekan – dated 22 May 2018. 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, 2017.”.</p> <p>MMPOM: PT. Agro Muko has prepared a business plan for period 2019 – 2023. 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. Available under “Business Plan of FFB, CPO/PK, and Processing Cost 2019 – 2023”:</p> <table border="1" data-bbox="715 1272 1305 1579"> <thead> <tr> <th></th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> <th>2023</th> </tr> </thead> <tbody> <tr> <td>Own FFB</td> <td>349,944</td> <td>348,125</td> <td>354,068</td> <td>348,264</td> <td>338,383</td> </tr> <tr> <td>Group FFB</td> <td>37,332</td> <td>43,152</td> <td>49,932</td> <td>55,202</td> <td>55,623</td> </tr> <tr> <td>KMD</td> <td>12,080</td> <td>12,717</td> <td>13,215</td> <td>13,469</td> <td>13,302</td> </tr> <tr> <td>Total FFB</td> <td>399,356</td> <td>403,994</td> <td>417,215</td> <td>416,935</td> <td>407,659</td> </tr> <tr> <td>CPO</td> <td>91,609</td> <td>92,617</td> <td>95,592</td> <td>95,473</td> <td>93,332</td> </tr> <tr> <td>OER</td> <td>22%</td> <td>22%</td> <td>22%</td> <td>22%</td> <td>22%</td> </tr> <tr> <td>PK</td> <td>20,338</td> <td>20,562</td> <td>21,225</td> <td>21,199</td> <td>20,724</td> </tr> <tr> <td>KER</td> <td>4.9%</td> <td>4.9%</td> <td>4.9%</td> <td>4.9%</td> <td>4.9%</td> </tr> </tbody> </table> <p>PT. Mukomuko Agro Sejahtera Financial Statements for the Year Ended December 31, 2017. Independent Auditor’s Report No.GA1180646 MAS PDS by Satrio Bing Eny & Rekan – dated 22 May 2018. 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, 2017”. A prepared Business Plan Estimate Air Manjunto Estate year 2019 – 2022:</p> <table border="1" data-bbox="715 1899 1305 2016"> <thead> <tr> <th></th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>FFB</td> <td>9,820.80</td> <td>10,802.88</td> <td>11,883.16</td> <td>13,071</td> </tr> <tr> <td>Area</td> <td>531.53</td> <td>682.03</td> <td>832.60</td> <td>933.20</td> </tr> <tr> <td>Harvesting</td> <td>4948905</td> <td>4242541</td> <td>3822837</td> <td>3751804</td> </tr> </tbody> </table>		2019	2020	2021	2022	2023	Own FFB	349,944	348,125	354,068	348,264	338,383	Group FFB	37,332	43,152	49,932	55,202	55,623	KMD	12,080	12,717	13,215	13,469	13,302	Total FFB	399,356	403,994	417,215	416,935	407,659	CPO	91,609	92,617	95,592	95,473	93,332	OER	22%	22%	22%	22%	22%	PK	20,338	20,562	21,225	21,199	20,724	KER	4.9%	4.9%	4.9%	4.9%	4.9%		2019	2020	2021	2022	FFB	9,820.80	10,802.88	11,883.16	13,071	Area	531.53	682.03	832.60	933.20	Harvesting	4948905	4242541	3822837	3751804
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<p>3.1.2 An annual replanting program projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance-</p>	<p>Company have prepared a replanting plan. The latest review and amendment for replanting plan in Mukomuko Estate dated 27 October 2018. Replanting plan:</p> <table border="1" data-bbox="715 952 1294 1012"> <thead> <tr> <th>Year</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> </tr> </thead> <tbody> <tr> <td>Ha</td> <td>431.29</td> <td>394.23</td> <td></td> <td></td> </tr> </tbody> </table> <p>Sei Betung Estate planned to replanting on Replanting Program. The latest review and amendment for replanting plan dated 27 October 2018. Replanting plan:</p> <table border="1" data-bbox="715 1160 1294 1220"> <thead> <tr> <th>Year</th> <th>2021</th> <th>2022</th> <th>2023</th> <th>2024</th> </tr> </thead> <tbody> <tr> <td>Ha</td> <td>74.67</td> <td>68.42</td> <td>72.32</td> <td>60.51</td> </tr> </tbody> </table> <p>The company have not prepared the replanting plan for Air Manjuntio Estate. The current planting year is 2015 (60.15 Ha), 2017 (76.30 Ha), 2018 (13.62 Ha).</p> <p><i>Kebun Masyarakat Desa/KMD</i> has not planned replanting for the next five (5) years.</p>	Year	2018	2019	2020	2021	Ha	431.29	394.23			Year	2021	2022	2023	2024	Ha	74.67	68.42	72.32	60.51	<p>Comply</p>																										
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<p>4.1.1 Standard Operating Procedures (SOPs) for estates (land clearing to harvesting) and SOP for mills (reception of FFB to dispatch of CPO and PKO) shall be available. - Major compliance -</p>	<p>Company established a full set procedure for oil palm plantation: SOP 2. Pembibitan Kelapa Sawit Doc.No.02 SOP/Oil Palm/ESD – covering nursery and seed handling and selection. SOP 3 Oil Palm Planting Doc.No.03 SOP/Oil Palm/ESD – covering terracing and planting <i>Mucuna bracteata</i>. SOP 3.2 Land Clearing Doc.No.03 SOP/Oil Palm/ESD. SOP 3. Penanaman Kelapa Sawit Doc.No.03 SOP/Oil Palm/ESD – covering oil palm planting. SOP 5. Palm Supplaping Doc.No.05 SOP/Oil Palm/ESD – palm supplying. SOP 6. Palm Thinning Out Doc.No.06 SOP/Oil Palm/ESD. SOP 8. Frond Pruning Doc.No.08/SOP/Oil Palm/ESD. SOP 10.Sistem Pengelolaan Air Doc.No.10 SOP/Oil Palm/ESD – covering drainage construction, road construction, and water management.</p>	<p>Comply</p>																																														

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	<p>SOP 11. Pemupukan (Fertilizer Placement) Doc.No.11/SOP/Oil Palm/ESD.</p> <p>SOP 12.Pest and Diseases Doc.No.12 SOP/Oil Palm/ESD.</p> <p>SOP 13. Harvesting Standard Doc.No.13 SOP/Oil Palm/ESD – covering harvesting and FFB transport.</p> <p>SOP 15. Pemakaian, Penyimpanan, Pemusnahan Kemasan Bekas Pestisida Doc.No.15/SOP/Oil Palm/ESD – covering handling of agrochemical.</p> <p>SOP 17. Pengendalian Gulma Terpadu Doc.No.17 SOP/Oil Palm/ESD – covering weed management.</p> <p>Company established a full set procedure for palm oil mill.</p> <p>Procedure Reception in Agromuko Palm Oil Mill No.POM-01-03/02-10-2017/Rev.0 dated 2 November 2017: Work Instruction (WI) Weighing FFB and Loose Fruit Truck No.POM-01-03-W01; WI Weighing CPO Tankers No.POM-01-03-W02; WI Weighing Kernel Trucks No.POM-01-03-W03; WI Loading FFB into Lorries No.POM-01-03-W04; WI Moving FFB Lorries to the Railtrack behind Sterilizer No.POM-01-03-W05.</p> <p>Procedure Sterilizer in Agromuko Palm Oil Mill No.POM-02-03/02-10-2017/Rev.0 dated 2 November 2017: WI Entering Lorries with FFB into Sterilizer No.POM-02-03-W01; WI Sterilizer Operation No.POM-02-03-W02; WI How to Take Lorries Out of Sterilizer No.POM-02-03-W03.</p> <p>Procedure Threshing in Agromuko Palm Oil Mill No.POM-03-03/02-10-02-2017/Rev.0 dated 2 November 2017: WI Hoisting Crane Operation No.POM-03-03-W01; WI Tippler Operation No.POM-03-03-W02; WI Threshing Machine Operaton No.POM-03-03-W03.</p> <p>Procedure Pressing in Agromuko Palm Oil Mill No.POM-04-03/02-10-2017/Rev.0 dated 2 November 2017: WI Digester Operation No.POM-04-03-W01; WI Screw Press Operation No.POM-04-03-W02; WI Sand Trap Tank and Vibrating Screen Operation No.POM-04-03-W03; WI Crude Oil Tank Operation No.POM-04-03-W04.</p> <p>Procedure Clarification in Agromuko Palm Oil Mill No. POM-05-03/02-10-2017/Rev.0. dated 2 November 2017: WI CST Operation No.POM-05-03-W01; WI Clean Oil Tank Operation No.POM-05-03-W02; WI Sludge Tank Operation No.POM-04-03-W03; WI Oil Purifier Operation No.POM-04-03-W04; WI Vacuum Drier Operation No.POM-04-03-W05; WI Sludge Certifuge Operation No.POM-04-03-W06; WI Sludge Decanter Operation No.POM-04-03-W07.</p> <p>Procedure Kernel Plant in Agromuko Palm Oil Mill No.POM-06-03/02-10-2017/Rev.0: WI Depericarper Operation No.POM-06-03-W01; WI Ripple Mill Operation No.POM-06-03-W02; WI Claybath Separator Operation No.POM-06-03-W03; WI LTDS Winowwing 1&2 Operation No.POM-06-03-W04; WI Kernel Silo</p>	

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	<p>Drier Operation No.POM-06-03-W05; WI Double Deck Kernel Drier Operation No.POM-06-03-W06. Procedure Steam Plant in Agromuko Palm Oil Mill No.POM-07-03/02-10/2017/Rev.0 dated 2 November 2017; Procedure Power Plant in Agromuko Palm Oil Mill No.POM-08-03/02-10-2017/Rev.0 dated 2 November 2017; Procedure Water Treatment Plant in Agromuko Palm Oil Mill No. POM-09-03/02-10/2017/Rev.0 dated 2 November 2017; Procedure Effluent Plant in Agromuko Palm Oil Mill No.POM-10-03/02-10-2017/Rev.0 dated 2 November 2017: WI Effluent Plant Operation No.POM-10-03-W01.</p> <p><i>Kebun Masyarakat Desa/KMD</i> and cooperative were fully-managed by each estate under PT. Agro Muko or PT. Mukomuko Agro Sejahtera, therefore, using the same policy, manual, procedure and work instruction (for oi palm plantation).</p>	
<p>4.1.2</p> <p>Checking or monitoring of operations procedures is conducted at least once a year. - Minor compliance -</p>	<p>Mukomuko POM performs monitoring as per procedure: Daily FFB crop check conducted on daily basis. "Laporan Harian Pemeriksaan FFB" dated 30 October 2018: from Mukomuko Estate block 16P02 and 16 P01, total 1,105 bunches; consist of unripe 20 bunches (1.8%), underripe 69 bunches (5.25%), normal ripe 886 bunches (80.19%), overripe 44 bunches (7.78%), long stalk 30 bunches (2.7%). Transport with truck No.BD8036 NZ – nett weight 3,670 kg. Dated 30 October 2018: from Sei Betung Estate block 2014G03 and 2013D04 total 1,338 bunches; consist of unripe 6 bunches (0.45%), underripe 68 bunches (5.08%), normal ripe 1170 bunches (87.45%), overripe 78 bunches (5.82%), empty bunches 16 (1.2%), long stalk 26 bunches (1.94%) – nett weight 8,220 kg. Transport with truck No.BD8502N. Dated 30 October 2018, FFB received from Kebun Masyarakat Desa/KMD Tunggal Jaya, 250 bunches; consist of unripe 11 bunches (4.4%), underripe 15 bunches (6%), normal ripe 212 bunches (84.8%), overripe 10 bunches (4%), empty bunches 2 (0.8%), long stalk 15 bunches (6%) – nett weight 5,410 kg.</p> <p>Logsheet monitoring: - "Laporan Harian Sterilizer" daily sterilizer report, dated 12 October 2018, for shift IIB, first FFB processed 12.45PM – finished 22.40PM; pressure inlet 28 psi, pressure at incoming door 28 psi, pressure at exit door 28 psi. Total process 128 lorries, 14 sterilizing cycles. - "Laporan Harian Digester /Screw Press" dated 17 October 2018, for shift IA, digester No.2 operation 6.26 hours at temperature 90°C; Screw press No.2 start process 15.00PM – finished process 21.15PM, operation 6.33 hours, pressure at 65 bar, current 62 A.</p>	<p>Comply</p>

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	<ul style="list-style-type: none"> - Cake break conveyor No.1, operation 6.79 hours; - Threshing Machine No.3 operation 6.68 hours; - Vibrating screen No.4 operating 6.5 hours. - Kernel quality dated 1 October 2018: moisture 7.7%; FFA 0.16%; dirt 6.10%; - CPO quality dated 1 October 2018 FFA 3.32%; dated 19 October 2018 FFA 3.97%; <p>In Sei Betung Estate, control over manuring programme: Store Requisition Note dated 2 November 2018 for NPK16-10-19-6+0.5B block 06L01; 14.59 Ha with dosage 1.5 kg/palm; total request 3,744 kg fertilizer NPK 16-10-19-6+0.5B. Stock Issue material No.00021750 for block 06L01 dated 2 November 2018 for 3,744 kg fertilizer NPK 16-10-19-6+0.5B dated 2 November 2018. Attendance and Work Allocation for fertilizer application in block 06L01 dated 2 November 2018, work start 07.00 – 17.00.</p> <p>Monitoring through “inspeksi pemupukan” block 06L01 inspected on 2 November 2018; using manpower 8 mandays. Result: palm applied fertilizer 100%; fertilizer spread evenly 96%; fertilizer application distance as recommendation 100%; tie mark 100%; frond stacking 100%; circle condition 100%;</p> <p>Weed management programme circle and path spraying in Air Manjuntio Estate: Store Requisition Note dated 22 November 2018 for circle and path spraying block 14F03; 17.47 Ha with dosage Glyphosate 600 cc/Ha + Methyl Metsulfuron 22.5 gram/Ha + Surfactant 15cc/Ha; total request 10.48 liters Smart (Glyphosate), 393 gram Metsulindo (Metyl metsulfuron), 260 cc Agristick (surfactant). Stock Issue material for block 14F03 dated 22 November 2018 for 10.48 liters Smart (Glyphosate), 393 gram Metsulindo (Metyl metsulfuron), 260 cc Agristick (surfactant).</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Visit from Estate Manager SJE, FHA KMD and FA SJE to KMD under Sei Jerinjing Estate dated 1 March 2018: Road maintenance using Bulldozer; spraying program complete; Action plan: Road maintenance have to be completed; weeding program completed on schedule. Visit from Estate Manager SJE, FHA KMD and FA SJE to KMD under Sei Jerinjing Estate dated 20 February 2018: “Kastrasi” has been done 3 rounds and planned to be harvested in June 2018 (30 months of age); plants attacked by Oryctes has been control using Marshal with dosage 10 g/trees; Action plan: weeding program have to be completed on schedule. Visit from KMD Coordinator to KMD Dusun Baru on 18 July 2018: there was 0.58 ha area with no weeding and harvesting in 2-3 years, where the area before are flooding;</p>	

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	Action plan: estimate the cost to finish weeding and disseminated to KMD and Village Head; carried out weeding in the area ASAP.	
<p>4.1.3 Records of monitoring and any follow-up actions shall be available. - Minor compliance -</p>	<p>Record from Director of Engineering Visit dated 1 August 2018 whereby 12 issues/findings highlighted. 9 findings closed, for example: lot of loosefruit in the EFB – corrective action repositioning plate spreader, completed on 18 August 2018; one of boiler pipe is leaking – corrective action by replace seal and re-install, completed on 26 August 2018. 2 findings are still on progress, for example: effluent pond No.3 and No.4 have been covered with water plant – in progress to excavate the water plants as of October 2018. There are 3 issues whereby correction is in progress.</p> <p>Action plan from Director of Estate Department to Air Manjunto Estate, dated 20 October 2018. There are 4 issues identified. All issues/recommendation have been followed up – status during audit is on progress. Example: Comment made related to improve harvester discipline in terms of ripeness. Action plan implemented is to give training on FFB quality and loose fruit collection during morning muster – ensure all harvester equipped with chisel, sickle and wheelbarrow.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Visit from Estate Manager SJE, FHA KMD and FA SJE to KMD under Sei Jerinjing Estate dated 1 March 2018: Road maintenance using Bulldozer; spraying program complete; Action plan: Road maintenance have to be completed; weeding program completed on schedule. Visit from Estate Manager SJE, FHA KMD and FA SJE to KMD under Sei Jerinjing Estate dated 20 February 2018: “Kastrasi” has been done 3 rounds and planned to be harvested in June 2018 (30 months of age); plants attacked by Oryctes has been control using Marshal with dosage 10 g/trees; Action plan: weeding program have to be completed on schedule. Visit from KMD Coordinator to KMD Dusun Baru on 18 July 2018: there was 0.58 ha area with no weeding and harvesting in 2-3 years, where the area before are flooding; Action plan: estimate the cost to finish weeding and disseminated to KMD and Village Head; carried out weeding in the area ASAP.</p>	Comply
<p>4.1.4 Records of the origins of all third-party FFB sourced (collector, deliver, Cooperative, Farmers Association and outgrower) shall be available. - Major compliance -</p>	<p>Mukomuko POM only received FFB from certified supply base. Not applicable (N/A).</p>	N/A
<p>Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>		
<p>4.2.1 A record of SOP implementation to maintain soil fertility that ensures</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have procedures for application of Inorganic fertilizer –</p>	Comply

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<p>optimal and sustained yield, shall be available. - Major compliance -</p>	<p>"Pupuk Anorganik (OPM-06-01/02-10-2017/Rev.2)" and Organic fertilizer application in "Pupuk Organik (OPM-06-02/02-10-2017/Rev.2)". The effort demonstrated to maintain soil fertility through organic and inorganic fertilizer application. The fertilizer application based on fertilizer recommendation, which prepared in consideration of leaf sampling analysis. Leaf sampling analysis explained in indicator 4.2.3. Fertilizer recommendation and actual fertilizer application explained in indicator 4.2.2. Organic input explained in indicator 4.2.4.</p> <p><i>Kebun Masyarakat Desa/KMD</i> follows the fertilizer regime, as planned and regulated by PT Agro Muko. Fertilizer recommendation for KMD are issued by Verdant Bioscience (PT Timbang Deli Indonesia). It was available Oil Palm Fertilizer Recommendation For PT Agro Muko – Mukomuko Estate (2nd Semester 2017, 1st and 2nd Semester 2018). Based on the document, Fertilizer Recommendation for KMD under Mukomuko Estate 2017/2018 are as follows:</p> <table border="1" data-bbox="719 999 1297 1164"> <thead> <tr> <th rowspan="2">KMD</th> <th colspan="2">NPK 16:10:19:6 (kg/palm)</th> </tr> <tr> <th>2nd Half 2017</th> <th>1st half 2018</th> </tr> </thead> <tbody> <tr> <td>Dusun Baru</td> <td>2.5</td> <td>2.5</td> </tr> <tr> <td>Pondok Lunang</td> <td>2.5</td> <td>2.5</td> </tr> <tr> <td>Sari Bulan</td> <td>2.5</td> <td>2.5</td> </tr> <tr> <td>Air Dikit</td> <td>2.5</td> <td>2.5</td> </tr> </tbody> </table> <p>It was available Oil Palm Fertilizer Recommendation For PT Agro Muko – Sei Betung Estate (2nd Semester 2017, 1st and 2nd Semester 2018). Based on the document, Fertilizer Recommendation for KMD under Sei Betung Estate 2017/2018 are as follows:</p> <table border="1" data-bbox="719 1339 1297 1505"> <thead> <tr> <th rowspan="2">KMD</th> <th colspan="2">NPK 16:10:19:6 (kg/palm)</th> </tr> <tr> <th>2nd Half 2017</th> <th>1st half 2018</th> </tr> </thead> <tbody> <tr> <td>Sungai Ipuh</td> <td>2.5</td> <td>2.5</td> </tr> <tr> <td>Talang Kuning</td> <td>2.5</td> <td>2.5</td> </tr> <tr> <td>Sungai Ipuh Satu</td> <td>2.5</td> <td>2.5</td> </tr> <tr> <td>Aur Cina</td> <td>2.5</td> <td>2.5</td> </tr> </tbody> </table>	KMD	NPK 16:10:19:6 (kg/palm)		2 nd Half 2017	1 st half 2018	Dusun Baru	2.5	2.5	Pondok Lunang	2.5	2.5	Sari Bulan	2.5	2.5	Air Dikit	2.5	2.5	KMD	NPK 16:10:19:6 (kg/palm)		2 nd Half 2017	1 st half 2018	Sungai Ipuh	2.5	2.5	Talang Kuning	2.5	2.5	Sungai Ipuh Satu	2.5	2.5	Aur Cina	2.5	2.5	
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<p>4.2.2 Records of fertilizer inputs shall be available. - Minor compliance -</p>	<p>In Mukomuko Estate implementing Fertilizer Recommendation for block 14C01A; 40.28 Ha; 5,354 palms; in second semester 2018 planned to have 4.5 kg NPK 16-10-19-6+0.5 (divided in two terms, each 2.25 kg/palm). Store Requisition Note dated 28 October 2018 for 12,028 kg NPK 16-10-19-6+0.5 for block 14C01A. Stock Issue No.SI00047793 dated 29 October 2018, block 14C01A; 40.28 Ha; 5,354 palms; issued with 12,028 kg NPK 16-10-19-6+0.5 with dosage 2.25 kg/palm. Monitoring through "inspeksi pemupukan" block 14C01A inspected on 29 October 2018; using manpower 22 mandays. Result: palm applied fertilizer 100%; fertilizer spread evenly 96%; fertilizer application distance as recommendation 88%; tie mark 100%; frond stacking 100%; circle condition 80%;</p>	<p>Comply</p>																																		

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	<p>In Sei Betung Estate implementing Fertilizer recommendation for block 13F03; 17.23 Ha; 2,200 palms; dosage 4.5 kg/palm – totalling 9.9 tons planned for second semester. Actual implementation on 10 September 2018, totalling 9.9 tons.</p> <p>Manuring implementation: Store Requisition Note dated 2 November 2018 for NPK16-10-19-6+0.5B block 06L01; 14.59 Ha with dosage 1.5 kg/palm; total request 3,744 kg fertilizer NPK 16-10-19-6+0.5B. Stock Issue material No.00021750 for block 06L01 dated 2 November 2018 for 3,744 kg fertilizer NPK 16-10-19-6+0.5B dated 2 November 2018. Attendance and Work Allocation for fertilizer application in block 06L01 dated 2 November 2018, work start 07.00 – 17.00 with 8 mandays.</p> <p>In Air Manjuntto Estate, implementing Fertilizer Recommendation for block 17J07; 8.93 Ha; 1,090 palms; in second semester 2018 planned to have 436 kg urea; 536 kg TSP (Triple super phosphate); 536 MOP; 428 kieserite; 54 kg borate. Store Requisition Note 15779 dated 13 August 2018 for 436 kg kieserite for block 17J07; 8.93 Ha. Stock Issue No.SI00015779 dated 13 August 2018, block 17J07; 8.93 Ha; issued with 436 kg kieserite with dosage 0.4 kg/palm. Monitoring through “Laporan Inspeksi Kualitas Pemupukan Agustus 2018” block 17J07 inspected on 23 August 2018. Result: palm applied with fertilizer 100%; fertilizer spread evenly 96%; fertilizer application distance as recommendation 96%; tie mark 100%.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Records of fertilizer input are available in “Rekapitulasi Kebutuhan Pupuk” that divided for each Semester. Fertilizer input realization are recorded in Monthly Manuring Program. For KMD under Mukomuko POM, fertilizer input realization for 2018 are as follows:</p> <table border="1" data-bbox="715 1518 1235 1733"> <thead> <tr> <th>Type of Fertilizer</th> <th>Application (kg)</th> </tr> </thead> <tbody> <tr> <td>NPK 16:10:19:6+0.5B</td> <td>1,360,130</td> </tr> <tr> <td>Urea</td> <td>257,500</td> </tr> <tr> <td>Rock Phosphate</td> <td>902</td> </tr> <tr> <td>TSP</td> <td>278,800</td> </tr> <tr> <td>MOP</td> <td>111,421</td> </tr> <tr> <td>Kieserite</td> <td>141,400</td> </tr> <tr> <td>Borate</td> <td>16,600</td> </tr> </tbody> </table> <p>Realization of fertilizer application are recorded in Enter Work Completion for Estate, for example KMD Pondok Lunang in May 2018, fertilizer applied are: NPK 16:10:19:6+0.5B, 1st application 995 kg, 2nd application 995 kg and 3rd application 883 kg; in October 2018, 2873 kg. Example KMD Dusun Baru in May 2018, 1st application 1,602 kg, 2nd application 1,603 kg and 3rd application 1,605 kg; in October 2018, 4,810 kg.</p>	Type of Fertilizer	Application (kg)	NPK 16:10:19:6+0.5B	1,360,130	Urea	257,500	Rock Phosphate	902	TSP	278,800	MOP	111,421	Kieserite	141,400	Borate	16,600	
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<p>4.2.3 Records of periodical leaf, soil and visual analysis shall be available. - Minor compliance -</p>	<p>Sei Betung sent the leaf/rachis sample unit from block 13E02A – representing 39.26 Ha and block 13D03A representing 31.72 Ha – dated 11 October 2018. As a result, in Sei Betung Estate, Fertilizer Recommendation from Verdant Bioscience for Sei Betung Estate for second semester 2017 and first semester 2018 is made available. Fertilizer Recommendation for Sei Betung Estate for first and second semester 2019 have been prepared.</p> <p>Leaf Sampling for Air Manjuntio Estate conducted on August 2017 for 23 samples, representing 884 Ha planted are in Air Manjuntio Estate. Air Manjuntio Estate sent the leaf/rachis sample unit from block 15A04, 15A05, 15C03, 15D04, 15E04 – total 97.09 Ha and block 13J01 and 13J02 total 41.35 – dated 9 November 2018. The leaf sampling unit analysis translated into fertilizer recommendation.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Periodical leaf and soil analysis are performed by Verdant Bioscience (PT Timbang Deli Indonesia). Result of periodical leaf and soil analysis are documented in Oil Palm Fertilizer Recommendation For PT Agro Muko – Mukomuko Estate (2nd Semester 2017, 1st and 2nd Semester 2018). Koperasi Produksi Plasma Air Tenang Mukomuko Sejahtera assisted by Air Manjuntio Estate sent the leaf/rachis sample unit from block 15K02, 15K03, 16K04, representing 56.6 Ha – dated 2 November 2018.</p>	Comply
<p>4.2.4 A nutrient recycling strategy is recorded, including use of Empty Fruit Bunches (EFB), land application, and palm residues after replanting. - Minor compliance -</p>	<p>EFB application in Mukomuko Estate as nutrient recycling: For period 1-16 November 2018: 522,230 kg EFB for block 13E05A, 13E06A, 13E07A totalling 13.65 Ha - 1,742 palms. For period 1-24 September 2018: 659,760 kg EFB for block 13E01A, 13E02A, 13E03A, 13E05A, 13E06A totalling 16.65 Ha – 2,201 palms. Completed with application map.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> No application of empty fruit bunches, main source of nutrient recycling strategy from palm fronds. No application of EFB and POME land application in Koperasi Produksi Plasma Air Tenang Mukomuko Sejahtera.</p>	Comply
<p>Criterion 4.3: Practices minimise and control erosion and degradation of soils.</p>		
<p>4.3.1 Maps of any fragile soils shall be available. - Major compliance -</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera had a detailed reconnaissance survey oil palm suitability study report, datum 2010. The soil map with scale 1:50,000 indicated the soil type is Typic Kandiuults and Lithic Kandiuults. Soil mapping unit indicates Berlian Jaya Series Typi Kandiuults fine sandy clay to clay, deep to very deep soil on sedimentary rock –</p>	Comply

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	<p>shale/sandstone with effective soil depth >100 cm. There is no peat soil.</p> <p>The topographic map scale 1:15,000 indicates the slope degree predominantly 0-5^o and 5-10^o. Some area have slope 10-15^o, 15-20^o and 20-25^o. The major limitation is steep slope >20^o.</p> <p><i>Kebun Masyarakat Desa/KMD:</i></p> <p>The soil type map, topographic map is available for <i>Kebun Masyarakat Desa/KMD</i> inside planting plan. Generally located on mineral soil, planted with oil palm but limited fertility – the other limiting factor identified was slope.</p> <p>Sample:</p> <p>KMD under Mukomuko Estate</p> <p>KMD Dusun Baru: "Peta Jenis Tanah KMD Dusun Baru V Koto", scale 1:4,000 indicated the the soil type is <i>Hapludults Dystrudepts</i> with area 15 Ha (100%).</p> <p>KMD Pondok Lunang: "Peta Jenis Tanah KMD Pondok Lunang", scale 1:4,000 indicated the the soil type is <i>Endoaquepts Dystrudepts</i> with area 2.80 Ha (21.54%) and <i>Hapludults Dystrudepts</i> with area 10.20 Ha (78.46%).</p> <p>KMD Sari Bulan: "Peta Jenis Tanah KMD Air Dikit", scale 1:4,000 indicated the the soil type is <i>Hapludults Dystrudepts</i> with area 15 Ha (100%).</p> <p>KMD Sari Bulan: "Peta Jenis Tanah KMD Sari Bulan", scale 1:4,000 indicated the the soil type is <i>Endoaquepts Dystrudepts</i> with area 2.13 ha (21.30%) and <i>Hapludults Dystrudepts</i> with area 7.87 Ha (78.70%). The other map indicating the slope class 0-5^o and 5-25^o.</p> <p>KMD under Sei Betung Estate:</p> <p>KMD Sungai Ipuh: "Peta Jenis Tanah KMD Sungai Ipuh", scale 1:4,000 indicated the the soil type is <i>Hapludults Dystrudepts</i> with area 15 Ha (100%).</p> <p>KMD Sungai Ipuh Group (include KMD Talang Kuning, Sungai Ipuh Satu, Aur Cina): "Peta Jenis Tanah KMD Sungai Ipuh Group", scale 1:4,000 indicated the the soil type is <i>Dystrudepts Hapludands</i> with area 116.89 Ha (98.23%) and <i>Hapludults Dystrudepts</i> with area 2.11 Ha (1.77%).</p>	
<p>4.3.2</p>	<p>A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soiland climate specific).</p> <p>- Minor compliance -</p>	<p>Comply</p>

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	<p>palm infected with Ganoderma 33 BU; planting Mucuna 33,000 trees;</p> <p>On replanting area 2018, located on block 94D02A, 94D03A, 94D04A, 94D05A – planting preparation carried out 1-3 November 2018: felling-clearing-stacking 11.66 Ha; chipping palm 1,306 palms; digging planting point 26 points; felling-digging-chipping-spread 1,353 palms; making road width 6 m: 970 meters; making terrace countour width 4 m 3,000 meters; levelling mineral area 13.50 BU; Deepening outlet drain size 4x3x2 m: 10.5 BU;</p> <p>Maintenance in Sei Betung Estate through: Upkeep crosspath on October 2018 in block 01J02 – 227.64 meters; 01J06 – 456.49 meters; 04K01 – 1,706.58 meters; 04K03 – 82.82 meters.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> The soil type map, topographic map is available for <i>Kebun Masyarakat Desa/KMD</i> inside planting plan. Generally located on mineral soil, planted with oil palm but limited fertility – the other limiting factor identified was slope. Sample: KMD Sari Bulan: “Peta Jenis Tanah KMD Sari Bulan”, scale 1:4,000 indicated the the soil type is <i>Endoaquepts Dystrudepts</i> with area 2.13 ha (21.30%) and <i>Hapludults Dystrudepts</i> with area 7.87 Ha (78.70%). The other map indicating the slope class 0-5° and 5-25°.</p>	
<p>4.3.3</p> <p>A road maintenance program shall be in place. - Minor compliance –</p>	<p>Road maintenance program Mukomuko Estate implemented: road pruning on block 12J01A – 1,710 palms in January 2018 and 602 palms in February 2018; on block 13G04A – 1,284 palms in February 2018; on block 15Y10 – 550 palms in April 2018.</p> <p>Road maintenance program implemented: road compacting on block 89C01A – 1,175 meters; on block 90B02A – 384 meters; on block 12J06A – 440 meters; Road maintenance: road grading on block 94V04A – program 2,141 meters, implemented 3,122 meters in March 2018; road grading on block 97W01A – program 1,100 meters, implemented 1,132 meters in April 2018.</p> <p>Road Maintenance Program Sei Betung Estate in “Program Perawatan Jalan Tahun 2018” indicating type of work: road grading main and collection road, road stoning main and collection road, road slashing, culvert installation/repair, road pruning, irish brudge repair, upkeep road. Implementation: In January 2018, road maintenance 893 meters main road (block 12C01A and 12C02A) and 6,321 meters collection road; in August 2018 road maintenance 1,318 meters main road and 3,973 meters collection road (block 12A02A, 12B02A, 12C01A, 12C02A, 12D01A).</p> <p>Material (rock and sand) receipt by Sei Betung Estate on 503.23 m³ as of September 2018 by UD Simpang Pabrik; 504.88 m³ in March 2018 by UD Simpang Pabrik;</p>	<p>Comply</p>

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	<p>Silt pit construction: 2 units silt pit in 12B01A, 1 unit in block 12D01A; 3 units in block 13D03A; 4 units in block 13F02A.</p> <p>Road pruning for block 14G02A – 2,050 meters; block 14G03A – 5,800 meters; 14G04A – 3,400 meters. The work completed by harvester on 31 October 2018, completed with map.</p> <p>Air Manjuntto Estate’s Annual Program Road and Bridges cascaded per monthly basis. “Program Perawatan Jalan 2018” example”: Program block 12G01 planned for 528.80 meters and 12G02 planned for road maintenance 678.90 meters in April 2018 - Implementation 116 meters in March 2018, 290 meters in August 2018. Road maintenance program for block 13J02; planned 609.15 meters in September 2018. Implementation road maintenance implemented 35 meters in January 2018, 240 meters in May 2018.</p> <p>“Program Perawatan Jalan <i>Kebun Masyarakat Desa/KMD</i> 2018” for planning on road maintenance period 2018 sighted.</p> <p>Implementation 2017: recorded under “Program & Realization Perawatan Jalan Tahun 2017”:</p> <ul style="list-style-type: none"> - Upkeep main road: in April plan 300 meters – realization 1,000 meters, in May plan 250 meters – realization 500 meters, in June – realization 730 meters - Upkeep collection road: in June plan 300 meters – realization 250 meters <p>Road stoning: in July – realization 300 meters.</p>																																											
<p>4.3.4</p> <p>Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place.</p> <p>- Major compliance –</p>	<p>Subsidence monitored on three locations 13E02A down 5 mm for period January – December 2018; down 10mm for period January – December 2017; down 35mm for period January – December 2016. On block 13M04A down 8mm for period January – December 2018; down 2mm for period January – December 2017; down 31mm for 2016. On block 13L04A down 4 mm for period January – December 2018; down 4mm for period January – December 2017; down 4mm for period January – December 2016.</p> <p>Piezometer: 2018 in 4 locations (4 blocks replanting)</p> <table border="1" data-bbox="715 1666 1294 1962"> <thead> <tr> <th>Month</th> <th>Jan</th> <th>Feb</th> <th>Mar</th> <th>Apr</th> <th>May</th> <th>Jun</th> </tr> </thead> <tbody> <tr> <td>13M04 A</td> <td>58</td> <td>57</td> <td>56</td> <td>73</td> <td>60</td> <td>70</td> </tr> <tr> <td>13L04 A</td> <td>62</td> <td>57</td> <td>49</td> <td>50</td> <td>60</td> <td>53</td> </tr> <tr> <th>Month</th> <th>Jul</th> <th>Aug</th> <th>Sep</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> </tr> <tr> <td>13M04 A</td> <td>71</td> <td>69</td> <td>62</td> <td>68</td> <td>-</td> <td>-</td> </tr> <tr> <td>13L04 A</td> <td>56</td> <td>52</td> <td>63</td> <td>70</td> <td>-</td> <td>-</td> </tr> </tbody> </table> <p>2017 in 8 locations</p>	Month	Jan	Feb	Mar	Apr	May	Jun	13M04 A	58	57	56	73	60	70	13L04 A	62	57	49	50	60	53	Month	Jul	Aug	Sep	Oct	Nov	Dec	13M04 A	71	69	62	68	-	-	13L04 A	56	52	63	70	-	-	<p>Comply</p>
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Month	Jul	Aug	Sep	Oct	Nov	Dec																																																																																																																										
13M04 A	63	63	63	60	-	-																																																																																																																										
05H01 A	60	60	68	57	-	-																																																																																																																										
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13M04 A	58	54	61	59	52	58																																																																																																																										
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05H01 A	47	47	50	59	65	60																																																																																																																										
<p>4.3.5</p>	<p>Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing.</p> <p>- Minor compliance –</p> <p>In Mukomuko POM, replanting review is carried out prior to replanting, taking into consideration the FFB production trends, soil suitability, HCV assessment, etc. The soil suitability (for area with peat soil) does cover peat soil best practices, in line with company procedures.</p> <p>Drainability assessment has taking into consideration the current subsidence level. This includes management plan with construction of drainage in the middle of the block.</p> <p>Based on soil map review; and field visit to <i>Kebun Masyarakat Desa/KMD</i> smallholder block – there is no smallholder plantation located on peat soil. The area of KMD and cooperative located on mineral soil.</p>	<p>Comply</p>																																																																																																																														

Criterion / Indicator	Assessment Findings	Compliance
<p>4.3.6 A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -</p>	<p>PT. Agro Muko has prepares all necessary procedures to maintain area with fragile soil. These procedures and guidelines then implemented on the field.</p> <p>There was no sandy soil and/or acid sulphate soil identified in Mukomuko Estate. However, there is peat soil identified onsite. Water management is in place with established of main drain, collection drain, field drain and controlled through water gater. Water level pole is available to monitor the water level; piezometer is in place to monitor the water level in the planting blocks. Apart from that, a soil subsidence poles are monitored.</p> <p>Based on soil map and field visit to <i>Kebun Masyarakat Desa/KMD</i>, there was no sandy soil and/or acid sulphate soil identified on <i>Kebun Masyarakat Desa/KMDs</i> plantation. However, <i>Kebun Masyarakat Desa/KMD</i> suggested to develop infrastructure to minimize soil erosion; and to maintain soil fertility by consultant.</p>	<p>Comply</p>
<p>Criterion 4.4: Practices maintain the quality and availability of surface and ground water.</p>		
<p>4.4.1 An implemented water management plan shall be in place. - Minor compliance -</p>	<p>Water management plan available in document "Water Management Plan & Praktek Meminimalisir Pengendalian Erosi dan Degradasi Tanah 2018", such as:</p> <ul style="list-style-type: none"> - Efficient of water usage in mill and estate, included water usage for FFB process. - Instal the platform on hill: 92 unit - Individual terrace, actual progress 89 meters - Prevent contamination in water river water: planting vertiver grass, install dam, upkeep "Bronjong", progress 2018: 74 units for vertiver - Maintain water level and piezometer in peat areas. - Planting <i>Mucuna</i>, actual: 3.915 units. <p>There was no water source identified in the <i>Kebun Masyarakat Desa/KMD</i> and cooperative visited. Water management plan for <i>Kebun Masyarakat Desa/KMD</i> in form of agrochemical regime and maintain erosion, to minimize surface runoff – that may affect surface water quality.</p>	<p>Comply</p>
<p>4.4.2 Protection of water courses and wetlands, including securing and maintaining appropriate riparian and other buffer zones, at the time of or prior to replanting shall be demonstrated. - Major compliance -</p>	<p>PT. Agro Muko – Mukuomuko POM has prepared the procedure related to protection of water courses and wetlands, including securing and maintaining appropriate riparian and other buffer zones available in SOP "Pengelolaan Sempadan Sungai, Danau dan Waduk Doc.No.16 SOP/Oil Palm/ESD rev.0, adted 1st October 2009.</p> <p>Based on field visit and interview with spraying team, there was that riparian zones maintained well and no chemical applied along the riparian zones.</p> <p>There was no water source identified in the KMD and cooperative visited. Water management plan for <i>Kebun</i></p>	<p>Comply</p>

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<p>4.4.3 Records for monitoring of effluent especially BOD (Biochemical Oxygen Demand) and efforts to comply with legal requirements, shall be available (see criteria 2.1 and 5.6). - Minor compliance –</p>	<p>PT. Agro Muko - Mukomuko POM has monitored the palm oil mill effluent quality, to ensure minimum impact to the environment. On regular base, Mukomuko POM sent the palm oil mill effluent for laboratory analysis (PT. Mutuagung Lestari). The analysis report analysis recorded and evaluated:</p> <table border="1" data-bbox="715 651 1302 1155"> <thead> <tr> <th>Parameter</th> <th>Jan 2018</th> <th>Feb 2018</th> <th>Mar 2018</th> <th>Apr 2018</th> <th>May 2018</th> </tr> </thead> <tbody> <tr> <td>BOD (mg/L)</td> <td>91.7</td> <td>75</td> <td>81</td> <td>36</td> <td>46</td> </tr> <tr> <td>COD (mg/L)</td> <td>184</td> <td>160</td> <td>177</td> <td>87</td> <td>98</td> </tr> <tr> <td>TSS (mg/L)</td> <td>24</td> <td>14</td> <td>12</td> <td>4</td> <td>12</td> </tr> <tr> <td>Oil&Grease (mg/L)</td> <td>0.1</td> <td>0.4</td> <td>0.4</td> <td>0.1</td> <td>0.2</td> </tr> <tr> <td>pH</td> <td>7.26</td> <td>7.57</td> <td>6.66</td> <td>7.42</td> <td>7.86</td> </tr> <tr> <td>Nitrogen Total (as N) (mg/L)</td> <td>2.96</td> <td>5.37</td> <td>3.98</td> <td>2.44</td> <td>3.82</td> </tr> <tr> <td>CPO production</td> <td>4,220.0</td> <td>3,865.6</td> <td>4,514.2</td> <td>4,752.8</td> <td>5,176.6</td> </tr> <tr> <td>POME Flowrate/month</td> <td>6,125.1</td> <td>6,503.1</td> <td>7,939.5</td> <td>8,247.7</td> <td>8,614.1</td> </tr> </tbody> </table> <table border="1" data-bbox="715 1182 1206 1688"> <thead> <tr> <th>Parameter</th> <th>Jun 2018</th> <th>Jul 2018</th> <th>Aug 2018</th> <th>Sep 2018</th> </tr> </thead> <tbody> <tr> <td>BOD (mg/L)</td> <td>23.8</td> <td>4.03</td> <td>86.4</td> <td>61.2</td> </tr> <tr> <td>COD (mg/L)</td> <td>70.9</td> <td>9.92</td> <td>239</td> <td>181</td> </tr> <tr> <td>TSS (mg/L)</td> <td>36</td> <td>34</td> <td>25.5</td> <td>25</td> </tr> <tr> <td>Oil&Grease (mg/L)</td> <td>4.1</td> <td>1.8</td> <td>0.5</td> <td>0.5</td> </tr> <tr> <td>pH</td> <td>7.69</td> <td>7.05</td> <td>7.16</td> <td>7.22</td> </tr> <tr> <td>Nitrogen Total (as N) (mg/L)</td> <td>7.65</td> <td>0.82</td> <td>3.06</td> <td>3.06</td> </tr> <tr> <td>CPO production</td> <td>4,079.4</td> <td>6,434.4</td> <td>5,183.3</td> <td>4,931.0</td> </tr> <tr> <td>POME Flowrate/month</td> <td>7,360.5</td> <td>11,738</td> <td>8,980.4</td> <td>8,885.9</td> </tr> </tbody> </table>	Parameter	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	BOD (mg/L)	91.7	75	81	36	46	COD (mg/L)	184	160	177	87	98	TSS (mg/L)	24	14	12	4	12	Oil&Grease (mg/L)	0.1	0.4	0.4	0.1	0.2	pH	7.26	7.57	6.66	7.42	7.86	Nitrogen Total (as N) (mg/L)	2.96	5.37	3.98	2.44	3.82	CPO production	4,220.0	3,865.6	4,514.2	4,752.8	5,176.6	POME Flowrate/month	6,125.1	6,503.1	7,939.5	8,247.7	8,614.1	Parameter	Jun 2018	Jul 2018	Aug 2018	Sep 2018	BOD (mg/L)	23.8	4.03	86.4	61.2	COD (mg/L)	70.9	9.92	239	181	TSS (mg/L)	36	34	25.5	25	Oil&Grease (mg/L)	4.1	1.8	0.5	0.5	pH	7.69	7.05	7.16	7.22	Nitrogen Total (as N) (mg/L)	7.65	0.82	3.06	3.06	CPO production	4,079.4	6,434.4	5,183.3	4,931.0	POME Flowrate/month	7,360.5	11,738	8,980.4	8,885.9	<p>Comply</p>
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<p>4.4.4 Monitoring of mill water use per ton of FFB shall be recorded. - Minor compliance –</p>	<p>PT. Agro Muko - Mukomuko POM has monitored the use of water per tonne FFB processed. The monitoring report as shown below indicating the performance was maintained – to budget: 1 m³ water for 1 MT FFB processed.</p> <table border="1" data-bbox="715 1832 1289 2024"> <thead> <tr> <th>Month</th> <th>FFB Processed (MT)</th> <th>Water usage (m³)</th> <th>Water to FFB</th> </tr> </thead> <tbody> <tr> <td>Nov 2017</td> <td>20,135.82</td> <td>18,825</td> <td>0.93</td> </tr> <tr> <td>Dec 2017</td> <td>19,507.12</td> <td>14,270</td> <td>0.73</td> </tr> <tr> <td>Jan 2018</td> <td>19,271.91</td> <td>15,450</td> <td>0.80</td> </tr> <tr> <td>Feb 2018</td> <td>16,315.11</td> <td>21,957</td> <td>1.35</td> </tr> <tr> <td>Mar 2018</td> <td>19,270.14</td> <td>22,461</td> <td>1.17</td> </tr> </tbody> </table>	Month	FFB Processed (MT)	Water usage (m ³)	Water to FFB	Nov 2017	20,135.82	18,825	0.93	Dec 2017	19,507.12	14,270	0.73	Jan 2018	19,271.91	15,450	0.80	Feb 2018	16,315.11	21,957	1.35	Mar 2018	19,270.14	22,461	1.17	<p>Comply</p>																																																																											
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		Apr 2018	20,597.72	20,436	0.99	
		May 2018	22,747.67	23,321	1.03	
		Jun 2018	17,904.53	18,554	1.04	
		Jul 2018	27,787.78	26,645	0.96	
		Aug 2018	22,537.49	22,419	0.99	
		Sept 2018	22,260.94	21,952	0.99	
		Oct 2018	21,672.14	24,052	1.11	
<p>In March, April, May, June and October 2018 – the water usage per tonne FFB processed, was higher compared to budget. This was due to activity of biogas plant’s reactor scrubber maintenance/flushing.</p>						
<p>Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.</p>						
4.5.1	Monitoring of Integrated Pest Management (IPM) plan implementation shall be available. - Major compliance -	<p>In Mukomuko Estate, IPM implemented and recorded “Data Sensus Sawit Terinfeksi dan Suspect Ganoderma di area replanting Fast Track 2018 dan Replanting 2019 (187.03 Ha)” census for block 94D03A, 94D04A, 95I02A, 05H01A, 95I03A, 95I04A dated 16 March 2018 indicates 78 palms infected live, 83 dead palms, 23 palm stump – indicated with fruiting body.</p> <p>Pest and disease monitoring Sei Betung Estate (as part of early warning system) carried out for block 13D04A, on 22 September 2018. Based on monitoring, the level of bagworm (<i>Metisa plana</i>) attack reach level “mid attack”. Sighted recommendation letter from Agronomist team to apply Starthene 75WG (a.i. Acephate 75%) on 24 September – 6 October 2018 for block 13D04A and 13D03A. Total material Starthene 4kg (dosage 1 gram/liter) water 200 liters, 86 palms (dosage 2.3 liters/palm). Estate planted 100 polybags <i>Turnera subulata</i>, 600 <i>Cassia cobanensis</i>, 50 <i>Antigonon leptosus</i> in October 2018. Latest pest monitoring done in 10 November 2018 indicates the pest attack remains in “mid attack”.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Ganoderma census, rat attack census, termite attack census, boar attack, leaf eating caterpillar for KMD Tanah Rekah, KMD Pondok Batu, KMD Pasar Mukomuko, KMD Tunggal Jaya, KMD Sungai Lintang – carried out on November 2017. The census result shows no pest attack. Visit to KMD field demonstrated that there is no evidence of rat attack.</p>				Comply
4.5.2	Training records of Integrated Pest Management (IPM) shall be available. - Minor compliance –	<p>Training Beneficial Plant Weed dan PHT in Sei Betung Estate, dated 19 September 2018. The training attended by 15 sprayer (Sampled: Sumini, Yuni, Saminah, Satinah, Ira and supervisor Ahmad). Training material related to beneficial weed types and their advantages.</p> <p>Training on Air Manjuntio Estate “Pelatihan Pengendalian Hama Terpadu” dated 27 September</p>				Comply

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	<p>2018 for 10 supervisor employees, including for smallholder.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Assisstant and mandores which assigned for <i>Kebun Masyarakat Desa/KMD</i> has received training on integrated pest management dated 12 October 2017. Training for spraying team in <i>Kebun Masyarakat Desa/KMD</i> dated 9 November 2017 for 5 spraying team: Mr. Ab***G****, Mr. E**, Mr. M****, Mr. I*** related to introduction of beneficial weeds – and guidance on not to eradicate the beneficial weeds.</p>																			
<p>Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment</p>																				
<p>4.6.1</p> <p>Documented evidence shall be available to show that pesticide used based on regulations and the use of pesticide is specific to target species with appropriate dosage which have minimal impact on non-target species. - Major compliance -</p>	<p>PT. Agromuko has demonstrated the pesticides used for specific target, identification of agrochemical to be used, dosage and block (area) for application.</p> <p>List of pesticides use available under “Daftar Pestisida Yang Digunakan tahun 2018”, such as:</p> <table border="1" data-bbox="715 981 1294 1193"> <thead> <tr> <th>Description</th> <th>Register number</th> </tr> </thead> <tbody> <tr> <td>BASTA 150 SL (Amonium Glufosinat)</td> <td>RI.01030119921113</td> </tr> <tr> <td>SMART 486 SL (Glifosat)</td> <td>RI.01030119971313</td> </tr> <tr> <td>METSULINDO 20 WP (Metil Metsulfuron)</td> <td>RI.01030119991484</td> </tr> <tr> <td>GARLON/Kenlon (Trichlopyr)</td> <td>RI.0103011984695</td> </tr> <tr> <td>VULGAR (dimetil amine)</td> <td>RI.0103012013474</td> </tr> </tbody> </table> <p>PT. Agro Muko also has shown the document of Agricultural Manual General Section 12 Pest and Disease – and use of herbicide under Section 17 Weed Controls to justification of pesticide used.</p> <p>Based on interview with KMD committee, pesticides are applied and handled by PT. Agro Muko and PT. Mukomuko Agro Sejahtera workers.</p>	Description	Register number	BASTA 150 SL (Amonium Glufosinat)	RI.01030119921113	SMART 486 SL (Glifosat)	RI.01030119971313	METSULINDO 20 WP (Metil Metsulfuron)	RI.01030119991484	GARLON/Kenlon (Trichlopyr)	RI.0103011984695	VULGAR (dimetil amine)	RI.0103012013474	<p>Comply</p>						
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<p>4.6.2</p> <p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per Ha and number of applications shall be available. - Major compliance -</p>	<p>Record of pesticides used available and maintained in each estate (SBE, MME and AME) included for pesticide used in KMD.</p> <p>In Muko Muko Estate, the use of pesticide 2018:</p> <table border="1" data-bbox="715 1570 1294 1783"> <thead> <tr> <th>Description</th> <th>Year 2018 upto November</th> </tr> </thead> <tbody> <tr> <td>SMART (Isopropil amina glyphosate)</td> <td>10,478.65 liter</td> </tr> <tr> <td>Garlon (Triclophyr)</td> <td>107.92 liter</td> </tr> <tr> <td>Vulgar (2,4 Dimetil Amina)</td> <td>19.05 liter</td> </tr> <tr> <td>Metsulindo 20 WP (Metil Metsulfuron)</td> <td>275.73 kg</td> </tr> </tbody> </table> <p>In Sei Betung Estate, the use of pesticide:</p> <table border="1" data-bbox="715 1843 1294 1998"> <thead> <tr> <th>Description</th> <th>Year 2018 upto November</th> </tr> </thead> <tbody> <tr> <td>SMART 486 SL (Isopropil amina glyphosate)</td> <td>2,589.16 liter</td> </tr> <tr> <td>Garlon 670 EC (Triclophyr)</td> <td>74.16 liter</td> </tr> <tr> <td>Vulgar (2,4 Dimetil Amina)</td> <td>44.67 liter</td> </tr> </tbody> </table>	Description	Year 2018 upto November	SMART (Isopropil amina glyphosate)	10,478.65 liter	Garlon (Triclophyr)	107.92 liter	Vulgar (2,4 Dimetil Amina)	19.05 liter	Metsulindo 20 WP (Metil Metsulfuron)	275.73 kg	Description	Year 2018 upto November	SMART 486 SL (Isopropil amina glyphosate)	2,589.16 liter	Garlon 670 EC (Triclophyr)	74.16 liter	Vulgar (2,4 Dimetil Amina)	44.67 liter	<p>Comply</p>
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Metsulimdo 20 WP (Metil	99.817 kg					
Metsulfuron)						
<p>4.6.3 Any use of pesticides shall be minimized as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in Indonesia Best Practice guidelines. - Major compliance -</p>	<p>There is no used of prophylactic use of pesticides throughout PT. Agro Muko, PT. Mukomuko Agro Sejahtera and in <i>Kebun Masyarakat Desa/KMD</i>. In general there is no use of pesticide to control pest in PT. Agro Muko and PT. Mukomuko Agro Sejahtera.</p>	<p>Comply</p>				
<p>4.6.4 The evidence shall be available to demonstrate that use of Pesticides, categorized in Class 1A or 1B by World Health Organization, or those are listed in the Stockholm and Rotterdam Conventions, and paraquat are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimized and eliminated as part of a plan, and shall only be used in exceptional circumstances. - Minor compliance -</p>	<p>PT. Agro Muko not using pesticide Class I and Class II. 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 2015.</p> <p>Visit to chemical store and record review upon "Rekaman Pengguna Pesticida Per Metrix Ton FFB tahun 2018" shows company chemical product for specific target species (weed), and no paraquat.</p> <p>Based on interview with KMD committee, pesticides are applied and handled by PT. Agro Muko and PT. Mukomuko Agro Sejahtera workers.</p>	<p>Comply</p>				
<p>4.6.5 Evidence of pesticide application by trained person and in accordance with application guidelines in product label and storage guidelines shall be available. Appropriate safety equipment shall be provided and utilized. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). - Major compliance -</p>	<p>Agrochemicals are only handled, used and applied by trained personnel. Based on field visit to chemical store, and interview with the storekeeper, they admit to have proper training. The chemical store equipped with MSDS, appropriate PPE (face shield, respirator, apron, gloves and rubber boot) and emergency equipment – in the case of spillage or exposure.</p> <p>In Mukomuko Estate, training on herbicide and pesticide use dated 15 February 2018, attended by 44 sprayers and nursery workers.</p> <p>Training on application of Marshall 5G for oil palm, dated 8 March 2018 – attended by 12 workers.</p> <p>Data seen:</p> <ul style="list-style-type: none"> - Training for sprayers (pesticides applicator), dated 16th October 2018, location in Sei Betung Estate, was attended by 18 workers - Training on Beneficial Weed and Integrated Management Pest, dated 19th September 2018, 	<p>Comply</p>				

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	<p>location in division II in Sei Betung Estate was attended by 17 workers.</p> <ul style="list-style-type: none"> – Training for sparying team in KMD location in KMD Seipuh Group, dated 16th March 2018, was attended by 9 workers. 	
<p>4.6.6</p> <p>Storage of pesticides shall be according to recognised best practices. All pesticides containers shall be properly managed according to the existing regulations and or instructions enclosed on the containers (see criterion 5.3).</p> <p>- Major compliance -</p>	<p>Based on filed visit in storage of pesticides and interview with storage keepers both in Air Majunto Estate and Sei Betung Estate, the storage for all pesticide is in good condition. A standard storage system appears to be implemented across PT. Agro Muko and PT. Mukomuko Agro Sejahtera. Double lock storage dedicated for WHO II chemical is available. The storage is equipped with sufficient air ventilation to provide air circulation. Hazard signs, emergency shower, secondary containment, spill kit, appropriate PPE (overall, face shield, impermeable rubber gloves, apron and mask) is available and ready for use.</p> <p>Working instruction for pre-mixing, stacking and storing pesticide is current, MSDS is also readily available. Material Data Safety Sheets (MSDS) are obtained for all chemicals used and are available at the areas of mixing. These were all seen be controlled by date and were readily available. No concentrates are taken into the field are pre-mixed/dilluted in designated mixing area.</p> <p>Based on interview with KMD committee, the pesticide used in KMD are from PT. Agro Muko and PT. Mukomuko Agro Sejahtera's storage.</p>	<p>Comply</p>
<p>4.6.7</p> <p>Application of pesticides shall be by proven methods that minimize risk and negative impacts.</p> <p>- Minor compliance -</p>	<p>PT. Agro Muko – Mukomuko Estate and PT. Mukomuko Agro Sejahtera – Air Manjunto Estate have prepared the procedure to proven methods that minimize risk and negative impact on application of pestocides, such as:</p> <ul style="list-style-type: none"> – Pesticides used were mixed accordingly as per mixing instructions. "Standarisasi Aplikasi Pestisida" related pesticides usage, storage, mixing and handling of container properly to minimise risk and impact. – Application of pesticide shall be approved by manager based on action plan from each FA (Field Assishtant), reviewed by Field Head assistant. FA made spraying plan referred to result of survey. – Working instruction for pre-mixing, stacking and storing pesticide is current, MSDS is also readily available. – Appropriate PPE (overall, face shield, impermeable rubber gloves, apron and masker) is available and ready for use. <p>Data seen: "Laporan Kalibrasi Alat Semprot Knapsack Sprayer SA15, dated 24 April 2018" – record shown OK.</p>	<p>Comply</p>

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	Based on interview with KMD committee, pesticides are applied and handled by PT. Agro Muko and PT. Mukomuko Agro Sejahtera workers.	
4.6.8	Pesticides may only be applied aurally where there is a documented justification. Surrounding communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. - Major compliance -	Not Applicable N/A
4.6.9	Evidence of training on handling pesticide for workers and scheme smallholder (if any) shall be available. - Minor compliance - Agrochemicals are only handled, used and applied by trained personnel. Based on field visit to chemical store, and interview with the storekeeper, they admit to have proper training. The chemical store equipped with MSDS, appropriate PPE (face shield, respirator, apron, gloves and rubber boot) and emergency equipment – in the case of spillage or exposure. Data seen: – Training for sprayers (pesticides applicator), dated 16 th October 2018, location in Sei Betung Estate, was attended by 18 workers – Training on Beneficial Weed and Integrated Management Pest, dated 19 th September 2018, location in division II in Sei Betung Estate was attended by 17 workers. – Training for sparying team in KMD location in KMD Sei Ipuh Group, dated 16 th March 2018, was attended by 9 workers.	Comply
4.6.10	Proof that pesticide waste has been handled as per legal regulations and understood by worker and manager, shall be demonstrated. - Minor compliance - Based on filed visit in storage of pesticides and interview with storage keepers both in Air Majunto Estate and Sei Betung Estate, they have been understood the procedure and re-use of ex-chemical empty container. The empty containers are triple rinsed before sent to hazardous waste storage and/or re-use as pre-mixed water container to the field. Waste storage was separately and clearly identification as follow: hazardous waste black colour, Organic waste green colour, non organic waste blue colour and economical waste yellow colour. This identification has been properly understood by all workers. The empty chemical container from work performed upon <i>Kebun Masyarakat Desa</i> /KMD plantation stored in temporary hazardous waste store Sei Betung Estate. Data seen: – The permit for hazardous waste storage under “Keputusan Kepala Dinas Penanaman Modal Pelayanan Perizinan dan Tenaga Kerja Kabupaten Mukomuko No.503/14/D.10/IPLB3/VII/2017 tentang Pemberian Perpanjangan Izin Penyimpanan Sementara Limbah Bahan Berbahaya dan Beracun kepada PT. Agro Muko – Sei Betung Estate”, dated 21 July 2017 valid for 5 years.	Comply

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	<p>– The receipt balance of chemical container recorded under “Neraca Limbah Bahan Berbahaya dan Beracun (B3)”, month October 2018, received: ex Garlon (0.25 Kg – 5 pcs), ex Mestulindo (1.95 Kg – 39 pcs).</p> <p>Based on interview with KMD committee, pesticides are applied and handled by PT. Agro Muko and PT. Mukomuko Agro Sejahtera workers.</p>	
<p>4.6.11 Annual medical records of pesticide operators, and follow-up treatment of medical results, shall be available. - Major compliance -</p>	<p>Annual medical records of pesticide operators, and follow-up treatment of medical results are available. Record seen: In Air Manjunt Estate, the record of annual medical check-up for pesticide operators available in “Daftar Nama Pemeriksaan Hasil MCU” dated 6th July 2018, was attended by 24 operators”. Medical check Up was conducted by “Klinik Spesialis Anugerah Ibu”, Medan. The result of MCU has communicated to all employee. In Sei Betung Estate, record of MCU for applicator sprayers, dated 6th July 2018 conducted by “Klinik Spesialis Anugerah Ibu”, Medan, was attended by 27 workers. Result of MCU has been communicated to all workers. Attendance list available as evident. Based on the medical check up result, no sign of intoxication.</p> <p>Based on interview with KMD committee, pesticides are applied and handled by PT. Agro Muko and PT. Mukomuko Agro Sejahtera workers – whereby have participated in medical check up.</p>	<p>Comply</p>
<p>4.6.12 Records shall be available to show that spraying is not conducted by pregnant or breast-feeding women. - Major compliance -</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have demonstrated the record to show that spraying is not conducted by pregnant or breast-feeding women. Data verified: – “Checklist tenaga spraying tidak hamil dan tidak menyusui” in Sei Betung Estate, month October 2018. There were no workers (women) reported under pregnant or breast-feeding, e.g: S*** H*****, Y*** A***, Y****, S*****. In Air Majunto Estate, pregnant women: “Surat Keterangan Hamil nama S**** K*****, register 034, pekerjaan mandor spraying”, dated 28 October 2018. The said worker requested to light work/non-chemical work: Attendance and work allocation, dated 22 November 2018 as housing upkeep.</p> <p>Based on interview with KMD committee, pesticides are applied and handled by PT. Agro Muko and PT. Mukomuko Agro Sejahtera workers, whereby participated in pregnancy screening.</p>	<p>Comply</p>
<p>Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:</p>		
<p>4.7.1</p>	<p>A health and safety policy shall be in place. A health and safety plan shall</p>	<p>PT. Agromuko – Mukomuko POM has defined the procedure of OHS as in document No ENC/SOP/06</p> <p>Comply</p>

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<p>be documented and implemented, and its effectiveness monitored. - Major compliance -</p>	<p>revision 0 related to Prosedure Keselamatan dan Kesehatan Kerja (K3). The procedure consitsted of:</p> <ul style="list-style-type: none"> - Commitment and OHS Policy - Resources of OHS implementation - Risk assesemnt - Medical check for workers in high risk area - Procedure on emergency respond - Facilites for first aid - Record and Report of OHS performance <p>Sei Betung Estate: OHS program avaiالبة under document "Program P2K3LHS – Tahun 2018, such as:</p> <ul style="list-style-type: none"> - OHS meeting (monthly), - Report on OHS performance (three months base) - Housekeeping in emplacement (monthly) - MCU for workers I high risk area e.g: operator on applicator and handling pesticides (three months base) - Cleaning of water tank (three months base) - General MCU (annually) - Socialization of company’s policy (annually) - Socialization of healty living. <p>Records of implementation available in indicator 4.7.3</p> <p>All Mukomuko POM’s machines are licensed and regularly inspected by third party inspector:</p> <ul style="list-style-type: none"> - Izin Pemakaian Bejana Tekan Air Compressor No.B.34/BT-/W7/1994 dated 4 January 1994 for Air Compressor Energair.2. Latest inspection 14 December 2017 and result OK. - Pengesahan Pemakaian Turbin Uap J. Nadrowski GmbH Turbine No.0248/PM/W-7/2013 dated 7 February 2013. Latest inspection May 2018 by PT. Intan Pratama Teknik. - Akte Izin Bejana Uap Back Pressure Vessel No.07/A.0007.A dated 30 December 1993. Latest inspection 20 August 2017 by Dinas Ketenagakerjaan dan Transmigrasi Bengkulu – due in 20 September 2019. Result OK. - Akte Izin Bejana Uap Sterilizer No.1 No.07/A.0004.A dated 30 December 1993. Latest inspection 17 June 2015 – due in 17 June 2019. - Akte Izin Bejana Uap Sterilizer No.2 No.07/A.0005.A dated 30 December 1993. Latest inspection 17 June 2015 – due in 17 June 2019. - Akte Izin Bejana Uap Sterilizer No.3 No.07/A.0006.A dated 30 December 1993. Latest inspection 17 June 2015 – due in 17 June 2019. - Akte Izin Bejana Uap Sterilizer No.4 No.07/A.0029 dated 18 September 1997. Latest inspection 14 December 2017 by Dinas Ketenagakerjaan dan Transmigrasi Bengkulu – due in 14 December 2019, result OK. - Akte Izin Ketep Uap No.2 No.07/0001.A dated 18 July 1994. Lates inspection dated 20 September 	

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	<p>2017 by Dinas Ketenagakerjaan dan Transmigrasi Bengkulu – due in 26 September 2019, result OK.</p> <ul style="list-style-type: none"> - Surat Keterangan Pesawat Angkat dan Angkut No.5514/DKKTrans-03/2017 untuk wheel loader Komatsu, dated 18 December 2017 – due in 17 December 2018. <p>Statement Letter from <i>Kebun Masyarakat Desa/KMD</i> committees "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 8 January 2018; stating that the organization is committed to comply to relevant policies and SOP to comply with RSPO P&C requirements, as implemented by PT. Agro Muko, including health and safety policy and health and safety plan. PT. Agro Muko Occupational Health and Safety Policy (Kebijakan Keselamatan dan Kesehatan Kerja) dated 1 March 2013, available in Bahasa Indonesia.</p>	
<p>4.7.2</p> <p>A documented risk assessment shall be available and its implementation shall be recorded.</p> <ul style="list-style-type: none"> - Major compliance - 	<p>Risk assessment available in document of Penilaian Risiko PT. Agromuko – Mukomuko Palm Oil, last review on 18th October 2018.</p> <p>Risk assessment has covered for all activities and area in Mukomuko POM, e.g: office activities, godown, temporary storage of hazardous waste, security and weigh bridge, sortation, loading ramp station, stasion of capstan sterilizer, pressing station, clarification station, water treatment, boiler station, engine room. Risk assessment has been communicated to all workers, evidence seen:</p> <ul style="list-style-type: none"> - Documentation on socialization of risk assessment (photograph) - Record of muster chit (agenda: communication on risk assessment document), dated 18-31 October 2018 <p>Risk Assessment Sei Betung Estate available under document "Penilaian Risiko", last review on 20th September 2018. The document has covered for all activities/workplace in estates, e.g: harvesting, pruning, nursery, field transportation, contractors, warehouse, chemical shed, workshop, temporary storage of hazardous waste, office, loading ramp, security, manuring, spraying.</p> <p>The document of risk assessment has defined in "Environmental Aspect & Impact List and Penilaian Risiko in KMD", last review on 15th January 2018. All of activities and workplace has been covered in the document.</p> <p>Record on socialization of risk assessment available, record seen: attendance list and photograph. The socialization of risk assessment carried out on 16th November 2018, location in Sei Betung Estate in division I, II and III and was attended by 82 workers.</p> <p>PT. Agro Muko assisted <i>Kebun Masyarakat Desa/KMD</i></p>	<p>Comply</p>

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	<p>to update the health and safety plans of relevant estates to include the KMD/cooperatives. "Program K3 Tahun 2018 explains the health and safety plan for KMD, including safety meeting on quarterly basis, emergency response plan simulation for tackling forest fire, and prepare safety signages in KMD plantation.</p>	
<p>4.7.3 Records of Occupational Health and Safety (OHS) program (see 4.8) and Personal Protective Equipment (PPE) training in accordance with the result of hazard identification and risk analysis shall be available to all workers. - Major compliance -</p>	<p>Recod of implementation of OHS program, such as:</p> <ul style="list-style-type: none"> - General Madical Check Up for workers in high risk area (yearly) conducted on 6th July 2018 by Klinik Spesialis Anugerah Ibu in Medan was attended by 34 workers in Mukomuko POM. - The result of MCU has communicated to all employee on 3rd September 2018 – record of attendance list is available. - OHS meeting (monthly), record seen: minute of meeting dated 5th November 2018 - Checklist on OHS pacilities month October 2018, e.g: hydrant, fire extinguisher, safety shower and eye wash, first aid box - record of simulation of water level control system, dated 27th October 2018 - Weekly check of critical safety devices, dated 27th October 2018 - Check of operational control (housekeeping) – monthly, dated 13th October 2018 - Inspection of PPE use, dated 29th October 2018 in loading ramp station, laboratorium, sterilizer, hoisting crane, clarification station – the result shown OK - Workshop inspection checklist – month October 2018 - Hazardouse waste shed inspection checklist – month October 2018 - Chemical store inspection checklist – month October 2018 <p>Record of implementation of OHS program in Sei Betung Estate available in Report of OHS program that was sent to Manpower Agency in Mukomuko Regency on 2nd September 2018 for period January – August 2018.</p> <p>The report consisting of:</p> <ul style="list-style-type: none"> - Record of minute of meeting date 29th August 2018, agenda: review on action progress of last meeting, review of accidents report (if any), review of OHS inspection in last month. The meeting was attended by 17 pesonnels (OHS committee) - Godown (warehouse) inspection checklist date 22th October 2018 , result reported OK - License for operator of heavy equipment (SIO) issued by Manpower Agency in Mukomuko Regency, such as: <ul style="list-style-type: none"> • Operator of Weel Loader, namely Mr. Sukirno • Operator of Hoisting Crane (in MM POM), namely Mr. Kasdi. • Operator (helper) of tractor, namely Mr. Batriyadi and Mr. Rendy Syahputra. 	<p>Comply</p>

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	<ul style="list-style-type: none"> - Letter agreement with contractor on providing PPE for workers in KMD, e.g: "Perjanjian Permborongan Pekerjaan No.09/HJ/KMD-13 DESA-SBE/IX/2018, dated 1st September 2018. In pasal 5, poin 3 was mentioned "Pihak Kedua (Ketua KMD Lubuk Bango) harus menyediakan APD.." – second party provide PPE. - Record of providing the PPE for harvesters date 30th August 2018, total gum boot AP 30 units. - Record on orders of shoes for harvesters for second semester 2018, in division 3. <p>Based on interview with KMD committee, PT Agro Muko has provided training to worker whose performed spraying activity for <i>Kebun Masyarakat Desa/KMD</i> plantation. All activity in KMD are carried out by the company workers. Provision of OHS training and PPE are done by the company.</p>	
<p>4.7.4</p> <p>The responsible person(s) for occupational health and safety shall be identified and there shall be records of periodical meetings on health and safety issues.</p> <p>- Major compliance -</p>	<p>PT. Agromuko – Mukomuko POM have the OHS team as in "Struktur Organisasi P2K3LHS (Safety and Health – Environmental – Social Relationship Committee". Data seen:</p> <ul style="list-style-type: none"> - P2K3LHS was registered in "Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu (DPMTSP)" in Bengkulu Province, as in letter No: 50319.831/89/DPMTSP, dated 12 December 2017. - OHS expert has appointed as in Letter by Ministry of Manpower of Republic Indonesia "No P.585/NAKER-BINSWASK3/IX/2017 tentang Penunjukan Ahli Keselamatan dan Kesehatan Kerja PT. Agromuko" namely Mr. Ir. Mervin Roy Tua Arintonang, dated 10th September 2018 – valid until 3 years. <p>Record on meeting of OHS committee (monthly), e.g: on 5th November 2018 with agenda:</p> <ul style="list-style-type: none"> - Review on action progress for result of last meeting; - Review on result of OHS inspection month October 2018; - Review on accident report; <p>Report of OHS performance was sent to Manpower Agency in Bengkulu Povince as in document no 299/MM-POM/XI/2018, dated 9th November 2018 "tentang Laporan Bulanan P2K3LHS" month October 2018.</p> <p>In Sei Betung Estate, OHS committee was registered to Manpower Agency in Mukomuko Regency based on "Surat Keterangan Pendaftaran nomor 560/05/D.10/III/2018 tentang Pendaftaran P2K3, tertanggal 6 Marr 2018". OHS experted namely Mr Edy Suriyadi, certificate number: "KEP.17540/NAKER-BINWASK3?V/2018 tentang Penunjukan Ahli K3-Umum", dated 2nd May 2018, valid until 3 years.</p>	<p>Comply</p>

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	<p>Based on interview with KMD committee, PT Agro Muko has provided training to worker whose performed spraying activity, harvesting activity. Provision of OHS training and PPE are done by the company. The responsible person for occupational health and safety was assigned by the company. Safety meeting carried out at least once per annum.</p> <ul style="list-style-type: none"> - PT. Agro Muko assisted KMD Pondok Lunang in health-safety-environment (HSE) meeting 10 March 2018 discuss implementation of HSE, communicating environmental policy, report stated: no accident, no environmental incident. - PT. Agro Muko assisted KMD Dusun Baru in health-safety-environment (HSE) meeting 10 March 2018 discuss implementation of HSE, communicating environmental policy, report stated: no accident, no environmental incident. - PT. Agro Muko assisted KMD Surian Bungkal in Health-safety-environment (HSE) meeting 14 March 2018 discuss implementation of HSE, communicating environmental policy, report stated: no accident, no environmental incident. - PT. Agro Muko assisted Koperasi Produksi Plasma Sungai Tenang in Health-safety-environment (HSE) meeting 18 April 2018 discuss implementation of HSE, communicating environmental policy, report stated: no accident, no environmental incident. 	
<p>4.7.5</p> <p>A procedure for emergency and work accident shall be available in Indonesian Language; and the workers, who have attended First Aids training, are available in the working areas.</p> <p>- Minor compliance -</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera has prepared the procedure for emergency "Tanggap Darurat untuk POM", dated 18 January 2010. Covering incident such as: CPO spillage in the palm oil mill, CPO spillage in bulking tank, CPO spillage during transportation from mill to tank terminal, CPO tank fire, fuel tank fire, overflowing POME from waste water ponds, overflowing POME from pipes, kernel transport accident, spillage of soda ash, acid spillage, spillage of CPO from pipe/hose, fire in factory, earthquake, and tsunami.</p> <p>PT. Agromuko – Mukomuko POM has appointed the workers who have attended first aids training namely Mr. Daniel Silalahi, Mrs. Mariana P, Mr. D Bambang, Mr. Indris, Mr. Rasul Yadi, Mr. Feri Densi and Mr. M Taufiik. License for fist aiders, e.g:</p> <ul style="list-style-type: none"> - Certificate No.560/085/D.3/IV/P3K/2016 namely Mr. D Bambang TH - Application letter No 50/GMO.AM-ALL.OU/XI-18 dated 26th November 2018 on renewal of first aiders certificate/license to "Dinas Tenaga Kerja dan Transmigrasi" in Bengkulu Povice. <p>In Sei Betung Estate, the emergency response infrastructure, manpower and resources have ben prepared.</p> <ul style="list-style-type: none"> - Emergency Drill was conducted on 10th August 2018. Data seen: Photograph, scenario, attendance list, evaluation of simulation. 	<p>Comply</p>

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	<p>– The on emergency procedure, such as:</p> <ul style="list-style-type: none"> • Water tank (3,000 liters) – 1 unit; • Portable pumo and the equipment – 1 unit; • Fire spatter – 4 units; • Hook – 1 unit; • Gunny bags – 20 units. <p>First aider has attended the training, namely Mr. Dewa Ajar Aksara (license number 560/035/D.3/IV/P3K/2015).</p> <p>Based on interview with KMD committee, PT. Agro Muko assisted Kebun Masyarakat Desa/KMD to in case of emergency response plan simulation for tackling forest fire.</p>	
<p>4.7.6</p> <p>All workers shall be provided with medical care, and covered by accident insurance (see criterion 6.5.3). - Minor compliance –</p>	<p>The company has provided the medical care for all workers both of BJPS Kesehatan and BPJS Ketenagakerjaan.</p> <p>Record seen:</p> <ul style="list-style-type: none"> – Rekapitulasi Pembayaran BPJS Ketenagakerjaan kode iuran 181100838515 covered for 75 workers, amount IDR XX,200,796, dated 6th November 2018 – location in Air Majunto Estate – Rekapitulasi Pembayaran BPJS Ketenagakerjaan kode iuran 181100830862 covered for 143 workers, amount IDR. XX,022,976 dated 6th November 2018 - location in Air Majunto Estate – Record on Pembayaran BPJS Ketenagakerjaan bulan October 2018 in Sei Betung Estate, kode iuran 181100657336, amount IDR. XX.809.484, covered 182 workers. <p>Workers performing plantation upkeep and harvesting in <i>Kebun Masyarakat Desa</i>/KMD plantation was worker from PT. Agro Muko and/or PT. Mukomuko Agro Sejahtera. Medical care and accident insurance for worker has been covered by the company.</p>	<p>Comply</p>
<p>4.7.7</p> <p>Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics. - Minor compliance</p>	<p>Summary record of occupational injuries that recorded using LTA available in document "Rekapitulasi Laporan Kecelakaan Kerja tahun 2018", in January – October 2018 there were 15 working-days as lost time. Data seen:</p> <p>Record of Supervisor Investigation Accident Report date 31th October 2018, namely Mr Hariyanto (harvester). Information in the record was complet provided, e.g: rote couse, correction, recommendation of corrective action and verification notes.</p> <p>Workers performing plantation upkeep and harvesting in <i>Kebun Masyarakat Desa</i>/KMD plantation was worker from PT. Agro Muko and/or PT. Mukomuko Agro Sejahtera. Lost time incident calculation has been covered by the company.</p>	<p>Comply</p>
<p>Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.</p>		

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<p>4.8.1 Records of training program related to the aspects of RSPO Principles and Criteria shall be available. - Major compliance -</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera prepared training program in order to meet plantation and palm oil mill operational requirement. Training program available in Schedule of Training Plan year 2018 PT. Agromuko – Mukomuko POM, such as:</p> <ul style="list-style-type: none"> - Training on sortation (grading) of FFB planned in August 2018 – actual realization on 10th January 2018; - Training on management of hazardous waste planned in June 2018 – actual realization on 10th March 2018; - Training on supply chain planned in September 2018 – actual realization on 19th November 2018 - Training on MSDS for workers planned in November 2018 – realization on 15th November 2018; - Training on works instruction (process control) planned in June 2018 – realization in 17th June 2018; <p>Training Porgam in Sei Betung Estate year 2018, such as:</p> <ul style="list-style-type: none"> - Training on harvesting (every month), last training was conducted on 4th August 2018 and 25th September 2018 - Training on sparying, planned in January, May and September. Last training conducted on 26th October 2018. - Training on Manuring, planned in January-February and July-August, realization on 2nd August and 2nd September 2018. <p>These training including workers performed work for KMD and cooperative.</p>	
<p>4.8.2 Records of training for each employee shall be maintained. - Minor compliance –</p>	<p>Record of employee training and education from Mukomuko POM are available, e.g:</p> <p>Mr. Aritonang, dated of joining 1st January 2018:</p> <ul style="list-style-type: none"> - Date 27th February 2015 on training of LSK Bipartit (Industrial relation based on UU No 13) - Date 13th May 2015 on training of ISPO standard - Date 13th August 2018 on training of water management <p>Sei Betung Estate: Record of training for employee, e.g: Namely Mr Ponimin (warehouse operator)</p> <ul style="list-style-type: none"> - Date 23th October 2017 on training of MSDS - Date 4-5 October 2018 on training of emergency response - Date 27th October 2018 on training of first aider. 	Comply
<p>Principle 5: Environmental responsibility and conservation of natural resources and biodiversity</p>		
<p>Criterion 5.1: Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>		
<p>5.1.1 Environmental impact assessment document(s) shall be available.</p>	<p>PT. Agro Muko have the document of EIA as per "Dokumen Analisis Dampak Lingkungan (ANDAL)</p>	Comply

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<p>- Major compliance -</p>	<p>Perkebunan dan Pabrik Pengolahan Kelapa Sawit dan Karet di Kecamatan Mukomuko Utara, Kecamatan Lubuk Pinang, Kecamatan Teras Terunjam dan Kecamatan Pondok Suguh, Kabupaten Mukomuko, Propinsi Bengkulu” that was approved by government as in Surat Kelayakan Dokumen AMDAL” as per “Surat Keputusan Gubernur Bengkulu No.425 tahun 2005 tentang Kelayakan Lingkungan Kegiatan Perkebunan dan Pabrik Pengolahan Kelapa Sawit dan Karet PT Agro Muko di Kecamatan Mukomuko Utara, Kecamatan Lubuk Pinang, Kecamatan Teras Terunjam dan Kecamatan Pondok Suguh Kabupaten Mukomuko Propinsi Bengkulu” dated 14 November 2005.</p> <p>The document was prepared by “Fakultas MIPA, Universitas Bengkulu”. The assessment team comprise of Drs. Welly Darwis (biology); Drs. Yunofrizal (biology with “Sertifikat AMDAL A dan B”); Drs. Bambang Trihadi (chemical with “Sertifikat AMDAL A”); Dr. Suhardi (soil and water conservation, with “Sertifikat AMDAL A”); Drs. Suwarsono, MS (geophysic); Drs. Wahyudi Arianto (forest biology); Ir. Nusril, MBA (social, economy, cultural). The team has meet regulation requirement with the “Sertifikat AMDAL”.</p> <p>The scope of assessment covers: impact anaylsis on oil palm plantation, rubber plantation and cocoa plantation development with area of 22,928 Ha; impact analysis on construction of 2 units palm oil mill with capacity 60 tons FFB/hour and 1 unit crumb rubber factory with capacity 0.5 tons/hour. The environmental impact assessment covers environmental impact management and monitoring plan: including type of impact, source of impact, relevant impact parameter, management and monitoring plan, management and monitoring location, person in charge, etc.</p> <p>PT. Mukomuko Agro Sejahtera; the environmental management and monitoring document and planning was approved as per: “Surat Keputusan Gubernur Bengkulu No.M.288.XXX.Tahun 2011 tentang Kelayakan Lingkungan Kegiatan Perkebunan Kelapa Sawit seluas 6,298 Ha, di Kecamatan Malin Deman, Kecamatan Ipuh dan Kecamatan V Koto, Kabupaten Mukomuko, Provinsi Bengkulu oleh PT. Mukomuko Agro Sejahtera” dated 9 September 2011.</p> <p>EIA in Agromuko Tank Terminal (AMTT) as in “UKL-UPL” – Environmental Management and Monitoring Effort”, approved through “Keputusan Kepala Badan Pengendali Dampsk Lingkungan Daerah (BAPELDALDA) Kota Padang No.660/6.27/Pedal-BPDL/VIII-2006 tentang Persetujuan Dokumen UKL-UPL PT Agro Muko Tank Terminal”, dated 10 August 2006. The scope activity loading-unloading CPO in area of 11,374 m² consist of 10,000 m² pipeline inside the premise and 1,374 m² pipeline outside premise.</p>	

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	<p>Kebun Masyarakat Desa/KMD committee abide to environment policy established by PT. Agro Muko and PT. Mukomuko Agro Sejahtera. Company was assisiting Koperasi Produksi Plasma Sungai Tenang to prepare SPPL (Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup) – statement letter to abide environment management and monitoring plan, dated 12 December 2017. KMD Dusun Baru, KMD Pondok Lunang, KMD Surian Bungkal, KMD Sari Bulan, KMD Talang Kuning signed the letter 8 January 2018. The SPPL comprise plan to manage and monitors: to avoid oil palm development/land clearing on conservation/protected area (river riparian or area with steep slope); to control soil erosion and surface run off; to prevent loss of biodiversity; to monitor the flora and fauna on the smallholder location; no hunting in KMD area; efficient use of fertilizer and herbicide; report to environment office.</p>	
<p>5.1.2 Environment management plan document to prevent negative impacts, its implementation report and revision (if the identification of impact requires changes in current company’s practices) shall be available. The company’s management shall appoint the responsible person(s) for the implementation of the document. - Minor compliance -</p>	<p>The document of environment management plan to prevent negative impacts, its implementation report has provided in document enviromental aspect and impact identified, and recommended to manage (UKL-UPL) as part of environmental document (ANDAL), consists of :</p> <ul style="list-style-type: none"> - Management of air quality (including odor), - Management of noise (incuding vibration) - Soil erosion management, - Management of water quality (ground and surface water), - Management of flora, management of animal/wildlife, - Management of aquatic ecosystem, - Management of hazardous waste, management of stone mining/ quarry, management and monitoring of peat area subsidence, - Monitoring of mill water use for process, - Management of solid waste, etc. <p>PT. Agro Muko has appointed the Mill Manager and Estate Managers who has responsible on implementation of ANDAL. Record seen: Jobs description of Mill Manager, in point 14 was mentioned: Mill manager has responsible on implementation of application system QMS, RSPO ad other standard requirement (ANDAL)</p> <p>Company assisiting Koperasi Produksi Plasma Sungai Tenang to prepare SPPL (Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup) – statement letter to abide environment management and monitoring plan, dated 12 December 2017. KMD Dusun Baru, KMD Pondok Lunang, KMD Surian Bungkal, KMD Sari Bulan, KMD Talang Kuning signed the letter 8 January 2018. The SPPL comprise plan to manage and monitors: to avoid oil palm development/land clearing on</p>	<p>Comply</p>

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	<p>conservation/protected area (river riparian or area with steep slope); to control soil erosion and surface run off; to prevent loss of biodiversity; to monitor the flora and fauna on the smallholder location; no hunting in KMD area; efficient use of fertilizer and herbicide; report to environment office.</p>	
<p>5.1.3 Environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) shall be available. This plan is reviewed on two-yearly basis. - Minor compliance –</p>	<p>Environment monitoring plan document PT. Agro Muko, its implementation report, available in "Laporan Hasil Pelaksanaan Rencana Pengelolaan Lingkungan (RKL) dan Rencana Pemantauan Lingkungan (RPL)" for first semester 2018 (January – June 2018) was sent to "Dinas Lingkungan Hidup (DLH) Kabupaten Mukomuko" and in Bengkulu Province dated 7th August 2018. Data verified:</p> <ul style="list-style-type: none"> - Report of testing N.5186/SL/VII/18, sample type: waste water, location in Mukomuko POM. Conducted by PT. Mutu Agung Lestari, dated 27th July 2018. - Report of Analysis of waste water in Outlet Pond 2C in Mukomuko POM February, March, April, May, June, July, August and September 2018. The result shown comply with "SK Gubernur Bengkulu No. 92 tahun 2001 lampiran I tentang Baku Mutu Air Limbah untuk Industri Minyak Sawit". - Report of Analysis No.SPI-1805320B, sample name: water biotic, was conducted by PT. Sky Pacific Indonesia dated 19th July 2018, location in Mukomuko POM. - Report of Analysis No SPI-1706297U, sample name: Air Quality, Ambient, Emission and Noise was conducted by PT. Sky Pacific Indonesia dated 19 July 2018, location in Mukomuko POM. The result was comply with related regulation. <p>In Agromuko Tank Terminal, the report under "Laporan UKL-UPL (Upaya Pengelolaan dan Pemantauan Lingkungan Hidup) untuk semester 1 Tahun 2018 Agro Muko Tank Terminal" have been submitted to "Dinas Lingkungan Hidup Kota Padang No.071/AMTT-GOV/2018", received 1 August 2018. Data verified:</p> <ul style="list-style-type: none"> - "Sertifikat Nomor 388/LHU/UPT-Lab/DLH/2018 tentang Hasil Pengujian Limbah Cair oleh UPT Laboratorium Lingkungan DLH Kota Padang" dated 24 July 2018. Parameter tested against "Peraturan Menteri Lingkungan Hidup No.5 tahun 2014 Lampiran III, Baku Mutu Air Limbah Bagi Usaha dan Kegiatan Industri Minyak Sawit". - "Laporan Hasil Uji Udara Ambient No. 1210/BPPI/BRSIP/LAB/VII/2018 dilakukan oleh Balai Riset dan Standarisasi Industri Padang" for ambient air analysis result, dated 10 July 2018; - "Laporan Hasil Uji Emisi Udara No. 1161/BPPI/BRSIP/LAB/VII/2018 dilakukan oleh Balai Riset dan Standarisasi Industri Padang" report result for air emission test, dated 5 July 2018; 	<p>Comply</p>

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	<p>PT. Agro Muko assisted KMD Pondok Lunang in implementing and monitoring environment management plan: health-safety-environment (HSE) meeting 10 March 2018 discuss implementation of HSE, communicating environmental policy, report stated: no accident, no environmental incident. Review environmental aspect-impact and the waste management plan on 8 January 2018.</p> <ul style="list-style-type: none"> - PT. Agro Muko assisted KMD Dusun Baru in implementing and monitoring environment management plan: health-safety-environment (HSE) meeting 10 March 2018 discuss implementation of HSE, communicating environmental policy, report stated: no accident, no environmental incident. Review environmental aspect-impact and the waste management plan on 8 January 2018. - PT. Agro Muko assisted KMD Surian Bungkal in implementing and monitoring environment management plan: Review waste management plan 8 January 2018. Review environmental aspect-impact on 15 January 2018. Health-safety-environment (HSE) meeting 14 March 2018 discuss implementation of HSE, communicating environmental policy, report stated: no accident, no environmental incident. - PT. Agro Muko assisted Koperasi Produksi Plasma Sungai Tenang in implementing and monitoring environment management plan: Review waste management plan 15 December 2017. Review environmental aspect-impact on 15 January 2018. Health-safety-environment (HSE) meeting 18 April 2018 discuss implementation of HSE, communicating environmental policy, report stated: no accident, no environmental incident. Environmental aspect-impact communication 10 October 2018. 		
<p>Criterion 5.2: The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and and operations managed to best ensure that they are maintained and/or enhanced.</p>			
<p>5.2.1</p>	<p>Record(s) on the results of High Conservation Value (HCV assessment) that includes both the planted area and the relevant wider landscape-level considerations (such as wildlife corridors) shall be available.</p> <ul style="list-style-type: none"> - Major compliance - 	<p>HCV assessment of PT. Agro Muko carried out in 2010 has been undertaken by appropriately qualified and experienced expert from "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's are 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 (ecology – RSPO approved HCV assessor); Ir. Hery Prasetyo (social impact); M. Setyawan N (GIS); Amirul Ikhsan (GIS); Asep Ridwan Anaribowo (biodiversity); Abdillah Luhur</p>	<p>Comply</p>

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	<p>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 of 2,304.9 Ha consisting of natural vegetation in between palm planting to provide habitat and corridors for wildlife. During the assessment HCV 1 identified in company totalling an area of 2,169.47 Ha (9.47%) in all estates;</p> <p>HCV 2 of 200.78 Ha (0.88%) in Sei Betung Estate, Sei Kiang Estate, and Bunga Tanjung Estate;</p> <p>HCV 3 of 494.73 Ha (2.16%) in Tanah Rekah Estate;</p> <p>HCV 4 of 1,529.96 Ha (6.68%) in Tanah Rekah Estate, Sei betung Estate, Sei Kiang Estate, Talang Petai Estate, Bunga Tanjung Estate, Air Bikuk Estate, and Air Buluh Estate;</p> <p>No HCV 5, and;</p> <p>HCV 6 of 1.56 Ha in Tanah Rekah Estate, Mukomuko Estate, Sei Betung Estate, Sei Kiang Estate, Air Bikuk Estate, and Air Buluh Estate.</p> <p>As supply base to Mukomuko POM: HCV area under Tanah Rekah Estate: a proportion of HCV 1, HCV 3, HCV 4 and HCV 6. HCV area to Talang Petai Estate: a proportion of HCV 1 and HCV 4.</p> <p>In 2012 and 2017, PT. Agro Muko has exercised ground verification against HCV assessment report upon all HCV area and reported under "Laporan Hasil Verifikasi Penilaian NKT PT Agro Muko". The activity was carried out to analyze the field condition, whereby a number of deviation from initial HCV assessment found. The ground verification has been agreed with YASBI foundation and become integral part of the HCV assessment report – and becomes guidance in management and monitoring plan for HCV area.</p> <p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera has accommodated an HCV assessment in cooperation with Kompassia Enviro Institut against 10 KMD in 2017. Report presented under "Laporan Identifikasi Nilai Konservasi Tinggi Rantai Supli PT Agro Muko untuk KMD Serami Baru dan KMD Lubuk Talang, Kecamatan Malindeman, KMD Bumi Mulya, KMD Suka Maju dan KMD Bukit Makmur Kecamatan Penarik, KMD Mundam Marap Kecamatan Ipuh, KMD Tunas Muda Tunggal Jaya dan KMD Pondok Lunang Kecamatan Teras Terunjam, KSU Agro Muko Sungai Ipuh Kecamatan Selagan Raya, KSU Agro Muko Sungai Kiang Kecamatan V Koto Kabupaten Mukomuko, Provinsi Bengkulu". The assessment team comprise of Sigit Budhi Setyanto (social-cultural; ALS15024SB); Wibowo A Djatmiko (ecology and biodiversity); Riswan (environmental service); Amirul Ikhsan (GIS and landscaping); Pradipta Wijaya (GIS); Chyntia Lestari (social-cultural).</p>	

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	<p>The assessment carried out on 6-16 March 2017. Public consultation was carried out on 13 March 2017, attended by 31 individuals: villagers, KMD committee, traditional leaders/Kepala kaum, etc.</p> <p>Based on the HCV assessment, there was no HCV identified KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda Tunggal Jaya, and Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera.</p>	
<p>5.2.2 Where rare, threatened or endangered (RTE) species and or other HCVs are present or affected by the plantation and mill operations, an appropriate measures that are expected to maintain or enhance them shall be implemented through a management plan.</p> <p>- Major compliance -</p>	<p>In area of PT. Agro Muko was identified rare-threatened-endangered species such as Sumatran tiger (<i>Panthera tigris sumatrae</i>), and other species protected by Indonesian regulation.</p> <p>In order to protect the HCV area and wildlife, company has established environment protection policy – “Kebijakan Perlindungan Lingkungan” dated 1 March 2013. In point stated protection of endangered and protected animals. In implementation, the effort to protect wildlife was managed through:</p> <ul style="list-style-type: none"> - No conversion on area identified as HCV; - Company has installed signboards on HCV identity; no-hunting, no poaching, no fishing warning signs; signboards with identified/potential rare-threatened-endangered or protected animals; - Company has create posters with information of type of rare-threatened-endangered or protected animal on the field and office premises; - Company has appointed personnel responsible to manage and monitor the HCV areas – called conservation ranger; - Company has communicated the HCV areas and status/presence of rare-threatened-endangered or protected animals in the region – to local communities and its workers; - Company has cooperation with Zoological Society of London (ZSL), Bogor to provide SMART software training to its worker/conservation rangers; - Company through conservation rangers made HCV patrol periodically to monitor the flora and fauna. This is through installation of camera trap. <p>HCV monitoring to Air Manjunt Estate, block AM102 dated 20 July – 3 September 2018 and HCV area block AM201 dated 20 September – 2 November 2018.</p> <p>PT. Agro Muko has appointed conservation ranger for each estate, as per “Surat General Manager No.21/SMA-AM/ENC/M/VII/2013 perihal Pembentukan Ranger untuk Pemantauan dan Pengamanan Areal Konservasi PT. Agro Muko” dated 19 July 2013. The duty of ranger: monitoring conservation area, prepare report and fill checklist related to HCV area condition, provide comments and evaluation based on findings, carried out continuous improvement.</p> <p>In PT. Agro Muko, based on 2017 identification plants identified such as <i>Hibiscus macrophyllus</i> (Rosemallow),</p>	<p>Comply</p>

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	<p><i>Curculigo villosa</i> (Curculigo), <i>Fragraea fragrans</i> (Tembusu), and other trees. It was also identified wildlife such as 14 species of mammals, such as: <i>Felis bengalensis</i> (Leopard cat), <i>Symphalangus syndactylus</i> (black furred gibbon), <i>Macaca nemestrina</i> (Southern pig-tailed macaque). 22 species of birds such as: <i>Elanus caeruleus</i> (Black-winged kite), <i>Haliaeetus leucogaster</i> (White-bellied fish eagle), <i>Ictinaetus malayensis</i> (Black eagle), <i>Buceros bicornis</i> (Great hornbill). 5 species of reptiles, such as: <i>Varanus salvator</i> (Water monitor lizard), <i>Xenopeltis unicolor</i> (Sunbeam snake), <i>Python reticulatus</i> (Reticulated python), <i>Ophiophagus hannah</i> (King cobra).</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Based on the HCV assessment, there was no HCV identified in KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda Tunggal Jaya, and Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. Based on document verification, it was found 25 mammals species, such as <i>Nycticebus coucang</i> (Sunda slow loris), <i>Neofelis diardii</i> (Clouded leopard), etc.; 54 species of birds such as <i>Argusianus argus</i> (The great argus), <i>Halcyon smyrnensis</i> (White-throated kingfisher), etc.; 10 species of reptiles such as <i>Ophiophagus hannah</i> (King cobra), etc.; 8 types of amphibia such as <i>Leptobrachium sp.</i> (Pelobatid frog) etc.; 12 species of fish such as <i>Barbodes cf binotatus</i> (Spotted barb), etc. The HCV report from Kompas Enviro Institut has been integral part in preparing "planting plan" – to avoid conversion of HCV area in smallholder block.</p>	
<p>5.2.3</p> <p>Program(s) to socialize the status of protected, rare, threatened or endangered (RTE) to all workers shall be available, including records of appropriate sanction disciplinary measures to any individual working for the company who is found to capture, harm, collect or kill these species. - Minor compliance –</p>	<p>In order to protect the HCV area and wildlife, company has established environment protection policy – "Kebijakan Perlindungan Lingkungan" dated 1 March 2013. In point stated protection of endangered and protected animals. In implementation, the effort to protect wildlife was managed through:</p> <ul style="list-style-type: none"> - No conversion on area identified as HCV; - Company has installed signboards on HCV identity; no-hunting, no poaching, no fishing warning signs; signboards with identified/potential rare-threatened-endangered or protected animals; - Company has create posters with information of type of rare-threatened-endangered or protected animal on the field and office premises; - Company has appointed personnel responsible to manage and monitor the HCV areas – called conservation ranger; - Company has communicated the HCV areas and status/presence of rare-threatened-endangered or protected animals in the region – to local communities and its workers; - Company has cooperation with Zoological Society of London (ZSL), Bogor to provide SMART software training to its worker/conservation rangers; 	<p>Comply</p>

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	<p>- Company through conservation rangers made HCV patrol periodically to monitor the flora and fauna. This is through installation of camera trap such as in Air Buluh Estate.</p> <p>Inside the policy also stipulated sanction such as warning letter up to reporting to authority is in place should any worker and/or community member is found to capture, harm, collect or kill animal on company concession.</p> <p>Records reviewed and field verification:</p> <ul style="list-style-type: none"> - Placing HCV/conservation signs in Air Manjuntio Estate, block 12J02 (Danau Meranti), block 15J06; - Placing HCV/conservation signs in Sei Betung Estate, block D08/G10 (Riparian Air Dikit River) and block H2 (Riparian Air Dikit River); - Socialization on Environmental and Conservation policy to 112 employees of Mukomuko POM (shift A, shift B, day workers, electrical, mechanical, office staff) – dated 8 and 17 October 2018. - Socialization and training of Environmental and Conservation policy to Air Manjuntio Estate, Division II employees (15 field employees and 6 staffs) – dated 19 January 2018. - Socialization and training of Environmental and Conservation policy to contractor PT. SSI (15 securities) in Sei Betung Estate dated 19 October 2018; - Socialization and training of Environmental and Conservation policy to 56 employees composed of driver, helper, sprayer, manuring in Sei Betung Estate dated 26 September 2018. <p>Based on interview with employees in their worker housing (Mukomuko Estate, Sei Betung Estate, Air Manjuntio Estate) – company have a sanction for employees in relation to hunting, poaching, killing and keeping any rare, threatened and endangered species.</p> <p>Based on interview with committee from KMD Nenggalo, KMD Air Berau, KMD Talang Rio, KMD Semundam, KMD Medan Jaya, KMD Surian Bungkal, KMD Talang Kuning and Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera, it was found that committees understood the importance of HCV area and committed to follow no hunting-no killing wildlife policy from PT. Agro Muko.</p>	
<p>5.2.4</p>	<p>Once the management plan is prepared, continuous monitoring documentation and report regarding the status of the RTE and HCVs are affected by the operations of the plantation and palm oil mill shall be available, and the results of monitoring are to be used to follow-</p>	<p>Comply</p>

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	<p>up on the improvement of the management plan. - Minor compliance –</p>	<p>Sei Betung Estate, Division II, block H02 (Riparian Air Dikit River). Company has re-plant forest trees along river buffer zone and HCV area.</p> <p>In Kebun Masyarakat Desa/KMD, document called "Rencana Pengelolaan dan Pemantauan Areal HCV" has been prepared to manage and monitor HCV area in smallholder plantation blocks. However, there is no HCV area in smallholder plantation block supplying to Mukomuko POM. The current progress in form of delineation to avoid conversion during replanting.</p>
<p>5.2.5</p>	<p>Where HCV areas overlapped with an identified local community's land, there shall be evidence of a negotiated agreement that optimally safeguard their HCVs and the local community's rights. - Minor compliance –</p>	<p>There was no overlapping HCV area in PT. Agro Muko and PT. Mukomuko Agro Sejahtera. All HCV located within the concession/HGU. This is confirmed through document review and consultation with villagers.</p> <p>There was no HCV area in <i>Kebun Masyarakat Desa/KMD</i>. Documentation on smallholder meeting with village authority has been demonstrated. A minutes of meeting provided, implying village approval to maintain identified HCV area and protect RTE species.</p>
<p>Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>		
<p>5.3.1</p>	<p>A documented identified source of all waste and pollution, shall be available. - Major compliance -</p>	<p>The company has demonstrated the document of identified source of all waste and pollution as in "Environmental Aspect and Impact List", last review on 1st September 2018. The company has also shown the document of "Rencana Pengelolaan Limbah year 2018", specifies of waste sources, e.g:</p> <ul style="list-style-type: none"> - Domestic liquid waste, black water and grey water - Medical waste - Domestic solid waste (organic and inorganic) - Hazardous waste (oil used, battery used, empty chemical container, fertilizer bag).
<p>5.3.2</p>	<p>There shall be evidence that all chemicals and their empty containers are disposed of responsibly. - Major compliance -</p>	<p>In Air Manjuntto Estate, the disposal treatment of chemical container are controlled:</p> <ul style="list-style-type: none"> - Permit for hazardous storage "Ijin TPS limbah B3 based on Keputusan Kepala Dinas Penanaman Modal, Pelayanan Perizinan dan Tenaga Kerja Kabupaten Mukomuko No. 503/18/D.10/IPLB3/XI/2017, tentang Pemberian Izin Penyimpanan Sementara Limbah Bahan Berbahaya dan Beracun kepada PT. Mukomuko Agro Sejahtera (Air Majunto Estate) di Desa Lubuk Cabau Kecamatan V Koto Kabupaten Mukomuko", dated 21 November 2018 valid until 5 years. - Handover receipt to licensed contractor "Berita Acara Serah Terima Limbah B3 kepada PT. Amindy Barakah" for used oil (135 liters), filter used (1,2 Kg) and contamination material (1,5 Kg) - dated 1st September 2018. - Manifest No.0007127, dated 1 September 2018 to record the handover 1.5 kg used filter to PT. Amindy Barakah;

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	<ul style="list-style-type: none"> - Manifest No.0007136, dated 1 September 2018 to record handover 135 liters used oil to PT. Amindy Barokah. - Hazardous waste disposal progress period Januari – September 2018 have been reported to “Dinas Lingkungan Hidup Kabupaten Mukomuko” dated 4 October 2018. <p>In Sei Betung Estate, the disposal treatment of chemical container are controlled:</p> <ul style="list-style-type: none"> - The permit for hazardous waste storage under “Keputusan Kepala Dinas Penanaman Modal Pelayanan Perizinan dan Tenaga Kerja Kabupaten Mukomuko No.503/14/D.10/IPLB3/VII/2017 tentang Pemberian Perpanjangan Izin Penyimpanan Sementara Limbah Bahan Berbahaya dan Beracun kepada PT. Agromuko – Sei Betung Estate”, dated 21 July 2017 valid for 5 years. - The balance record for hazardous waste “Neraca Limbah Bahan Berbahaya dan Beracun (B3)”, month October 2018, reported: empty container ex-Garlon (0.25 Kg – 5 pcs), ex-Mestulindo (1.95 Kg – 39 pcs); - Disposal Manifest No.0007105 shipping description oil used (318 liters), dated 1st September 2018 to PT. Amindy Barokah. 	
<p>5.3.3</p> <p>A documented waste management plan to avoid or reduce pollution and its implementation shall be available.</p> <p>- Minor compliance –</p>	<p>The document of waste management plan is documented in procedure “Pengelolaan Sampah” and “Rencana Pengelolaan Limbah”. Waste management consists of :</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 (waste oil, empty chemical container, contaminated material, battery, etc) 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. <p>Report of management of hazardous waste to Environmental Agency in Mukomuko Regency, dated 3 November 2018.</p>	<p>Comply</p>
<p>Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>		
<p>5.4.1</p> <p>A plan for improving efficiency of the use of fossil fuels and to optimize renewable energy shall be in place and monitored.</p> <p>- Minor compliance –</p>	<p>Plan for improving efficiency of the use of fossil fuels and to optimise renewable energy in Mukomuko POM are:</p> <ul style="list-style-type: none"> - Repair and maintenance the vehicle and heavy equipment to get best condition for fossil fuel saving. - Operation of boiler fuel using fiber and shells for electric power generation 	<p>Comply</p>

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	<p>- Steam control boiler automatic installation on drum. Fossil fuel usage for Genset is decreasing significantly due to Biogas Plant and EFB Plant, e.g. in October 2017: source of energy in Mill (Genset 4.37% : Steam Turbine 95.63%). Fossil fuel usage in 2013 is 491,930 litres; in 2014 is 608,000 litres; in 2015 is 457,238 litres; in 2016 is 199,035 litres; in 2017 is 226,530 litres; in 2018 is 271,875 litres;</p> <p>Using Methane Capture for boiler. Total renewable energy use/ton CPO from Biogas plant is recorded monthly in "<i>Rekaman Monitoring Energy Terbarukan dari Biogas Plant</i>" (Record of Renewable Energy Uses).</p> <table border="1" data-bbox="715 768 1305 1149"> <thead> <tr> <th>Month</th> <th>Gas flow rate (m³)</th> <th>Gas utilization for Engine (m³)</th> <th>Total power generated (Kwh)</th> </tr> </thead> <tbody> <tr><td>Nov 2017</td><td>417,890</td><td>277,561</td><td>523,795</td></tr> <tr><td>Dec 2017</td><td>420,024</td><td>334,610</td><td>630,200</td></tr> <tr><td>Jan 2018</td><td>339,396</td><td>249,687</td><td>475,200</td></tr> <tr><td>Feb 2018</td><td>302,533</td><td>232,123</td><td>467,200</td></tr> <tr><td>Mar 2018</td><td>387,595</td><td>291,531</td><td>598,101</td></tr> <tr><td>Apr 2018</td><td>368,610</td><td>287,144</td><td>595,399</td></tr> <tr><td>May 2018</td><td>397,782</td><td>339,575</td><td>671,800</td></tr> <tr><td>Jun 2018</td><td>308,360</td><td>238,534</td><td>461,412</td></tr> <tr><td>Jul 2018</td><td>430,020</td><td>346,475</td><td>701,699</td></tr> <tr><td>Aug 2018</td><td>398,250</td><td>284,213</td><td>603,371</td></tr> <tr><td>Sept 2018</td><td>442,336</td><td>326,005</td><td>711,300</td></tr> <tr><td>Oct 2018</td><td>324,057</td><td>151,872</td><td>314,700</td></tr> </tbody> </table> <p>Fibre and shell were also use for boiler as recorded in "<i>Rekaman Monitoring Penggunaan Energi Terbarukan</i>" (Record of Renewable Energy Uses).</p> <p>The record is Monthly basis, e.g. May 2018:</p> <ul style="list-style-type: none"> - FFB process: 22,747.67 tons; - Total EFB produced 5,031.78 tons; EFB sent for estates 3,755.86 tons; EFB process in EFB Plant 1,275.92 tons; - Fibre: 3,571.38 tons (100% used as boiler fuel); - Shell: 1,198.80 tons (100% used as boiler fuel); - Fibre and shell altogether generating 15,224,744,031 Kcal when used as boiler fuel; - CPO production: 5,184.80 tons; - Total renewable energy 2,936 Kcal/ton CPO equivalent 1,449.97 litres HSD oil. <p>The record for January-October 2018 are as follows:</p> <ul style="list-style-type: none"> - FFB process: 210,365.66 tons; - EFB process in EFB Plant 16,536.89 tons; - Fibre: 30,483.31 tons; - Shell: 10,937.29 tons; - CPO production: 48,629.76 tons; - Total renewable energy 30,224 Kcal/ton CPO equivalent 13,841.26 litres HSD oil; <p>Use of HSD fuel per tonne of FFB processed:</p> <table border="1" data-bbox="715 1928 1305 2036"> <thead> <tr> <th>Month</th> <th>FFB Processed (MT)</th> <th>HSD fuel (liters)</th> <th>HSD fuel to FFB</th> </tr> </thead> <tbody> <tr><td>Nov 2017</td><td>20,135.82</td><td>35,320</td><td>1.75</td></tr> <tr><td>Dec 2017</td><td>19,507.12</td><td>20,405</td><td>1.05</td></tr> </tbody> </table>	Month	Gas flow rate (m ³)	Gas utilization for Engine (m ³)	Total power generated (Kwh)	Nov 2017	417,890	277,561	523,795	Dec 2017	420,024	334,610	630,200	Jan 2018	339,396	249,687	475,200	Feb 2018	302,533	232,123	467,200	Mar 2018	387,595	291,531	598,101	Apr 2018	368,610	287,144	595,399	May 2018	397,782	339,575	671,800	Jun 2018	308,360	238,534	461,412	Jul 2018	430,020	346,475	701,699	Aug 2018	398,250	284,213	603,371	Sept 2018	442,336	326,005	711,300	Oct 2018	324,057	151,872	314,700	Month	FFB Processed (MT)	HSD fuel (liters)	HSD fuel to FFB	Nov 2017	20,135.82	35,320	1.75	Dec 2017	19,507.12	20,405	1.05	
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		Jan 2018	19,271.91	54,350	2.82	
		Feb 2018	16,315.11	52,230	3.20	
		Mar 2018	19,270.14	48,420	2.49	
		Apr 2018	20,597.72	53,650	2.6	
		May 2018	22,747.67	6,795	0.3	
		Jun 2018	17,904.53	10,380	0.58	
		Jul 2018	27,787.78	3,380	0.12	
		Aug 2018	22,537.49	3,655	0.16	
		Sept 2018	22,260.94	2,475	0.11	
		Oct 2018	21,672.14	36,540	1.69	
		Use of fibre and shell as boiler fuel:				
		Month	Total Shell + Fibre (ton)	Grand Total NCV (Kcal)	Equivalent to HSD oil (kg)	
		Nov 2017	6,296.61	15,627,342,933	1,488,318	
		Dec 2017	6,557.10	16,212,172,043	1,544,016	
		Jan 2018	5,135.43	12,928,681,353	1,231,303	
		Feb 2018	4,595.56	11,415,086,309	1,087,151	
		Mar 2018	7,311.32	17,952,223,384	1,709,736	
		Apr 2018	6,401.80	15,992,980,090	1,523,141	
		May 2018	6,046.11	15,224,744,031	1,449,976	
		Jun 2018	5,272.16	13,142,237,760	1,251,642	
		Jul 2018	6,074.64	15,472,490,568	1,473,571	
		Aug 2018	5,429.49	13,757,150,257	1,310,205	
		Sept 2018	5,252.79	13,452,702,380	1,281,210	
		Oct 2018	6,438.16	15,994,975,470	1,523,331	
		Sei Betung Estate has shown the document on plan for improving efficiency of the use of fossil fuels and to optimize renewable, such as: Record of Use of HSD fuel per tonne of FFB production year 2018:				
		Month	FFB Production (MT)	HSD Fuel usage (liters)	HSD Fuel per metric FFB	
		Jan 2018	2,324	3,809	0.61	
		Feb 2018	2,036	3,935	0.69	
		Mar 2018	2,393	3,530	0.68	
		Apr 2018	2,374	3,525	0.67	
		May 2018	2,417	4,008	0.60	
		Jun 2018	1,789	2,847	0.63	
		Jul 2018	2,919	4,193	0.70	
		Aug 2018	2,957	4,307	0.69	
		Sept 2018	2,822	4,155	0.68	
		Oct 2018	2,628	4,888	0.54	
Criterion 5.5: Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.						
5.5.1	Records of land clearing with zero burning shall be available, referring to the ASEAN Policy on Zero Burning (2003) or other recognised techniques based on the existing regulations. - Major compliance -	<p>"Prosedur Pencegahan dan Pengendalian Kebakaran Lahan" No.ENC/SOP/10 dated 1 February 2014 for prevention and control of fire. PT. Agro Muko is using fire danger rating; risk differed by number of rainy day, rain fall, and or occurrence of fire at boundary. Data verified: No open burning was noted during field visit and interviewed with local communities and workers.</p> <p>In Air Majunto Estate, Sei Betung Estate and Mukomuko Estate has shown the evidences of:</p>				Comply

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	<ul style="list-style-type: none"> - Report of Ranger Patroli for 1 Semester 2018, shows no fire reported; - There is no fire used for land preparation. The company implements their policy of "Zero Burning" and it was noted during field visit that there is no signs of burning for replanting. 	
<p>5.5.2</p>	<p>Where fire has been used for eradication of pest during replanting, the records of the analysis of the use of fire and permit from the authorised agency shall be available.</p> <p>- Minor compliance -</p>	<p>Comply</p>
<p>Criterion 5.6:</p>		
<p>Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>		
<p>5.6.1</p>	<p>Document(s) assessing pollution and emission sources, including gaseous, particles, soot emissions and effluent, shall be available. (see Criterion 4.4)</p> <p>- Major compliance -</p> <p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have developed pollution and emission reduction plan. The plan covers planning, implementing plans and monitoring activities generating pollution and emission. Identification of pollution and emission sources recorded under Environmental Aspect & Impact List (Daftar Aspek & Dampak Lingkungan). The latest review dated 1 November 2017. The identification listed all relevant activities that generate pollution and emission from office, plantations, palm oil mill, mill effluent treatment up to workers activities.</p> <p>Sample seen: the operation of tractors and vehicle in Air Buluh Estate generates emission, noise, and possibly spillage during fuel filling; the lubricant replacement for tractor and vehicle in Air Buluh Estate generates oil spillage, waste oil, contaminated filter, contaminated rags.</p> <p>Mukomuko POM has identified all source of pollution and emission, under document Environmental Aspect & Impact List (Daftar Aspek & Pengaruh Lingkungan), latest updated on 31 September 2017. Example taken and verified:</p> <p>Gas engine station: From maintenance activity will produce oil drips, used oil, used fuel filter, used oil filter, used battery; from operation activity will produce smoke emission, noise emission, oil leak on oil cooler, use of fossil fuel, green house gas emission.</p> <p>Engine room: From maintenance activity will affect on oil drips, used oil, used fuel filter, used oil filter, used battery; generator operation will produce smoke emission, noise emission, oil leak/drip, use of fossil fuel, green house gas emission; from turbine operation will produce noise emission, oil leak/drip from oil cooler.</p> <p>Mukomuko POM has analyze the type of activity, relevant regulations, cause of environmental impact/emission, potential pollution, impact severity assessment, consideration to current control – in order to prepare the environmental management plan. From the assessment, the significant impact relates to use of fossil fuel and GHG emission. Action plan for use of</p>	<p>Comply</p>

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	<p>fossil fuel is to optimizing the use of steam turbine; action plan for GHG emission is to maximize use of turbine, EFB plant and Biogas Plant.</p> <p>The aspect-impact has been communicated to employees during Socialization on Environmental and Conservation policy to 112 employees of Mukomuko POM (shift A, shift B, day workers, electrical, mechanical, office staff) – dated 8 and 17 October 2018.</p>							
<p>5.6.2 Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plan to reduce or minimize them implemented. - Major compliance -</p>	<p>Company has procedure Calculation and Mitigation of Green House Gas No.ENC 01-12/02-10-2017/Rev.0 provide guidance to register source of emissions as a result of company operation, mointor and reduce the use of materials that can cause 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 Phospate (P2O5), use of pesticide, use HSD fuel.</p> <p>Handling emission from steam boiler in Mukomuko 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; 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; GHG reduction plan identified under “Rencana Pengurangan Emisi Gas Rumah Kaca (GHG Emission)”:</p> <table border="1" data-bbox="715 1664 1289 2024"> <thead> <tr> <th data-bbox="715 1664 858 1715">Emission source</th> <th data-bbox="858 1664 1007 1715">Plan to reduce GHG</th> <th data-bbox="1007 1664 1289 1715">Expected result</th> </tr> </thead> <tbody> <tr> <td data-bbox="715 1715 858 2024">Palm Oil Mill Effluent</td> <td data-bbox="858 1715 1007 2024">Build methane capture with reactor tank system</td> <td data-bbox="1007 1715 1289 2024"> <p>Methane capture/biogas plant construction. The methane capture have been constructed and operated since August 2013 and effectively operated November 2013.</p> <p>Biogas production 700-800m³/hour.</p> <p>All biogas used as gas burner – installed into boiler No.1 and No.3.</p> </td> </tr> </tbody> </table>	Emission source	Plan to reduce GHG	Expected result	Palm Oil Mill Effluent	Build methane capture with reactor tank system	<p>Methane capture/biogas plant construction. The methane capture have been constructed and operated since August 2013 and effectively operated November 2013.</p> <p>Biogas production 700-800m³/hour.</p> <p>All biogas used as gas burner – installed into boiler No.1 and No.3.</p>	<p>Comply</p>
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			<p>If biogas plant is not operation, biogas option is flaring</p> <p>Data and information on biogas production available on monthly basis.</p>	
		From the use of fossil fuel for generator set/electric power generating	<p>To use fiber and kernel shell, with additional EFB fiber.</p> <p>Additional solid fuel from EFB plant – with expected better steam boiler performance.</p> <p>Data and information for use of EFB fiber from EFB Plant available on monthly basis.</p> <p>Use of HSD Oil/ton FFB available and monitored continuously.</p>	
			<p>Use of fossil fuel for generator set in worker housing</p> <p>To use grid electric from PLN (state power). Electric pole have been installed. PLN have not supply the electricity current.</p> <p>MMPOM planned to be installed with gas engine, to utilized methane gas from biogas plant to fulfil electricity in POM and domestic needs.</p>	
		Use of fertilizer to maintain soil fertility	<p>In cooperation with consultant to determine fertilizer recommendation</p> <p>To apply empty fruit bunch as substitution for anorganic fertilizer.</p>	
		Conversion from conservation area into planted area	<p>HCV assessment by RSPO approved assessor</p> <p>No planting on river buffer zone, steep area, other important area as per HCV identification. HCV area identified remains maintained.</p> <p>Monitoring area HCV by ranger</p>	
		Planting in peat area	<p>Monitoring water level on primary drain using water stick and piezometer.</p> <p>The water level maintained on 50-70cm to reduce impact on soil subsidence.</p> <p>The water level maintained on 50-70cm to reduce risk of land fire.</p>	
5.6.3	A monitoring plan and results of regular reporting on emission and pollutants from estate and mill	The company has prepared a strategy in effort to reduce and mitigate pollution and emission. Monitoring of pollution and emission quality for plantation has been planned and implemented, e.g. air quality		Comply

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<p>operations using appropriate methods, shall be available. - Minor compliance –</p>	<p>ambient for boiler and power generator, water quality test for surface and ground water, effluent water quality, noise level, etc. The monitoring result is incorporated in RKL/RPL (environmental management and monitoring plan) and reported regularly to the government. In Mukomuko POM, all emission are monitored. Emission test for Genset No.1 and No.2:</p> <table border="1" data-bbox="719 595 1300 815"> <thead> <tr> <th>Parameter</th> <th>Limit</th> <th>Result Genset #1</th> <th>Result Genset #2</th> </tr> </thead> <tbody> <tr> <td>NO₂</td> <td>1000 mg/Nm³</td> <td>957 mg/Nm³</td> <td>913 mg/Nm³</td> </tr> <tr> <td>SO₂</td> <td>800 mg/Nm³</td> <td>47 mg/Nm³</td> <td>46,4 mg/Nm³</td> </tr> <tr> <td>CO</td> <td>600 mg/Nm³</td> <td>375 mg/Nm³</td> <td>362 mg/Nm³</td> </tr> <tr> <td>Particulate</td> <td>150 mg/Nm³</td> <td>126 mg/Nm³</td> <td>121 mg/Nm³</td> </tr> </tbody> </table> <p>Sample tested against "Peraturan Menteri Negara Lingkungan Hidup No.21 tahun 2008".</p> <p>Emission test for Boiler No.1 dan No.2 on 12 May 2018</p> <table border="1" data-bbox="719 931 1300 1238"> <thead> <tr> <th>Parameter</th> <th>Limit</th> <th>Result Boiler #1</th> <th>Result Boiler #2</th> </tr> </thead> <tbody> <tr> <td>NO₂</td> <td>800 mg/Nm³</td> <td>254 mg/Nm³</td> <td>305 mg/Nm³</td> </tr> <tr> <td>SO₂</td> <td>600 mg/Nm³</td> <td>169 mg/Nm³</td> <td>147 mg/Nm³</td> </tr> <tr> <td>HCl</td> <td>5 mg/m³</td> <td><0.5 mg/Nm³</td> <td><0.5 mg/Nm³</td> </tr> <tr> <td>Cl₂</td> <td>5 mg/m³</td> <td>0.11 mg/Nm³</td> <td>0.11 mg/Nm³</td> </tr> <tr> <td>NH₃</td> <td>1 mg/Nm³</td> <td>0.1 mg/Nm³</td> <td>0.11 mg/Nm³</td> </tr> <tr> <td>HF</td> <td>8 mg/m³</td> <td><0.5 mg/Nm³</td> <td>0.5 mg/Nm³</td> </tr> <tr> <td>Opacity</td> <td>30 %</td> <td><20.00 %</td> <td><20.00 %</td> </tr> <tr> <td>Particulate</td> <td>300 mg/Nm³</td> <td>13 mg/Nm³</td> <td>12 mg/Nm³</td> </tr> <tr> <td>H₂S</td> <td>-</td> <td><1 mg/Nm³</td> <td><1 mg/Nm³</td> </tr> </tbody> </table> <p>Sample tested against regulation "Peraturan Menteri Negara Lingkungan Hidup No.7 tahun 2007".</p> <p>Ambient air analysis dated 12 May 2018:</p> <table border="1" data-bbox="719 1355 1300 1597"> <thead> <tr> <th>Parameter</th> <th>Limit</th> <th>Loading ramp</th> <th>Worker housing</th> </tr> </thead> <tbody> <tr> <td>NO₂</td> <td>150 µg/Nm³</td> <td>73 µg/Nm³</td> <td>69 µg/Nm³</td> </tr> <tr> <td>SO₂</td> <td>365 µg/Nm³</td> <td>84 µg/Nm³</td> <td>79 µg/Nm³</td> </tr> <tr> <td>CO</td> <td>10,000 µg/Nm³</td> <td>1527 µg/Nm³</td> <td><1145 µg/Nm³</td> </tr> <tr> <td>HC</td> <td>160 µg/Nm³</td> <td><13 µg/Nm³</td> <td><13 µg/Nm³</td> </tr> <tr> <td>PM</td> <td>65 µg/Nm³</td> <td>41 µg/Nm³</td> <td>15 µg/Nm³</td> </tr> <tr> <td>Pb</td> <td>2 µg/Nm³</td> <td><0,1 µg/Nm³</td> <td><0,1 µg/Nm³</td> </tr> </tbody> </table> <p>Sample tested against regulation "Peraturan Menteri Tenaga Kerja dan Transmigrasi No.41 tahun 1999".</p> <p>Noise level measurement 16 May 2018:</p> <table border="1" data-bbox="719 1713 1110 1926"> <thead> <tr> <th>Location</th> <th>Noise level (dB)</th> </tr> </thead> <tbody> <tr> <td>Loading ramp</td> <td>76 dBA</td> </tr> <tr> <td>Boiler #1</td> <td>76 dBA</td> </tr> <tr> <td>Boiler #2</td> <td>80 dBA</td> </tr> <tr> <td>Genset</td> <td>96 dBA</td> </tr> <tr> <td>Housing</td> <td>52 dbA</td> </tr> </tbody> </table> <p>Sample tested against regulation "Peraturan Menteri Tenaga Kerja dan Transmigrasi No.13 tahun 2011".</p> <p>Odor analysis 15 May 2018</p>	Parameter	Limit	Result Genset #1	Result Genset #2	NO ₂	1000 mg/Nm ³	957 mg/Nm ³	913 mg/Nm ³	SO ₂	800 mg/Nm ³	47 mg/Nm ³	46,4 mg/Nm ³	CO	600 mg/Nm ³	375 mg/Nm ³	362 mg/Nm ³	Particulate	150 mg/Nm ³	126 mg/Nm ³	121 mg/Nm ³	Parameter	Limit	Result Boiler #1	Result Boiler #2	NO ₂	800 mg/Nm ³	254 mg/Nm ³	305 mg/Nm ³	SO ₂	600 mg/Nm ³	169 mg/Nm ³	147 mg/Nm ³	HCl	5 mg/m ³	<0.5 mg/Nm ³	<0.5 mg/Nm ³	Cl ₂	5 mg/m ³	0.11 mg/Nm ³	0.11 mg/Nm ³	NH ₃	1 mg/Nm ³	0.1 mg/Nm ³	0.11 mg/Nm ³	HF	8 mg/m ³	<0.5 mg/Nm ³	0.5 mg/Nm ³	Opacity	30 %	<20.00 %	<20.00 %	Particulate	300 mg/Nm ³	13 mg/Nm ³	12 mg/Nm ³	H ₂ S	-	<1 mg/Nm ³	<1 mg/Nm ³	Parameter	Limit	Loading ramp	Worker housing	NO ₂	150 µg/Nm ³	73 µg/Nm ³	69 µg/Nm ³	SO ₂	365 µg/Nm ³	84 µg/Nm ³	79 µg/Nm ³	CO	10,000 µg/Nm ³	1527 µg/Nm ³	<1145 µg/Nm ³	HC	160 µg/Nm ³	<13 µg/Nm ³	<13 µg/Nm ³	PM	65 µg/Nm ³	41 µg/Nm ³	15 µg/Nm ³	Pb	2 µg/Nm ³	<0,1 µg/Nm ³	<0,1 µg/Nm ³	Location	Noise level (dB)	Loading ramp	76 dBA	Boiler #1	76 dBA	Boiler #2	80 dBA	Genset	96 dBA	Housing	52 dbA	
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Cl ₂	5 mg/m ³	0.11 mg/Nm ³	0.11 mg/Nm ³																																																																																																			
NH ₃	1 mg/Nm ³	0.1 mg/Nm ³	0.11 mg/Nm ³																																																																																																			
HF	8 mg/m ³	<0.5 mg/Nm ³	0.5 mg/Nm ³																																																																																																			
Opacity	30 %	<20.00 %	<20.00 %																																																																																																			
Particulate	300 mg/Nm ³	13 mg/Nm ³	12 mg/Nm ³																																																																																																			
H ₂ S	-	<1 mg/Nm ³	<1 mg/Nm ³																																																																																																			
Parameter	Limit	Loading ramp	Worker housing																																																																																																			
NO ₂	150 µg/Nm ³	73 µg/Nm ³	69 µg/Nm ³																																																																																																			
SO ₂	365 µg/Nm ³	84 µg/Nm ³	79 µg/Nm ³																																																																																																			
CO	10,000 µg/Nm ³	1527 µg/Nm ³	<1145 µg/Nm ³																																																																																																			
HC	160 µg/Nm ³	<13 µg/Nm ³	<13 µg/Nm ³																																																																																																			
PM	65 µg/Nm ³	41 µg/Nm ³	15 µg/Nm ³																																																																																																			
Pb	2 µg/Nm ³	<0,1 µg/Nm ³	<0,1 µg/Nm ³																																																																																																			
Location	Noise level (dB)																																																																																																					
Loading ramp	76 dBA																																																																																																					
Boiler #1	76 dBA																																																																																																					
Boiler #2	80 dBA																																																																																																					
Genset	96 dBA																																																																																																					
Housing	52 dbA																																																																																																					

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Criterion / Indicator		Assessment Findings				Compliance
		Location	Parameter	Limit	Result	
		Loading ramp	NH ₃	2,0 ppm	0.018 ppm	
			H ₂ S	0,02 ppm	0.006 ppm	
		Worker housing	NH ₃	2,0 ppm	0.01 ppm	
			H ₂ S	0,02 ppm	<0.005 ppm	
		<p>Action plan implemented: Boiler service by PT. Atmindo Tbk. as per "Berita Acara Serah Terima Pekerjaan Selesai Repair 1 Unit Water Tube Boiler Type SFPO 20 T/H SH-DG di Mukomuko POM", dated 5 October 2018. The work description: fabrication and installation generating tube OD 51x3.2 mm, fabrication and installation side wall III pass tube OD 51x3.2 mm, fabrication and installation superheater tube 48x3.2mm – and other works. Genset overhaul in Mukomuko POM by PT. Trakindo Utama, for Generator Set Caterpillar No.1 S/N 81Z14328 dated 10 October 2018 – type of work general overhaul genset, commissioning genset and hand over old parts. Result test load OK.</p>				
Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers						
Criterion 6.1: Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.						
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	<p>Social aspect-impact in PT. Agro Muko has been studied as per government document: "Analisis Dampak Lingkungan (AMDAL) 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";</p> <p>Aside from that, company 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 prepared the document, identifying social impact 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. Aside from that, company has prepared a social impact assessment, in cooperation with Yayasan Kelapa Sawit Berkelanjutan (YASBI). The report under "Dokumen Laporan Final Penilaian Dampak Sosial dan Lingkungan</p>				Comply

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	<p>yang dilaksanakan oleh Yayasan Kelapa Sawit Berkelanjutan (YASBI) pada tahun 2011 yang dilakukan terhadap dampak sosial dari pemabngunan kebun inti dan rencana pembangunan Kebun Masyarakat Desa (KMD)".</p> <p>For Kebun Masyarakat Desa, in 2010, company has prepared a social impact assessment, in cooperation with Yayasan Kelapa Sawit Berkelanjutan (YASBI). The scope of social impact assessment covers 15 villages around company including <i>Kebun Masyarakat Desa/KMD</i> of 524 Ha from 38 surrounding villages.</p> <p>In 2017, social impact assessment held in cooperation with Koompasia Enviro Institut 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>6.1.2</p> <p>There shall be evidence that the assessment has been conducted with the participation of affected parties. - Major compliance -</p>	<p>From the social impact assessment document: "Analisis Dampak Lingkungan (AMDAL) 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"; and "Dokumen Pengelolaan Lingkungan Hidup (DPLH) Perkebunan Kelapa Sawit Air Buluh (luas 2,500 Ha) di Desa Semundam, Talang Baru, Talang Arah dan Tanjung Jaya, Kecamatan Malin Deman dan Kecamatan Ipuh (Pemekaran Kecamatan Mukomuko Selatan) Kabupaten Mukomuko tahun 2011" – it was found that the document prepared with public consultation process, involving stakeholders from surrounding community, government bodies, traditional leaders, etc.</p> <p>Company has a social impact assessment, in cooperation with Yayasan Kelapa Sawit Berkelanjutan (YASBI), in 2010 and 2011. The social impact assessment involving peoples from 15 villages around company; including Kebun Masyarakat Desa/KMD from 38 surrounding villages.</p> <p>The result from social impact monitoring reported in "Laporan Pelaksanaan Rencana Pengelolaan Lingkungan-Rencana Pemantauan Lingkungan/RKL-RPL" period I 2018. The report have 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>For PT. Mukomuko Agro Sejahtera, the social impact 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</p>	<p>Comply</p>

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	<p>Bengkulu” was prepared with involvement from surrounding village under Malin Deman District and V Koto District.</p> <p>To demonstrate commitment, company monitors all social aspect as identified in the documents. Monitoring and reporting carried out on 6 monthly basis.</p> <p>For Kebun Masyarakat Desa, in 2010, company has prepared a social impact assessment, in cooperation with Yayasan Kelapa Sawit Berkelanjutan (YASBI). The scope of social impact assessment covers 15 villages around company including <i>Kebun Masyarakat Desa/KMD</i> of 524 Ha from 38 surrounding villages.</p> <p>In 2017, social impact assessment held in cooperation with Koompasia Enviro Institut 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>6.1.3</p>	<p>Plans for management and monitoring of social impacts to avoid or reduce negative impacts and promote positive ones, based on social impact assessment, through consultation with the affected parties, shall be available, documented and timetabled, including responsibilities for implementation.</p> <p>- Major compliance -</p> <p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera: 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 mobility, community perception on company activity, social conflict, social-cultural changes, community health status.</p> <p>The Social 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. This document covers social aspect, i.e. job opportunity, business opportunity, contribution to regional economic, public and social facility, source of natural resources – related to HCV 5, cultural value – related to HCV 6.</p> <p>The social impact management plan from documents have lined out program to manage and monitors social impact, 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>For management plans in <i>Kebun Masyarakat Desa/KMD</i>, the social impact was carried out as part of company activity, because the smallholder plantation was managed by company.</p> <p>As for the 2017 documents, the management and monitoring of social impact comprise of review upon KMD development to ensure no internal conflict at village level; prepare human resources to manage the</p>	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p>smallholder plantation (financial, organizational, capacity building, etc.); 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>	
<p>6.1.4</p> <p>The documented plan for management and monitoring of social impacts, shall be reviewed at least on two-yearly basis. If necessary, the plan should be updated. There shall be evidence that the review process includes participation of all affected parties.</p> <p>- Minor compliance –</p>	<p>Companies 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>The company PT. Agro Muko and PT. Mukomuko Agro Sejahtera have made a questionnaire to interview communities in order to capture the social stature within the surrounding villages, dated 22-31 May 2018 with 111 respondents from 26 villages. Interview result have been summarized and recorded onto "Laporan Pelaksanaan RKL-RPL".</p> <p>For management plans in <i>Kebun Masyarakat Desa/KMD</i>, 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.</p> <p>In addition, in 2017, social impact assessment held in cooperation with Koompasia Enviro Institut 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). Subsequent survey planned in 2019.</p>	<p>Comply</p>
<p>6.1.5</p> <p>Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).</p> <p>- Minor compliance –</p>	<p>Both PT. Agro Muko and PT. Mukomuko Agro Sejahtera are fully managing the smallholder in form of <i>Kebun Masyarakat Desa/KMD</i>. Companies has put all resources (human resources, manpower resources, financial resources, knowledge sharing, technical support, guidance on HCV, SIA, etc.) to support the development of smallholder plantation.</p> <p>In 2010, company has prepared a social impact assessment, in cooperation with Yayasan Kelapa Sawit Berkelanjutan (YASBI). The scope of social impact assessment covers 15 villages around company including <i>Kebun Masyarakat Desa/KMD</i> of 524 Ha from 38 surrounding villages.</p> <p>In 2017, social impact assessment held in cooperation with Koompasia Enviro Institut 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>This was evident in form of minutes of meeting, attendance list of FGD in each village – parts of assessment scope.</p>	<p>Comply</p>
<p>Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.</p>		

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<p>6.2.1 Communication and consultation procedures shall be documented. - Major compliance -</p>	<p>The company has a mechanism that regulates the activities of communication and consultation with stakeholders and set in the procedure, such as:</p> <ol style="list-style-type: none"> 1. Procedure: <i>Pemberian dan Tanggapan terhadap Permintaan Informasi</i>; Rev. 2 (Doc. No. ENC/SOP/08) dated 6 April 2015 which regulates the complete procedure for submission and responding to requests for information from stakeholders. 2. Procedure: <i>Keluh Kesah dengan Pihak Internal</i>, Rev II (Doc. No. SOP/025/ Dept) dated 27 March 2015, which has been described in detail the procedures related to complaints and redress submitted by the parties, incorporating internal flow chart in response to complaints 3. Procedure: <i>Keluh Kesah dengan Pihak Eksternal</i>, Rev II (Doc. No. SOP/026/ HRA) dated 27 March 2015 which has been describe in detail the procedures related to complaints and redress submitted by external parties that are equipped with a flow chart in response to complaints. <p>Responsible Person in conducting responses to information requests in accordance with its authority (Manager Unit, GMO and Department Head), system response times to requests for information that is set up to 7 days if the responses are in authority Manager Unit, or a maximum of 25 working days if the information requires consultation of other departments or higher management levels associated with authority provide feedback information.</p>	<p>Comply</p>
<p>6.2.2 The company shall have official(s) who is responsible for consultation and communications with parties. - Minor compliance -</p>	<p>Based on SOP No. ENC/SOP/08 (procedure of information request and response) revision 02, dated 6th April 2015 that according to the structure of the organization that is responsible to receive and make responses to requests for information or complaints internally/externally is Manager. However, in the operations in each of the Estate indicates that an FHA also appointed Senior Manager (Field Head Assistant) and OA (Office Assistant) for communication with the surrounding community.</p> <p>Each <i>Kebun Masyarakat Desa/KMD</i> and cooperative has appointed their official, responsible for consultation and communication with stakeholders.</p> <ul style="list-style-type: none"> - KMD Dusun Baru updated the list of publicly available document and stated the contact person is Mr.Juliani (Ketua Panitia KMD Dusun Baru) – 8 January 2018. - KMD Pondok Lunang updated the list of publicly available document and stated the contact person is Mr.Agus Karyadi (Ketua Panitia KMD Pondok Lunang) – 8 January 2018. - KMD Sari Bulan updated the list of publicly available document and stated the contact person is 	<p>Comply</p>

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	<p>Mr.Amdani (Ketua Panitia KMD Sari Bulan) – 8 January 2018.</p> <ul style="list-style-type: none"> - KMD Surian Bungkal updated the list of publicly available document and stated the contact person is Mr.Mat Nasir (Ketua Panitia KMD Surian Bungkal) – 8 January 2018. - KMD Talang Kuning updated the list of publicly available document and stated the contact person is Mr.Sapari (Ketua Panitia KMD Talang Kuning) – 8 January 2018. - Koperasi Produksi Plasma Sungai Tenang Sejahtera updated the list of publicly available document and stated the contact person is Mr.Armadi (Ketua Plasma Sungai Tenang Sejahtera) – 10 January 2018. 	
<p>6.2.3</p> <p>The company shall have a list of stakeholders, records of communications, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders.</p> <p>- Minor compliance -</p>	<p>Each estate and mill have list of stakeholders. Sei Betung Estate has shown the list of stakeholders, last updated on 2 August 2018, the classifying stakeholders into:</p> <ol style="list-style-type: none"> 1. Government - "Dinas/Pemerintah Daerah Terkait" consist of 12 type of stakeholders such as "Dinas Lingkungan Hidup Kabupaten Mukomuko", "Dinas Tenaga Kerja", "Dinas Kesehatan", "Kantor Pertanahan Kabuapten Mukomuko". 2. Local government leadership – "Unsur Muspika/Tripika" consist of 7 type of stakeholders such as "Camat Penarik", "Camat Teras Terunjam", "Camat Selagan Raya", "Kapolsek Penarik". 3. Surrounding Village - "Kepala Desa sekitar" consist of 22 type of stakeholders such as "Kepala Desa Lubuk Sahung", "Talang Medan", "Sungai Ipuh I", "Talang Kuning", "Lubuk Mukti". 4. "Kepala Kaum" consist of 41 type of stakeholders such as "Kepala Kaum Lubuk Sahung", "Kepala Kaum Surian Bungkal", "Kepala Kaum Aur Cina", "Kepala Kaum Sungai Gading", "Kepala Kaum Teruntung". 5. NGO – "Lembaga Swadaya Masyarakat" consist of 3 stakeholder yaitu "LSM Talang Medan", Genesis, LP3M. 6. Supplier and local contractor such as "KSU-Agromuko", CV Pantang Mundur, CV Irvan Jaya, UD Harapan Jaya. <p>The stakeholder list are verifiable – completed with contact person and contact number.</p> <p>"Rekaman Permintaan Informasi dan Tanggapan MM POM": On 16 November 2018, Dinas Pekerjaan Umum Provinsi Sumatera Utara send letter No.UM.01.02/BWS-SVII/095 dated 7 November 2018. Purpose: request information on water usage and palm oil mill effluent's processing. Company responded on 16 November 2018 by providing written explanation on POME treatment and water usage at Mukomuko POM. Information request in Sei Betung Estate recorded in good manner. Received letter from "Desa Penarik No.503/989/10-01/VIII/2018, dated 16 August 2018"</p>	<p>Comply</p>

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	<p>related to request for road maintenance. Follow up by borrowing road grader from Mukomuko Estate on the same date. Road grading/maintenance carried out on 21 August 2018 – with pictorial documentation. On 10 October 2018, Sei Betung Estate sending report “Surat Pernyataan Pengelolaan Lingkungan Poliklinik Sei Betung Estate” to “Kepala Dinas Lingkungan Hidup Kabupaten Mukomuko”.</p> <p>Incoming information request and response recorded under Tanggapan Terhadap Permintaan Informasi Air Manjuntio Estate 2014-2018. Sampled inquiry dated 14 July 2018, related to proposal for fertilizer transport from Mr. Ansori – CV. Pangeran Jaya. Company response 26 July 2018 by disposition email to General Manager Office.</p> <p><i>Kebun Masyarakat Desa/KMD</i> follows PT. Agro Muko’s “SOP Pemberian Tanggapan Terhadap Permintaan Informasi, No.ENC/SOP/08 rev.02” – Response upon information request procedure dated 6 April 2015, available in English and Bahasa Indonesia. Any information request will be channeled to the field head assistant <i>Kebun Masyarakat Desa/KMD</i>.</p> <p>List of stakeholders has been prepared by each cooperative/<i>Kebun Masyarakat Desa/KMD</i>. KMD Dusun Baru, KMD Pondok Lunang, KMD Surian Bungkal, KMD Sari Bulan, KMD Talang Kuning and Koperasi Produksi Plasma Sungai Tenang Sejahtera have prepared list of stakeholder.</p> <p>Cooperative smallholder recorded information request and response in good manner. Koperasi Produksi Plasma Sungai Tenang Sejahtera MMAS (Air Manjuntio Estate) recorded information request in “Rekaman Permintaan Informasi dan Jawaban” in 2018 received 1 inquiry. Letter No.01/KPPTS-AME/XI/2018 dated 8 November 2018 related to request for borrowing SKT for purpose of preparing land certificate. Cooperative and company approved the borrowing of SKT on 12 November 2018. Company response on same date by providing SKT: “Berita Acara Serah Terima SKT Asli Plasma KPPSTS” dated 12 November 2018 for hand over of 95 pieces SKT – signed by cooperative leader, officer clerk and Air Manjuntio Manager.</p> <p>KMD Dusun Baru recorded information request in “Rekaman Permintaan Informasi dan Jawaban”. Throughout 2018 received 4 inquiries. Sample: Request for copy of invoice from contractor with letter No.07/MME-KMD DB/30/2018 dated 30 May 2018. Responded on same date by showing the copy of invoice for period February – June 2018</p>	
<p>Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.</p>		
<p>6.3.1</p>	<p>The mechanism, open to all affected parties, shall resolve disputes in an effective, timely and appropriate</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have a mechanism for external complaint/grievance, as per</p> <p>Comply</p>

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<p>manner, ensuring anonymity of complainants and whistleblowers, where requested, as long as that information is supported with adequate initial evidence. - Major compliance -</p>	<p>"Prosedur Keluh Kesah dengan Pihak Eksternal" Doc. No. SOP/025/Dept, dated 27 March 2015.</p> <p>Internal complaint will be settled as per "Prosedur Keluh Kesah dengan Pihak Internal" No.SOP/025/Dept dated 27 March 2015.</p> <p>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; Field visit/survey and measurement will involve company representative, complainant and government representatives; Based on field visit/survey and measurement, a minutes will be produced, attaching the hectare and coordinates of the claimed land – signed by all interested parties; Final verification to ensure no overlapping with other party; Once final verification can justified no overlapping occurred, company will propose land compensation/negotiation. Payment will be done once agreement between parties made.</p> <p>Inside these procedures, company provides in Bahasa Indonesia and stipulates the commitment to protect the anonymity of complainant/whistleblower (point 6.2) – if requested.</p> <p><i>Kebun Masyarakat Desa/KMD</i> committees agreed to follow the company mechanism, for dispute resolution. Company and <i>Kebun Masyarakat Desa/KMD</i> agreed that <i>Kebun Masyarakat Desa/KMD</i> committee will follow PT. Agro Muko's procedure on complaint/grievance/dispute resolution mechanism. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committees "Surat Pernyataaan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko.</p> <p>PT. Agro Muko's "Prosedur Keluh Kesah dengan Pihak Internal, No.SOP/025/HRA rev.02" – grievance settling with internal parties procedure dated 27 March 2015, available in English and Bahasa Indonesia.</p> <p>PT. Agro Muko's "Prosedur Keluh Kesah dengan Pihak Eksternal, No.SOP/026/HRA rev.02" – grievance settling with internal parties procedure dated 27 March 2015, available in English and Bahasa Indonesia.</p> <p>Any information on complaint/grievance/dispute will be channeled to the field head assistant <i>Kebun Masyarakat Desa/KMD</i>.</p>	

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Criterion / Indicator	Assessment Findings	Compliance
<p>6.3.2 There shall be records of process and outcome of dispute resolution. - Major compliance -</p>	<p>Complaint recorded under "Rekaman Keluh-Kesah Internal & Eksternal". In Sei Betung Estate, recorded 9 type of complaints: - Complaints from Mr. Y***** on 5 April 2018 related to toilet problem in housing. Company responded with immediate repair on same date. - Complaint from Mr. M. S***** dated 26 November 2018 related to poor road condition, which making school bus cannot enter worker housing. Company responded to the complaint by borrowing road grader to Mukomuko Estate for immediate road maintenance, on the same date.</p> <p>KMD Sungai Ipuh I, KMD Talang Medan, KMD Aur Cina and KMD Sei Ipuh have prepared a format for "Rekaman Keluh-Kesah Internal & Eksternal". Audit team noted that there has been no complaint/grievance against KMD period January 2017 – October 2018.</p>	<p>Comply</p>
<p>Criterion 6.4: Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>		
<p>6.4.1 A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be available, referring to decision of the Constitution Court. - Major compliance –</p>	<p>Explained in indicator 2.2.1 up to 2.2.5, PT. Agro Muko and PT. Mukomuko Agro Sjehtera have legal ownership of the land from government in form of "Hak Guna Usaha/HGU and Hak Guna Bangunan/HGB". While PT. Mukomuko Agro Sejahtera is in process for HGU issuance. Based on document verification and stakeholder consultation, company able to demonstrate there is no land under conflict status. It is known some area that has not been compensated inside HGU of PT. Agro Muko since the traditional owner not willing to release the land. Company respect the decision made.</p> <p>Nonetheless, company have a mechanism to identify legal, customary or user rights and identify people entitled to compensation available in "Prosedur Ganti Rugi Lahan" No.SOP/CA/02, dated 1 July 2012. The procedure shows company has prepared dispute resolution mechanism: Company being transparent on permits, licenses including land title to the community; In case of claim from community, company will cater as long as valid land ownership evidence presented; Status verification – when valid land ownership evidence presented, continued with field visit/survey and measurement; Field visit/survey and measurement will involve company representative, complainant and government representatives; Based on field visit/survey and measurement, a minutes will be produced, attaching the hectare and coordinates of the claimed land – signed by all interested parties; Final verification to ensure no overlapping with other party; Once final verification can justified no overlapping occurred, company will propose land</p>	<p>Comply</p>

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	<p>compensation/negotiation. Payment will be done once agreement between parties made. This procedure is available in Bahasa Indonesia. Based on interview with community from surrounding village, no reports from community on land dispute with companies.</p> <p>Company and <i>Kebun Masyarakat Desa/KMD</i> agreed that <i>Kebun Masyarakat Desa/KMD</i> committee will follow PT. Agro Muko's procedure on identifying people entitled to compensation. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko. PT. Agro Muko's "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure dated 1 July 2012, available in English and Bahasa Indonesia. Any identification of people entitled for land compensation will be identified by <i>Kebun Masyarakat Desa/KMD</i> committee and acknowledged by PT. Agro Muko.</p>	
<p>6.4.2</p> <p>A procedure for calculating and distributing fair compensation shall be established, implemented, monitored and evaluated in a participatory way. Corrective actions are taken as a result of this evaluation. - Minor compliance –</p>	<p>Mechanism to calculating and distributing fair compensation available in "Prosedur Ganti Rugi Lahan" No.SOP/CA/02, dated 1 July 2012. The procedure shows company has prepared dispute resolution mechanism: Company being transparent on permits, licenses including land title to the community; In case of claim from community, company will cater as long as valid land ownership evidence presented; Status verification – when valid land ownership evidence presented, continued with field visit/survey and measurement; Field visit/survey and measurement will involve company representative, complainant and government representatives; Based on field visit/survey and measurement, a minutes will be produced, attaching the hectare and coordinates of the claimed land – signed by all interested parties; Final verification to ensure no overlapping with other party; Once final verification can justified no overlapping occurred, company will propose land compensation/negotiation. Payment will be done once agreement between parties made. This procedure is available in Bahasa Indonesia.</p> <p><i>Kebun Masyarakat Desa/KMD's</i> committee follows PT. Agro Muko's "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure dated 1 July 2012, available in English and Bahasa Indonesia. Any identification of procedure for calculating and distributing fair compensation will be identified by <i>Kebun Masyarakat Desa/KMD</i> committee and acknowledged by PT. Agro Muko.</p> <p>- PT. Agro Muko carried out communication on "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>compensation procedure for KMD Dusun Baru on 19 September 2018;</p> <ul style="list-style-type: none"> - PT. Agro Muko carried out communication on "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure for KMD Pondok Lunang on 18 September 2018; - PT. Agro Muko carried out communication on "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure for KMD Sari Bulan on 20 September 2018; - PT. Agro Muko carried out communication on "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure for Koperasi Produksi Plasma Sungai Tenang Mukomuko Agro Sejahtera on 27 October 2018; - PT. Agro Muko carried out communication on "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure for KMD Surian Bungkal on 28 October 2018; 	
<p>6.4.3</p> <p>Compensation claims, process and outcome of any negotiated agreements shall be documented, with evidence of the participation of affected parties.</p> <ul style="list-style-type: none"> - Major compliance – 	<p>The compensation is calculated using government guidelines for land and crop values. This is already implemented. Details of negotiation settlements, including detail of compensation (land compensation, improvement compensation, crops compensation) are held in file "Agro Muko Land Compensation" since the development of the estate in 1990s.</p> <p>The company holds the records of all compensation payments including amounts, statement letter, receipt, negotiation record, progress of complaint, details of witness and photograph of recipient.</p> <p>Land compensation No.15 in 2016, for 0.65 Ha under landowner Mr.E** M****; from Talang Baru village. Land compensation documents completed, payment made on 11 February 2016. The documents comprise of "Surat Keterangan Ganti Rugi Tanah Garapan" – statement letter of compensation, dated 11 February 2016; "Surat Pelepasan Hak Menggarap Atas Tanah Garapan" – release on user right, 11 February 2016. All process signed by both parties and acknowledged by Talang Baru Village Head and Malin Deman District Head. Participatory maps scale 1:1,500 dated 26 January 2016. Negotiation minutes that has been signed, dated 11 February 2016 – explaining the negotiation chronology. Compensation payment for IDR.*,***,*** for Mr.E** M****, dated 11 February 2016. All completed with photograph.</p> <p>PT. Mukomuko Agro Sejahtera has carried out land compensation to landowners and documented: in 2010, compensation made to 514 landowners with total area of 1,102.7 Ha; in 2011, compensation made to 101 landowners with total area of 167.9 Ha; in 2012, compensation made to 181 landowners with total area of 285.93 Ha; in 2013, compensation made to 151 landowners with total area of 232.5 Ha; up to this moment, company has made compensation for 1,225 landowners with total area of 2,142.29 Ha;</p>	<p>Comply</p>

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	<p>The development of KMD was through proposal, initiated from village meeting to seek consent from community.</p> <p>KMD Pondok Lunang already has legal ownership of the land: "Surat Keterangan Tanah (SKT)" No.83/PL/VI/2000 dated 9 June 2000, with area 15 Ha, located in 2 location.</p> <p>"Surat Keterangan" from Mukomuko Utara District Head No.82/PL/VI/2000 dated 9 June 2000 stated that the land is belong to Pondok Lunang Village.</p> <p>KMD Sari Bulan already has legal ownership of the land: "Surat Keterangan Tanah (SKT)" No.595/35/SB/VII/TH/2000 dated 1 November 2000 with area 15 Ha. "Surat Keterangan" from Mukomuko Utara District Head No. 129/15/SD/VII/LMD/2000 dated 1 November 2000 stated that the land is belong to Sari Bulan Village.</p> <p>KMD Sungai Ipuh Satu demonstrates process of gathering the land for oil palm plantation:</p> <p>"Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/46/SID/E.10/2010 dated 22 September 2010, with area 20,000 m² (ex Sukariman).</p> <p>"Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/47/SID/E.10/2010 dated 22 September 2010, with area 16,000 m² (ex Aliyanto).</p> <p>"Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/48/SID/E.10/2010 dated 22 September 2010, with area 20,000 m² (ex Salehudin).</p> <p>"Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/49/SID/E.10/2010 dated 22 September 2010, with area 9,000 m² (ex Saripudin).</p> <p>"Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/50/SID/E.10/2010 dated 22 September 2010, with area 20,000 m² (ex Saripudin).</p> <p>"Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/51/SID/E.10/2010 dated 22 September 2010, with area 10,000 m² (ex Asuhan).</p>		
<p>Criterion 6.5: Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p>			
<p>6.5.1</p>	<p>Documentation of pay and conditions for employees based on the existing manpower regulations shall be available.</p> <p>- Major compliance -</p>	<p>PT. Agro Muko was determines minimum wages as regulated by government every year. Minimum wages as per "Surat Keputusan Gubernur Bengkulu No. P-110-DISNAKERTRANS tentang Penetapan Upah Minimum Sektoral Provinsi Bengkulu Sektor Pertanian dan Perkebunan tahun 2018" dated 13 February 2018. The decree stipulates minimum wages sets at IDR.1,956,750 per month or IDR.78,270 per manday. PT. Agro Muko and worker union has made collective work agreement stated permanent worker and temporary worker will be paid in accordance to consensus between management and worker union (Serikat Pekerja Agro Mandiri).</p>	<p>Comply</p>

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	<p>Data verified: In Air Majunto Estate, Payslip record free labor October 2018: Namely Mrs. A*** M***** (manuring applicator – register number FL08)</p> <ul style="list-style-type: none"> - Basic salary: IDR. 1,956,750; - (Insurance) BPJS Tenagakerja: IDR. 88,836; - (Insurance) BPJS Kesehatan: IDR. 78,270; - Deduction from absence: IDR.156,540 (25 mandays); - Take Home Pay: IDR. 1,967,316 or IDR.78,692/manday – above minimum wage; <p>Mrs. N** D***** (manuring applicator) – register No.FL200.</p> <ul style="list-style-type: none"> - Basic salary: IDR. 1,956,750; - (Insurance) BPJS Tenagakerja: IDR. 88,836; - (Insurance) BPJS Kesehatan: IDR. 78,270; - Deduction from absence: IDR. 313,080 (23 mandays); - Take Home Pay: IDR. 1,810,776 or IDR. 78,729/manday (above daily minimum wage) <p>There is no formal worker in KMD and cooperative. There is a committee who manages the organization (not worker). The manpower are provided by PT. Agro Muko and PT. Mukomuko Agro Sejahtera. The sample as above.</p> <p>In Agro Muko Tank Terminal, Data verified:</p> <ul style="list-style-type: none"> - Mr. Y**** M**** (loading master), register No.012, payslip August 2018. Basic salary: IDR. 2,119,067; Rice benefit: IDR. 435,240; (Insurance) BPJS Tenagakerja: IDR. 103,220; (Insurance) BPJS Kesehatan: IDR. 84,763; (Insurance) BPJS pension: IDR. 45,471; Overtime: IDR. 221,515; Deduction from absence: IDR. 512,837; Take home pay: IDR. 2,496,439 (above minimum wage) - Mr. I**** A**** (weighbridge), register No.017, payslip August 2018. Basic salary: IDR 2,119,067; Rice benefit: IDR. 224,640; (Insurance) BPJS Tenaga kerja: IDR. 103,220; (Insurance) BPJS Kesehatan: IDR. 84,763; (Insurance) BPJS pension: IDR. 45,471; Overtime: IDR 1,244,391; Take home pay: IDR. 3,821,552 (above minimum wage); 	
<p>6.5.2</p>	<p>Collective Labor Agreement/Company Regulation, in accordance with the manpower regulations, shall be available in understandable language; and explained by the management or Labor Union to the workers. - Major compliance -</p>	<p>Comply</p>

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	<p>Agro Mandiri (SPAM) PT. Agro Muko” dated 3 October 2016. The collective work agreement has been registered under “Dinas Sosial, Tenaga Kerja dan Transmigrasi Kabupaten Mukomuko, No.560/21/D.3/IV/2016. Available in Bahasa Indonesia. The collective work agreement valid until 31 October 2019.</p> <p>The collective work agreement has been communicated through worker union and prior to work agreement signing with new worker.</p> <p>Collective Labor Agreement stipulated:</p> <ul style="list-style-type: none"> - Salary: in form of monetary as consensus, in compliance with government regulation. Salary in form of natura/rice 15 kg for registered worker, 9 kg for spouse, 7.5 kg for children (up to 3 child); - Chapter III: working hour,regulating the weekly working hour, change and adjustment of working hours, weekly rest day, government official holiday, working hour for female workers; - Chapter IX: Overtime, regulating overtime work, overtime rate – refer to “Keputusan Menteri Tenaga Kerja No.Kep-102/Men/VI/2004”; - Facility provided by company (housing, clean water, electricity, medical clinic, school); - Freedom of association; - Dispute settlement; <p>Air Manjuntto Estate have temporary worker/PKWT namely Mrs. A*** M*****, dated 2nd June 2018 – valid until 31th May 2019 – job title: Manuring;</p> <ul style="list-style-type: none"> - Temporary worker/PKWT namely Mrs. N*** D*****, dated 2nd June 2018 – valid until 31th May 2019, job title: Manuring; <p>Sei Betung Estate: Company appoint permanent worker as per “Perjanjian Kerja” dated 30 June 2016 under name Mrs. S***** (SKU- harian). The worker entitled for baisc salary, rice benefit, insurance, religious day benefit.</p> <p>There is no formal worker in KMD and cooperative. There is a committee who manages the organization (not worker). The manpower are provided by PT. Agro Muko and PT. Mukomuko Agro Sejahtera. The sample as above.</p>	
<p>6.5.3</p>	<p>Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where such public facilities are unavailable or inaccessible.</p> <p>- Minor compliance –</p>	<p>Comply</p>

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	<p>Jamsostek (BPJS Ketenagakerjaan) for all workers.</p> <ul style="list-style-type: none"> - Mukomuko POM provides housing 146 worker housing (with free water and electricity supplied), G2 type consist of 1 living room, 2 bed rooms, 1 toilet, 1 kitchen; 2 kindergartens; 1 creche/daycare; 3 school buses; sport fields; 1 community hall; 1 polyclinic; religious house (mosque and church); 1 ambulance. Any housing problem will be followed up accordingly by Civil Engineering Division - Mukomuko Estate: Housing (584 units), Mosque (3 units), Kindergarden (3 units), Madrasah (1 unit), Community hall (3 units), Sport facilities, Tempat Penitipan anak/Creche (2 unit), Koperasi (1 unit), School Bus (4 units). - Sei Betung Estate: Housing (146 units), Mosque (3 units), Community hall (1 unit), Sport facilities, Tempat Penitipan anak/creche (3 unit) and School Bus (2 units). <p>There is no formal worker in KMD and cooperative. There is a committee who manages the organization (not worker). The manpower are provided by PT. Agro Muko and PT. Mukomuko Agro Sejahtera. The sample as 6.5.1 and 6.5.2. KMD and cooperative does not provide facility.</p>	
<p>6.5.4</p> <p>There shall be demonstrable efforts to improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance –</p>	<p>Company support the need for staple food by giving in kind benefit/natura in form of rice. Stipulated in Collective Labor Agreement: in form of natura/rice 15 kg for registered worker, 9 kg for spouse, 7.5 kg for children (up to 3 child).</p> <p>In addition, the employees able to access traditional market and also there is cooperative in each estate to providing affordable food; the location of each estate is near surrounding village/market to fulfill nutrition/protein need.</p>	<p>Comply</p>
<p>Criterion 6.6: The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>		
<p>6.6.1</p> <p>A record of the company's policy in understandable language recognising freedom of association, shall be available.</p> <p>- Major compliance –</p>	<p>The President Director of PT. Agro Muko has issued policy in English and Bahasa Indonesia, in regards recognizing of freedom association in "<i>Kebijakan Kebebasan Berserikat</i>" (Freedom of Association Policy), dated 1 March 2013 which stated that PT. Agro Muko recognizes the role of lawful and independent workers and employees representative organization in creating a constructive working environment.</p> <p>The worker union "Serikat Pekerja Agro Mandiri/SPAM" has formed and registered to "Dinas Sosial dan Tenaga Kerja dan Transmigrasi Kabupaten Mukomuko" with decree "Surat No. D.3/560/16/PC-F.SPPP. SPSI/IV/2011", dated 18 February 2011. The worker union committee for whole group have been registered</p>	<p>Comply</p>

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	<p>through letter "Surat No.D.3/560/53/SPAM-AG/IV/2015" dated 20 October 2015.</p> <p>The "Serikat Pekerja Agro Mandiri/SPAM" group level committee period 2017-2019, led by Mr. Novirizal have been acknowledge with "Surat Pengesahan Susunan Pengurus Induk Serikat Pekerja Agro Mandiri (SPAM) PT. Agro Muko, No. KEP.01/SK/SPAM-AM/X/2017" dated 17 October 2017. The committee period 2017-2019 have been registered as in "Surat Dinas Penanaman Modal, Pelayanan Perizinan Terpadu dan Tenaga Kerja Kabupaten Mukomuko No.D.10/560/61/PUK.SPAM-I/2018" dated 23 January 2018.</p> <p>Based interview with the secretary of Mukomuko POM worker union (Serikat Pekerja Agro Mandiri PT. Agro Muko – Mukomuko POM), the company has facilitate establishment of worker union. It was available letter from Head of SPAM PT. Agro Muko Group No.KEP.05/SK/SPAM-AM/X/2017 dated 24 October 2017 regarding "Pengesahan Pengurus Tingkat Koordinator Estate Serikat Pekerja Agro Mandiri (SPAM) PT. Agro Muko – Mukomuko POM, Desa Teruntung, Kecamatan Teras Terunjam, Kabupaten Mukomuko, Provinsi Bengkulu". The letter nominates Mr. Dahlan Elon Kartiwa as chairman, Sudirman as vice chairman, Ahmad and M. Situmeang as treasury, M. Irsyan and A. Rasyid as secretary, Mariana Purba as women empowering, Salimin, Wahdarman, Willis W., Basri Rambe and Daniel Silalahi as public relation.</p> <p>All activities (planting, upkeep, manuring, harvesting, etc.) at <i>Kebun Masyarakat Desa/KMD</i> are performed by the company worker, freedom of association are following company policy.</p> <p>Based on interview with KMD committees, they are respecting the sovereignty of company workers in their plantation and recognize their freedom of association.</p>	
<p>6.6.2</p> <p>Records of meetings with labor unions or workers representatives shall be available.</p> <p>- Minor compliance –</p>	<p>Meeting with the company and worker union is conducted regularly,</p> <p>Meeting on 14 November 2018, attended by company representatives and 12 worker union representatives. The meeting discussed about socialization of the latest collective work agreement period 2018-2020. Attendance list, minutes meeting and photograph as evidence of meeting are available.</p> <p>Meeting dated 11 June 2018 attended by management and 8 worker union representative. The meeting discuss planning for Eid al Fitr leave and planning for grade promotion on July 2018.</p> <p>Meeting dated 29 March 2018 attended by management and 13 worker union representative. The meeting discuss planning promotion on June 2018, distribution of safety shoes and start of working hour.</p> <p>In Sei Betung Estate, meeting dated 2 July 2018 attended by management and 10 worker union</p>	<p>Comply</p>

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	<p>representative. The meeting discuss resigned permanent worker in period January-June 2018.</p> <p>All activities (planting, upkeep, manuring, harvesting, etc.) at <i>Kebun Masyarakat Desa/KMD</i> area are performed by the company worker, freedom of association are following company policy. Based on interview with KMD committees, they are respecting the sovereignty of company workers in their plantation and recognize their freedom of association. KMD committees respect the worker rights to attend meeting with company management.</p>	
<p>Criterion 6.7: Children are not employed or exploited.</p>		
<p>6.7.1</p>	<p>There shall be documented evidence that minimum age requirements are met.</p> <p>- Major compliance –</p>	<p>Comply</p>
<p>Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.</p>		
<p>6.8.1</p>	<p>A company's policy on equal opportunity and treatment for work shall be available and documented.</p> <p>- Major compliance –</p>	<p>Comply</p>
<p>6.8.2</p>	<p>Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated.</p> <p>- Major compliance –</p>	<p>Comply</p>

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<p>6.8.3</p> <p>Records of evidence that equal opportunity and treatment for work shall be available.</p> <p>– Minor compliance -</p>	<p>Based on interview with worker union, “Serikat Pekerja Agromuko Mandiri”, and interview with workers (sprayers, fertilizer applicator and harvesters) company does not discriminate any of the workers.</p> <p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera has a equal employment opportunity policy, signed by President Director on 1 March 2014. The policy stated company will not discriminate anyone during recruitment, hiring or other business; Selection to fill in position based on qualification and experience. Violation against policy result in disciplinary action and could be legal action.</p> <p>Based on verification against employment document and interview with worker union “Serikat Pekerja Agromuko Mandiri”, it is known that recruitment, hiring and promotion are based on test, considering the job type. Promotion done through yearly worker evaluation. As example; “Form Penilaian Karyawan SKU” consist of 10 evaluation parameters done by Evaluator (FA/TA/OA) and verified by Estate Manager.</p> <p>In Air Manjuntto Estate:</p> <ul style="list-style-type: none"> – Temporary worker/PKWT namely Mrs. A*** M*****, dated 2nd June 2018 – valid until 31th May 2019 – jobtitle: Manuring. – Temporary worker/PKWT namely Mrs. N*** D*****, dated 2nd June 2018 – valid until 31th May 2019, jobtitle: Manuring; <p>Company provide working tool and PPE for the temporary worker (free of charge), equal with permanent worker.</p>	<p>Comply</p>
<p>Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.</p>		
<p>6.9.1</p> <p>A policy to prevent sexual and all other forms of harassment and violence, shall be documented, implemented and communicated to all levels of the workforce.</p> <p>- Major compliance –</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have a sets policy to prevent sexual harassment under “Kebijakan Pelecehan Seksual”, signed by President director on 1 March 2013. The policy stated: Company uphold the laws under Republic of Indonesia related to sexual harassment; sexual harassment could occurs in form of physical contact, comments, jokes, exhibition or other behavior; All discrimination and sexual harassment complaint will be handle in good manner and confidential to achieve fair statement and reduce false accusation. There shall be no false sexual harassment accusation. Sexual harassment applies equally – both men and women. Sexual harassment accusation with solid evidence could lead to disciplinary action including termination. False report on sexual harassment, without evidence could also lead to disciplinary action including termination and legal action.</p> <p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have established gender committee to solve sexual</p>	<p>Comply</p>

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	<p>harassment cases and protect reproductive right for women workers. Communication of policy to prevent sexual harassment have been carried out: Communication to electrical department Mukomuko POM, dated 8 October 2018, attended by 22 workers. Communication to Air Manjuntio office clerk, dated 17 January 2018, attended by 17 workers. Communication to SSI (security personnel) on Sei Betung Estate, carried out on 19 October 2018 followed by 15 security.</p> <ul style="list-style-type: none"> - Communication on "Kebijakan Pelecehan Seksual" – sexual harassment policy for KMD Pondok Lunang on 18 September 2018; - PT. Agro Muko carried out communication on "Kebijakan Pelecehan Seksual" – sexual harassment policy for KMD Sari Bulan on 20 September 2018; - PT. Agro Muko carried out communication on "Kebijakan Pelecehan Seksual" – sexual harassment policy for Koperasi Produksi Plasma Sungai Tenang Mukomuko Agro Sejahtera on 27 October 2018; - PT. Agro Muko carried out communication on "Kebijakan Pelecehan Seksual" – sexual harassment policy; for KMD Surian Bungkal on 28 October 2018; 	
<p>6.9.2 A policy to protect the reproductive rights, shall be documented, implemented and communicated to all levels of the workforce. - Major compliance –</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have a sets policy to protect reproductive rights under "Kebijakan Perlindungan Hak-hak Reproduksi", signed by President director on 1 March 2013. The policy stated: The policy covers provision of counseling related to sexuality, pregnancy, contraception aid, infertility, infection and sexually-transmitted-disease; sex education and gender; prevention and medication on reproductive infection including HIV/AIDS; Provision of pregnancy, delivery and <i>ante-natal</i> treatment; Baby and infant health service; Encourage male participation in sharing responsibility related to sexual behavior, during maternal period, HIV/AIDS and domestic violence.</p> <p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have established gender committee to protect reproductive right for female workers. Based on interview with gender committee, company has understood the implementation of protection on reproductive rights in form of menstruation leave issue, maternal leave, medical check up for female worker, performing jobs related to agrochemical, prevention of domestic violence, etc. The policy has been communicated through notification board and during gender committee meeting to workers.</p> <p>Communication of policy for protection of reproductive rights have been carried out: Communication to electrical department Mukomuko POM, dated 8 October 2018, attended by 22 workers.</p>	<p>Comply</p>

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	<p>Communication to Air Manjuntio office clerk, dated 17 January 2018, attended by 17 workers.</p> <p>Communication to SSI (security personnel) on Sei Betung Estate, carried out on 19 October 2018 followed by 15 security.</p>	
<p>6.9.3</p> <p>A specific grievance mechanism which respects anonymity of complainants where requested, and as long as they are supported with adequate information, shall be documented, implemented, and communicated to all workforce.</p> <p>- Minor compliance –</p>	<p>Based on document review upon “Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01 dated 21 April 2011 point 52.7 stipulates mechanism for grievance for cases related to sexual harassment or other form of violence, including protect the anonymity of complainant. Interview with gender committee confirmed, it is understood that female workers are protected, gender committee meeting was held regularly, zero tolerance sanction is in place for sexual harassment case, and a specific grievance mechanism and anonymity of complainant is in place for reporting/complaint on gender issue case.</p> <p>The company has established grievance mechanism as in “Prosedur Keluh Kesah dengan Pihak Internal” No.SOP/025/Dept dated 27 March 2015 and “Prosedur Keluh Kesah dengan Pihak Eksternal” No.SOP/026/HRA dated 27 March 2015. The procedure explains steps to convey complaint/grievance and provide response to complaint/grievance from internal and external party, completed with flowchart for response upon complaint. The policy mentioned specific grievance mechanism which respects anonymity of complainants (whistleblower) where requested.</p> <p>Communication of policy for mechanism for reporting sexual harassment case and protection of complainant; have been carried out:</p> <p>Communication to electrical department Mukomuko POM, dated 8 October 2018, attended by 22 workers.</p> <p>Communication to Air Manjuntio office clerk, dated 17 January 2018, attended by 17 workers.</p> <p>Communication to SSI (security personnel) on Sei Betung Estate, carried out on 19 October 2018 followed by 15 security.</p> <p>In Kebun Masyarakat Desa/KMD communication on “Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01” – mechanism for reporting sexual harassment case and protection of complainant; for KMD Pondok Lunang on 18 September 2018;</p> <ul style="list-style-type: none"> - PT. Agro Muko carried out communication on “Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01” – mechanism for reporting sexual harassment case and protection of complainant; for KMD Sari Bulan on 20 September 2018; - PT. Agro Muko carried out communication on “Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01” – mechanism for reporting sexual harassment case and protection of complainant; for Koperasi Produksi Plasma Sungai 	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>Tenang Mukomuko Agro Sejahtera on 27 October 2018;</p> <ul style="list-style-type: none"> - PT. Agro Muko carried out communication on "Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01" – mechanism for reporting sexual harassment case and protection of complainant; for KMD Surian Bungkal on 28 October 2018; 	
<p>Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.</p>		
<p>6.10.1 Current and past prices paid for Fresh Fruit Bunches (FFB), shall be publicly available. - Minor compliance -</p>	<p>FFB price determined in accordance with an agreed formula as contained in Appendix 1 of the agreement between the company and the <i>Kebun Masyarakat Desa/KMD/cooperative</i> that supplies FFB. Price is updated weekly and reported by specialized staff in charge small holders company/supplier.</p> <p>Record of current and past prices for FFB available in smallholder manager, GMO office. <i>Kebun Masyarakat Desa/KMD/cooperative</i> are given short message service on the price change.</p> <p>The company has informed the current FFB price to management of "<i>Kebun Masyarakat Desa</i>" (KMD), every week; recorded in expedition book "<i>Tanda Terima Harga TBS</i>" – FFB price receipt. The company also provided record of past FFB price. Current FFB price are based on General Manager letter that issued weekly, for example:</p> <ul style="list-style-type: none"> • FFB purchasing price period of 15 – 28 October 2018: Category A: IDR.1,204/kg – Category B: IDR.1,189/kg – Category C: IDR.1,174/kg. • FFB purchasing price period of 14 – 20 May 2018: Category A: IDR.1,509/kg – Category B: IDR.1,494/kg – Category C: IDR.1,479/kg. • FFB purchasing price period of 21 – 27 May 2018: Category A: IDR.1,509/kg – Category B: IDR.1,494/kg – Category C: IDR.1,479/kg. 	<p>Comply</p>
<p>6.10.2 Pricing mechanisms for Fresh Fruit Bunches (FFB) and inputs/services shall be explained and documented (where these are under the control of the mill or plantation). - Major compliance -</p>	<p>The price agreement for FFB coming from "<i>Kebun Masyarakat Desa</i>" – KMD regulated under MoU between "<i>Pengurus Kebun Masyarakat</i>". For example:</p> <ul style="list-style-type: none"> • MoU between KMD Bukit Harapan with PT Agro Muko available under "<i>Perjanjian Kerjasama tentang Pembangunan dan Pemeliharaan Kebun Kepala Sawit antara Desa Bukit Harapan dan PT. Agro Muko</i>" dated 21 June 2014 – chapter 12 related to sales of FFB harvest with market price during receiving of FFB and loose fruit. • MoU between KMD Teras Terunjam with PT Agro Muko available under "<i>Perjanjian Kerjasama KMD Desa Teras Terunjam dengan PT. Agro Muko, tanggal 1 Februari 2001. Adendum Perjanjian Kerjasama KMD Desa Teras Terunjam dengan PT. Agro Muko, tanggal 4 Juli 2015.</i>" dated 4 July 2015 – chapter 12 related to sales of FFB harvest with market price during receiving of FFB and loose fruit. 	<p>Comply</p>

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6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	Based on interview with local contractors confirmed that contract understood by them and made fairly, legal and transparent. Mill: Sample taken: Contract with KSU-AM no. 01/KSU-MM.POM/PPTK-FL/I/2015, dated 26 January 2015 for Mill Housekeeping. PT Agro Muko: Contrat with PT. Solusi Sekurity Indonesia (PT SSI) no. 005-SSI-GMO-II-2018, dated 15 February 2018.	Comply
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Evidence of payment is reviewed and it was seen paid timely manner, e.g. <ul style="list-style-type: none"> • Payment for KSU Sungai Ipuh – AM periode 1 – 30 November 2018 of IDR. 21,247,419. • Payment for KMD Aur Cina period October 2018 of IDR. 637,304. 	Comply
Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.			
6.11.1	Records of contributions to local development based on the results of consultation with local communities shall be available. - Minor compliance -	Company has established a program of “Community Development and Corporate Social Responsibility 2018” consists of 8 types of activities covering the infrastructure, sports event, agriculture, micro business, art, religious event and social-economy. In Air Manjuntjo Estate company made donation for the construction of high school “SLTA Desa Talang Sepakat”; Donation of 40 sacks of cement to “Madrasah Tsanawiyah Lubuk Pinang”, dated 7 October 2018; Assisstance in providing 25 sacks of cement for “Masjid Desa Lubuk Cabau”, dated 1 March 2018; Assisstance for youth program, sport equipment for “Karang Taruna Desa Sei Kiang” on 31 July 2018 in form of volley balls, takraw balls, volleyball nets, takraw nets.	Comply
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve scheme smallholder productivity. - Minor compliance -	PT. Agro Muko and PT. Mukomuko Agro Sejahtera is helping the development of <i>Kebun Masyarakat Desa/KMD</i> . Companies provides technical guidance, financial credit, fertilizer support and receiving the FFB production from certified <i>Kebun Masyarakat Desa/KMD</i> into Mukomuko POM (full managed). Currently PT. Agro Muko has assisted in development of 669.32 Ha <i>Kebun Masyarakat Desa/KMD</i> from 56 villages with 10-15Ha per village.	Comply
Criterion 6.12: No forms of forced or trafficked labour are used.			
6.12.1	There shall be evidence that no forms of forced or trafficked labor are used. - Major compliance -	PT. Agro Muko has established a policy against force labour and trafficked worker, signed by President Director 23 th October 2013, was explained that: <ul style="list-style-type: none"> – The company did not use force labour or trafficked labour, directly or through third party. – The company admitted the use of forced labour or trafficked labour is unacceptable in any form. Worker bond to industrial relation because of debt considered as forced labour. – Accusations upon use of forced labour or trafficked labour by complay employee, if proven, resulted in 	Comply

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	<p>disciplinary action up to termination of work relation, and could cause legal action.</p> <ul style="list-style-type: none"> - Violation against the of forced labour or trafficked labour by complay employee, if proven, resulted in disciplinary action up to termination of work relation, and could cause legal action. <p>Assessment team have consulted with the manpower office and having statement there is no form of force or trafficked labor in PT. Agro Muko and PT. Mukomuko Agro Sejahtera.</p> <p>Based on interview with worker union, there is no forced or trafficked labor – all worker signed work agreement, and can resigned as the worker wished. Further confirmed no retain of ID card practiced.</p> <p>PT. Agro Muko carried out awareness session, explaining the force labor policy for cooperative: KMD Pondok Lunang on 18 September 2018; KMD Dusun Baru on 19 September 2018; KMD Sari Bulan on 20 September 2018; Koperasi Produksi Plasma Sungai Tenang Mukomuko Agro Sejahtera on 27 October 2018; KMD Surian Bungkal on 28 October 2018; KMD Talang Kuning on 28 October 2018.</p>	
<p>6.12.2 It shall be demonstrated that no contract substitution has occurred. - Minor compliance -</p>	<p>Based on document review and interview with workers and labour union, confirmed that no contract substitution was noted.</p> <p>In Air Majunto Estate:</p> <ul style="list-style-type: none"> - Temporary worker/PKWT namely Mrs. A*** M*****, dated 2nd June 2018 – valid until 31th May 2019 – jobtitle: Manuring. - Temporary worker/PKWT namely Mrs. N*** D*****, dated 2nd June 2018 – valid until 31th May 2019, jobtitle: Manuring; <p>As interview during work, the work performed by the worker is manure application.</p>	<p>Comply</p>
<p>6.12.3 Where migrant/foreign/honorary workers are employed, a special worker policy and procedures and the evidence of implementation shall be available. - Major compliance -</p>	<p>The agreement for temporary workers is available and signed by workers. There is no migrant worker.</p> <p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera prepared a format to report the use of casual worker (through Koperasi Jasa Karyawan).</p>	<p>Comply</p>
<p>Criterion 6.13: Growers and millers respect human rights.</p>		
<p>6.13.1 A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations. - Major compliance -</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera established a policy in protection of human rights, signed by President Director on 1 March 2014. The policy was explained that:</p> <ul style="list-style-type: none"> - The company acknowledges human rights are universal; thus applicable to all operation. - The compnay support implementation of human rights and ILO declaration related to principles and basic rights in working place that has been ratified by Republic of Indonesia. - Accusations against violation of human rights, if proven, resulted in disciplinary action up to 	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>termination of work relation, and could cause legal action.</p> <p>PT. Agro Muko carried out awareness session, explaining the human rights policy for cooperative: KMD Pondok Lunang on 18 September 2018; KMD Dusun Baru on 19 September 2018; KMD Sari Bulan on 20 September 2018; Koperasi Produksi Plasma Sungai Tenang Mukomuko Agro Sejahtera on 27 October 2018; KMD Surian Bungkal on 28 October 2018; KMD Talang Kuning on 28 October 2018.</p>	
Principle 7: Responsible development of new plantings		
Criterion 7.1:		
<p>A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.</p>		
<p>7.1.1</p>	<p>An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented.</p> <p>- Major compliance -</p>	<p>PT. Mukomuko Agro Sejahtera; the environmental management and monitoring document and planning was approved as per "Surat Keputusan Gubernur Bengkulu No.M.288.XXX.Tahun 2011 tentang Kelayakan Lingkungan Kegiatan Perkebunan Kelapa Sawit seluas 6,298 Ha, di Kecamatan Malin Deman, Kecamatan Ipuh dan Kecamatan V Koto, Kabupaten Mukomuko, Provinsi Bengkulu oleh PT. Mukomuko Agro Sejahtera" dated 9 September 2011.</p> <p>In the environmental document: management of air quality (including odor), management of noise (including vibration), soil erosion management, management of water quality (ground and surface water), management of flora, management of animal/wildlife, management of aquatic ecosystem, management of hazardous waste, management of stone mining/ quarry, management and monitoring of peat area subsidence, monitoring of mill water use for process, management of solid waste, etc.</p> <p>Aside from that, company has prepared a social impact assessment, in cooperation with Yayasan Kelapa Sawit Berkelanjutan (YASBI), 2011. 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)". Under the document, the social aspect identified covers source of livelihood, community's revenue, community mobility, community perception on company activity, social conflict, social-cultural changes, community health status.</p> <p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera assisted <i>Kebun Masyarakat Desa/KMD</i> and plasma to prepare an environmental impact assessment document(s) covering the KMD/cooperatives location, endorsed by the relevant government agencies. The</p>

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	<p>document presented in SPPL (Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup). Sample seen: "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL" KMD Bumi Mulya dated 12 December 2017; "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL" KMD Suka Maju dated 12 December 2017; "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL" KMD Tunas Muda – Tunggal Jaya dated 12 December 2017; including aspect – impact management plan for erosion, change in vegetation composition and biodiversity due to land conversion, etc. The document prepared through series of meeting with government, traditional leaders/Kepala Kaum and community at each village.</p> <p>In 2017, social impact assessment held in cooperation with Koompasia Enviro Institut 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>7.1.2</p> <p>Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts.</p> <p>- Minor compliance -</p>	<p>In PT. Mukomuko Agro Sejahtera the type of environmental aspect and impact identified, and recommended to manage, as per environmental document: management of air quality (including odor), management of noise (including vibration), soil erosion management, management of water quality (ground and surface water), management of flora, management of animal/wildlife, management of aquatic ecosystem, management of hazardous waste, management of stone mining/ quarry, management and monitoring of peat area subsidence, monitoring of mill water use for process, management of solid waste, etc.</p> <p>The management plans has been including type of impact, source of impact, relevant impact parameter, management and plan, management location, person in charge.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> PT. Agro Muko helped Kebun Masyarakat Desa/KMD to prepare an environmental impact assessment document(s) covering the KMD/cooperatives location. The document presented in "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL". Sample seen: "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL" KMD Suka Maju dated 12 December 2017 including aspect – impact management plan for erosion, change in vegetation composition and biodiversity due to land conversion, etc. The management plan covers: no planting on area with slope >400; practicing terrace contour; efficient use of fertilizer and pesticide; planting ground cover to minimize surface runoff, etc.</p>	<p>Comply</p>

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	<p>Based on field visit to KMDs, no planting on area with slope >40°; ground cover is using <i>Mucuna</i>. For managing the social impact, KMD has assisted by company to have training on good bookkeeping, financial records, capacity building for organization. To demonstrate responsibility and accountability to its stakeholder, KMD involved in posting financial report into newspaper whereby PT. Agro Muko has indicated the price, tonnage and amount of money paid – therefore KMD being transparent on the financial resources they managed.</p>	
<p>7.1.3 Where the development includes an outgrower scheme, the impacts of the scheme and the implications of the way it is managed shall be given particular attention. - Minor compliance -</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera helped <i>Kebun Masyarakat Desa/KMD</i> to prepare an environmental impact assessment document(s) covering the KMD/cooperatives location, endorsed by the relevant government agencies. The document presented in "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL". Sample seen: Sample seen: "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL" KMD Suka Maju dated 12 December 2017; "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL" KMD Bumi Mulya Masad dated 12 December 2017; "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL" KMD Tunas Maju Tunggal Jaya dated 12 December 2017.</p> <p>The documents has identified aspect – impact management and monitoring plan for soil erosion, plan for change in vegetation composition and biodiversity due to land conversion, etc. The management and monitoring plan covers: no planting on area with slope >40°; practicing terrace contour; efficient use of fertilizer and pesticide; planting ground cover to minimize surface runoff, etc.</p> <p>Based on field visit to KMDs, management of such aspect-impact in form of: no planting on area with slope >40°; ground cover is using <i>Mucuna</i>. Monitoring has been carried out once per annum, result for 2017 in process of report preparation.</p> <p>For managing the social impact, KMD has assisted by company to have training on good bookkeeping, financial records, capacity building for organization. To demonstrate responsibility and accountability to its stakeholder, KMD involved in posting financial report into newspaper whereby PT. Agro Muko has indicated the price, tonnage and amount of money paid – therefore KMD being transparent on the financial resources they managed.</p>	<p>Comply</p>
<p>Criterion 7.2: Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.</p>		
<p>7.2.1</p>	<p>Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm</p>	<p>PT. Mukomuko Agro Sejahtera is able to present map, consist of information related to the soil type and topographic condition of the Estate. Based on identified</p> <p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>cultivation shall be available and taken into account in plans and operations. - Major compliance -</p> <p>soil type, the plantation located on mineral soil – limiting factor identified was steep slope. PT. Agro Muko and PT. Mukomuko Agro Sejahtera had a detailed reconnaissance survey oil palm suitability study report, datum 2010. The soil map with scale 1:50,000 indicated the soil type is Typic Kandiuults and Lithic Kandiuults. Soil mapping unit indicates Berlian Jaya Series Typi Kandiuults fine sandy clay to clay, deep to very deep soil on sedimentary rock – shale/sandstone with effective soil depth >100 cm. There is no peat soil.</p> <p>The soil type map, topographic map is available for <i>Kebun Masyarakat Desa/KMD</i> inside planting plan. Peta Jenis Tanah KSU Sei Ipuh (15.97 Ha) – consist of Hapludands (mineral); Dystrudepts (mineral); Peta Jenis Tanah Rencana KMD Tunas Muda – Tunggal Jaya (7.56 Ha): consist of Hapludands (mineral) and Dystrudepts (mineral); Peta Jenis Tanah Planting Plan KSU Sei Kiang (14.37 Ha): Hapludults and Dystrudepts; KMD Suka Maju: consist of Kandiuults and Dystrudepts, no peat soil; Generally located on mineral soil, planted with oil palm but limited fertility. KMD Bumi Mulya: consist of Hapludults and Dystrudepts, no peat soil; Generally located on mineral soil, planted with oil palm but limited fertility.</p>	
<p>7.2.2</p>	<p>Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available and taken into account in plans and operations. - Minor compliance -</p> <p>PT. Mukomuko Agro Sejahtera was able to present map, consist of information related to soil type and topographic condition of Malin Deman Estate. Based on identified soil type, the plantation located on mineral soil – limiting factor identified was steep slope. The topographic map scale 1:15,000 indicates the slope degree predominantly 0-5⁰ and 5-10⁰. Some area have slope 10-15⁰, 15-20⁰ and 20-25⁰. The major limitation is steep slope >20⁰. The verdict from consultant was suitable for oil palm plantation given appropriate management for area with slope.</p> <p>The soil type map, topographic map is available for <i>Kebun Masyarakat Desa/KMD</i> inside planting plan. Peta Topografi (Kelas Lereng) KSU Sei Ipuh (15.97 Ha): predominantly 0-6⁰, followed with 6⁰ – 10⁰ and 10⁰ – 15⁰; Peta Topografi (Kelas Lereng) Rencana KMD Pondok Lunang (6.68 Ha): slope 0⁰ – 6⁰, 8⁰ – 15⁰, 4⁰ - 6⁰ and 6⁰ – 8⁰; Peta Topografi (Kelas Lereng) Rencana KMD Tunas Muda – Tunggal Jaya (7.56 Ha): slope 0⁰ – 5⁰, 5⁰ – 10⁰, 10⁰ - 15⁰; Peta Topografi (Kelas Lereng) Planting Plan KSU Sei Kiang (14.37 Ha): slope 2⁰ – 6⁰, 6⁰ – 12⁰, 12⁰ - 20⁰ and small part 20⁰ – 25⁰. KMD Suka Maju: consist of Kandiuults and Dystrudepts, no peat soil; Generally located on mineral soil, planted with oil palm but limited fertility.</p>	<p>Comply</p>

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	<p>Topographic map suggest elevation 96-115 m asl; slope 0° – 12°. no steep area (>25°). KMD Bumi Mulya: consist of Hapludults and Dystrudepts, no peat soil; Generally located on mineral soil, planted with oil palm but limited fertility. Topographic map suggest elevation 9 - 24 meters asl; slope 0° – 12°. no steep area (>25°).</p>	
<p>Criterion 7.3: New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.</p>		
<p>7.3.1</p>	<p>There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2). - Major compliance –</p>	<p>The new planting principle (after November 2005) is applicable to plantation of PT. Mukomuko Agro Sejahtera – Air Manjuntio Estate. HCV assessment of PT. Mukomuko Agro Sejahtera carried out in 2010 has been undertaken by appropriately qualified and experienced expert from “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. The HCV assesment reported under “Laporan Penilaian HCV PT. Mukomuko Agro Sejahtera, Provinsi Bengkulu, Juli 2010 terhadap lahan ijin lokasi seluas 8,052.29 Ha” dated July 2010. The scope of assessment has included all scheme smallholder area. The assessment team comprise of Ir. Purwo Susanto (lead assessor – RSPO approved HCV assessor); Dr. Kunkun Jaka Gurmaya (biodiversity – RSPO approved HCV assessor); Gurnita, Ssi (ecology); Drs. Bambang Suseno (social, economic and cultural); Ir. Imam Subagyo (social, economy and environmental services); Arto Seto ST (GIS); Asep Ridwan Anaribowo (biodiversity); Abdillah Luhur Nuratmaja Ssi (biodiversity).</p> <p>The HCV assessment report concluded that PT. Mukomuko Agro Sejahtera has HCV 1, HCV 3 and HCV in area of 196.09 Ha consisting of 167 Ha conservation forest and 20.79 Ha of drain riparian/buffer zone and corridor. HCV 6 of 1.56 Ha in Tanah Rekah Estate, Mukomuko Estate, Sei Betung Estate, Sei Kiang Estate, Air Bikuk Estate, and Air Buluh Estate. The HCV report has been peer reviewed on 2 April 2013, as per “HCV Toolkit Indonesia, 2008”.</p> <p>Based on the HCV assessment report, it was known that no conversion of primary forest and/or HCV area in plantation area of PT. Mukomuko Agro Sejahtera.</p> <p>HCV assesment in <i>Kebun Masyarakat Desa</i>/KMD cooperation with Kompas Enviro Institut against 10 KMD in 2017. Report presented under “Laporan Identifikasi Nilai Konservasi Tinggi Rantai Suplai PT. Agro Muko untuk KMD Serami Baru dan KMD Lubuk Talang, Kecamatan Malindeman, KMD Bumi Mulya,</p>

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	<p>KMD Suka Maju dan KMD Bukit Makmur Kecamatan Penarik, KMD Mundam Marap Kecamatan Ipuh, KMD Tunas Muda Tunggal Jaya dan KMD Pondok Lunang Kecamatan Teras Terunjam, KSU Agro Muko Sungai Ipuh kecamatan Selagan Raya, KSU Agro Muko Sungai Kiang Kecamatan V Koto Kabupaten Mukomuko, Provinsi Bengkulu". The assessment team comprise of Sigit Budhi Setyanto (social-cultural; ALS15024SB); Wibowo A Djatmiko (ecology and biodiversity); Riswan (environmental service); Amirul Ikhsan (GIS and landscaping); Pradipta Wijaya (GIS); Chyntia Lestari (social-cultural).</p> <p>The assessment carried out on 6-16 March 2017. Public consultation was carried out on 13 March 2017, attended by 31 individuals: villagers, KMD committee, traditional leaders/Kepala kaum, and other stakeholder.</p> <p>Based on the HCV assessment, there was HCV identified in KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda –Tunggal Jaya, Koperasi Produksi Sungai Tenang Mukomuko Agro Sejahtera. And there is no conversion of HCV/primary forest identified.</p>	
<p>7.3.2</p> <p>Reports of comprehensive HCV assessment, which involves stakeholder consultation and includes record of land-use change since November 2005, shall be available. This HCV assessment shall be conducted prior to any conversion or new planting.</p> <p>- Major compliance –</p>	<p>HCV assessment of PT. Mukomuko Agro Sejahtera carried out in 2010 has been undertaken by appropriately qualified and experienced expert from "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. The HCV assesment reported under "Laporan Penilaian HCV PT. Mukomuko Agro Sejahtera, Provinsi Bengkulu, Juli 2010 terhadap lahan ijin lokasi seluas 8,052.29 Ha" dated July 2010. The scope of assessment has included all scheme smallholder area. The assessment team comprise of Ir. Purwo Susanto (lead assessor – RSPO approved HCV assessor); Dr. Kunkun Jaka Gurmaya (biodiversity – RSPO approved HCV assessor); Gurnita, Ssi (ecology); Drs. Bambang Suseno (social, economic and cultural); Ir. Imam Subagyo (social, economy and environmental services); Arto Seto ST (GIS); Asep Ridwan Anaribowo (biodiversity); Abdillah Luhur Nuratmaja Ssi (biodiversity).</p> <p>The HCV assessment report concluded that PT. Mukomuko Agro Sejahtera has HCV 1, HCV 3 and HCV in area of 196.09 Ha consisting of 167 Ha conservation forest and 20.79 Ha of drain riparian/buffer zone and corridor.</p> <p>Stakeholder consultation carried out on 9 July 2010 in "Kantor Kecamatan Malin Deman" and "Kantor Kecamatan V Koto". The public consultation was attended by 41 individuals in Malin Deman; and 49 individuals in V Koto. Type of stakeholders: district head/<i>Camat</i>, village head/<i>Kepala Desa</i>, <i>Kepala Dusun</i>, traditional leaders/<i>Kepala Kaum</i>, individuals, workers, government offices delegation, etc.</p>	<p>Comply</p>

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	<p>In 2012, PT. Mukomuko Agro Sejahtera carried out ground verification against HCV assessment report upon all HCV area and reported under "Laporan Hasil Verifikasi Penilaian NKT PT. Mukomuko Agro Sejahtera". The activity was carried out to analyze the field condition, whereby a number of deviation from initial HCV assessment found. The ground verification has been agreed with YASBI foundation and become integral part of the HCV assessment report – and becomes guidance in management and monitoring plan for HCV area.</p> <p>The HCV report has been peer reviewed on 2 April 2013, as per "HCV Toolkit Indonesia, 2008".</p> <p>PT. Agro Muko carried out internal field visit for KMD Sungai Ipuh. The KMD of 15 Ha, located in Selagan Raya District. The result from field visit dated 22 July 2006 was the proposed land was ex-oil palm plantation, with the surrounding was oil palm plantation; there is no area requires to be maintained as conservation area; soil type Dystrudepts haplulands; location identified with slope max.20-25^o – will requires terrace contour to prevent erosion. The assessment complemented with landsat imagery from year 2000 (coverage 13 May 2000), indicating the area was shrub; from year 2005 (coverage 25 April 2005), indicating the area was shrub.</p> <p>PT. Agro Muko carried out internal HCV assessment for KMD Talang Medan. The checklist refer to HCV Toolkit 2008. The KMD of 8 Ha, located in Selagan Raya District. The result from field visit dated 2 June 2010 was the proposed land was ex-oil palm plantation, with the surrounding was oil palm plantation; there is no area requires to be maintained as conservation area; soil type is Dystrudepts haplulands (mineral); KMD location have slope max.15-20^o – requires terrace contour to prevent erosion. The assessment complemented with landsat imagery from year 2000 (coverage 13 May 2000), indicating the area was shrub; from year 2005 (coverage 25 April 2005), indicating the area was shrub.</p> <p>PT. Agro Muko has accommodated an HCV assessment in <i>Kebun Masyarakat Desa</i>/KMD cooperation with Kompassia Enviro Institut against 10 KMD in 2017. Report presented under "Laporan Identifikasi Nilai Konservasi Tinggi Rantai Suplai PT. Agro Muko untuk KMD Serami Baru dan KMD Lubuk Talang, Kecamatan Malindeman, KMD Bumi Mulya, KMD Suka Maju dan KMD Bukit Makmur Kecamatan Penarik, KMD Mundam Marap Kecamatan Ipuh, KMD Tunas Muda Tunggal Jaya dan KMD Pondok Lunang Kecamatan Teras Terunjam, KSU Agro Muko Sungai Ipuh kecamatan Selagan Raya, KSU Agro Muko Sungai Kiang Kecamatan V Koto Kabupaten Mukomuko, Provinsi Bengkulu". The assessment team comprise of Sigit Budhi Setyanto (social-cultural; ALS15024SB); Wibowo</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>A Djatmiko (ecology and biodiversity); Riswan (environmental service); Amirul Ikhsan (GIS and landscaping); Pradipta Wijaya (GIS); Chyntia Lestari (social-cultural).</p> <p>The assessment carried out on 6-16 March 2017. Public consultation was carried out on 13 March 2017, attended by 31 individuals: villagers, KMD committee, traditional leaders/Kepala kaum, and other stakeholder.</p> <p>Based on the HCV assessment, there was HCV identified in KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda –Tunggal Jaya, Koperasi Produksi Sungai Tenang Mukomuko Agro Sejahtera.</p>	
<p>7.3.3</p>	<p>Records of land preparation and clearing dates shall be available. - Minor compliance –</p> <p>The company has record of land preparation commencement in “Hectare Statement”.</p> <p>The company assisted smallholder in preparing record of land preparation commencement in “Hectare Statement KMD dan Koperasi”.</p>	<p>Comply</p>
<p>7.3.4</p>	<p>An action plan shall be developed that describes operational actions consequent to the findings of the HCV assessment, and that references the grower’s relevant operational procedures. (see Criterion 5.2) - Major compliance –</p> <p>In area of PT. Mukomuko Agro Sejahtera was identified rare-threatened-endangered species and other species protected by Indonesian regulation. In PT. Mukomuko Agro Sejahtera, there are 3 types of vegetation cover: Shrub vegetation with two species: <i>Dicranopteris linearis</i> (Old world forked fern), <i>Imperata cylindrical</i> (Japanese blodgrass); in cash crop vegetation found 22 species such as: <i>Hevea brassiliensis</i> (Rubber tree), <i>Dyera costulata</i> (Milkwood pine), etc.; in secondary forest cover found 43 species: <i>Agathis dammara</i> (Amboina pitch tree), <i>Gluta renghas</i> (Rengas), etc.</p> <p>It was also identified wildlife divided in 16 species of mammals, such as: <i>Sus verrucosus</i> (Javan earty pig), <i>Presbytis rubicunda</i> (Maroon langur), <i>Paradoxurus hermaphroditus</i> (Asian palm civet), <i>Felis bengalensis</i> (Leopard cat). 32 species of birds such as: <i>Accipiter trivirgatus</i> (Crested goshawk), <i>Turdus poliocephalus</i> (Island thrush), <i>Gallus gallus</i> (Red junglefowl), <i>Streptopelia chinensis</i> (Spotted dove).</p> <p>In order to protect the wildlife, company has established environment protection policy – “Kebijakan Perlindungan Lingkungan” dated 1 March 2013. In point stated protection of endangered and protected animals. In implementation, the effort to protect wildlife was managed through:</p> <ul style="list-style-type: none"> - No conversion on area identified as HCV; - Company has installed signboards on HCV identity; no-hunting, no poaching, no fishing warning signs; signboards with identified/potential rare-threatened-endangered or protected animals; - Company has create posters with information of type of rare-threatened-endangered or protected animal on the field and office premises; - Company has appointed personnel responsible to manage and monitor the HCV areas – called conservation ranger; - Company has communicated the HCV areas and status/presence of rare-threatened-endangered or 	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p>protected animals in the region – to local communities and its workers;</p> <ul style="list-style-type: none"> - Company has cooperation with Zoological Society of London (ZSL), Bogor to provide SMART software training to its worker/conservation rangers; - Company through conservation rangers made HCV patrol periodically to monitor the flora and fauna. This is through installation of camera trap such as in Air Buluh Estate. <p>The monitoring result has been compiled and reported on annual basis. HCV management and monitoring report 2018 sighted.</p> <p>Based on the HCV assessment, there was HCV identified in KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya, Koperasi Produksi Plasma Sungai Tenang Mukomuko Agro Sejahtera.</p> <p>Based on document verification, it was found 25 mammals species, such as <i>Nycticebus coucang</i> (Sunda slow loris), <i>Neofelis diardii</i> (Clouded leopard), etc.; 54 species of birds such as <i>Argusianus argus</i> (The great argus), <i>Halcyon smyrnensis</i> (White-throated kingfisher), etc.; 10 species of reptiles such as <i>Ophiophagus hannah</i> (King cobra), etc.; 8 types of amphibia such as <i>Leptobrachium sp.</i> (Pelobatid frog) etc.; 12 species of fish such as <i>Barbodes cf binotatus</i> (Spotted barb), etc.</p> <p>The HCV report from Kompasnia Enviro Institut has been integral part in preparing “planting plan” – to avoid conversion of HCV area in smallholder block.</p>	
<p>7.3.5</p>	<p>Areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations, shall be identified in consultation with the communities and incorporated into HCV assessments and management plans (see Criterion 5.2).</p> <ul style="list-style-type: none"> - Minor compliance - 	<p>Comply</p>
<p>Criterion 7.4: Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.</p>		
<p>7.4.1</p>	<p>Maps identifying marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided.</p> <ul style="list-style-type: none"> - Minor compliance - 	<p>Comply</p>
<p>7.4.2</p>	<p>Where limited planting on fragile and marginal soils, including peat, is proposed, plans shall be developed</p>	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
and implemented to protect them without incurring adverse impacts. - Major compliance -	identified soil type, there is no area with excessive gradients, no peat soil in Estate. Based on identified soil type, there is no area with excessive gradients, no peat soil in <i>Kebun Masyarakat Desa/KMD</i> .	
<p>Criterion 7.5: No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their free, prior and informed consent. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.</p>		
<p>7.5.1</p> <p>Evidence shall be available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples. - Major compliance -</p>	<p>PT. Mukomuko Agro Sejahtera has a mechanism for land compensation "Prosedur Kompensasi Lahan No.SOP/CA/02" issued on 1 July 2012. Eventough the land was legally under company's HGU or Izin Lokasi, since it is still under traditional owner and has not been compensated. Company respect the decision. Based on document review, shows that land belong to individual landowners that has not been released their land; are being excised from "Kadastral" measurement and not being part of HGU application by PT. Mukomuko Agro Sejahtera. Map of 1:33,700 identifying the name and location, totalling 87.53 Ha.</p> <p>Based on document review and interview with <i>Kebun Masyarakat Desa/KMD</i> management and village head, it is known that up to this moment, there is no land conflict between KMD and local community. The land prepared for oil palm plantation was provided voluntarily from previous landowners for smallholder development. This was recorded during formation of KMD, which based on meeting with village community and their representatives, e.g.:</p> <ul style="list-style-type: none"> - KMD Bumi Mulya formation meeting held on 5 October 2012, attended by 30 participants, consists of: village head, BPD, kepala dusun, community leaders and youth leader. The meeting dicussed formation of KMD and land ownership transfer (Hibah) from previous owner to Bumi Mulya Village. Evidence were available, such as meeting attendance list, map, "Berita Acara Pembuatan Kebun Kas Desa" and "Surat Pernyataan Hibah". - KMD Tunas Muda – Tunggal Jaya formation meeting held on 6 October 2016, attended by 23 participants, consists of: village head, BPD, kepala dusun, community leaders and youth leader. The meeting discussed: approval of extension of KMD area, area management performed by PT. Agro Muko and proposal for funding to PT. Agro Muko. Evidences of meeting were available, such as meeting attendance list, map, "Berita Acara Rapat Pembahasan Penambahan Kebun Masyarakat Desa (KMD) Bersama Perangkat Desa, BPD, Panitia KMD, RT, Kadus, dan Syarak Tahun 2016" and "Proposal Permohonan Pinjaman Dana Untuk Penambahan Kebun Desa Tunggal Jaya 	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
	Kecamatan Teras Terunjam Kabupaten Mukomuko”.	
Criterion 7.6: Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.		
7.6.1 Documented identification and assessment of demonstrable legal, customary and user rights shall be available. - Major compliance -	<p>PT. Mukomuko Agro Sejahtera has utilized the area under location permit: “Surat Keputusan Bupati Mukomuko No.700-212 tentang Perpanjangan Izin Lokasi seluas 1,167 Ha” dated 18 March 2014. Company has identified all landowners that possess valid user right inside the concession and negotiated to compensated the land. Based on document review and interview, PT. Mukomuko Agro Sejahtera, up to this moment, has identified and made compensation for 1,225 landowners with total area of 2,142.29 Ha.</p> <p>Based on document review, shows that land belong to individual landowners that has not been released their land; are being excised from “Kadastral” measurement and not being part of HGU application by PT. Mukomuko Agro Sejahtera. Map of 1:33,700 identifying the name and location, totalling 87.53 Ha.</p> <p>Each <i>Kebun Masyarakat Desa/KMD</i> has identified the previous landowners, with legal rights and/or user rights upon land parcel to be compensated. Because the potential land is within their village boundary. Sample seen: KMD Bumi Mulya identified 6 landowners whose land planned for smallholder plantation, before made compensation to individual landowner.</p>	Comply
7.6.2 A system for identifying people entitled to compensation shall be in place. - Major compliance -	<p>PT. Mukomuko Agro Sejahtera has a mechanism for land compensation “Prosedur Kompensasi Lahan No.SOP/CA/02” issued on 1 July 2012. In the procedure outlines the mechanism for identifying, verifying people entitled to compensation through the FPIC process (socialization). Document Verification and Measurement of land and Price Negotiation “Ganti Rugi Tanam Tumbuh/GRTT”. Completeness GRTT are as follows:</p> <ol style="list-style-type: none"> 1. Letter of Request for measurement, 2. Minute of land surveying, 3. Certificate of Land or “Surat Keterangan Tanah/SKT; 4. Statement of no dispute 5. Statement of Recognition of Rights, 6. Statement Own Land / Land for smallholder (if any), 7. Letter of Waiver working on arable land, arable land compensation letters. <p><i>Kebun Masyarakat Desa/KMD</i> committee refers to PT. Agro Muko’s procedure on identifying people entitled to compensation. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>"Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko.</p> <p>PT. Agro Muko's "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure dated 1 July 2012, available in Bahasa Indonesia. Any identification of people entitled for land compensation will be identified by <i>Kebun Masyarakat Desa/KMD</i> committee and acknowledged by PT. Agro Muko.</p>	
<p>7.6.3</p> <p>A system for calculating and distributing fair compensation (monetary or otherwise) shall be in place.</p> <p>- Major compliance -</p>	<p>PT. Mukomuko Agro Sejahtera has a mechanism for land compensation "Prosedur Kompensasi Lahan No.SOP/CA/02" issued on 1 July 2012. In the procedure outlines the mechanism for identifying, verifying people entitled to compensation through the FPIC process (socialization). Record of calculation system (based on participatory mapping and measurement) for compensation recorded in minutes of negotiation.</p> <p>One of example seen, company assisted to purchase land for <i>Kebun Masyarakat Desa/KMD</i>. The process for land compensation with <i>Kebun Masyarakat Desa</i> Tanjung Jaya, whereby land of 7.83 Ha located inside area proposed for HGU. The agreement was <i>Kebun Masyarakat Desa</i> Tanjung Jaya to release the land inside HGU and exchanged with PT. Mukomuko Agro Sejahtera assist to purchase land outside proposed HGU area of 14.516 Ha. In addition, the balance of debt accounted as paid during the agreement, 11 August 2017.</p> <p><i>Kebun Masyarakat Desa/KMD</i> committee refers to PT. Agro Muko's procedure on calculating compensation. Record of calculation/negotiation sighted in the minutes of meeting between KMD with community and individual landowners. Sample seen: "Surat Keterangan Tanah Ganti Rugi Tanam Tumbuh (GRTT) Desa Talang Petai atas nama Arbain (0.9 Ha)". The statement letter indicated the land compensation from Arbain for land of 0.9 Ha, located in Talang Petai Village, V Koto district, Mukomuko Regency – to be compensated by PT. Mukomuko Agro Sejahtera. The compensation paid for IDR.30 million. Completed with map, and indicating the boundaries. Copy of receipt made available.</p> <p>"Surat Keterangan Tanah No.09/SKT/DS-TP/II/2015", dated 3 February 2015, under name Arbain, for land of 0.9 ha; located in Talang Petai Village, V Koto district, Mukomuko Regency. The land was originated from opening up land back in 1995, since then the land was under his ownership.</p> <p>"Surat Pernyataan Penguasaan Fisik Tanah", dated 3 February 2015, under name Arbain for land of 0.9 Ha,</p>	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance	
	located in Talang Petai Village, V Koto district, Mukomuko Regency, since 2015.		
7.6.4 Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development. - Minor compliance -	<p>PT. Mukomuko Agro Sejahtera opens to possibilities of providing opportunities to benefit from plantation development. In one case, the compensation made to exchange with assistance to sets up smallholder. Company assisted to purchase land for <i>Kebun Masyarakat Desa/KMD</i>. The process for land compensation with <i>Kebun Masyarakat Desa/KMD</i> Tanjung Jaya, whereby land of 7.83 Ha located inside area proposed for HGU. The agreement was <i>Kebun Masyarakat Desa</i> Tanjung Jaya to release the land inside HGU and exchanged with PT. Mukomuko Agro Sejahtera assist to purchase land outside proposed HGU area of 14.516 Ha. In addition, the balance of debt accounted as paid during the agreement, 11 August 2017.</p> <p><i>Kebun Masyarakat Desa/KMD</i> committee refers to PT. Agro Muko's procedure on calculating compensation. Record of calculation/negotiation sighted in the minutes of meeting between KMD with community and individual landowners.</p>	Comply	
7.6.5 The process and outcome of any compensation claims shall be documented and made publicly available. - Minor compliance -	<p>PT. Mukomuko Agro Sejahtera maintain complete records of negotiation process, participatory mapping and measurement, user right release and compensation payment. These documents are available for public, as explained in indicator 1.2.1.</p> <p><i>Kebun Masyarakat Desa/KMD</i> committee assisted by PT. Agro Muko to maintain records of process and outcome upon land compensation. These documents are available for public, as explained in indicator 1.2.1.</p>	Comply	
7.6.6 Evidence shall be available that the affected communities and rights holders have access to information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands. - Minor compliance -	<p>Based on document review and interview with compensation benefactors, or people received compensation; individual landowners are given all information; related to scope of project, benefit and detriment impacts, and free to choose their representative. In most cases for PT. Mukomuko Agro Sejahtera, the negotiation process represented by individual landowners themselves – with traditional leader/Kepala Kaum, village head and district head as witness – supervising the process.</p> <p><i>Kebun Masyarakat Desa/KMD</i> committee always involving the traditional leader/Kepala Kaum, village head and district head in the process of providing land compensation.</p>	Comply	
Criterion 7.7: No use of fire in the preparation of new plantings other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.			
7.7.1	There shall be no land preparation by burning, other than in specific situations, as identified in the 'Guidelines for the Implementation of	There is no fire used for land preparation. PT. Mukomuko Agro Sejahtera implements their policy of "Zero Burning" and it was noted during field visit that there is no signs of burning for land preparation.	Comply

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	<p>the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -</p> <p>Records show that there is no burning activity in land preparation at company Estate.</p> <p>Guidance for land clearing/planting in <i>Kebun Masyarakat Desa/KMD</i> provided by PT. Agro Muko in document "Planting Approval". One of the highlight, the document stipulates the mechanical work, whereby company provides technical solution for smallholder development; provided the heavy machinery and supervision (manpower) to control the process. No use of fire, all mechanical. Description of work are chipping, filling, clearing, stacking, making road, making terrace contour, making drain, making boundary drain, leveling, making sewer, spraying, making planting hole, planting LCC, planting oil palm, etc. Records show that there is no burning activity in land preparation at KMD. Field observation at KMD Dusun Baru, KMD Pondok Lunang, KMD Sari Bulan, KMD Talang Medan, KMD Aur Cina, KMD Sungai Ipuh Satu and KSU Sungai Ipuh demonstrated that there is no burning activity in land preparation at KMD.</p>	
<p>7.7.2</p>	<p>In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -</p> <p>There is no fire used for land preparation. The company implements their policy of "Zero Burning" and it was noted during field visit that there is no signs of burning for land preparation. Records show that there is no burning activity in land preparation at company Estate. Field observation at Air Manjuntto Estate demonstrated that there is no sign of burning activity in land preparation.</p> <p>Record of land clearing in <i>Kebun Masyarakat Desa/KMD</i> available on "Laporan Mingguan Progress Kerja LC". Description of work are chipping, filling, clearing, stacking, making road, making terrace contour, making drain, making boundary drain, leveling, making sewer, spraying, making planting hole, planting LCC, planting oil palm, etc. Records show that there is no burning activity in land preparation at KMD.</p>	<p>Comply</p>
<p>Criterion 7.8: New plantation developments are designed to minimise net greenhouse gas emissions.</p>		
<p>7.8.1</p>	<p>The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated. - Major compliance -</p> <p>Identification of pollutant and mitigation plan PT. Mukomuko Agro Sejahtera, included GHG is documented in "Rencana Pengurangan Emisi Gas Rumah Kaca (GHG Emission) as defined in procedure of "Mitigasi Gas Rumah Kaca" No.ENC/GHG/01. GHG emissions have been identified and plan for mitigation of GHG has been established.</p> <p>PT. Agro Muko has provides 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. From the HCV report, carbon stock</p>	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
	assessment stated area that contain high carbon stock was sets aside. In KMD Lubuk Talang, the HCV area of Ipuh river buffer zone 35.72 Ha and area with secondary forest vegetation 9.79 Ha was not going to be planted. These KMD was not supply base to Mukomuko POM.	
7.8.2 There shall be a plan to minimise net GHG emissions which takes into account avoidance of land areas with high carbon stocks and/or sequestration options. - Minor compliance -	<p>From the "Hectare Statement", recording the land preparation and planting realization, no planting on primary forest and/or peat area for PT. Mukomuok Agro Sejahtera - Malindeman Estate. HCV area and the vegetation are maintained.</p> <p>PT. Agro Muko has provide complete information on planting plan for <i>Kebun Masyarakat Desa</i>/KMD – 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.</p> <p>From the HCV report, carbon stock assessment stated area that contain high carbon stock was sets aside. In KMD Lubuk Talang, the HCV area of Ipuh river buffer zone 35.72 Ha and area with secondary forest vegetation 9.79 Ha was not going to be planted. Based on field visit, the area was not opened. These KMD was not supply base to Mukomuko POM.</p>	Comply
Principle 8: Commitment to continual improvement in key areas of activity		
Criterion 8.1:		
Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.		
8.1.1 The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria. As a minimum, these shall include, but are not necessarily be limited to: <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); • Optimising the yield of the supply base. - Major compliance -	PT. Agro Muko and PT. Mukomuko Agro Sejahtera has prepared the program to continual improvement, such as: <ul style="list-style-type: none"> - Carried out internal audit annually - Continuing dispose hazardous waste to the approval collector. - Increasing planting beneficial plant. - Planting <i>Mucuna Bracteata</i> and contour terracing in replanting area to prevent erosion. - Construct bounding (Penghalang air) to prevent erosion. - Planting forest trees in HCV areas and along the state road. - Continuing CSR program for local community 	Comply

Appendix B: Approved Time Bound Plan

Name of company	Name of Mill	Location	Supply Base	Time Bound Plan	Target Year for RSPO
PT. Agro Muko	Muko Muko Mill	Mukomuko Regency, Bengkulu Province, Indonesia	Muko Muko estate, S. Betung estate, Tanah rekah estate, Talang Petai estate, S. Kiang estate and KMD	2011	Certified
	Bunga Tanjung Mill	Mukomuko Regency, Bengkulu Province, Indonesia	Bunga Tanjung estate, Air Bikuk estate, Air Buluh estate and KMD	2011	Certified
			PT. Mukomuko Agro Sejahtera: - Air Majunto estate - Malin Deman estate	2014	Certified
PT. Tolan Tiga	Bukit Maradja Mill	Simalungun Regency, North Sumatera, Indonesia	- Bukit Maradja Estate (PT. Eastern Sumatra Indonesia) - Kerasaan Estate (PT. Kerasaan Indonesia) - PT. Timbang Deli Indonesia	2010 2018	Certified May 2010 Plan to certify
	Perlabian Mill	Labuhan Batu Selatan Regency, North Sumatera, Indonesia	Perlabian estate and Tolan estate.	2010	Certified May 2010
PT. Umbul Mas Wisesa	Umbul Mas Wisesa Mill	Labuhan Batu Selatan Regency, North Sumatera, Indonesia	UMW South estate, UMW North estate and Toton Usaha Mandiri estate	2014	Certified in March 2015
PT. Agro Kati Lama		Musi Rawas Regency, South Sumatera, Indonesia		2021	developed (It has been RSPO NPP), RSPO public Notification on 31 st March 2014.
PT. Agro Rawas Ulu		Musi Rawas Regency, South Sumatera, Indonesia		2024	developed (It has been RSPO NPP), RSPO public Notification on 31 st March 2014.
PT. Agro Muara Rupit		Musi Rawas Regency, South Sumatera, Indonesia		2024	developed (It has been RSPO NPP), RSPO public Notification on 31 st March 2014.
Hargy Oil Palm Limited (HOPL)	Hargy Mill	East of Bialla, West New Britain Province, PNG	Hargy Estate	2009	Certified in April 2009
	Navo Mill	50 km East of Bialla, West New Britain Province, PNG	Navo Estate, Bakada Estate and Mengan Estate	2009	Certified in April 2009
	Barema Mill	30 km East of Bialla, West New Britain Province, PNG	Barema Estate	2014	RSPO Certified in April 2014
PT. Dendy Marker Indah Lestari	Dendymarker Indahlestari Palm Oil Mill	Karang Dapo District, Musi Rawas Regency, Sumatera Selatan Province, Inconesia	Bingin Rupit 1 Estate and Bingin Rupit 2 Estate	2015	The most recent acquisition on 1 August 2017. RSPO certified in 2015.

Appendix C: GHG Reporting Executive Summary

The GHG emissions that were produced in **2017 (November 2017 – October 2018)** for **Mukomuko POM** and supply base was calculated using the PalmGHG Calculator version 3.0.1. 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 **2017 (November 2017 – October 2018)** for **Mukomuko POM** and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	0.46
PKO	0.46

Extraction	%
OER	21.72
KER	5.57

Production	t/yr
FFB Process	198568
CPO Produced	43124.68
PKO Produced	11067.07

Land Use	Ha
OP Planted Area	7968.39
OP Planted on peat	0
Conservation (forested)	83.13
Conservation (non-forested)	0
Total	8,051.52

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	75350.09	0.38	0	0	0	0	75350.09	0.38
CO ₂ Emission from fertilizer	6868.52	0.03	0	0	0	0	6868.52	0.03
NO ₂ Emmision	6851.93	0.03	0	0	0	0	6851.93	0.03
Fuel Consumption	983.02	0	0	0	0	0	983.02	0
Peat Oxidation	0	0	0	0	0	0	0	0
Sink								
Crop Sequestration	-71421.88	-0.36	0	0	0	0	-71421.88	-0.36
Conservation Sequestration	0	0	0	0	0	0	0	0

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Total	18631.68	0.09	0	0	0	0	18631.68	0.09
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*Note: Includes both estates and smallholders

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	1385.12	0.01
Fuel Consumption	989.18	0
Grid Electricity Utilisation	3761.52	0.02
Credit		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	6135.82	0.03

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO₂e
PK from own mill	0
PK from other source	0
Fuel Consumptions	0
Total Crusher emissions	0

*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 (%)	0
Divert to methane captured (flaring) (%)	100
Divert to methane captured (energy generation) (%)	0

Appendix D: General Chain of Custody Requirements for the Supply Chain

5.1 Applicability of the general chain of custody requirements for the supply chain			
	Requirement	Evidence For any N/A raised, justification is required.	Compliance (Yes / No or N/A)
5.1.1	The General Chain of Custody requirements of the RSPO Supply Chain Standard shall apply to any organization throughout the supply chain that takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors. After the end product manufacturer, there is no further requirement for certification.	The General Chain of Custody requirements of the RSPO Supply Chain Standard is applicable for PT. Agro Muko – Mukomuko Palm Oil Mill (POM). Mukomuko POM physically process RSPO Certified FFB into Certified Sustainable Palm Oil (CSPO) and Palm Kernel (CSPK). Mukomuko POM does not process non-certified FFB, therefore the applicable RSPO SCC model is Module D - CPO Mills: Identity Preserved.	Yes
5.1.2	Traders and distributors require a licence obtained from RSPO Secretariat to sell RSPO certified product but do not themselves require certification. When selling RSPO certified products, a licensed trader and/or distributor shall pass on the certification number of the product manufacturer and the applicable supply chain model.	PT. Agro Muko – Mukomuko Palm Oil Mill is not a trader or distributors. The site physically handle and process sustainable Fresh Fruit Bunch (FFB) into sustainable CPO and PK. This clause is not applicable for the certification unit.	N/A
5.1.3	Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.	PT. Agro Muko is a subsidiary of SIPEF Group, which is a member of RSPO with membership number 1-0021-05-000-00, since 7 December 2005. PT. Agro Muko – Mukomuko Palm Oil Mill has been registered in RSPO IT Paltform with registered ID number RSPO_PO1000001278.	Yes
5.1.4	Processing aids do not need to be included within an organization’s scope of certification.	PT. Agro Muko – Mukomuko Palm Oil Mill does not include any processing aid into organization’s scope of certification.	Yes
5.2 Supply chain model			
5.2.1	The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.	PT. Agro Muko – Mukomuko Palm Oil Mill is certified against RSPO P&C Indonesia National Interpretation, September 2016 and RSPO Supply Chain Certification Standard, November 2014 Module D - CPO Mills: Identity Preserved.	Yes

		<p>Mukomuko POM received certified raw material (Fresh Fruit Bunch) from its own estate: Mukomuko Estate; Sei Betung Estate; Tanah Rekah Estate; Talang Petai Estate; Sei Kiang Estate; Air Manjuntio Estate; and from the Scheme Smallholders: Kebun Masyarakat Desa/KMD and Koperasi Serba Usaha/KSU; Koperasi Produksi Plasma Sungai Tenang Sejahtera.</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>Management of PT. Agro Muko aware that they can claim their product (CPO and PK) as Identity Preserved or downgrading in the following order Identity Preserved -> Segregated -> Mass Balance.</p>	
5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	<p>PT. Agro Muko – Mukomuko POM uses Module D of RSPO Supply Chain Certification Standard, June 2017. Therefore, Mukomuko POM uses Identity Preserved (IP) as the supply chain model.</p> <p>Prior to sales, CSPO are stored in Agro Muko Tank Terminal at Padang, West Sumatera. During storage CSPO are mixed with other RSPO certified CSPO from PT. Agro Muko – Bunga Tanjung POM, which certified under certificate No. RSPO 646338. PT Agro Muko – Bunga Tanjung Palm Oil Mill is certified against RSPO P&C Indonesia National Interpretation, September 2016 and RSPO Supply Chain Certification Standard, November 2014 Module D - CPO Mills: Identity Preserved.</p> <p>Based on review of Contract documents, Shipping Instruction, Packing List and Bill of Lading, PT. Agro Muko uses Segregation (SG) as the supply chain model.</p>	Yes
5.3. Documented Procedures			
5.3.1	<p>The site 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> <ul style="list-style-type: none"> • Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. 	<p>PT Agro Muko has a written procedures and/work instruction for ensuring the implementation of RSPO Supply Chain Standard. The procedure is "Supply Chain and Traceability" (ENC-01-08/20-08-2018/Rev.1). The procedure 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; 	Yes

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		<p>b. Process at the estates, covers harvesting, FFB and loose fruit delivery include harvesting record and delivery to the Palm Oil Mill;</p> <p>c. Process at Palm Oil Mill, covers FFB and Loose fruit identification, production process, delivery of product and recording.</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 receives CSPO from certified palm oil mills under PT. Agromuko, which is Mukomuko POM and Bunga Tanjung POM.</p> <p>AMTT uses the same procedure with Mukomuko POM, with detail work instruction as follows:</p> <ul style="list-style-type: none"> - AMT-01-01/02-10-2017/Rev.0 dated 31 October 2017 (Reception). - AMT-02-01/02-10-2017/Rev.0 dated 31 October 2017 (Unloading). - AMT-03-01/02-10-2017/Rev.0 dated 31 October 2017 (Storage and Despatch). - AMT-04-01/02-10-2017/Rev.0 dated 31 October 2017 (Power Plant). - AMT-05-01/02-10-2017/Rev.0 dated 31 October 2017 (Steam Plant). - AMT-06-01/02-10-2017/Rev.0 dated 31 October 2017 (Workshop). 	
	<ul style="list-style-type: none"> • Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). 	<p>The site has complete and up to date records and reports that demonstrated compliance with the supply chain model requirements, as follows:</p> <ul style="list-style-type: none"> - Daily Report, under Daily Production Figure for 24 November 2018, described: <ul style="list-style-type: none"> o FFB stock: 337,968 kg o FFB received: 691,620 kg o FFB processed: 851,025 kg o Processing hour: 13.74 hours o Mill throughput: 61.94 t/hours o OER: 22.87 % o KER: 4.74 % o CPO Stock: 1,089.306 MT; despatched: 314.240 MT; produced: 194.638 MT; End Stock: 969.704 MT o PK Stock: 365.002 MT; despatched: 153.130 MT; produced: 40.370 MT; End Stock: 252.242 MT 	<p>Yes</p>

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		<ul style="list-style-type: none"> - Monthly Report, under "Data Produksi dan Sortasi Bulan Oktober 2018", described: <ul style="list-style-type: none"> o FFB received: 19,850,470 kg o Loose fruit received: 1,679,310 kg o Total received: 21,529,780 kg o Restan: 275,642 kg o Total processed: 21,672,140 o Total production CPO: 4,930,983 kg o Total production PK: 1,091,553 kg o OER: 22.75 % o KER: 5.04 % Training record: Training attendance list dated 4 October 2018, attended by 8 participants; Training material: RSPO Supply Chain Certification Standard, revised 14 June 2017; Schedule Training Plan 2018, Supply Chain planned in September 2018. 	
	<ul style="list-style-type: none"> • 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 organization's procedures for the implementation of this standard. 	The organization has stated in the Job Description that responsible person over the implementation of supply chain and traceability in Mukomuko POM is the Mill Manager, currently held by Mr. Harmijon. Whilst in the tank terminal is the Tank Terminal Manager, currently held by Mr. Subhan.	Yes
5.3.2	The site shall have a written procedure to conduct annual internal audit to determine whether the organization;	The company has established Internal Audit Procedure, under the procedure of Routine Visit and Internal Audit (ENC-01-02/02-10-2018/Rev.1) dated 2 October 2018, the scope covers latest RSPO Supply Chain requirements including RSPO Market Communication and Claims.	Yes
	<ul style="list-style-type: none"> i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents. ii) effectively implements and maintains the standard requirements within its organization 	Internal Audit related RSPO Supply Chain has been conducted on 18 October 2018, resulting 1 non-conformity related outsourcing activity. The non-conformity has been follow up by the organization and verified by internal auditor as closed.	Yes
5.4. Purchasing and goods in			

<p>5.4.1</p>	<p>The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier in document form:</p> <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment/delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply Chain certificate number of the seller; • A unique identification number 	<p>PT. Agro Muko – Mukomuko POM has demonstrated SOP of “Supply Chain and Traceability” (ENC-01-08/20-08-2018/Rev.1). 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. Document FFB Delivery Note and FFB Receiving Slip described identity and location of FFB source and other item required e.g.:</p> <ul style="list-style-type: none"> - FFB Delivery Note No.MME/022270 dated 3 October 2018; issued by Mukomuko Estate, Division F3; Vehicle BD 8527 N; Mandor: Hariyono; Year of planting 2012, Block: F04A (260 bunches), F05A (210 bunches); YOP 2013 Block L02A (200 bunches); stamped as Sustainable Product – IP, RSPO certificate No. RSPO 556042. - FFB Delivery Note No. TRE/006542 dated 3 October 2018; issued by Tanah Rekah Estate, Division 5; Vehicle BD 8280 N; Mandor: A. Muis; Year of planting 2015, Block: E14A (1,220 bunches), E13A (400 bunches); stamped as Sustainable Product – IP, RSPO certificate No. RSPO 556042. - FFB Receiving Slip Ticket No. FFB18030462W dated 9 November 2018 issued by Mukomuko POM, Estate: KMD Dusun Baru V Koto; Vehicle BD 8879 NK; Transporter: KMD Dusun Baru; Product: FFB; DO No. 22417; Nett weight: 3.780 MT; stamped as Sustainable Product – IP, RSPO certificate No. RSPO 556042. - FFB Delivery Note No. AMEE/004423 dated 17 November 2018; issued by PT Mukomuko Agro Sejahtera (MMAS) – Air Manjuntto Estate, Division: 5; Vehicle BD 8390 N; Mandor: Agus Siantoko and Mareono; Year of planting 2012, Block 12E01 (600 bunches), Block 12D02 (455 bunches); stamped as Sustainable Product – IP, RSPO certificate No. RSPO 556042. <p>The information completely available in the documents:</p> <ul style="list-style-type: none"> • The name and address of the receiver, which is PT. Agro Muko – Mukomuko POM; 	<p>Yes</p>
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		<ul style="list-style-type: none"> • The name and address of the seller, e.g. Mukomuko Estate, Tanah Rekah Estate, Air Manjuntto Estate and KMD Dusun Baru; • The loading or shipment/delivery date, e.g. 3 October 2018, 9 November 2018, 17 November 2018; • The date on which the documents were issued, e.g. 3 October 2018, 9 November 2018, 17 November 2018; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations), e.g. Fresh Fruit Bunch (FFB) and Sustainable Product - IP; • The quantity of the products delivered, e.g. 5.950 MT, 5.140 MT, 3.780 MT and 5.680 MT; • Any related transport documentation, e.g. FFB Receiving Slip mentioned DO (FFB Delivery Note) number; • Supply Chain certificate number of the seller, which is RSPO 556042; • A unique identification number, e.g. FFB18026990W, FFB18026993W, FFB18030462W and FFB18031216W. 	
	<ul style="list-style-type: none"> • 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>Information are complete and presented in several document, e.g. FFB Delivery Note (DO) and FFB Receiving Slip (Weighbridge Ticket). Reports of FFB receiving are documented in Daily Production Figure and Monthly Report (Data Produksi dan Sortasi).</p>	<p>Yes</p>
	<ul style="list-style-type: none"> • The site receiving RSPO certified oil palm products shall ensure that the products are verified as being RSPO certified. For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements/Announcements and Confirmations on the RSPO IT platform per shipment or group shipments. Refer to section 5.7.1 of this document for further guidance. 	<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 – Mukomuko POM certificate (RSPO 556042). Based on interview with weighbridge clerk and FFB receiving station, Mukomuko POM only received certified FFB from sustainable source: Mukomuko Estate; Sei Betung Estate; Tanah Rekah Estate; Talang Petai Estate; Sei Kiang Estate; Air Manjuntto Estate; and from the Scheme Smallholders: Kebun Masyarakat Desa/KMD and Koperasi Serba Usaha/KSU; Koperasi Produksi Plasma Sungai Tenang Sejahtera. Kebun Masyarakat Desa/KMD, Koperasi Serba Usaha/KSU and Koperasi Produksi Plasma are fully managed by PT. Agro Muko, under each estate. There is no FFB received from other source.</p>	<p>Yes</p>

	<ul style="list-style-type: none"> A check of the validity of the Supply Chain Certification of suppliers is required for all sites that are SC certified. This shall be checked via the list of RSPO Supply Chain Certified sites on the RSPO website (www.rspo.org) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements. 	Mukomuko 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 – Mukomuko POM.	Yes
	<ul style="list-style-type: none"> The validity of licence for traders and distributors shall also be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements / announcements. 	Mukomuko POM has never purchased or sales any certified palm oil product from traders or distributors.	Yes
5.4.2	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.	The site has a mechanism for handling non-conforming oil palm product and/or documents under procedure "Goods Return" (PSD-01-10/02-10-2017/Rev.0). The procedure covers returned of all non-conforming product and/or documents. Based on audit, Mukomuko POM only receive and processed sustainable FFB.	Yes
5.5. Outsourcing activities			
5.5.1	<p>In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independement mil cannot outsource processing activities like refining or crushing.</p> <p>This requirement is not applicable to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the certified organization (not the tank farm manager).</p>	<p>The transport for RSPO certified sustainable CPO and PK 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, 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., contact number 08137427****. PT. Bersama Sejahtera Mandiri, address Komplek Pertokoan Sakura – Jl. Raya By Pass KM.6 Padang, contact name Mr. H. Sengaja Budi Syukur, SH., contact number 08137283****. PT. Mutia Mulia, address Jl. Raya By Pass KM.6 Simpang Arai Pinang - Padang, contact name Mr. Novi Andres, contact number 08137433****. <p>All contractors have signed a renewed 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</p>	Yes

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		Statement letter completed with compliance checklist against RSPO Supply Chain Standard.	
5.5.2	Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:	During transport, legal ownership of CSPO and CSPK are still under PT. Agro Muko. This evident by sales contract that between PT. Agro Muko and the buyer.	Yes
	a. The site has legal ownership of all input material to be included in outsourced processes;		
	b. The site 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 site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.	The agreement between PT. Agro Muko and the transporter are available as follows: - PT. Usaha Jaya Express: "Perjanjian Pengangkutan" No.05/Angkutan/CPO/AM/06 dated 26 April 2006. - PT. Genta Perdana Diandra: "Perjanjian Pengangkutan" No.05/Angkutan/CPO/AM/12 dated 5 March 2012. - PT. Bersama Sejahtera Mandiri: "Perjanjian Pengangkutan" No.06/Angkutan/CPO/AM/09 dated 23 November 2009, and Adendum No.01/2014 dated 30 April 2014. - PT. Mutia Mulia: "Perjanjian Pengangkutan" No.06/Angkutan/CPO/AM/12 dated 14 March 2012, and Adendum No.02/2012 dated 18 October 2012. All contractors have signed a renewed 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.	Yes
	c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.	The procedure of "Supply Chain and Traceability" (ENC-01-08/20-08-2018/Rev.1) has explicitly described outsourced process under "Pengawasan Terhadap Kontraktor". The procedure has been disseminated to all contractors on 22 November 2018.	Yes
	d. The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their	All contractors have signed renewed 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.	Yes

	respective operations, systems, and any and all information, when this is announced in advance.		
5.5.3	The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.	Mukomuko POM has recorded the name and contact detail of all contractors, as follows: - PT. Usaha Jaya Express, address Jalan Olo Ladang No. 3 – Padang, contact name Mr. Freddy Johan, 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., contact number 08137427****. - PT. Bersama Sejahtera Mandiri, address Komplek Pertokoan Sakura – Jl. Raya By Pass KM.6 Padang, contact name Mr. H. Sengaja Budi Syukur, SH., contact number 08137283****. - PT. Mutia Mulia, address Jl. Raya By Pass KM.6 Simpang Arai Pinang - Padang, contact name Mr. Novi Andres, contact number 08137433****.	Yes
5.5.4	The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products.	The procedure of "Supply Chain and Traceability" (ENC-01-08/20-08-2018/Rev.1) has explicitly described to inform CB of the name and contact details if any new contractor used under "Evaluasi Dengan CB". There is no new contract at this moment.	Yes
5.6. Sales and goods out			
5.6.1	The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form. <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment/ delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; 	The SOP "Supply Chain and Traceability" (ENC-01-08/20-08-2018/Rev.1) regulated that several 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: - Despatch Slip issued by Mukomuko POM No.187/07/AM-MS/18, Ticket No. CPO18001564W, dated 18 July 2018, quantity 17.510 MT from Mukomuko POM to Agro Muko Tank Terminal (AMTT), with truck No. BA 8376 BU. Product: Crude Palm Oil – Sustainable Product IP, RSPO Certificate No. RSPO 556042. Transporter PT Bersama Sejahtera Mandiri (BSM); Seal number: 169362, 169363 and 169364. Receiving Slip issued by (AMTT) No.187/07/AM-MS/18, Ticket No. CPO18003422W, dated 19 July 2018, quantity 17.500 MT; Product: Crude Palm Oil – CPO RSPO certified IP, from Mukomuko POM.	Yes

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	<ul style="list-style-type: none"> • Any related transport documentation; • Supply chain certificate number of the seller; • A unique identification number 	<ul style="list-style-type: none"> - Despatch Slip issued by Mukomuko POM No.184/07/AM-MS/18, Ticket No. CPO18001561W, dated 17 July 2018, quantity 17.590 MT from Mukomuko POM to Agro Muko Tank Terminal (AMTT), with truck No. BA 8000 AU. Product: Crude Palm Oil – Sustainable Product IP, RSPO Certificate No. RSPO 556042. Transporter PT. Usaha Jaya Express (UJ); Seal number: 169350, 169351 and 169352. Receiving Slip issued by AMTT No.184/07/AM-MS/18, Ticket No.CPO18003424W, dated 19 July 2018, quantity 17.570 MT; Product: Crude Palm Oil – CPO RSPO certified IP, from Mukomuko POM. - Shipping Instruction No. 2018/AM-OE/SI/15 dated 20 August 2018 described commodity: Indonesian Crude Sustainable Palm Oil SG; contract/quantity: PMMO-10160 (2000 MT) and PMMO-10162 (2000 MT), total 4,000 MT. Notify Address: Notify Address: B**** L***** C***** Oils B.V., NL-1521 AZ Wor*****; Shipper: PT Agro Muko; Vessel MT Houyoshi Express II, eta 22-30 August 2018; port of loading: Teluk Bayur, Padang, Indonesia; port of discharge: Rotterdam, Netherlands, RSPO certificate No. RSPO 556042 and RSPO 646338. - Contract (1) No. PMMO-10160 dated 13 July 2018; product: Sumatra Crude Sustainable Unbleached Palm Oil in Bulk SG; quantity 2,000 MT; 4% more or less at vessel’s option; quality: FFA max 5% at shipment, basis 5% at arrival; FOB Teluk Bayur, Padang; Destination: Rotterdam; Buyer: SIPEF – Antwerp; End Buyer: B**** L***** C***** Oils B.V., NL-1521 AZ Wor*****; other condition: as per FOSFA 80; issued by SIPEF NV, Schoten. - Contract (2) No. PMMO-10162 dated 18 July 2018; product: Sumatra Crude Sustainable Unbleached Palm Oil in Bulk SG; quantity 2,0070 MT; 4% more or less at vessel’s option; quality: FFA max 5% at shipment, basis 5% at arrival; FOB Teluk Bayur, Padang; Destination: Rotterdam; Buyer: SIPEF – Antwerp; End Buyer: B**** L***** C***** Oils B.V., NL-1521 AZ Wor*****; other condition: as per FOSFA 80; issued by SIPEF NV, Schoten. 	
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		<ul style="list-style-type: none"> - Bill of Lading (B/L) No. PAD/ROTT-02 dated 20 August 2018; quantity: 4,000 MT; Clean on Board, Crude Palm Oil RSPO SG, RSPO certificate No. RSPO 556042 and RSPO 646338. - Packing List No. 2018/AM-OE/31 dated 20 August 2018; Shipped from Teluk Bayur, Padang, Indonesia; Destination Rotterdam, Netherlands; Shipped by MT Houyoshi Express II, quantity 4,000 MT. <p>The information completely available in the documents:</p> <ul style="list-style-type: none"> • The name and address of the buyer: B**** L***** C***** Oils B.V., NL-1521 AZ Wor*****; • The name and address of the seller: PT Agro Muko, Gedung Bank Sumut Lt.7, Jl. Imam Bonjol Mo.18, Madras Hulu – Medan Polonia; • The loading or shipment/ delivery date: 17-18 July 2018 on Despatch Slip from Mukomuko POM to AMTT, 20 August 2018 on B/L from AMTT to Rotterdam; • The date on which the documents were issued; 17-18 July 2018 on Despatch Slip from Mukomuko POM to AMTT, 20 August 2018 on Shipping Instruction and B/L from AMTT to Rotterdam; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations): Crude Palm Oil – Sustainable Product IP on Despatch Slip, Crude Palm Oil RSPO SG on B/L; • The quantity of the products delivered; 4,000 MT on B/L; • Any related transport documentation: - Bill of Lading (B/L) No. PAD/ROTT-02 and - Packing List No. 2018/AM-OE/31; • Supply chain certificate number of the seller; RSPO Certificate No. RSPO 556042 on Despatch Slip; • A unique identification number: CPO18001564W on Despatch Slip, No.2018/AM-OE/SI/15 on Shipping Instruction. 	
	<ul style="list-style-type: none"> • 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>Informations are complete and presented in several document, e.g. Despatch Slip, Receiving Slip, Shipping Instruction, Contract and Bill of Lading (B/L).</p>	<p>Yes</p>

	<ul style="list-style-type: none"> For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. Refer to section 5.7.1 of this document for further guidance. 	<p>The site has made Shipping Announcement in the RSPO IT platform per group of shipment based on contract, e.g.:</p> <ul style="list-style-type: none"> Contract No.PMMO-10160, Shipping Announcement transaction ID is TR-f62b391c-1446; Contract No.PMMO-10162, Shipping Announcement transaction ID is TR-ed09931d-9213. 	Yes
5.7. Registration of transactions			
5.7.1	<p>Supply chain actors who:</p> <ul style="list-style-type: none"> are mills, traders, crushers and refineries and; take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, Refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable. 	<p>PT. Agro Muko – Mukomuko POM is a palm oil mill which takes legal ownership and physically handled RSPO certified sustainable oil palm product (FFB, CSPO and CSPK), therefore the site has been registered in RSPO IT Platform with ID number RSPO_PO1000001278.</p>	Yes
5.7.2	<p>The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform:</p> <ul style="list-style-type: none"> Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform. The declaration time to do Shipping announcement / Announcement is based on members' own standard operating procedures. 	<p>As a Palm Oil Mill which takes legal ownership and physically handled RSPO certified sustainable oil palm product, PT. Agro Muko – Mukomuko POM has made Shipping Announcement for certified CPO and PK sold.</p> <p>For example:</p> <ul style="list-style-type: none"> Shipping Announcement transaction ID TR-f62b391c-1446 dated 4 September 2018; based on Contract No.PMMO-10160 for 2,000 MT CSPO SG; from PT. Agro Muko – Mukomuko POM as Seller to Buyer B**** L***** C***** Oils B.V., NL-1521 AZ Wor*****. Shipping Announcement transaction ID TR-ed09931d-9213 dated 4 September 2018; based on Contract No.PMMO-10162 for 2,000 MT CSPO SG; from from PT. Agro Muko – Mukomuko POM as Seller to B**** L***** C***** Oils B.V., NL-1521 AZ Wor*****. 	Yes
	<ul style="list-style-type: none"> Trace: When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace 	<p>PT. Agro Muko – Mukomuko POM is producing sustainable CPO and PK. The RSPO P&C certification scope does not go beyond refinery. Not applicable.</p>	N/A

	document with a unique traceability number. Tracing can be done in a consolidated way at least annually.		
	<ul style="list-style-type: none"> Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed. 	<p>PT. Agro Muko - Mukomuko POM has done "Remove" in the RSPO IT Platform for CSPO sold as other scheme (ISCC), e.g.:</p> <ul style="list-style-type: none"> - Transaction ID: ST-TR-54319535-2b37; dated 6 November 2018; Stock Transaction Type: Remove from certified stock; Transaction volume: 8,000 MT. - Transaction ID: ST-TR-88dc9ab8-9963; dated 6 November 2018; Stock Transaction Type: Remove from certified stock; Transaction volume: 500 MT. - Transaction ID: ST-TR-901a3093-f409; dated 12 October 2018; Stock Transaction Type: Remove from certified stock; Transaction volume: 3,500 MT. - Transaction ID: ST-TR-a3b921cd-8f08; dated 9 July 2018; Stock Transaction Type: Remove from certified stock; Transaction volume: 20,399.92 MT. <p>Total volume removed: 32,399.92 MT</p>	Yes
	<ul style="list-style-type: none"> Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements. 	<p>PT. Agro Muko – Mukomuko POM is a palm oil mill which does not need to confirm any purchase of FFB.</p>	N/A
5.8. Training			
5.8.1	The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff.	<p>PT. Agro Muko – Mukomuko POM has prepared a training program to staff, who are involved in RSPO Supply Chain Certification Standard implementation. As per training program, Schedule Training Plan 2018, Supply Chain planned in September 2018. The training program is subjected to on-going review.</p> <p>Competency and training records of all staff involved in RSPO Supply Chain were able to be demonstrated.</p>	Yes
5.8.2	Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed.	<p>Latest training on "Supply Chain and Traceability" performed on 4 October 2018 attended by Mill Manager, Office Assistant, production supervisor, production clerk, weighbridge operator and security officer. In total 8 personnel attending the training. Training module sighted.</p>	Yes

5.9. Record Keeping		
5.9.1	<p>The organization shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements.</p>	<p>The organization has implemented RSPO Supply Chain Certification Standard based on procedure "Supply Chain and Traceability" (ENC-01-08/20-08-2018/Rev.1). The procedure explains in all aspects of supply chain and traceability scope in PT Agro Muko, starting from FFB harvesting, harvest recording and delivery to Palm Oil Mill; FFB receiving and processing in Palm Oil Mill, CPO and PK production and reporting; CPO and PK dispatch from Palm Oil Mill and receiving in storage tank for export, Shipping instruction and preparation, CPO and PK stock balancing post-shipping.</p> <p>The organization has a storage tank at Padang, West Sumatra called Aro Muko Tank Terminal (AMTT). AMTT has documented work instruction related to tank terminal activity, e.g.:</p> <ul style="list-style-type: none"> - Reception and CPO Truck Checking (AMT-01-01-W01 – Rev.1) dated 19 November 2013 - Weighbridge (AMT-01-01-W02 _Rev.2) dated 23 January 2015 - FFA level checking, "Pemeriksaan FFA Level" (AMTT-WI/Lab/01 – Rev.0) dated 1 March 2010 - Unloading to Reception Tank (AMT-02-01-W01 – Rev.1) dated 19 November 2013 - Boiler Mechmar operation, "Pengoperasian Boiler Mechmar" (AMT-03-01-W01 – Rev.1) dated 19 November 2013. - Despatch Pump Operation, "Pengoperasian Despatch Pump" (AMT-03-01-W02 – Rev.1) dated 19 November 2013. <p>Sample 1: CPO dispatch from Mukomuko POM and receiving in storage tank: Despatch Slip No.273/09/AM-MS/18, Ticket No. CPO18002141W, dated 26 September 2018, quantity 16.330 MT from Mukomuko POM with truck No. BA 8361 AU – sustainable product IP, RSPO Certificate No. RSPO 556042. Transporter PT Bersama Sejahtera Mandiri (BSM). Receiving Slip No.273/09/AM-MS/18, Ticket No. CPO18004988W, dated 27 September 2018, quantity 16.300 MT CPO RSPO certified IP, from Mukomuko POM. Unloading ticket for truck No.BA 8361 AU to Tank No. 3.</p>

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		<p>Storage tank daily reporting: evident on Daily Stock Position Report for 24 November 2018, described MM-POM: receive today: 59.14 MT; month to date: 3,399.13 MT; year to date: 51,127.58 MT. Despatch year to date: 44,492.271 MT; adjustment: 112.943 MT. End stock: 11,009.373 MT at tank #3: 2,469.938 MT; tank #7: 582.172 MT; Tank #8: 1,794.066 MT.</p> <p>Storage tank shipping records MM-POM:</p> <ul style="list-style-type: none"> - Shipping Instruction No. 2018/AM-OE/SI/15 dated 20 August 2018 described commodity: Indonesian Crude Sustainable Palm Oil SG; contract/quantity: PMMO-10160 (2000 MT) and PMMO-10162 (2000 MT), total 4,000 MT. Notify Address: B**** L***** C***** Oils B.V., NL-1521 AZ Wor*****; Shipper: PT. Agro Muko; Vessel MT Houyoshi Express II, eta 22-30 August 2018; port of loading: Teluk Bayur, Padang, Indonesia; port of discharge: Rotterdam, Netherlands, RSPO certificate No. RSPO 556042 and RSPO 646338. Contract (1) No. PMMO-10160 dated 13 July 2018; product: Unbleached Palm Oil in Bulk SG; quantity 2,000 MT (2) No. PMMO-10162 dated 18 July 2018; product: Unbleached Palm Oil in Bulk SG; quantity 20,070 MT. <ul style="list-style-type: none"> - Bill of Lading (B/L) No. PAD/ROTT-02 dated 20 August 2018; quantity: 4000 MT; Clean on Board, RSPO SG, RSPO certificate No. RSPO 556042 nad RSPO 646338. - Packing List No. 2018/AM-OE/31 dated 20 August 2018; Shipped from Teluk Bayur, Padang, Indonesia; Destination Rotterdam, Netherlands; Shipped by MT Houyoshi Express II, quantity 4000 MT. PalmTrace Shipping Announcement: PMMO-10160 – TR-f62b391c-1446; PMMO-10162 – TR-ed09931d-9213. 	
5.9.2	Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.	The procedure of Supply Chain and Traceability (ENC-01-08/20-08-2018/Rev.1), requires that all records and reports related to traceability and book keeping are retained for a period of 5 years.	Yes
5.9.3	The organization shall be able to provide the estimate volume of palm oil/palm kernel oil content (separate categories) in the RSPO certified oil	PT. Agro Muko – Mukomuko POM is able to provide estimate volume of CPO and PK in a year period as in "Budget Produksi Bulanan" consists estimate of FFB receiving from Mukomuko Estate, Sei Betung Estate,	Yes

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	palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	Sei Kiang Estate, Talang Petai Estate, Tanah Rekah Estate and Scheme Smallholders (KMD and Koperasi). Estimate of FFB volume received and processed in Mukomuko POM for period November 2018 to October 2019 is 259,908.46 MT. Estimated volume for CPO is 59,778.95 MT and estimated volume for PK is 13,255.33 MT.	
5.10. Conversion factors			
5.10.1	Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org); RSPO Rules for Physical Transition of Oleochemicals and its Derivaties. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries.	Conversion rate is applied to provide reliable estimation of CPO and PK produced. For year 2018 and 2019, the budget for conversion from FFB into CPO is 23.00%, whilst from FFB to PK is 5.10%. For actual 2018 (data year todate 31 October 2018), actual conversion ratios from FFB into CPO is 21.74%, whilst from FFB to PK is 5.07%.	Yes
5.10.2	Conversion rates shall be periodically updated 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) are monitored on daily basis through sounding result and documented in Daily Production Report.	Yes
5.11. Claims			
5.11.1	The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.	PT. Agro Muko – Mukomuko POM has not made any claim regarding the use of or support of RSPO certified oil palm products. The organization has good understanding on the RSPO Rules on Market Communications and Claims.	Yes
General corporate communications			
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.	PT. Agro Muko is a subsidiary of RSPO registered member, SIPEF Group. SIPEF Group, the parent company of PT Agro Muko is highlighting its commitment to the principles of RSPO – therefore making an off product communication. The corporate communication of SIPEF Group can be seen in the corporate website: www.sipef.com .	Yes

4.2	<p>In corporate communications a member is allowed to:</p> <ul style="list-style-type: none"> a. Display its RSPO membership status b. Display the RSPO web address (www.rspo.org) c. State that the member supports the work of the RSPO d. State the member’s history with regard to the RSPO. e. 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>Corporate communication in SIPEF Group website:</p> <ul style="list-style-type: none"> a. Display its RSPO membership status: No, SIPEF did not display its RSPO membership status. b. Display the RSPO web address: Not in direct manner. SIPEF made a link to RSPO website. c. State the member supports the work of the RSPO: Not in direct manner. In the website, SIPEF wrote “We believe in a landscape approach to new oil palm developments, guided by the methodology endorsed by the RSPO”. d. State the member’s history with regards to the RSPO: No. SIPEF did not state their history with regards to the RSPO. e. Use of RSPO Trademark to promote its membership of the RSPO: No, SIPEF did not use RSPO trademark in its corporate communication such in website. 	Yes
4.3	<p>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.</p>	<p>No, SIPEF did not display its RSPO membership status. It is clear that the statement did not lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.</p>	Yes
4.4	<p>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.</p>	<p>No, SIPEF did not display its RSPO membership status. It is clear that the statement are clear and did not mislead consumers or other stakeholders as to the certified content of oil palm products in the SIPEF’s own products.</p>	Yes
4.5	<p>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.</p>	<p>No, SIPEF Group did not display the RSPO Corporate Logo in the website as well as in the correspondence letter.</p>	Yes
Business to business communications			
5.1	<p>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.</p>	<p>PT. Agro Muko stating RSPO SG in the sales document. The RSPO SG notation adhere to the requirements of RSPO SCCS. PT. Agro Muko – Mukomuko POM and Bunga Tanjung POM is certified against RSPO P&C and comply to the RSPO SCCS for CPO Mills – Module D: Identity Preserved. All of the palm oil mills managed to demonstrate integrity of supply chain against the identity preserved system. During sales of CSPO and CSPK, PT. Agro Muko made clear the product is Segregated.</p>	Yes

		Because at the point of shipping, all identity preserved oil palm product have been mixed between Certificate Holder's palm oil mills.	
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.	PT. Agro Muko stating RSPO SG in the sales document. The RSPO SG notation adhere to the requirements of RSPO SCCS. PT. Agro Muko – Mukomuko POM and Bunga Tanjung POM is certified against RSPO P&C and comply to the RSPO SCCS for CPO Mills – Module D: Identity Preserved. All of the palm oil mills managed to demonstrate integrity of supply chain against the identity preserved system. 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.	Yes
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 – Mukomuko POM is not a distributor or wholesaler, the site is a Palm Oil Mill that process FFB into CPO and PK. Not Applicable.	N/A
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 product-specific under RSPO rules. The end product must not be labelled as certified or sold in such a way that implies RSPO certification. For example, a retailer or food service company may require a breakdown of all palm based ingredients within an end product and the certified	PT. Agro Muko – Mukomuko 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.	N/A

	status of each. This information may be provided by a certified RSPO member without constituting a product-specific claim.		
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.	PT. Agro Muko – Mukomuko POM is an RSPO certificate holder with certificate number RSPO 556042 valid until 21 February 2021. The certificate holder sold its oil palm product in bulk, no product label attached. No 'product-specific' claims are used. Not applicable.	N/A
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.	PT. Agro Muko – Mukomuko POM is an RSPO certificate holder with certificate number RSPO 556042 valid until 21 February 2021. The certificate holder sold its oil palm product in bulk, no product label attached. No RSPO trademark and/or RSPO label claims are used. Not applicable.	N/A
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.	PT. Agro Muko – Mukomuko POM sold its oil palm product in bulk, no product pack are used. Not applicable.	N/A
6.4	Business to consumer communication shall not include information about the claimant's RSPO membership status.	PT. Agro Muko – Mukomuko POM communication has not stated information about the claimant's RSPO membership status.	Yes
6.5	Members shall not communicate to consumers information about their suppliers' RSPO membership status.	PT. Agro Muko – Mukomuko POM is certified RSPO P&C, selling CSPO and CSPK. PT Agro Muko and the parent compant - SIPEF Group did not make any communication about their supplier's RSPO membership status.	Yes
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.	The site sold its oil palm product in bulk, up to this moment, PT. Agro Muko – Mukomuko POM has not use RSPO trademark.	Yes
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.	Up to this moment, PT. Agro Muko - Mukomuko POM has not use any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products.	Yes

6.8	<p>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.</p>	<p>PT. Agro Muko - Mukomuko POM is not a retailer or food service company. Not applicable.</p>	N/A
<p>MODULE A – IDENTITY PRESERVED & SEGREGATED SPECIFIC RULES Auditor Hint: <i>This specific rules shall be audited concurrently with the relevant Module A and Module B (including Module F & G) under the Supply Chain Modular Requirements</i></p>			
<p>Certified oil palm content (IP)</p>			
	<p>For IP, 95% or above of the oil palm content must be RSPO IP-certified.</p>	<p>The General Chain of Custody requirements of the RSPO Supply Chain Standard is applicable for PT. Agro Muko – Mukomuko Palm Oil Mill (POM). Mukomuko POM physically process RSPO Certified FFB into Certified Sustainable Palm Oil (CSPO) and Palm Kernel (CSPK). Mukomuko POM does not process non-certified FFB, therefore the applicable RSPO SCC model is Module D - CPO Mills: Identity Preserved.</p>	Yes
	<p>For SG, 95% or above of the oil palm content must be SG, or a combination of SG and IP.</p>	<p>PT. Agro Muko stating RSPO SG in the sales document. The RSPO SG notation adhere to the requirements of RSPO SCCS. PT. Agro Muko – Mukomuko POM and Bunga Tanjung POM is certified against RSPO P&C and comply to the RSPO SCCS for CPO Mills – Module D: Identity Preserved. Whenever PT. Agro Muko made ans SG claims, it was combination of IP from Mukomuko POM and IP from Bunga Tanjung</p>	Yes

		POM. All of the palm oil mills managed to demonstrate integrity of supply chain against the identity preserved system. 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.	
	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.	Yes
Labelling and trademark (IP)			
	Members are allowed to use the RSPO label in one of the following ways: a. RSPO trademark which includes the tag 'CERTIFIED' or b. 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 inch). In on-pack communications, the RSPO trademark can be printed anywhere on the pack.	PT. Agro Muko – Mukomuko 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.	N/A
Messaging (IP)			
	Messaging ALLOWED in storytelling in product-related communications may include some or all of the following elements: <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 	Up to this moment, PT. Agro Muko - Mukomuko POM has not use any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products. PT. Agro Muko – Mukomuko 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.	N/A

	<ul style="list-style-type: none"> • 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. 		
5.12. Complaints			
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	The organization has established procedure “Keluh Kesah dengan Pihak Eksternal” (SOP/026/HRA) dated 27 March 2015. The procedure described mechanism for collecting and resolving stakeholder complaints. Personnel in charge for supply chain requirement is the Mill Manager. There are two ways in resolving stakeholder complaints, which is (1) straight resolved by Mill Manager or (2) by mediation forum. Based on document review, there was no stakeholder complaints for this surveillance period.	Yes
5.13. Management Review			
5.13.1	The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken.	Management review meeting dated 23 November 2018.	Yes
5.13.2	The input to management review shall include information on: <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard. • Customer feedback. • Status of preventive and corrective actions. 	The management review input, as recorded in minutes of meeting: <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard: Internal audit for Mukomuko POM carried out on 8-9 August 2018, resulting 2 major non-conformity, 5 minor non-conformity and 2 observation issued, all non-conformities have been closed. Internal audit for Bunga Tanjung POM conducted on 10-13 August 2018, resulting 2 major non-conformity, 12 non-conformity 	Yes

	<ul style="list-style-type: none"> • Follow-up actions from management reviews. • Changes that could affect the management system. • Recommendations for improvement. 	<p>and 3 observation issued, 12 of the non-conformity have been closed, whilst 2 of it is in progress.</p> <ul style="list-style-type: none"> • Customer feedback: No complaint received. • Status of preventive and corrective actions: status of preventive and corrective action related to internal audit have been discussed during management review meeting. Internal audit for Mukomuko POM carried out on 8-9 August 2018, resulting 2 major non-conformity, 5 minor non-conformity and 2 observation issued, all non-conformities have been closed. Internal audit for Bunga Tanjung POM conducted on 10-13 August 2018, resulting 2 major non-conformity, 12 non-conformity and 3 observation issued, 12 of the non-conformity have been closed, whilst 2 of it is in progress. • Follow-up actions from management reviews: To continue consistent implementation of RSPO SCCS for CPO Mill: continued awareness on the requirements and control documented in Supply Chain Certification SOPs and implementatoin of the process on the ground. • Changes that could affect the management system: Revision of RSPO Supply Chain Certification Standard, June 2017 and RSPO Supply Chain Certification System, June 2017. • Recommendations for improvement: <ul style="list-style-type: none"> ○ Need to increase orderliness in FFB Delivery Note and Weighbridge Ticket storage at Estate and POM accordance to Supply Chain and Traceability requirements. ○ The availability of KMD/KSU/Plasma documents related to fulfilment of RSPO documents which have to be available at KMD/KSU/Plasma office/location. 	
5.13.3	<p>The output from the management review shall include any decisions and actions related to:</p> <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes. • Resource needs. 	<p>The management review output, as recorded in minutes of management review meeting dated 23 November 2018:</p> <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes: <ul style="list-style-type: none"> ○ Need to increase orderliness in FFB Delivery Note and Weighbridge Ticket storage at Estate and POM accordance to Supply Chain and Traceability requirements. 	Yes

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		<ul style="list-style-type: none"> ○ The availability of KMD/KSU/Plasma documents related to fulfilment of RSPO documents which have to be available at KMD/KSU/Plasma office/location. ● Resources needs: the PT. Agro Muko is committed to continue provision of adequate and relevant resources for the implementation, maintenance and improvement of RSPO SCCS requirement. 	
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Appendix E : CPO Mill Supply Chain Assessment Report (Module *D* - CPO Mills: *Identity Preserved*)

D.1 Definition			
	Requirement	Evidence For any N/A raised, justification is required.	Compliance (Yes / No or N/A)
D.1.1	<p>A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from plantation/ estates that are certified against the RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme. 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 Module E is applicable.</p>	<p>Management decided PT. Agro Muko – Mukomuko POM, to implement RSPO Supply Chain Module D CPO Mills: Identity Preserved. With the implementation of Module D CPO Mills: 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>Mukomuko POM and AMTT implemented the procedure of supply chain and traceability based on The procedure is "Supply Chain and Traceability" (ENC-01-08/20-08-2018/Rev.1). Procedure completed with the flow diagram of FFB receiving, processing in POM, CPO shipping to tank terminal; 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 tank farm manager.</p>	Yes
D.2 Explanation			

D.2.1	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the certification body (CB) in the public summary of the P&C certification report. For an independent mill, the estimated tonnage of CPO and PK products must be recorded in the RSPO IT platform, supply chain certificate and public summary audit 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. Mukomuko POM received certified raw material (Fresh Fruit Bunch) from its own estate: Mukomuko Estate; Sei Betung Estate; Tanah Rekah Estate; Talang Petai Estate; Sei Kiang Estate; Air Manjuntio Estate; and from the Scheme Smallholders: Kebun Masyarakat Desa/KMD and Koperasi Serba Usaha/KSU; Koperasi Produksi Plasma Sungai Tenang Sejahtera. Kebun Masyarakat Desa/KMD, Koperasi Serba Usaha/KSU and Koperasi Produksi Plasma are fully managed by PT. Agro Muko, under each estate. The certification of Estates and Scheme Smallholders are fall under PT. Agro Muko – Mukomuko POM with certificate number RSPO 556042, first certification start on 22 February 2011, second certification start on 22 February 2016 and expired on 21 February 2021.</p>	Yes
D.2.2	<p>The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).</p>	<p>PT. Agro Muko is a subsidiary of SIPEF Group, which is a member of RSPO with membership number 1-0021-05-000-00, since 7 December 2005. PT. Agro Muko – Mukomuko Palm Oil Mill has been registered in RSPO IT Platform with registered ID number RSPO_PO1000001278.</p>	Yes
<p>D.3 Documented procedures</p>			
D.3.1	<p>The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a. Complete and up to date procedures covering the implementation of all the elements in these requirements;</p>	<p>PT. Agro Muko has a written procedures and/work instruction for ensuring the implementation of RSPO Supply Chain Standard. The procedure is "Supply Chain and Traceability" (ENC-01-08/20-08-2018/Rev.1). The procedure are complete and up to date covering the implementation of all elements in the supply chain requirements, such as:</p> <p>a. Sales process, covering from contract approval to delivery of oil palm product (CPO and PK) including information of supply chain mechanism;</p> <p>b. Process at the estates, covers harvesting, FFB and loose fruit delivery include harvesting record and delivery to the Palm Oil Mill;</p>	Yes

		<p>c.Process at Palm Oil Mill, covers FFB and Loose fruit receiving, identification, production process, delivery of product and recording. 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 receives CSPO from certified palm oil mills under PT. Agromuko, which is Mukomuko POM and Bunga Tanjung POM.</p> <p>AMTT uses the same procedure with Mukomuko POM, with detail work instruction as follows:</p> <ul style="list-style-type: none"> - AMT-01-01/02-10-2017/Rev.0 dated 31 October 2017 (Reception). - AMT-02-01/02-10-2017/Rev.0 dated 31 October 2017 (Unloading). - AMT-03-01/02-10-2017/Rev.0 dated 31 October 2017 (Storage and Despatch). - AMT-04-01/02-10-2017/Rev.0 dated 31 October 2017 (Power Plant). - AMT-05-01/02-10-2017/Rev.0 dated 31 October 2017 (Steam Plant). AMT-06-01/02-10-2017/Rev.0 dated 31 October 2017 (Workshop). 	
	<p>b. The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site’s procedures for the implementation of this standard.</p>	<p>Based on procedure of “Supply Chain and Traceability” (ENC-01-08/20-08-2018/Rev.1), the company has appointed the responsible person for handling supply chain along their supply chain process, e.g. Estate Manager in each estates, Mill Manager in Palm Oil Mill and Tank Farm Manager at AMTT Bulking as described “Diagram alir” (Flow Chart) Section 6.</p> <p>All relevant staff and operators have been adequately trained. Based on interview with Mukomuko POM personnel, it was noted that they have good knowledge and awareness regarding RSPO SCCS requirements and Traceability Procedure.</p>	Yes
D.3.2	<p>The site shall have documented procedures for receiving and processing certified FFBs.</p>	<p>PT. Agro Muko has a written procedures and/work instruction for ensuring the implementation of RSPO Supply Chain Standard. The procedure is “Supply Chain and Traceability” (ENC-01-08/20-08-2018/Rev.1). The procedure are complete and up to date covering the implementation of all elements in the supply chain requirements, including Process at Palm Oil Mill, covers FFB and Loose fruit receiving, identification, production process, delivery of product and recording.</p>	Yes
<p>D.4 Purchasing and goods in</p>			

<p>D.4.1</p>	<p>The site shall verify and document the tonnage and sources of certified FFBS received.</p>	<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 – Mukomuko POM certificate (RSPO 556042). Based on interview with weighbridge clerk and FFB receiving station, Mukomuko POM only received certified FFB from sustainable source: Mukomuko Estate; Sei Betung Estate; Tanah Rekah Estate; Talang Petai Estate; Sei Kiang Estate; Air Manjuntio Estate; and from the Scheme Smallholders: Kebun Masyarakat Desa/KMD and Koperasi Serba Usaha/KSU; Koperasi Produksi Plasma Sungai Tenang Sejahtera. Kebun Masyarakat Desa/KMD, Koperasi Serba Usaha/KSU and Koperasi Produksi Plasma are fully managed by PT. Agro Muko, under each estate.</p> <p>There is no FFB received from other source.</p> <p>Mukomuko 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 – Mukomuko POM.</p> <p>PT. Agro Muko – Mukomuko POM has demonstrated SOP of “Supply Chain and Traceability” (ENC-01-08/20-08-2018/Rev.1). 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>Document FFB Delivery Note and FFB Receiving Slip described identity and location of FFB source and other item required e.g.:</p> <ul style="list-style-type: none"> - FFB Delivery Note No. MME/022270 dated 3 October 2018; issued by Mukomuko Estate, Division F3; Vehicle BD 8527 N; Mandor: Hariyono; Year of planting 2012, Block: F04A (260 bunches), F05A (210 bunches); YOP 2013 Block L02A (200 bunches); stamped as Sustainable Product – IP, RSPO certificate No. RSPO 556042. - FFB Delivery Note No. TRE/006542 dated 3 October 2018; issued by Tanah Rekah Estate, Division 5; Vehicle BD 8280 N; Mandor: A. Muis; Year of planting 2015, Block: E14A (1,220 bunches), E13A (400 bunches); stamped as Sustainable Product – IP, RSPO certificate No. RSPO 556042. 	<p>Yes</p>
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		<ul style="list-style-type: none"> - FFB Delivery Note No. MME/022417 dated 9 November 2018; issued by Mukomuko Estate, Division: KMD Dusun Baru; Vehicle BD 8879 NK; Mandor: M. Arwani; Year of planting 2001, total 150 bunches; stamped as Sustainable Product – IP, RSPO certificate No. RSPO 556042. - FFB Receiving Slip Ticket No. FFB18030462W dated 9 November 2018 issued by Mukomuko POM, Estate: KMD Dusun Baru V Koto; Vehicle BD 8879 NK; Transporter: KMD Dusun Baru; Product: FFB; DO No. 22417; Nett weight: 3.780 MT; stamped as Sustainable Product – IP, RSPO certificate No. RSPO 556042. - FFB Delivery Note No. AMEE/004423 dated 17 November 2018; issued by PT. Mukomuko Agro Sejahtera (MMAS) – Air Manjuntjo Estate, Division: 5; Vehicle BD 8390 N; Mandor: Agus Siantoko and Mareono; Year of planting 2012, Block 12E01 (600 bunches), Block 12D02 (455 bunches); stamped as Sustainable Product – IP, RSPO certificate No. RSPO 556042. 	
D.4.2	The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	<p>PT. Agro Muko – Mukomuko POM has demonstrated SOP of “Supply Chain and Traceability” (ENC-01-08/20-08-2018/Rev.1). The procedure explains Marketing Department in coordination with ENC Department to report any projected overproduction.</p> <p>During this annual surveillance assessment, Mukomuko POM was not over sold the CPO and PK production.</p>	Yes
D.5 Record keeping			
D.5.1	<p>The site 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><i>IP Mill must report on real time basis.</i></p>	<p>The organization has implemented RSPO Supply Chain Certification Standard based on procedure “Supply Chain and Traceability” (ENC-01-08/20-08-2018/Rev.1). The procedure explains in all aspects of supply chain and traceability scope in PT. Agro Muko, starting from FFB harvesting, harvest recording and delivery to Palm Oil Mill; FFB receiving and processing in Palm Oil Mill, CPO and PK production and reporting; CPO and PK dispatch from Palm Oil Mill and receiving in storage tank for export, Shipping instruction and preparation, CPO and PK stock balancing post-shipping.</p> <p>Sample of FFB receiving:</p>	Yes

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		<ul style="list-style-type: none"> - FFB Delivery Note No. MME/022270 dated 3 October 2018; issued by Mukomuko Estate, Division F3; Vehicle BD 8527 N; Mandor: Hariyono; Year of planting 2012, Block: F04A (260 bunches), F05A (210 bunches); YOP 2013 Block L02A (200 bunches); stamped as Sustainable Product – IP, RSPO certificate No. RSPO 556042. - FFB Delivery Note No. TRE/006542 dated 3 October 2018; issued by Tanah Rekah Estate, Division 5; Vehicle BD 8280 N; Mandor: A. Muis; Year of planting 2015, Block: E14A (1,220 bunches), E13A (400 bunches); stamped as Sustainable Product – IP, RSPO certificate No. RSPO 556042. - FFB Delivery Note No. MME/022417 dated 9 November 2018; issued by Mukomuko Estate, Division: KMD Dusun Baru; Vehicle BD 8879 NK; Mandor: M. Arwani; Year of planting 2001, total 150 bunches; stamped as Sustainable Product – IP, RSPO certificate No. RSPO 556042. - FFB Receiving Slip Ticket No. FFB18030462W dated 9 November 2018 issued by Mukomuko POM, Estate: KMD Dusun Baru V Koto; Vehicle BD 8879 NK; Transporter: KMD Dusun Baru; Product: FFB; DO No. 22417; Nett weight: 3.780 MT; stamped as Sustainable Product – IP, RSPO certificate No. RSPO 556042. - FFB Delivery Note No. AMEE/004423 dated 17 November 2018; issued by PT. Mukomuko Agro Sejahtera (MMAS) – Air Manjunto Estate, Division: 5; Vehicle BD 8390 N; Mandor: Agus Siantoko and Mareono; Year of planting 2012, Block 12E01 (600 bunches), Block 12D02 (455 bunches); stamped as Sustainable Product – IP, RSPO certificate No. RSPO 556042. <p>The organization has a storage tank at Padang, West Sumatra called Aro Muko Tank Terminal (AMTT). AMTT has documented work instruction related to tank terminal activity, e.g.:</p> <ul style="list-style-type: none"> - Reception and CPO Truck Checking (AMT-01-01-W01 – Rev.1) dated 19 November 2013 - Weighbridge (AMT-01-01-W02 _Rev.2) dated 23 January 2015 - FFA level checking, “Pemeriksaan FFA Level” (AMTT-WI/Lab/01 – Rev.0) dated 1 March 2010 	
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		<ul style="list-style-type: none"> - Unloading to Reception Tank (AMT-02-01-W01 – Rev.1) dated 19 November 2013 - Boiler Mechmar operation, "Pengoperasian Boiler Mechmar" (AMT-03-01-W01 – Rev.1) dated 19 November 2013. - Despatch Pump Operation, "Pengoperasian Despatch Pump" (AMT-03-01-W02 – Rev.1) dated 19 November 2013. <p>Sample 1: CPO dispatch from Mukomuko POM and receiving in storage tank: Despatch Slip No.273/09/AM-MS/18, Ticket No. CPO18002141W, dated 26 September 2018, quantity 16.330 MT from Mukomuko POM with truck No. BA 8361 AU – sustainable product IP, RSPO Certificate No. RSPO 556042. Transporter PT. Bersama Sejahtera Mandiri (BSM). Receiving Slip No.273/09/AM-MS/18, Ticket No. CPO18004988W, dated 27 September 2018, quantity 16.300 MT CPO RSPO certified IP, from Mukomuko POM. Unloading ticket for truck No.BA 8361 AU to Tank No. 3.</p> <p>Storage tank daily reporting: evident on Daily Stock Position Report for 24 November 2018, described MM-POM: receive today: 59.14 MT; month to date: 3,399.13 MT; year to date: 51,127.58 MT. Despatch year to date: 44,492.271 MT; adjustment: 112.943 MT. End stock: 11,009.373 MT at tank #3: 2,469.938 MT; tank #7: 582.172 MT; Tank #8: 1,794.066 MT.</p> <p>Storage tank shipping records MM-POM:</p> <ul style="list-style-type: none"> - Shipping Instruction No. 2018/AM-OE/SI/15 dated 20 August 2018 described commodity: Indonesian Crude Sustainable Palm Oil SG; contract/quantity: PMMO-10160 (2000 MT) and PMMO-10162 (2000 MT), total 4,000 MT. Notify Address: B**** L***** C***** Oils B.V., NL-1521 AZ Wor*****; Shipper: PT Agro Muko; Vessel MT Houyoshi Express II, eta 22-30 August 2018; port of loading: Teluk Bayur, Padang, Indonesia; port of discharge: Rotterdam, Netherlands, RSPO certificate No. RSPO 556042 nad RSPO 646338. Contract (1) No. PMMO-10160 dated 13 July 2018; product: Unbleached Palm Oil in Bulk SG; quantity 2,000 MT (2) No. PMMO-10162 dated 18 July 2018; product: Unbleached Palm Oil in Bulk SG; quantity 2,0070 MT. 	
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		<ul style="list-style-type: none"> - Bill of Lading (B/L) No. PAD/ROTT-02 dated 20 August 2018; quantity: 4000 MT; Clean on Board, RSPO SG, RSPO certificate No. RSPO 556042 nad RSPO 646338. - Packing List No. 2018/AM-OE/31 dated 20 August 2018; Shipped from Teluk Bayur, Padang, Indonesia; Destination Rotterdam, Netherlands; Shipped by MT Houyoshi Express II, quantity 4000 MT. PalmTrace Shipping Announcement: PMMO-10160 – TR-f62b391c-1446; PMMO-10162 – TR-ed09931d-9213. 	
D.6 Processing			
D.6.1	<p>The site 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 product including during transport and storage to strive for 100% separation.</p>	<p>PT. Agro Muko - Mukomuko POM did not receive any non-certified FFB. Therefore, no non-certified FFB being entered the process, no non-certified CPO and PK being produced, no non-certified product being dispatched. Storage tank for CPO dedicated only for certified oil. Silo for PK used to store non-certified product.</p> <p>Agro Muko Tank Terminal (AMTT) has three dedicated tank 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 scheme 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 other source CPO.</p> <p>Based on field observation and document review (pipe line design and blowing up checklist) that the site was able to reach 100% segregated material through ensuring that non-certified material will always be segregated from unloading material (PK) up to the dispatching products (PKO).</p>	Yes

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Supply Chain Declaration *(Applicable For Appendix E)*

A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply bases (mt)	Volume of FFB from uncertified supply bases (mt)	Total FFB/Month (mt)
1	Jan 2018	19,271.91	-	19,271.91
2	Feb 2018	16,304.87	-	16,304.87
3	Mar 2018	19,193.33	-	19,193.33
4	Apr 2018	20,591.75	-	20,591.75
5	May 2018	22,717.41	-	22,717.41
6	Jun 2018	18,095.30	-	18,095.30
7	Jul 2018	27,753.73	-	27,753.73
8	Aug 2018	22,518.46	-	22,518.46
9	Sep 2018	22,390.49	-	22,390.49
10	Oct 2018	21,529.78	-	21,529.78
		210,367.03	-	210,367.03

B. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
1	Jan 2018	4,432.33	963.59
2	Feb 2018	3,862.08	821.71
3	Mar 2018	4,528.19	938.54
4	Apr 2018	4,746.51	977.85
5	May 2018	5,184.80	1,077.57
6	Jun 2018	4,111.00	846.59
7	Jul 2018	6,426.19	1,368.74
8	Aug 2018	5,247.96	1,106.27
9	Sep 2018	5,183.34	1,128.22
10	Oct 2018	4,930.98	1,091.55
		48,653.63	10,320.65

C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the last audit (if any)				
No.	Buyers Name	Palmtrace Trading License Number	Certified CPO Sold (mt)	Certified PK Sold (mt)
1	"Buyer WIM"	TR-2bdcd7fc-207b	-	1,042.17
2	"Buyer OS"	TR-037edfb8-4a7c	1,999.87	-
3	"Buyer UIP"	TR-92ce5aa2-de1f	-	500
4	"Buyer UIP"	TR-233d1741-2fcf	-	650
5	"Buyer UIP"	TR-e736caa5-3d7c	-	650
6	"Buyer CBV"	TR-cca38286-61ed	1,500	-
7	"Buyer CBV"	TR-c5f4df6b-32ef	1,000	-
8	"Buyer CBV"	TR-d975eead-30b1	1,000	-
9	"Buyer S"	TR-11418708-0873	1,000	-
10	"Buyer S"	TR-4fcb407f-14cd	1,000	-
11	"Buyer OS"	TR-5368b43d-c6e2	2,000	-

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12	"Buyer OS"	TR-a2a45c9d-132b	1,999.97	-
13	"Buyer S"	TR-5ad1e736-cbaa	1,000	-
14	"Buyer BLC"	TR-f62b391c-1446	2,000	-
15	"Buyer BLC"	TR-ed09931d-9213	2,000	-
16	"Buyer UIP"	TR-f16dc778-633e	-	650
17	"Buyer UIP"	TR-d02aa20a-86ca	-	700
18	"Buyer UIP"	TR-c8e0abef-560f	-	950
Total			16,499.84	5,142.17

D. Records of CPO & PK Sold under other schemes to Buyers since the last audit (if any)

No.	Buyers Name	Scheme Name	CPO Sold (mt)	PK Sold (mt)
1. Mar 2018	"Buyer CBV" & "Buyer OS"	ISCC	5,500	-
2. May 2018	"Buyer CBV" & "Buyer OS"	ISCC	8,499	-
3. Jun 2018	"Buyer CBV" & "Buyer OS"	ISCC	4,400	-
4. Aug 2018	"Buyer O"	ISCC	8,000	-
5. Oct 2018	"Buyer CBV" & "Buyer S"	ISCC	4,000	-
Total			30,399	-

E. Records of CPO & PK Sold as conventional to Buyers since the last audit (if any)

No.	Buyers Name	CPO Sold (mt)	PK Sold (mt)
1. Jul 2018	"Buyer UIP"	-	1,412.91
2. Aug 2018	"Buyer UIP" & "Buyer SJIM"	-	1,602.99
3. Sep 2018	"Buyer UIP" & "Buyer WIM"	-	1,217.43
4. Oct 2018	"Buyer UIP" & "Buyer WIM"	-	499.68
Total		-	4,733.01

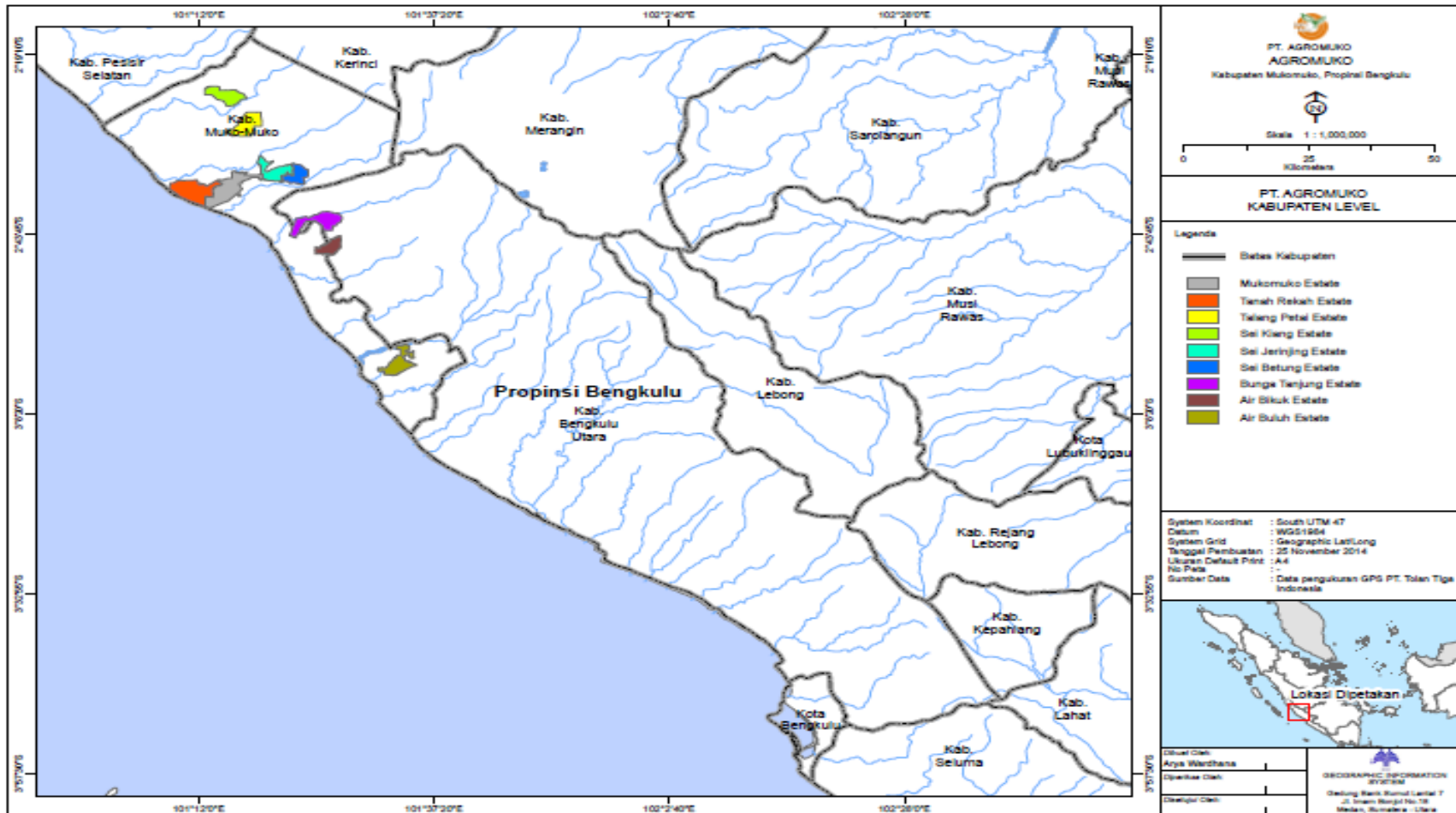
F. Records of Certified CPO Sold under RSPO Credits to Buyers since the last audit (if any)

No.	Buyers Name	PalmTrace Trading License Number	RSPO Credits of Certified CPO Sold (mt)
Nil			

Appendix F: Location Map of Certification Unit and Supply bases



Appendix G: Estate Field Map



Appendix H: List of Smallholder Sampled

- Koperasi Produksi Plasma Sungai Tenang Sejahtera,
- KMD Dusun Baru,
- KMD Pondok Lunang,
- KMD Sari Bulan,
- KMD Surian Bungkal,
- KMD Talang Kuning,
- KMD Aur Cina,
- KSU Sei Ipuh

Appendix I: List of Abbreviations

a.i	Active Ingredient
BOD	Biochemical Oxygen Demand
CB	Certification Bodies
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
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