

**RSPO PRINCIPLE AND CRITERIA –  
 2<sup>nd</sup> ANNUAL SURVEILLANCE ASSESSMENT (ASA1\_2)  
 Public Summary Report**

<p><b>Client Company name (Parent Company):          PT. INTI INDOSAWIT SUBUR</b></p>
<p>Client company Address:  <b><u>Jl. M.H Thamrin No. 31, Jakarta 10230, Indonesia</u></b></p>
<p>Certification Unit:  <b>UKUI-1 Palm Oil Mill and its supply base</b></p> <p>Location of Certification Unit:  <b>Village of Ukui, Sub-District of Ukui, Pelalawan Regency, Riau Province,          Indonesia</b></p>

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### Section 1: Scope of the Certification Assessment

1. Company Details			
<b>RSPO Membership Number</b>	1-0022-06-000-00	<b>Membership Approval Date</b>	6th February 2006
<b>Parent Company Name</b>	PT. Inti Indosawit Subur		
<b>Address</b>	Head Office: Jl. MH. Thamrin No.31 Jakarta 10230, Indonesia		
<b>Subsidiary (Certification Unit Name)</b>	PT. Inti Indosawit Subur – Ukui 1 POM		
<b>Address</b>	Village of Ukui, Sub-District of Ukui, Pelalawan Regency, Riau Province, Indonesia		
<b>Contact Name</b>	Mr. Ivan Novrizaldie		
<b>Website</b>	<a href="http://www.asianagri.co.id">www.asianagri.co.id</a>	<b>E-mail</b>	<a href="mailto:ivan_novrizaldie@asianagri.com">ivan_novrizaldie@asianagri.com</a>
<b>Telephone</b>	+62 21 230 1119	<b>Facsimile</b>	+62 21 230 1120

2. Certification Information			
<b>Certificate Number</b>	<b>RSPO 633774</b>	<b>Date of First Certification</b>	1 March 2011
		<b>Certificate Start Date</b>	1 March 2016
		<b>Certificate Expiry Date</b>	28 February 2021
<b>Scope of Certification</b>	Production of CPO and PK at Ukui I Palm Oil and FFB supplied from one (1) company own plantation namely Ukui Estate (Division I, II, III and IV only) and nine (9) cooperatives of scheme smallholder. Mill capacity 90 tonnes FFB/hour.		
<b>Applicable Standards</b>	RSPO P&C Indonesia National Interpretation 2016; RSPO Supply Chain Certification Standard 2014 Module E – CPO Mills: Mass Balance		

3. Other Certifications			
<b>Certificate Number</b>	<b>Standard(s)</b>	<b>Certificate Issued by</b>	<b>Expiry Date</b>
<b>ID05/65250</b>	ISO 14001:2015	SGS	10 June 2020
<b>EU-ISCC-Cert-DE100-20432018</b>	ISCC (Ukui I POM)	SGS	3 <sup>rd</sup> Feb 2018 - 2 <sup>nd</sup> Feb 2019

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<b>4. Location(s) of Mill &amp; Supply Bases</b>			
<b>Name (Mill / Supply Base)</b>	<b>Location [Map Reference #]</b>	<b>GPS Coordinates</b> (Note for Auditors: Deg °, Minutes ', Seconds " ; The format must be two decimal points) (Eg. 3° 51' 14.01" N)	
		<b>Latitude</b>	<b>Longitude</b>
Ukui-1 POM	Ukui village, Ukui Sub-District, Pelalawan Regency, Riau Province	00° 13' 32.09" S	102° 5' 39.84" E
Ukui Estate	Ukui village, Ukui Sub-District, Pelalawan Regency, Riau Province	00° 10' 5" - 00° 17' 18" S	102° 02' 43" - 102° 11' 37" E
KUD Sumber Makmur (781 smallholders)	Bukit Gajah village, Ukui Sub-District, Pelalawan Regency, Riau Province	00° 09' 04.5" S	102° 09' 26.1" E
KUD Bina Usaha Baru (308 smallholders)	Bukit Jaya village, Ukui Sub-District, Pelalawan Regency, Riau Province	00° 09' 35.6" S	102° 06' 22.5" E
KUD Bakti (224 smallholders)	Trimulya Jaya village, Ukui Sub-District, Pelalawan Regency, Riau Province	00° 08' 24.5" S	102° 05' 48.2" E
KUD Karya Bersama (432 smallholders)	Air Emas village, Ukui Sub-District, Pelalawan Regency, Riau Province	00° 07' 00.0" S	102° 05' 54.6" E
KUD Sawit Subur (454 smallholders)	Kampung Baru village, Ukui Sub-District, Pelalawan Regency, Riau Province	00° 09' 41.1" S	102° 03' 28.6" E
KUD Bina Sejahtera (618 smallholders)	Lubuk Kembang Sari village, Ukui Sub-District, Pelalawan Regency, Riau Province	00° 12' 06.7" S	102° 06' 17.5" E
KUD Sumber Bahagia (603 smallholders)	Silikuan Hulu village, Ukui Sub-District, Pelalawan Regency, Riau Province	00° 13' 55.8" S	102° 06' 30.6" E
KUD Bukit Potalo (247 smallholders)	Redang Seko village, Ukui Sub-District, Pelalawan Regency, Riau Province	00° 10' 56.9" S	102° 13' 12.5" E
KUD Usaha Baru (247 smallholders)	Ukui 2 village, Ukui Sub-District, Pelalawan Regency, Riau Province	00° 08' 40.6" S	102° 10' 09.0" E

<b>5. Description of Supply Base</b>					
<b>Estate</b>	<b>Total Planted (Mature + Immature) (ha)</b>	<b>HCV (ha)</b>	<b>Infrastructure &amp; Other (ha)</b>	<b>Total Area (ha)</b>	<b>% of Planted</b>
Ukui Estate	3,375	116.16	87.84	3,579	94.30
<b>Sub-Total A</b>	<b>3,375</b>	<b>116.16</b>	<b>87.84</b>	<b>3,579</b>	<b>94.3</b>

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KUD Sumber Makmur (781 smallholders)	1,562	-	-	1,562	100
KUD Bina Usaha Baru (308 smallholders)	616	-	-	616	100
KUD Bakti (224 smallholders)	448	-	-	448	100
KUD Karya Bersama (432 smallholders)	864	-	-	864	100
KUD Sawit Subur (454 smallholders)	908	-	-	908	100
KUD Bina Sejahtera (618 smallholders)	1,236	-	-	1,236	100
KUD Sumber Bahagia (603 smallholders)	1,206	-	-	1,206	100
KUD Bukit Potalo (247 smallholders)	494	-	-	494	100
KUD Usaha Baru (247 smallholders)	494	-	-	494	100
<b>Sub-Total B</b>	<b>7,828</b>			<b>7,828</b>	<b>100</b>
<b>Total</b>	<b>11,203</b>	<b>116.16</b>	<b>87.84</b>	<b>11,407</b>	<b>100</b>

### 6. Plantings & Cycle

Estate	Age (Years)					Mature**	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Ukui Estate	1,113	-	19	-	2,243	2,262	1,113
<b>Sub-Total A</b>	<b>1,113</b>	<b>-</b>	<b>19</b>	<b>-</b>	<b>2,243</b>	<b>2,262</b>	<b>1,113</b>
KUD Sumber Makmur (781 smallholders)	-	-	-	-	1,562	1,562	-
KUD Bina Usaha Baru (308 smallholders)	472	-	-	-	144	144	472
KUD Bakti (224 smallholders)	-	-	-	-	448	448	-
KUD Karya Bersama (432 smallholders)	-	-	-	-	864	864	-
KUD Sawit Subur (454 smallholders)	-	-	-	-	908	908	-

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KUD Bina Sejahtera (618 smallholders)	-	-	-	-	1,236	1,236	-
KUD Sumber Bahagia (603 smallholders)	-	-	-	26	1,180	1,206	-
KUD Bukit Potalo (247 smallholders)	-	-	-	494	-	494	-
KUD Usaha Baru (247 smallholders)	-	-	-	494	-	494	-
<b>Sub-Total B</b>	<b>472</b>	-	-	<b>1,014</b>	<b>6,342</b>	<b>7,356</b>	<b>472</b>
<b>Total (ha)</b>	<b>1,585</b>	-	<b>19</b>	<b>1,014</b>	<b>8,585</b>	<b>9,618</b>	<b>1,585</b>
<b>Note:</b>							

<b>7. Certified Tonnage of FFB (Own Certified Scope)</b>			
Estate	Tonnage / year		
	Estimated ( <i>1Mar2018-28Feb2019</i> )	Actual ( <i>Dec2017 – Nov2018</i> )	Forecast ( <i>1Mar2019-28Feb2020</i> )
Ukui Estate	57,146	52,972.33	56,680
KUD Sumber Makmur (781 smallholders)	37,175	34,787.43	40,282.74
KUD Bina Usaha Baru* (308 smallholders)	1,483	0	0
KUD Bakti (224 smallholders)	10,023	8,715.37	8,642.40
KUD Karya Bersama (432 smallholders)	12,534	21,005.08	18,391.10
KUD Sawit Subur (454 smallholders)	16,474	11,868.31	3,144.00
KUD Bina Sejahtera (618 smallholders)	27,853	26,440.87	24,021.19
KUD Sumber Bahagia	29,179	25,346.95	31,526.58

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(603 smallholders)			
KUD Bukit Potalo (247 smallholders)	10,522	10,304.52	10,271.25
KUD Usaha Baru (247 smallholders)	10,522	9,981.25	10,359.71
<b>Total</b>	<b>212,911</b>	<b>201,422.11</b>	<b>203,318.97</b>

**Note:** *KUD Bina Usaha Baru is undergoing replanting in 2018, therefore no FFB supplied to the Mill.*

### 8. Certified Tonnage of FFB (from other certified unit(s)) if applicable \*

Estate	Tonnage / year		
	Estimated ( <i>1Mar2018-28Feb2019</i> )	Actual ( <i>Dec2017 – Nov2018</i> )	Forecast ( <i>1Mar2019-28Feb2020</i> )
Nil	N/A	Nil	N/A
<b>Total</b>			

**Note:**

### 9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable

Independent FFB Supplier	Tonnage / year		
	Estimated ( <i>1Mar2018-28Feb2019</i> )	Actual ( <i>Dec2017 – Nov2018</i> )	Forecast ( <i>1Mar2019-28Feb2020</i> )
CSV program/independent smallholders	148,047	50,207	159,890
Outsiders		61,918	
<b>Total</b>	<b>148,047</b>	<b>112,125</b>	<b>159,890</b>

**Note:**

### 10. Certified Tonnage

Mill Capacity: 90 MT/hr	Estimated ( <i>1Mar2018-28Feb2019</i> )	Actual ( <i>Dec2017 – Nov2018</i> )	Forecast ( <i>1Mar2019-28Feb2020</i> )
	FFB	FFB	FFB
SCC Model: MB	212,911	201,422.11	203,319
	CPO (OER: 20.69 %)	CPO (OER: 20.17 %)	CPO (OER: 21.18 %)
	44,044	40,626.86	42,661.20



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	<b>PK (KER: 5.45 %)</b>	<b>PK (KER: 5.06 %)</b>	<b>PK (KER: 5.30 %)</b>
	11,604	10,191.96	10,675.37
<b>Note:</b>			

<b>11. Actual Sold Volume (CPO)</b>					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
<b>CPO (MT)</b>	-	39,021.85	-	-	39,021.85

<b>12. Actual Sold Volume (PK)</b>					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
<b>PK (MT)</b>	10,020	-	-	-	10,020

<b>13. Actual Group certification Claims</b>		
	<b>Credit</b>	<b>Physical Volume (MT)</b>
<b>IS-CSPO</b>	-	-
<b>IS-CSPKO</b>	-	-
<b>IS-CSPKE</b>	-	-

## 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  
59200 Kuala Lumpur  
Tel +603 2242 4211 Fax +603 2242 4218  
Nicholas Cheong: [Nicholas.Cheong@bsigroup.com](mailto:Nicholas.Cheong@bsigroup.com)  
[www.bsigroup.com](http://www.bsigroup.com)

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 2<sup>nd</sup> annual surveillance assessment was conducted from **11-17 December 2018**. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The Major NC close out on-site assessment was conducted on **11-12 February 2019**. The audit programmes are included in Section 2.3.

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 (*RSPO P&C Indonesia National Interpretation 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.

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

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

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**

<b>Assessment Program</b>					
<b>Name (Mill / Supply Base)</b>	<b>Year 1 (2016) (Re- Certification)</b>	<b>Year 2 (2017) (ASA 1.1)</b>	<b>Year 3 (2018)* (ASA 1.2)</b>	<b>Year 4 (2019) (ASA 1.3)</b>	<b>Year 5 (2020) (ASA 1.4)</b>
Ukui-1 POM	X	X	X	X	X
Ukui Estate	X	X	X	X	X
KUD Sumber Makmur (781 smallholders)	X		X		
KUD Bina Usaha Baru (308 smallholders)	X				X
KUD Bakti (224 smallholders)		X	X		
KUD Karya Bersama (432 smallholders)				X	X
KUD Sawit Subur (454 smallholders)		X			
KUD Bina Sejahtera		X			X

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(618 smallholders)					
KUD Sumber Bahagia (603 smallholders)				X	
KUD Bukit Potalo (247 smallholders)	X		X		
KUD Usaha Baru (247 smallholders)				X	

*\*sample of smallholders taken in ASA-1.2 year 2018 is repeating from Re-Certification sample. This is due to information raised from stakeholder consultation.*

**Tentative Date of Next Visit: December 9, 2019 - December 17, 2019**

**Total No. of Mandays: 18 mandays in field**

**2.2 BSI Assessment Team:**

<b>Team Member Name</b>	<b>Role</b> <i>(Team Leader or Team member)</i>	<b>Qualifications</b> <i>(Short description of the team members)</i>
Yudwi Wisnu Rahmanto (YW)	Team Leader	Bachelor of Forestry with majoring on Forest Silviculture. He worked at professional independent Certification Body as an Auditor for last 8 years and has involved in auditing activities with various certification schemes. Selected training which have been followed, such as RSPO Endorsed Lead Auditor Training Course, RSPO NEXT, ISPO Auditor/Lead Auditor Course, Quality Management System (QMS) ISO 9001:2015 Auditor/Lead Auditor Course, GIS-Basic Mapping and Spatial Analysis, Timber Legality Assurance System (SVLK), Verification Organization Training C.A.F.E Practices (Starbucks), UTZ Programme and others internal training programs. He has involved in auditing activities, such as Sustainable Forest Management by FSC FM/COC Scheme, Sustainable Palm Oil by RSPO and ISPO Scheme, Coffee And Farmer Equity (C.A.F.E Practices) Starbucks, Organic Standard (EU, NOP, JAS) for Coffee Farmers and Organic Exchange for Textile. During the assessment he assigned to verify legal and land dispute aspects.
Eko Purwanto (EP)	Team Member	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 experience in auditing ISO 9001, ISPO, RSPO P&C and RSPO SCC with SAI Global since 2012 to 2017 as Lead Auditor and sometimes as Auditor. He joined BSI Group Indonesia in August 2017 as Auditor/Lead Auditor for ISO, ISPO, RSPO P&C and RSPO SCC (Client Manager/Tutor). He has been trained for lead auditor of RSPO P&C (2013), ISO 9001:2008 (2012), ISO 14001:2004 (2013), ISPO (2012)

		<p>and RSPO SCC (2012). He has received refreshment training of RSPO P&amp;C in May 2018 and RSPO SCC in March 2018. 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&amp;C audit for several plantations and mills, also RSPO Supply Chain audit for several KCP, Bulking and Refinery.</p> <p>During the assessment he assigned to verify best practice agronomy and mill aspects.</p>
Imam Fakhrurozi (IM)	Team Member	<p>Imam holds degree in Agriculture Technology and graduated from Gadjah Mada University, Yogyakarta in 2011. He had 2 (two) years working experienced related to oil palm industries i.e. as a sustainability and HSE in oil palm Plantation Company in Indonesia. Several relevant Training he has completed include ISO 9001 and 14001 Lead Auditor, Lead Auditor of SMK3, RSPO P&amp;C Lead auditor endorsed courses. Currently he works for BSI Group based in Jakarta office. He is one of the BSI qualified RSPO auditor. He had been involved in RSPO auditing since 2016. During this assessment, he assessed on the OHS aspect and social insurance.</p> <p>During the assessment he assigned to verify OSH and Mill Supply chain aspects (under witnessed).</p>
Edi Widodo (EW)	Team Member	<p>Edy Widodo graduated as bachelor of the Faculty of Agriculture, Department of Agricultural Technology, University of Padjadjaran, Bandung. Earlier he worked as an Assistant Estates Manager in PT SMART Tbk. (1999 to 2005). He is the Lead Auditor for ISO 9001: 2008. He has working experience in the industrial sector and audit Plantation and also the processing industry and agricultural mechanization. He also the ISPO auditor who has obtained a certificate from the ISPO Commission, Ministry of Agriculture of Indonesia, on February 2013. He had got a certificate of training on Understanding ISO 14001: 2004 &amp; Auditing ISO 14001: 2004 in 2013. He also had joined RSPO P&amp;C training (2013) and also Course RSPO Lead Auditor 2016 - RSPO Endorsed RSPO Supply Chain Certification Training Course on April 2016. During this assessment, he assessed on the aspects of transparency, social, labor and stakeholder consultation</p>
Mujinius Jalaraya (MJ)	Team Member	<p>He hold Bachelor degree from Faculty of Forestry, Bogor Agricultural University (IPB) in 2008, Majoring in Forest Resources Conservation and Ecotourism. He has working experience in palm oil plantations as SHE Assistant at PT. Astra Agro Lestari Tbk in 2008 - 2012 and as Supervisor Sustainability at Teladan Prima Group in 2012 – 2014. He involved in RSPO certification since 2014 as a team member subsequently as a Lead Auditor. He has completed the training, such as: Lead Auditor ISO 9001: 2008 course, Lead Auditor ISPO course, Lead Auditor RSPO endorsed course, RSPO SCCS Lead Auditor endorsed course, HCV Identification and management, Internal Auditor ISO 14001: 2004 Training, Training for Trainers, OHS Expert Training, etc. He is fluently speaking in English and Bahasa Indonesia. During this assessment, he assessed on the aspects of Environmental and HCV management.</p>

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**Accompanying Persons:**

No.	Name	Role
1	Pratama A. Sedayu (PS)	Qualifying Reviewer. Aims to observe of team performance and witnessing Supply Chain Auditor (Mr. Imam Fahrurozi).

**2.3 Assessment Plan**

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

Date	Time	Subjects	YWR	MJ	EP	EW	IF
Monday, 10/12/2018	10.20 – 12.05	Flight Jakarta – Pekanbaru (GA174)	√	√	√	√	√
	12.05 – 13.30	Lunch break	√	√	√	√	√
	13.30 – 18.00	Traveling to PT IIS – Ukui 1 POM	√	√	√	√	√
Tuesday, 11/12/2018	08.00 – 09.00	Opening meeting <ul style="list-style-type: none"> <li>• Auditee Speech (Introduction of PIC, Profile of Certified Management Unit)</li> <li>• Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Transparency and Confidentiality Clarification)</li> <li>• Verification of Basic Information (Mill and supply bases)</li> <li>• Review of previous assessment findings.</li> </ul>	√				
	09.00 –	Interview with Stakeholders (statutory bodies): <ul style="list-style-type: none"> <li>- Environmental Agency of Pelalawan Regency</li> </ul>				√	

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Date	Time	Subjects	YWR	MJ	EP	EW	IF
		<ul style="list-style-type: none"> <li>- Labour Agency (Disnakertrans) of Pelalawan Regency</li> <li>- National Land Agency (Kantor Pertanahan) of Pelalawan Regency</li> <li>- Plantation Agency (Disbun) of Pelalawan Regency</li> </ul>				√	
	09.00 – 12.00	Field visit to <b>Ukui-1 POM</b> : <ul style="list-style-type: none"> <li>• BMP for Mill Processing – site visit</li> <li>• Supply Chain for CPO Mill (site visit) - FFB Receiving, Weighbridge, Dispatch CPO.</li> <li>• Occupational Health &amp; Safety Aspect (Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, Processing Activities)</li> <li>• Implementation of Environmental and Waste Management Aspect (POME Pond, Empty Bunch Area, Reservoir/Intake Point, Biogas Plant – if any)</li> </ul>	√		√		√
	12.00 – 14.00	Lunch Break	√	√	√	√	√

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Date	Time	Subjects	YWR	MJ	EP	EW	IF
	14.00 – 17.00	<ul style="list-style-type: none"> <li>- Continued field visit to <b>Ukui-1 POM</b> (if necessary)</li> <li>- Consultation with internal stakeholders (labor union and gender committee) and local contractor for Mill.</li> <li>- Completing checklist and document verification</li> </ul>	✓	✓	✓	✓	✓



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Date	Time	Subjects	YWR	MJ	EP	EW	IF
Wednesday , 12/12/2018	08.00 – 12.00	<p>Field visit to <b>Ukui Estate (include Afdeling V)</b>:</p> <ul style="list-style-type: none"> <li>Implementation of Agronomy Aspect (Harvesting &amp; Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application)</li> <li>Implementation of Environmental, Conservation and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management, HCV Area)</li> <li>Implementation of Occupational Health &amp; Safety Aspect</li> <li>Implementation of Legal Aspect (Land Ownership, Legal Boundaries)</li> <li>Consultation with internal stakeholders (gender committee, labor union), local contractor (if any)</li> </ul> <p>Stakeholder consultation (direct visit if possible):</p> <ul style="list-style-type: none"> <li>Representative of NGO's (WWF)</li> <li>Representative of Teso Nilo National Park</li> </ul>	✓	✓	✓	✓	✓
	12.00 – 14.00	Lunch Break	✓	✓	✓	✓	✓
	14.00 – 17.00	<ul style="list-style-type: none"> <li>Continued Field Visit (if necessary)</li> <li>Verification of field visit and completing checklist</li> </ul>	✓	✓	✓	✓	✓

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Date	Time	Subjects	YWR	MJ	EP	EW	IF
Thursday, 13/12/2018	08.00 – 12.00	<p>Field observation to <b>KUD Sumber Makmur (scheme Smallholders)</b>:</p> <ul style="list-style-type: none"> <li>Implementation of Agronomy Aspect (Harvesting &amp; Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application)</li> <li>Implementation of Environmental, Conservation and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management, HCV Area)</li> <li>Implementation of Occupational Health &amp; Safety Aspect</li> <li>Implementation of Legal Aspect (Land Ownership, Legal Boundaries)</li> <li>Consultation with internal stakeholders (village head, cooperative management), local contractor (if any)</li> </ul> <p>Sample taken: 27 smallholders plot</p>	√	√	√	√	√
	12.00 – 14.00	Lunch Break	√	√	√	√	√
	14.00 – 17.00	<ul style="list-style-type: none"> <li>Continued Field Observation (if any)</li> <li>Verification of field visit and completing checklist</li> </ul>	√	√	√	√	√

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Date	Time	Subjects	YWR	MJ	EP	EW	IF
Friday, 14/12/2018	08.00 – 11.00	<p>Field observation to <b>KUD Bakti (scheme Smallholders)</b>:</p> <ul style="list-style-type: none"> <li>Implementation of Agronomy Aspect (Harvesting &amp; Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application)</li> <li>Implementation of Environmental, Conservation and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management, HCV Area)</li> <li>Implementation of Occupational Health &amp; Safety Aspect</li> <li>Implementation of Legal Aspect (Land Ownership, Legal Boundaries)</li> <li>Consultation with internal stakeholders (village head, cooperative management), local contractor (if any)</li> </ul> <p>Sample taken: 14 smallholders plot</p>	√	√	√	√	√
	11.00 – 14.00	Lunch break	√	√	√	√	√
	14.00 – 17.00	<ul style="list-style-type: none"> <li>Continued Field Observation (if any)</li> <li>Verification of field visit and completing checklist</li> </ul>	√	√	√	√	√
Saturday, 15/12/2018	08.00 – 12.00	<ul style="list-style-type: none"> <li>Document verification and completing checklist</li> </ul>	√	√	√	√	√
Sunday 16/12/2018	08.00 – 17.00	Day off, stay onsite	√	√	√	√	√

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Date	Time	Subjects	YWR	MJ	EP	EW	IF
Monday 17/12/2018	08.00 – 12.00	<p>Field observation to <b>KUD Bukit Potalo (scheme Smallholders)</b>:</p> <ul style="list-style-type: none"> <li>Implementation of Agronomy Aspect (Harvesting &amp; Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application)</li> <li>Implementation of Environmental, Conservation and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management, HCV Area)</li> <li>Implementation of Occupational Health &amp; Safety Aspect</li> <li>Implementation of Legal Aspect (Land Ownership, Legal Boundaries)</li> <li>Consultation with internal stakeholders (village head, cooperative management), local contractor (if any)</li> </ul> <p>Sample taken: 15 smallholders plot</p>	√	√	√	√	√
	12.00 – 14.00	Lunch break	√	√	√	√	√
	14.00 – 16.00	Report preparation	√	√	√	√	√
	16.00 – 17.00	<p>Closing Meeting</p> <ul style="list-style-type: none"> <li>Presentation of audit findings (Noteworthy Positive Component, Non Conformities, OFI, Timelie of CAR's, Conclusion)</li> <li>Comments, Responses and Questions</li> </ul>	√	√	√	√	√

Date	Time	Subjects	YWR	MJ	EP	EW	IF
Tuesday 18/12/2018	08.30 – 10.20	Return Flight Pekanbaru to Jakarta for Imam Fakhrurozi (GA173)					√
	08.00 - 12.00	Continued to Ukui 2 POM	√	√	√	√	

### Section 3: Assessment Findings

#### 3.1 Normative requirement applied for this assessment:

- PT. Inti Indosawit Subur – Ukui 1 POM Multiple Management Units / Time Bound Plan
- RSPO P&C 2013 Generic
- RSPO Group Certification Standard 2016
- RSPO Supply Chain Certification Standard 2017
- RSPO P&C GA-NIWG 2017
- RSPO P&C INA-NIWG 2016
- RSPO P&C MY-NIWG 2014
- RSPO P&C PNG-NIWG 2017

#### 3.2 Time Bound Plan progress for multiple management units

Time Bound Plan		
Requirement	Remarks	Compliance
Does the plan include all current subsidiaries, estates and mills?	PT. Inti Indosawit Subur – Asian Agri Group has explained the certification plan for all of its subsidiaries; indicating all palm oil mills, company-owned estates and scheme smallholder as the supply base.	Comply
Have all the estates and mills certified within five years after obtaining RSPO membership?	Based on Time Bound Plan revising in December 2018, Segati Mill (PT Mitra Unggul Pusaka) located in Pelalawan, Riau postponed to Re-Audit in year 2020. Status of RaCP and relevant issues are still in progress and waiting for RSPO feedback.	Comply
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.	No new acquisition.	Comply
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?	There is no changes from previous audit	Comply
Have there been any isolated lapses in implementation of the plan? If yes a <b>Minor</b> non-compliance shall be raised	No	Comply
Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of	No	Comply

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the plan? If yes a <b>Major</b> non-compliance shall be raised		
Have there been any stakeholder comments?	Yes, stakeholder comment is presented within this report.	Comply
<b>Un-Certified Units or Holdings</b>		
No replacement after dates defined in NIs Criterion 7.3: <ul style="list-style-type: none"> <li>• Primary forest.</li> <li>• Any area required to maintain or enhance HCVs in accordance with RSPO P&amp;C criterion 7.3.</li> </ul>	Based on Time Bound Plan revising in December 2018, Segati Mill (PT Mitra Unggul Pusaka) located in Pelalawan, Riau postponed to Re-Audit in year 2020. Status of RaCP and relevant issues are still in progress and waiting for RSPO feedback.	Comply
Any new plantings since January 1 <sup>st</sup> 2010 shall comply with the RSPO New Plantings Procedure.	Based on Time Bound Plan revising in December 2018, Segati Mill (PT Mitra Unggul Pusaka) located in Pelalawan, Riau postponed to Re-Audit in year 2020. Status of RaCP and relevant issues are still in progress and waiting for RSPO feedback.	Comply
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. The RSPO RaCP tracker shall be checked to confirm for any land conflicts/Liabilities <a href="https://www.rspo.org/certification/remediation-and-compensation/racp-tracker">https://www.rspo.org/certification/remediation-and-compensation/racp-tracker</a> . The progress on the Liabilities shall be verified and reported.	Based on Time Bound Plan revising in December 2018, Segati Mill (PT Mitra Unggul Pusaka) located in Pelalawan, Riau postponed to Re-Audit in year 2020. Status of RaCP and relevant issues are still in progress and waiting for RSPO feedback.	Comply
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.	Based on Time Bound Plan revising in December 2018, Segati Mill (PT Mitra Unggul Pusaka) located in Pelalawan, Riau postponed to Re-Audit in year 2020. Status of RaCP and relevant issues are still in progress and waiting for RSPO feedback.	Comply
Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	Based on Time Bound Plan revising in December 2018, Segati Mill (PT Mitra Unggul Pusaka) located in Pelalawan, Riau postponed to Re-Audit in year 2020. Status of RaCP and relevant issues are still in progress and waiting for RSPO feedback.	Comply
Did the company conduct internal audit against the uncertified management units requirement? If yes, a positive assurance statement shall be available.	Based on Time Bound Plan revising in December 2018, Segati Mill (PT Mitra Unggul Pusaka) located in Pelalawan, Riau postponed to Re-Audit in year 2020. Status of RaCP and relevant issues are still in progress and waiting for RSPO feedback.	Comply

**3.3 Progress of scheme smallholders and/or outgrowers (if applicable to this assessment)**

<b>Progress of scheme smallholders or outgrowers towards compliance with relevant standards</b>		
<b>Requirement</b>	<b>Remarks</b>	<b>Compliance</b>
<p>Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?</p> <p>OFI shall be raised if after one year where 100% of the scheme smallholders and scheme outgrowers are not in compliance, a minor NC after two years, and a major NC if this requirement is not met after three years.</p>	<p>There is only two smallholders: Penarikan KKPA and Gunung Sahilan KKPA that not been certified within three years. It is due to Segati Mill not yet certified and still on progress for Land Use Change.</p>	<p>Comply</p>



### 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 *Six (6)* Major & *Three (3)* Minor nonconformities raised. The *Ukui-1 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 its effectiveness and closed accordingly.

<b>Summary of Total Number of Nonconformity</b>			
<b>Nonconformity</b>			
<b>NCR Ref #</b>	<b>1722079-201812-M1</b>	<b>Clause &amp; Category (Major / Minor)</b>	<b>4.1.4 MAJOR</b>
<b>Date Issued</b>	<b>17 December 2018</b>	<b>Due Date</b>	<b>16 March 2019</b>
<b>Closed (Yes / No)</b>	<b>Yes</b>	<b>Date of nonconformity Closure</b>	<b>12 February 2019</b>
<b>Statement of Nonconformity:</b>	The Certificate Holder cannot provide the evidence that record of FFB's origins sent to third party FFB sourced (collectors and delivers) that supply to Ukui-1 POM have been clearly verified.		
<b>Requirement Reference:</b>	Records of the origins of all third-party FFB sourced (collector, deliver, Cooperative, Farmers Association and outgrower) shall be available.		
<b>Objective Evidence:</b>	<p>Sample of third party FFB supplier document:            FFB Proposal Letter "Surat Permohonan atas nama Julianto", located in Desa Trimulya Jaya, Kec. Ukui. Area: 91.5 Ha, estimated production is 200 Tones. Category: Yard FFB (Buah Pekarangan).</p> <p>However, lack of evidence that FFB origins for Julianto (third party suppliers) from area 91.5 Ha are legally and clearly verified.</p>		
<b>Corrections:</b>	Shows the status of the land and legal documents relating to the area, as well as with additional map layout point coordinates and a list of participants therein suppliers (farmers)		
<b>Root Cause Analysis:</b>	Legality of the area is actually available, but it cannot be provide to auditors because lack of completed supplier data monitoring at the time of the audit, and also the lack of coordinate point samples for larger areas		
<b>Corrective Actions:</b>	Ensure complete data on third party FFBs suppliers and not just statement letters only, so it can to be demonstrated at the time of audit (selected samples)		
<b>Assessment Conclusion:</b>	Major NC Close Out Visit. <u>Verification date: 12 Feb 2019</u> Records of FFB origins traceability sent to FFBs collector that supplied to Ukui-1 Mill, the FFB purchasing department provide the record data with consist of "FFB		

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	<p>outsider Supplier Data”, Traceability Map with overlay with applicable of Forest Status and Map sources.</p> <p>Evidence seen:</p> <ol style="list-style-type: none"> <li>1. Name of FFB Collector: Julianto.</li> <li>2. List of Sub-supplier or “Data Supplier TBS Luar DO Julianto”: total sub-supplier is 192 individual supplier with total area 915,005 m<sup>2</sup> (91.5 Ha). The list containing Name of Supplier, Land Status, GPS Coordinates, Name of Cooperative, Yard Area. In example:  Name of Supplier: Julianto.  Land Status: Land Ownership Certificate (Sertifikat Hak Milik).  GPS Coordinates: 102° 5’ 46.69” E; 0° 8’ 38.34” S.  Name of Cooperative: Bakti.  Yard Area: 0.5 Ha</li> <li>3. Traceability Map “PT IIS – Pabrik Ukui 1” Scale 1:71,000. Sources map: National Forestry Area Map “Peta Indikatif dan Areal Perhutanan Nasional” (Decree No: SK 4865/MENLHK-PKTL/REN/PLA.0/2017) and GPS Traceability Data Survey 2017 – 2018 on FFB Supplier and Smallholders.</li> </ol> <p>Interview with FFB Collector: Julianto. It is clearly explained that all FFB’s sources supplied to collector known as Yard FFB’s (Buah Pekarangan), are clearly have legal ownership certificate or “Surat Hak Milik”. It is because the collector only receives FFB’s from smallholder’s yard where not registered as smallholder’s scheme. The land sourced from government program “PIR-TRANS” in 1980’s, where 2 Ha allocated for Smallholder scheme or Plasma and 0.5 Ha is for housing and yard. Each area has separated land ownership certificate. According to the evidence provided and verification by direct interview, corrective action made is effectively implemented. Therefore, auditor concludes this Non-Conformity is Closed.</p>
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<b>Nonconformity</b>																																																															
<b>NCR Ref #</b>	<b>1722079-201812-M2</b>	<b>Clause &amp; Category (Major / Minor)</b>	<b>6.5.1 MAJOR</b>																																																												
<b>Date Issued</b>	<b>17 December 2018</b>	<b>Due Date</b>	<b>16 March 2019</b>																																																												
<b>Closed (Yes / No)</b>	<b>Yes</b>	<b>Date of nonconformity Closure</b>	<b>12 February 2019</b>																																																												
<b>Statement of Nonconformity:</b>	Contract workers (Pekerja Harian Lepas) that worked more than 21 days at Ukui-1 POM are not promoted to permanent workers (Pekerja Tetap).																																																														
<b>Requirement Reference:</b>	Documentation of pay and conditions for employees based on the existing manpower regulations shall be available.																																																														
<b>Objective Evidence:</b>	<p>Sample verified on pay slip, payroll and finger print in year 2018: Ukui-1 POM worker name Yusrizal Sagita, it is recorded during August to November 2018 are worked more than 21 consequences days.</p> <p>Finger Print for other sample of contract worker (PHL) at Ukui-1 Mill, are follows:</p> <table border="0"> <thead> <tr> <th>Employees</th> <th colspan="11">Month 2018</th> </tr> <tr> <th></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> <th>11</th> </tr> </thead> <tbody> <tr> <td>Yusrizal Sagita/PHL</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>25</td> <td>24</td> <td>25</td> <td>25</td> </tr> <tr> <td>Kebersihan</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Kornelius S./PHL</td> <td>23</td> <td>23</td> <td>25</td> <td>23</td> <td>23</td> <td>21</td> <td>24</td> <td>22</td> <td>24</td> <td>27</td> <td>23</td> </tr> </tbody> </table>			Employees	Month 2018												1	2	3	4	5	6	7	8	9	10	11	Yusrizal Sagita/PHL	0	0	0	0	0	0	0	25	24	25	25	Kebersihan												Kornelius S./PHL	23	23	25	23	23	21	24	22	24	27	23
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Kebersihan																																																															
Kornelius S./PHL	23	23	25	23	23	21	24	22	24	27	23																																																				

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	<p>Opr. Biogas Solikhin                    26 23 24 24 24 20 25 24 24 25 23</p> <p>Sortasi TBS Antonius H                26 23 25 24 25 21 26 25 24 26 24</p> <p>Kebersihan</p>
<b>Corrections:</b>	Adjustment of manpower plans according to standards.
<b>Root Cause Analysis:</b>	Specialty-skilled labor requirements.
<b>Corrective Actions:</b>	Proposing casual daily workers at Mill to be permanent workers.
<b>Assessment Conclusion:</b>	<p>Major NC Close Out Visit.          Verification date: 11 Feb 2019          Ukui-1 POM has provide the objective evidence of proposing casual daily workers (Pekerja Harian Lepas) for 15 workers at Mill.          Evidence seen:          - Proposing casual workers "Usulan Promosi Karyawan SKU-H" from Ukui-1 Mill Manager to Regional Head (Doc. Number: 010/MI-PUS/MEMO/01/19) dated 10 January 2019. Total of Mill workers submitted is 15 persons.          - Resend email from Ukui-1 Mill Administration Head (Kepala Tata Usaha) dated 14 January 2019 to HR Regional Manager regarding reminder of submission on proposing casual daily workers at Mill.          Time plan for proposing daily casual workers to permanent workers for Mill is available. "Program Rencana Pengangkatan Karyawan Pabrik Ukui-1 PHL ke SKU-H".          2017: 4 permanent workers promoted.          2018: 0 promoted          2019: target 4 workers promoted.          Interview with sample casual workers at Mill: Mr. SLK and Mr. KOR, it is confirmed that until 11 February 2019 their status not yet informed by the Mill management that already promoted as permanent workers. While, for Mr. YUS will plan in the next promotion period, estimate in 2020.          However, Ukui-1 POM already promoting 4 workers as permanent workers according to Memorandum Letter issued from Regional Head, as follow:          1. Memo No.012/HR-RO2/MEMO/SK/02/2019, dated 15 January 2019. Promotion for Mr. RUD (Biogas Operator) as permanent workers effective on 1st February 2019.          2. Memo No.009/HR-RO2/MEMO/SK/02/2019, dated 15 January 2019. Promotion for Mr. SLK (Oil Dispatch Operator) formerly FFB Sortation, as permanent workers effective on 1st February 2019.          3. Memo No.010/HR-RO2/MEMO/SK/02/2019, dated 15 January 2019. Promotion for Mr. EKA (Biogas Operator) as permanent workers effective on 1st February 2019.          4. Memo No.011/HR-RO2/MEMO/SK/02/2019, dated 15 January 2019. Promotion for Mr. KOR (Biogas Operator) as permanent workers effective on 1st February 2019.          For Ukui Estate:          Evidence seen:          - Program/Time Plan of Promoting to Permanent Workers period 2017 – 2018 "Program Pengangkatan Karyawan SKU 2017-2019 Kebun Ukui".          2017: 7 permanent workers promoted</p>

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	<p>2018: 10 permanent workers promoted          2019: target 20 permanent workers promoted of 73 casual daily workers.          List of 20 workers will be promoted in 2019. Consist of 1 person on Maintenance (Mr. END); 6 Harvesters (Mr. FER, Mr. RIV, Mr. SNR, Mr. SUD, Mr. SND, Mr. EDI); 4 FFB loaders (Mr. SAF, Mr. ROH, Mr. SUR, Mr. RAM); 5 Teachers (Mrs. JLN, Mrs. YUJ, Mrs. FER, Mrs. JUL, Mrs. MAW); 1 Computer Operator (Mr. YOS); 1 Material Clerk (Mr. AEF); 1 Nurse (Mrs. SAM); 1 Division Clerk (Mr. RIN).</p> <p>According to the evidence provided and verification by direct interview, corrective action made is effectively implemented. Therefore, auditor concludes this Non-Conformity is Closed.</p>
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<b>Nonconformity</b>			
<b>NCR Ref #</b>	<b>1722079-201812-M3</b>	<b>Clause &amp; Category (Major / Minor)</b>	<b>3.2.ii) General CoC requirements for the supply chain. MAJOR</b>
<b>Date Issued</b>	<b>17 December 2018</b>	<b>Due Date</b>	<b>16 March 2019</b>
<b>Closed (Yes / No)</b>	<b>Yes</b>	<b>Date of nonconformity Closure</b>	<b>12 February 2019</b>
<b>Statement of Nonconformity:</b>	Result of internal audit that conducted on 26 September 2018 is not effective to ensuring implementation and maintaining the standard requirements within organisation.		
<b>Requirement Reference:</b>	<p>The site shall have a written procedure to conduct annual internal audit to determine whether the organization;</p> <p>ii) Effectively implements and maintains the standard requirements within its organization.</p> <p>Any non-conformities found as part of the internal audit shall be issued corrective action. The outcomes of the internal audits and all actions taken to correct nonconformities shall be subject to management review at least annually. The organization must be able to maintain the internal audit records and reports.</p>		
<b>Objective Evidence:</b>	<p>PT Inti Indosawit Subur - Ukui 1 POM has choosing RSPO Supply Chain Module E - CPO Mills: Mass Balance, however an internal audit that conducted on 2 September 2018 is not effective to ensuring implementation and maintaining the standard requirements within organisation, caused:</p> <ul style="list-style-type: none"> <li>- Internal audit standard refer to Module C – Mass Balance</li> <li>- Audit location is at Kernel Crushing Plant</li> <li>- No verification on CSPO record</li> </ul>		
<b>Corrections:</b>	Refresh training and socialization regarding internal audit checklists that apply according to the scope of the audit.		
<b>Root Cause Analysis:</b>	Internal audit checklist have been separated in accordance guidance RSPO SCCS 2017 Module-C for KCP and Module E for Mill (MB), but because it is not well understood, there is an error in the implementation by the unit.		

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<b>Corrective Actions:</b>	Ensuring Internal Audit procedures and Appendix 2 regarding the RSPO SCCS 2017 has been understood and well implemented by the designated PIC.
<b>Assessment Conclusion:</b>	<p>Major NC Close Out Visit. <u>Verification date: 12 Feb 2019</u></p> <p>RSPO SCCS Refresh training carried out on 14 January 2019, by Welly Joel Chandra upon 10 participants: Boyke R.P. Silitonga, Rentor P. Simanjuntak (Manager Ukui II POM), Syafrizal, Irwan Indra S (Sustainability Officer), Pirma Hutagaol (Manager Ukui I POM), Nila Sari, Herta Murniati (Weighbridge Operator), Edy Syah (Production Bookkeeper Ukui I POM), Paul Sinaga (KTU Ukui I POM), Nurani Tambunan.</p> <p>Internal audit carried out by Syafrizal for Ukui I POM dated 7 January 2019. The information sampled for internal audit report have reflected the updated information from Ukui I POM. Sampled information: PalmTrace Ukui I POM is RSPO_PO1000000148; CSPO transaction TR-b349eb3b-afec for 9.26 MT CSPO to buyer PT. Sari Dumai Sejati dated 6 October 2018;</p> <p>According to the evidence provided and verification by direct interview, corrective action made is effectively implemented. Therefore, auditor concludes this Non-Conformity is Closed.</p>

<b>Nonconformity</b>			
<b>NCR Ref #</b>	<b>1722079-201812-M4</b>	<b>Clause &amp; Category (Major / Minor)</b>	<b>5.8.2 General CoC requirements for the supply chain. MAJOR</b>
<b>Date Issued</b>	<b>17 December 2018</b>	<b>Due Date</b>	<b>16 March 2019</b>
<b>Closed (Yes / No)</b>	<b>Yes</b>	<b>Date of nonconformity Closure</b>	<b>12 February 2019</b>
<b>Statement of Nonconformity:</b>	Personnel trained who assigned implementation of the supply chain are not well demonstrate during this surveillance assessment.		
<b>Requirement Reference:</b>	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.		
<b>Objective Evidence:</b>	Training for personnel who apply supply chain standard has been conducted on 22 September 2018 in Training Centre Asian Agri. However, effectiveness of training result are not well demonstrate during this assessment. In example: ineffectiveness of carrying out an internal audit; ineffective of input and output of management review.		
<b>Corrections:</b>	The training module is improved so that participants can better understand it by adding tests and question and answer sessions to assess the participants' understanding.		
<b>Root Cause Analysis:</b>	Lack of effective training results, because there is no pretest to determine the understanding of the training participants.		
<b>Corrective Actions:</b>	Conduct training on a regular basis (annually).		
<b>Assessment Conclusion:</b>	Major NC Close Out Visit. <u>Verification date: 12 Feb 2019</u>		

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	<p>Audit team sighted records: Pre-test prior to RSPO SCCS Refresh training carried out on 14 January 2019, by Welly Joel Chandra; Post-test after RSPO SCCS Refresh training carried out on 14 January 2019, by Welly Joel Chandra; The pre-test and post-test questionnaire including understanding on RSPO Supply Chain Certification Standard, revised June 2017 – clause 5.3 Internal audit and 5.13 Management Review.</p> <p>Training evaluation form upon RSPO SCCS Refresh training carried out on 14 January 2019, by Welly Joel Chandra – result sufficient.</p> <p>PT. Inti Indosawit Subur – Ukui I POM have prepared a training program to staff, who is involved in RSPO Supply Chain Certification Standard implementation. As per training program, "Program Pelatihan Environmental &amp; Sustainability Tahun 2019 PT. Inti Indosawit Subur Ukui Satu". Refresh training and traceability programmed for October 2019; Refresh Training RSPO SCCS planned for September 2019.</p> <p>According to the evidence provided and verification by direct interview, corrective action made is effectively implemented. Therefore, auditor concludes this Non-Conformity is Closed.</p>
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Nonconformity			
<b>NCR Ref #</b>	<b>1722079-201812-M5</b>	<b>Clause &amp; Category (Major / Minor)</b>	<b>5.13.2 General CoC requirements for the supply chain. MAJOR</b>
<b>Date Issued</b>	<b>17 December 2018</b>	<b>Due Date</b>	<b>16 March 2019</b>
<b>Closed (Yes / No)</b>	<b>Yes</b>	<b>Date of nonconformity Closure</b>	<b>12 February 2019</b>
<b>Statement of Nonconformity:</b>	Input to management review was inadequate.		
<b>Requirement Reference:</b>	<p>The input to management review shall include information on:</p> <ul style="list-style-type: none"> <li>• Results of internal audits covering RSPO Supply Chain Certification Standard.</li> <li>• Customer feedback.</li> <li>• Status of preventive and corrective actions.</li> <li>• Follow-up actions from management reviews.</li> <li>• Changes that could affect the management system.</li> <li>• Recommendations for improvement.</li> </ul>		
<b>Objective Evidence:</b>	<p>Management review was conducted on 22th November 2018, however the input to management review was inadequate, e.g:</p> <ul style="list-style-type: none"> <li>• Internal audit result that not effective</li> <li>• There was not covered related to changes that could affect the management system</li> </ul>		

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<b>Corrections:</b>	Refresh training and outreach regarding management review checklists and implementation phases, so that all important points can be reviewed according to the RSPO SCCS 2017.
<b>Root Cause Analysis:</b>	Lack of understanding at the unit level regarding the importance of the management review agenda in future improvements.
<b>Corrective Actions:</b>	Conduct periodic management reviews (annually)
<b>Assessment Conclusion:</b>	<p>Major NC Close Out Visit.            Verification date: 12 Feb 2019            Audit team sighted records: Pre-test prior to RSPO SCCS Refresh training carried out on 14 January 2019, by Welly Joel Chandra; Post-test after RSPO SCCS Refresh training carried out on 14 January 2019, by Welly Joel Chandra; The pre-test and post-test questionnaire including understanding on RSPO Supply Chain Certification Standard, revised June 2017 – clause 5.3 Internal audit and 5.13 Management Review.            Training evaluation form upon RSPO SCCS Refresh training carried out on 14 January 2019, by Welly Joel Chandra – result sufficient.            Management review upon 2018 performance, carried out on 14 January 2019. The agenda:</p> <ul style="list-style-type: none"> <li>- The result of audits: based on result from internal audit on 7 January 2019 – no NC issued;</li> <li>- Customer feedback – no customer complaint;</li> <li>- Process performance and product conformity – no issue from VE visit and sample analysis result from buyer;</li> <li>- Status of corrective and preventive action – followed up through consistent management review;</li> <li>- Follow up from previous management review – add monitoring sheet for training and management review, to be carried out as planned;</li> <li>- Changes that could affect the management system – no changes;</li> <li>- and Recommendation for improvement – no changes.</li> </ul> <p>Management review meeting Ukui I POM attended by Syafrizal (Sustainability Officer), Pirma Hutagaol (Manager Ukui I POM), Herta Murniati (Weighbridge Operator), Edy Syah (Production Bookkeeper Ukui I POM), Paul Sinaga (KTU Ukui I POM).</p> <p>According to the evidence provided and verification by direct interview, corrective action made is effectively implemented. Therefore, auditor concludes this Non-Conformity is Closed.</p>

<b>Nonconformity</b>			
<b>NCR Ref #</b>	<b>1722079-201812-M6</b>	<b>Clause &amp; Category (Major / Minor)</b>	<b>5.13.3 General CoC requirements for the supply chain. MAJOR</b>
<b>Date Issued</b>	<b>17 December 2018</b>	<b>Due Date</b>	<b>16 March 2019</b>
<b>Closed (Yes / No)</b>	<b>Yes</b>	<b>Date of nonconformity Closure</b>	<b>12 February 2019</b>
<b>Statement of Nonconformity:</b>	Output from management review was inadequate due to input agenda.		



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<b>Requirement Reference:</b>	The output from the management review shall include any decisions and actions related to: <ul style="list-style-type: none"> <li>• Improvement of the effectiveness of the management system and its processes.</li> <li>• Resource needs.</li> </ul>
<b>Objective Evidence:</b>	Management review as conducted on 22th November 2018, however the output include any decisions and actions related to improvement of the effectiveness of the management system and its processes was inadequate due to input agenda.
<b>Corrections:</b>	Refresh training and socialization regarding management review and the importance of the decisions taken in the review so that the results are useful for future improvement.
<b>Root Cause Analysis:</b>	Lack of understanding at the unit level regarding the importance of the management review agenda in future improvements.
<b>Corrective Actions:</b>	Conduct periodic management reviews (annually)
<b>Assessment Conclusion:</b>	<p>Major NC Close Out Visit.  Verification date: 12 Feb 2019  Audit team sighted records: Pre-test prior to RSPO SCCS Refresh training carried out on 14 January 2019, by Welly Joel Chandra; Post-test after RSPO SCCS Refresh training carried out on 14 January 2019, by Welly Joel Chandra; The pre-test and post-test questionnaire including understanding on RSPO Supply Chain Certification Standard, revised June 2017 – clause 5.3 Internal audit and 5.13 Management Review.  Training evaluation form upon RSPO SCCS Refresh training carried out on 14 January 2019, by Welly Joel Chandra – result sufficient.</p> <p>Management review upon 2018 performance, carried out on 14 January 2019. The agenda:  - Improvement of the effectiveness of the management system and its processes: progress training and understanding, improved internal audit result, to follow up VE visit;  - Resource needs: personnel understanding is adequate.  Management review meeting Ukui I POM attended by Syafrizal (Sustainability Officer), Pirma Hutagaol (Manager Ukui I POM), Herta Murniati (Weighbridge Operator), Edy Syah (Production Bookkeeper Ukui I POM), Paul Sinaga (KTU Ukui I POM).  According to the evidence provided and verification by direct interview, corrective action made is effectively implemented. Therefore, auditor concludes this Non-Conformity is Closed.</p>

<b>Nonconformity</b>			
<b>NCR Ref #</b>	<b>1722079-201812-N1</b>	<b>Clause &amp; Category (Major / Minor)</b>	<b>2.1.3 Minor</b>
<b>Date Issued</b>	<b>17 December 2018</b>	<b>Due Date</b>	<b>Next ASA</b>
<b>Closed (Yes / No)</b>	<b>No</b>	<b>Date of nonconformity Closure</b>	<b>Next ASA</b>
<b>Statement of Nonconformity:</b>	Lack of evidence that mechanism for ensuring compliance against law and regulations is well implemented.		



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<b>Requirement Reference:</b>	A mechanism for ensuring compliance shall be implemented.
<b>Objective Evidence:</b>	"Dokumen Evaluasi Kepatuhan Hukum" period January 2018 stated Comply with "UU no 13 Tahun 2003 Pasal 78 dan Kepmen no. 102 Tahun 2004 Pasal 3". However, during verification on sample of employees pay slip document and Letter of Assignment and Overtime within November 2018 found: - Ukui-1 Mill, employee name Paimin (FFB reception station), overtime duration is exceeds of maximum requirement per day (max. 3 hours). Document verified within 3-6 November 2018, where overtime calculated is 6 hours per day; on 9-10 November 2018 overtime calculated is 9 hours per day; on 24 November 2018 overtime calculated is 11 hour. - Ukui-1 Mill, employee name Novli Arianto Sinaga (Effluent Pond operator), overtime calculated on 3 November 2018 is 6 hours; on 10 November 2018 is 6 hours; on 27 November 2018 is 8 hours.
<b>Corrections:</b>	Conduct a bipartite meeting to make a joint agreement regarding the ability of employees to overtime for more than 3 hours.
<b>Root Cause Analysis:</b>	workers overtime at Mill over than 3 hours.
<b>Corrective Actions:</b>	Controlling employee overtime in accordance with the needs and abilities of employees.
<b>Assessment Conclusion:</b>	Will be verified during next ASA

<b>Nonconformity</b>			
<b>NCR Ref #</b>	<b>1722079-201812-N2</b>	<b>Clause &amp; Category (Major / Minor)</b>	<b>2.2.2 Minor</b>
<b>Date Issued</b>	<b>17 December 2018</b>	<b>Due Date</b>	<b>Next ASA</b>
<b>Closed (Yes / No)</b>	<b>No</b>	<b>Date of nonconformity Closure</b>	<b>Next ASA</b>
<b>Statement of Nonconformity:</b>	Location of legal boundary (BPN pegs) is not accurate and appropriate with the maps and GPS coordinates is unverified.		
<b>Requirement Reference:</b>	Legal boundaries are demonstrated clearly and maintained.		
<b>Objective Evidence:</b>	1. Map of "Peta Gambar Penyebaran Batu Batas PT Inti Indosawit Subur", Scale 1:60,000. 2. Field check on sample of HGU boundaries peg BPN 11, Block B16H Afdeling 2 Ukui Estate, position of pegs is inappropriate with the map "Peta Gambar Penyebaran Batu Batas PT Inti Indosawit Subur, Skala 1:60,000".		
<b>Corrections:</b>	Remarking the HGU BPN boundary pegs coordinates.		
<b>Root Cause Analysis:</b>	Inadequate conversion of HGU coordinate points on the UTM3 BPN map.		
<b>Corrective Actions:</b>	<ul style="list-style-type: none"> <li>- Remarking the HGU BPN boundary pegs coordinates.</li> <li>- Perform monitoring of legal boundary pegs per semester</li> </ul>		
<b>Assessment Conclusion:</b>	Will be verified during next ASA		

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<b>Nonconformity</b>			
<b>NCR Ref #</b>	<b>1722079-201812-N3</b>	<b>Clause &amp; Category (Major / Minor)</b>	<b>4.7.5 Minor</b>
<b>Date Issued</b>	<b>17 December 2018</b>	<b>Due Date</b>	<b>Next ASA</b>
<b>Closed (Yes / No)</b>	<b>No</b>	<b>Date of nonconformity Closure</b>	<b>Next ASA</b>
<b>Statement of Nonconformity:</b>	Emergency equipment are not well maintain.		
<b>Requirement Reference:</b>	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.		
<b>Objective Evidence:</b>	Field observation at Ukui-1 POM: During drill and simulation on Hydrant at Power House Station, it is clearly that Nozzle and Hose is not appropriate, then it must be provided from other location (in example: Laboratory station) and also squirt of Hydrant is less pressure.		
<b>Corrections:</b>	Complete and adjust between the nozzle and the hydrant hose.		
<b>Root Cause Analysis:</b>	<ul style="list-style-type: none"> <li>- Incompatibility of the hydrant hose connecting part (Nozzle and hose).</li> <li>- The hydrant monitoring checklist has not run according to the schedule.</li> </ul>		
<b>Corrective Actions:</b>	<ul style="list-style-type: none"> <li>- Repair the diesel pump to increase the pressure of the hydrant pump.</li> <li>- Monitor the checklist of hydrant emergency response equipment once a month.</li> <li>- If it is found that the Hydrant is damaged and is not suitable for replacement.</li> </ul>		
<b>Assessment Conclusion:</b>	Will be verified during next ASA		

<b>Opportunity for Improvements</b>	
<b>OFI #</b>	<b>Description</b>
<b>OFI 1</b>	<b>1722079-201812-11</b> Process on renewal of Land Use Title (HGU) certificate No. 01 Year 1989, expired on 31 <sup>st</sup> December 2019 shall be monitored.

<b>Positive Findings</b>	
<b>PF #</b>	<b>Description</b>
<b>PF 1</b>	

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

Non-Conformity			
<b>NCR Ref #</b>	1569379-201712-M1	<b>Clause &amp; Category (Major / Minor)</b>	4.4.2 Major
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	12 Feb 2018
<b>Statement of Nonconformity:</b>	Protection of water courses including maintaining and restoring appropriate riparian and buffer zones at Kebun Plasma Ukui cannot be demonstrated.		
<b>Requirement Reference:</b>	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated.		
<b>Objective Evidence:</b>	<ul style="list-style-type: none"> <li>- Audit team noted that there was fertilizer (RP) application near to waterways in Kavling 4782, KT 284, KUD Sumber Bahagia. In fertilizer application policy of Kebun Plasma Ukui (disseminated on 30 October 2017) and Memorandum No.132/ES-KLU/EXT/2/2017 dated 12 February 2017, stated that Palm tree near to waterways or ditch &lt; 3 meters is prohibited for fertilizer application.</li> <li>- During field visit in Kavling 269 KT 13, KUD Karya Bersama found a chemical weeding (spraying) activity near to waterways. In weeds control policy of Kebun Plasma Ukui (disseminated on 30 October 2017) and Memorandum No.132/ES-KLU/EXT/2/2017 dated 12 February 2017, stated that Palm tree near to waterways or ditch &lt; 3 meters is prohibited for herbicide application.</li> <li>- There is a landslide (erosion) of ditch wall in Kavling 4782, KT 284, KUD Sumber Bahagia and KUD Bina Usaha Baru (bridge) however there is no apparently attempt (action taken) to minimize the soil erosion on the ditch wall.</li> </ul>		
<b>Corrective Actions:</b>	<ol style="list-style-type: none"> <li>1. Management of Ukui Plasma has conducted dissemination to farmer members related HCV, soil and water conservation, and good agriculture practice. Dissemination material was evident; HCV, soil and water conservation was focused on fertilizer and agrochemical application near the waterways; good agriculture practice focused on spraying activity must performed by TUS team from company worker and cannot be done by farmer themselves, prohibition of blanket spraying, FFB ripeness criteria, loose-fruit picking and importance of PPE. Dissemination held to members of KUD Karya Bersama on 8 Jan 2018, attended by 40 participants; KUD Sumber Bahagia on 10-11 Jan 2018, attended by 34 participants; KUD Usaha Baru on 31 Jan 2018, attended by 23 participants.</li> <li>2. Management of Ukui Plasma has installed signboard "Batas Semprot" (spraying boundary) at minimum 3 meters from waterways. There are 2 type of signboard, which is (1) Prohibition of fertilizer and agrochemical application at &lt; 3 meters from waterways; and (2) signboard to mark the boundary area.</li> <li>3. Management of Ukui Plasma has installed erosion anchor, made pile and planted "waru" (Hibiscus similis) and "ketapang" (Terminalia catappa) tree at the side of waterways around the bridge of KUD Bina Usaha Baru area.</li> <li>4. Management of Ukui Plasma conducted monitoring of kavling (smallholder area) condition regarding weed condition, spraying results,</li> </ol>		

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	waterways boundary, signboard condition, and condition of vegetation as erosion anchor. Records of monitoring presented in document "Monitoring Pemeriksaan Kavling Petani". During visit, result of monitoring can be demonstrated.
<b>Assessment Conclusion:</b>	Major NC closed on 12 Feb 2018

<b>Non-Conformity</b>			
<b>NCR Ref #</b>	1569379-201712-M2	<b>Clause &amp; Category (Major / Minor)</b>	4.7.2 Major
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	12 Feb 2018
<b>Statement of Nonconformity:</b>	It was found inconsistency in HIRAC implementation, not all workers/contractors in Ukui I POM exposed to high risk working area/hazardous operation was provided with adequate and appropriate protective equipment.		
<b>Requirement Reference:</b>	<ul style="list-style-type: none"> <li>- A documented risk assessment shall be available and its implementation shall be recorded.</li> <li>- All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</li> </ul>		
<b>Objective Evidence:</b>	<ul style="list-style-type: none"> <li>- In the FFB sortation activities at loading ramp of Ukui I Palm Oil Mill, there were 4 sortation personnel who did not use appropriate gloves.</li> <li>- Found an FFB unloading personnel from local contractor (SPTI-Serikat Pekerja Transportasi Indonesia) was not using appropriate safety shoes.</li> <li>- Based on field visits at Kebun Plasma Ukui, it was found that workers did not use appropriate PPE as defined in HIRAC and the farmer's "Buku Panduan dan Catatan", e.g. at Kavling 2435 - KT 104, KT 123, KUD Sumber Bahagia, FFB loading and weighing worker were not wearing helmet and safety shoes; and Kavling 934, KT 05, KUD Karya Bersama, harvester was not wearing helmet.</li> </ul>		
<b>Corrective Actions:</b>	<ol style="list-style-type: none"> <li>1. PT Inti Indosawit Subur - Ukui I Palm Oil Mill has replaced safety equipment (hand gloves) of workers at FFB sortation area on 21 Jan 2018 and 9 Feb 2018. Handover of PPE were evident by "Tanda Terima APD PMKS Ukui I". The company has also conduct awareness/dissemination on 3 Jan 2018 to workers at FFB sortation, regarding HIRAC and the importance of using appropriate PPE. Dissemination attended by 8 workers, attendance list and photograph of dissemination were evident.</li> <li>2. PT Inti Indosawit Subur - Ukui I Palm Oil Mill has conducted dissemination to security officer on 10 Jan 2018, attended by 9 security officer, regarding HIRAC and the importance of wearing PPE (safety shoes) for all personnel entering FFB receiving station. The company has also provide safety shoes in the security office to be wear by SPTI worker if they are not wearing appropriate safety shoes. Security officer ensure that all personnel entering the mill has wear appropriate PPE.</li> <li>3. Management of Ukui Plasma has provided new helmet and safety shoes to replace the broken ones. Handover of PPE from Ukui Plasma management to KUD and from KUD to harvester, loading and weighing workers were evident, e.g. handover in KUD Sumber Bahagia conducted on 6 Jan 2018. Ukui Plasma management conducted monitoring of PPE during harvesting, weighing and loading activity; if there is mviolation</li> </ol>		

	regarding PPE, the worker will be given warning by Ukui Plasma management based on SOP regarding sanction of SOP violation.
<b>Assessment Conclusion:</b>	Major NC closed on 12 Feb 2018

Non-Conformity			
<b>NCR Ref #</b>	1569379-201712-M3	<b>Clause &amp; Category (Major / Minor)</b>	E.5.1 Major
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	15 Jan 2018
<b>Statement of Nonconformity:</b>	Ukui I POM has recorded all receipts of certified and non certified FFB and deliveries of RSPO certified CPO and PK in "Book Keeping", however lack of record regarding sales of certified oil palm product.		
<b>Requirement Reference:</b>	RSPO SCC Standard Clause E.5.1 a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis. b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO. c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)		
<b>Objective Evidence:</b>	The company cannot demonstrated record of sales of RSPO certified product, other scheme certified product, and non certified product.		
<b>Corrective Actions:</b>	1. PT Inti Indosawit Subur - Ukui I Palm Oil Mill has demonstrated records of RSPO certified product sales, other scheme certified product sales and noncertified product sales for period January to December 2017, on 12 Jan 2018. RSPO Certified CPO sales is 766 MT and certified PK is 11,541 MT; other scheme certified (ISCC) CPO is 43,713 MT and other scheme certified PK is 0; and no certified product sold as non-certified. 2. KTU of PT Inti Indosawit Subur - Ukui I Palm Oil Mill ensures that shipment data of CPO and PK which involve D/O from Ukui I Palm Oil Mill to be crosscheck with daily report and Mass Balance report.		
<b>Assessment Conclusion:</b>	Major NC closed on 15 Jan 2018		

Non-Conformity			
<b>NCR Ref #</b>	1569379-201712-N1	<b>Clause &amp; Category (Major / Minor)</b>	4.1.2 Minor
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	14 December 2018
<b>Statement of Nonconformity:</b>	The Group Management has uses "Buku Panduan dan Catatan" as guidance and to record all activities performed at farmers area. Noted that loose fruit must be all picked and circle spraying has been done 2 cycle in this year, however during field observation in several sample found lack of consistency.		
<b>Requirement Reference:</b>	Checking or monitoring of operations procedures is conducted at least once a year.		
<b>Objective Evidence:</b>	During field observation found that: 1. Circle condition are weedy, at:		

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	<ul style="list-style-type: none"> <li>- Kavling 2681, KT 121, KUD Sumber Bahagia</li> <li>- Kavling 2544, KT 110, KUD Sumber Bahagia</li> <li>- Kavling 6384, KT 307, KUD Usaha Baru</li> </ul> <p>2. Blanket spraying, at:</p> <ul style="list-style-type: none"> <li>- Kavling 2406, KT 116, KUD Sumber Bahagia</li> <li>- Kavling 2418, KT 106, KUD Sumber Bahagia</li> <li>- Kavling 2484, KT 105, KUD Sumber Bahagia</li> </ul> <p>3. Loosefruit are not picked after more than 2 days harvesting, at:</p> <ul style="list-style-type: none"> <li>- Kavling 2435, KT 104, KUD Sumber Bahagia</li> <li>- Kavling 2363, KT 103, KUD Sumber Bahagia</li> <li>- Kavling 2074, KT 117, KUD Sumber Bahagia</li> <li>- Kavling 6447, KT 308, KUD Usaha Baru</li> <li>- Kavling 6448, KT 308, KUD Usaha Baru</li> <li>- Kavling 6450, KT 304, KUD Usaha Baru</li> <li>- Kavling 6361, KT 306, KUD Usaha Baru</li> <li>- Kavling 242, KT 09, KUD Karya Bersama</li> <li>- Kavling 878, KT 112, KUD Karya Bersama</li> </ul>
<b>Corrective Actions:</b>	<ul style="list-style-type: none"> <li>- Conducted dissemination to smallholder regarding weed control and "Monitoring kondisi kapling" (area monitoring).</li> <li>- Conducted smallholder area monitoring and implementation of sanction based on ICS SOP</li> <li>- Conducted dissemination to the farmers regarding financial loss if they don't pick up all loose fruit in harvesting. Dissemination held to members of KUD Karya Bersama on 8 Jan 2018, attended by 40 participants; KUD Sumber Bahagia on 10-11 Jan 2018, attended by 34 participants; KUD Usaha Baru on 31 Jan 2018, attended by 23 participants.</li> </ul>
<b>Assessment Conclusion:</b>	Based on field visit in ASA-1.2 to the sample farmers, the corrective action made has been implemented effectively. This non-conformity is Closed.

<b>Non-Conformity</b>			
<b>NCR Ref #</b>	1569379-201712-N2	<b>Clause &amp; Category (Major / Minor)</b>	Minor 5.1.3
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	14 December 2018
<b>Statement of Nonconformity:</b>	The company has documented environment monitoring plan, however there is an inconsistency of its implementation and report.		
<b>Requirement Reference:</b>	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.		
<b>Objective Evidence:</b>	<ul style="list-style-type: none"> <li>- The company has analyzed surfaced water quality according to "RKL-RPL" in March 2017 by "UPT Pengujian Material Dinas PU dan Penataan Ruang". However there is no further explanation of surface water quality monitoring in the RKL-RPL report and no trend evaluation against the analysis report.</li> <li>- The company has RKL-RPL Matrix which stated activities to monitor the community economic condition, community anxiety, community health problems which conducted by interview with labor, public figure, community and village official. However there is lack of evidence that interview has been done, lack of interview result attached in the report.</li> </ul>		

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<b>Corrective Actions:</b>	The company aware that all monitoring content of "Laporan Pelaksanaan Izin Lingkungan" report must refer to determined RKL - RPL matrix. The next periodical report will include evaluation and analysis result of surface water quality including its further explanation, and evaluation and analysis result of economic condition, community anxiety and community monitoring.
<b>Assessment Conclusion:</b>	During ASA-1.2 document verification, the corrective action made has been implemented effectively. This non-conformity is Closed.

Non-Conformity			
<b>NCR Ref #</b>	1569379-201712-N3	<b>Clause &amp; Category (Major / Minor)</b>	Minor 5.2.4
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	14 December 2018
<b>Statement of Nonconformity:</b>	The company has performed continuous monitoring documentation and report regarding the status of the RTE and HCVs, however there is no feedback and follow-up on the improvement of the management plan.		
<b>Requirement Reference:</b>	Once the management plan is prepared, continuous monitoring documentation and report regarding the status of the RTE and HCVs are affected by the operations of the plantation and palm oil mill shall be available, and the results of monitoring are to be used to follow-up on the improvement of the management plan.		
<b>Objective Evidence:</b>	<p>The company has prepared conservation management plan dated 12 September 2017, however some of the plan is not relevant with the actual implementation, such as:</p> <ul style="list-style-type: none"> <li>- Renewal Agreement letter "Nota Kesepahaman" with Pemangku Adat Petalangan No. 001/EM-KUK/NKPB/05/10 tentang Pengelolaan bersama hutan lindung Blok I-B89 serta Sungai dan Sempadan Sungai Pematang (expired June 2012). The Agreement letter has been issued since 2012.</li> <li>- Riparian restoration program, the actual condition is there is no longer restoration activity since 2016-2017.</li> <li>- Based on the monitoring result and HCV assessment result, some RTE species were identified, however there is no management plan to maintain and enhance the RTE species.</li> </ul>		
<b>Corrective Actions:</b>	The company conduct evaluation of Conservation Management Plan annually to evaluate whether a program has been obsolete, unfinished or continuous.		
<b>Assessment Conclusion:</b>	During ASA-1.2 document verification, the corrective action made has been implemented effectively. This non-conformity is Closed.		

Non-Conformity			
<b>NCR Ref #</b>	1569379-201712-N4	<b>Clause &amp; Category (Major / Minor)</b>	Minor 5.6.3
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	14 December 2018
<b>Statement of Nonconformity:</b>	Regular greenhouse gas emission calculation using appropriate method is lacking.		
<b>Requirement Reference:</b>	A monitoring plan and results of regular reporting on emission and pollutants from estate and mill operations using appropriate methods, shall be available		



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<b>Objective Evidence:</b>	The company cannot demonstrate regular greenhouse gas emission calculation using appropriate method (RSPO PalmGHG calculator version 3.0.1).
<b>Corrective Actions:</b>	The company has provided GHG calculation result as attached in public summary report. The company has aware that GHG calculation result shall be available at Unit Office. Sustainability Officer has responsibility to communicate with Jakarta Regional Office to send the GHG calculation result, then keep in the document control. Pekanbaru dan Jakarta Regional Office will communicate with Unit Office if there is new regulation related to GHG calculation.
<b>Assessment Conclusion:</b>	During ASA-1.2 document verification, the corrective action made has been implemented effectively. This non-conformity is Closed.

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)
1412027M1	MAJOR	4.6.5	30-10-2016	Closed. 31-01-2017
1412027M2	MAJOR	4.6.6	30-10-2016	Closed. 31-01-2017
1412027N1	minor	4.7.6	30-10-2016	Closed. 15-12-2017
1569379-201712-M1	MAJOR	4.4.2	16-12-2017	Closed. 12-02-2018
1569379-201712-M2	MAJOR	4.7.2	16-12-2017	Closed. 12-02-2018
1569379-201712-M3	MAJOR	E.5.1	16-12-2017	Closed. 15-01-2018
1569379-201712-N1	minor	4.1.2	16-12-2017	Closed. 14-12-2018
1569379-201712-N2	minor	5.1.3	16-12-2017	Closed. 14-12-2018
1569379-201712-N3	minor	5.2.4	16-12-2017	Closed. 14-12-2018
1569379-201712-N4	minor	5.6.3	16-12-2017	Closed. 14-12-2018
1722079-201812-M1	MAJOR	4.1.4	17-12-2018	Closed. 12-02-2019



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1722079-201812-M2	MAJOR	6.5.1	17-12-2018	Closed. 12-02-2019
1722079-201812-M3	MAJOR	3.2.ii) General CoC requirements for the supply chain.	17-12-2018	Closed. 12-02-2019
1722079-201812-M4	MAJOR	5.8.2 General CoC requirements for the supply chain.	17-12-2018	Closed. 12-02-2019
1722079-201812-M5	MAJOR	5.13.2 General CoC requirements for the supply chain.	17-12-2018	Closed. 12-02-2019
1722079-201812-M6	MAJOR	5.13.3 General CoC requirements for the supply chain.	17-12-2018	Closed. 12-02-2019
1722079-201812-N1	Minor	2.1.3	17-12-2018	Open. Next ASA
1722079-201812-N2	Minor	2.2.2	17-12-2018	Open. Next ASA
1722079-201812-N3	Minor	4.7.5	17-12-2018	Open. Next ASA

**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 **Ukui-1 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.

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.

<b>List of Stakeholders Contacted</b>	
<b>Internal Stakeholders</b> <ul style="list-style-type: none"> <li>- Gender Committee</li> <li>- Workers Union</li> </ul>	<b>Union/Contractors/Local Communities</b> <ul style="list-style-type: none"> <li>- Local communities and villagers (Village of Air Hitam and Bagan Limau)</li> </ul>

<p><b>Government Departments</b></p> <ul style="list-style-type: none"> <li>- Plantation and Forestry Agency of Pelalawan Regency</li> <li>- Manpower Agency of Pelalawan Regency</li> <li>- Environment Agency of Pelalawan Regency</li> </ul>	<p><b>NGO</b></p> <p>WWF Indonesia, Riau</p>
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IS#	Description
<p><b>1</b></p>	<p><b>Feedbacks:</b>  <b>Dinas Perkebunan dan Kehutanan Kabupaten Pelalawan (Plantation and Forestry Agency of Pelalwan Regency)</b></p> <ul style="list-style-type: none"> <li>- In general, communication with the company has done well.</li> <li>- PT Inti Indosawit Subur has owned Ijin Usaha Perkebunan (Plantation business permit) including revision for commodity change from rubber to oil palm, it is a government program in developing oil palm plantation PIR-Trans pattern.</li> <li>- All HGU area of PT IIS are out of forest area since they have "Izin Pelepasan Kawasan Hutan" from Ministry of Forestry.</li> <li>- PT IIS has established "Laporan Perkembangan Usaha Perkebunan – LPUP" and sent it to Dinas Perkebunan Kabupaten Pelalawan every 6 month.</li> <li>- PT IIS has reported fire incident inside HGU area or around to Dinas Perkebunan Kabupaten Pelalawan. During period 2017 there was no fire incident inside or around HGU area of PT IIS.</li> <li>- Noted that there is no land conflict reported between the company and the surrounding communities.</li> </ul> <p>Issues:</p> <ul style="list-style-type: none"> <li>- There is an issue related to FFB receipts from farmers located in the TNTN (Taman Nasional Tesso Nelo) area, so it is necessary to ensure the mechanism for receiving FFB especially for outside FFB outside the plasma.</li> <li>- To ensure that DO TBS holders have met the requirements and can be trusted</li> <li>- Monitoring the reception of outside FFB in the field.</li> </ul>
	<p><b>Management Responses:</b></p> <ul style="list-style-type: none"> <li>- Asian Agri immediately conducted an investigation into the site on 23 May 2018 and examined the track record of the supply chain report to collect data while reviewing the report on 17 June 2017 to ensure data compatibility. "The company has taken a decisive step in this matter, namely by suspending trucks with Delivery Orders (DO) reported on May 24, 2018.</li> <li>- Asian Agri itself ensures that it continues to be committed to producing sustainable and responsible palm oil. "We have a system to ensure that all procurement processes and parties involved in our supply chain comply with the company's sustainability policies and traceability commitments."</li> <li>- The company has a Traceability Master Database from all third party supply chains. This allows Asian Agri to monitor the source of supply coming into the company. Partner farmers have signed</li> </ul>

IS#	Description
	<p>statements with companies that bind FFB suppliers only from legal areas. This is important to prevent the entry of illegal FFB in their supply to the factory. Asian Agri has achieved 100% of the FFB supply chain traceability capability to plantations since 2017.</p>
	<p><b>Audit Team Findings:</b></p> <p>Audit team will continue to monitor PT Inti Indosawit Subur - Ukui Group related to plantation and forestry sector</p>
<p>2</p>	<p><b>Feedbacks:</b>  <b>Dinas Tenaga Kerja Kabupaten Pelalawan (Manpower Agency of Pelalawan Regency).</b></p> <p>Cannot be found because the Head of Office attended the Provincial Disnaker meeting in Pekanbaru related to the BPJS-Kesehatan</p>
<p>3</p>	<p><b>Feedbacks:</b>  <b>Badan Lingkungan Hidup Kabupaten Pelalawan (Environment Agency of Pelalawan Regency)</b></p> <ul style="list-style-type: none"> <li>- PT IIS (Ukui Group) consistently sends the Report of environmental management and monitoring every six (6) months, hazardous waste (LB3) management reports every 3 months and land application monitoring report every 3 months.</li> <li>- During 2018 there were no report from public related to environmental pollution caused by operational of PT IIS (Ukui Group).</li> <li>- The company has developed the utilization of wastewater for electricity (Biogas Plant) and have had the Environmental Permit..</li> </ul> <p>Plasma Ukui I and II:</p> <ul style="list-style-type: none"> <li>- The plasma estate has an LB3 temporary storage permit in November 2018, so training needs to be held related to training for environmental control and management</li> <li>- More effective communication can be established with the relevant agencies to better understand environmental management and hazardous waste</li> </ul>
	<p><b>Management Responses:</b></p> <ul style="list-style-type: none"> <li>- For the positive things that have been done will be be maintained and improved by the management to be better in the future.</li> <li>- Regarding the application of LB3 TPS in Ukui I and II plasma, the plasma will prepare human resources to be able to attend training related to hazardous waste handling</li> </ul>
	<p><b>Audit Team Findings:</b></p> <p>Audit team will continue to monitor PT Inti Indosawit Subur - Ukui Group related to environment management and monitoring performance.</p>
<p>4</p>	<p><b>Feedbacks:</b>  <b>Perangkat Desa DesaAir Hitam dan Bagan Limau (Local communities and vilagers)</b></p>

IS#	Description
	<ul style="list-style-type: none"> <li>- Generally the communication between the village government or local community and company has going well.</li> <li>- The company has always responded to each problem or issue submitted by government officials from village and surrounding communities.</li> <li>- The Company has realized a CSR program to the local community and involve them in the CSR program planning process in each village. However, need more intensive communication to make it harmonize with ADD program.</li> <li>- Surrounding communities feels positive due to benefits from the presence of the company, for the maintenance of road infrastructure, public health, education and community economic development (trainings on productive enterprises).</li> <li>- There was no report from the community working in the company related to forced labor practices by the company.</li> <li>- Employees working at PT IIS (Ukui Group) have received the wages as determined by the government.</li> <li>- Communities has understood the rules of the company prohibiting the acceptance of underage workers / child laborers.</li> </ul> <p><b>There are issues from:</b></p> <p><u>Bagan Limau Village</u></p> <p>There is a villages road which is an access road to the Limau Bagan Village with damaged conditions, so that it gets the attention of PT IIS</p> <p><u>Air Hitam Village</u></p> <p>Request for attention from PT IIS regarding street lighting on the shaft road to Air Hitam Village</p>
	<p><b>Management Responses:</b></p> <p>The company has made a road maintenance program through CSR programs that are conducted twice a year. Maintenance of this road consists of the formation of roads, hardening using rock and road compacting.</p> <p>Road lighting on the road to the village of black water has been agreed upon by the management to be given street lighting at the vulnerable points on the road. Installation of street lights will begin in January 2019.</p>
	<p><b>Audit Team Findings:</b></p> <p>Audit team will continue to monitor PT Inti Indosawit Subur - Ukui Group related to manpower and OHS management performance.</p>
5	<p><b>Feedbacks:</b></p> <p><b>Gender Committee</b></p> <ul style="list-style-type: none"> <li>- Until now there has never been a report / complaint regarding sexual harassment to female workers.</li> <li>- The Company has undertaken efforts to protect the rights of female employees such as menstruation leave, maternity leave, special medical checks for female workers working in high risk types every 6 months and monthly pregnancy checks.</li> </ul>


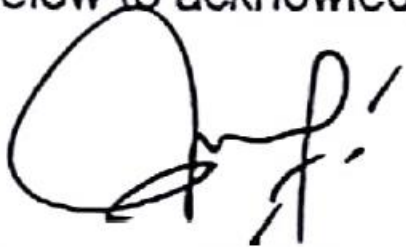
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	<ul style="list-style-type: none"> <li>- The gender committee has understood the grievance mechanism as well as the protection of the identity of the complainant / whistleblower.</li> <li>- The Company has provided Personal Protective Equipment (PPE) for all workers.</li> <li>- The Company has provided adequate facilities for its employees such as housing, clean water, Electricity, toilets, Sanitation, School Bus, clinic, worship place (mosque and church).</li> <li>- The Company has registered all its employees in health and social insurance (BPJS Kesehatan and BPJS Ketenagakerjaan) program, including PHL (casual workers).</li> <li>- There has never been an incident of employee demonstration to management.</li> <li>- The Company has provided wages in accordance with existing regulations.</li> <li>- There is no indication of Human Rights violating by the company.</li> <li>- There is no indication of forced labor or coercion.</li> </ul>
	<p><b>Management Responses:</b></p> <p>For the positive things that have been done will be maintained and improved by the management to be better in the future.</p>
	<p><b>Audit Team Findings:</b></p> <ul style="list-style-type: none"> <li>- Audit team acknowledge the positive feedback.</li> <li>- The Company has disseminated procedure of Employees complaints: submission and settlement (SOP: AA-HR-3085.5 - R.0 dated 11 December 2009) to all employees of Ukui Estate and Ukui I Palm Oil Mill, e.g. in Ukui I POM on 12 September 2017 and Ukui Estate conducted on 17 September 2017. The procedure described the process of complaint. Complaint process was not only reported to Supervisor, but can be others, such as Labour Union and Gender Committee. When it needed confidentiality of complainant can be protected, it was found in company policy's that stated: "To provide appropriate information for those who inquiry it and to protect its confidentiality for whistleblower cases in accordance to law regarding environmental and social issue, food safety, health and safety work, so that it enables them to more participate to the decision making processes for improving company's performance...". Based on interviews with Gender Committee of Ukui I POM and Ukui Estate, workers and worker union show that they have understood the grievance mechanism according to the company policy of banning all acts of sexual harassment or violence against female workers.</li> <li>- There is a gender committee, which have program to regularly meets in monthly basis, discussing general agenda and other issue related to handling sexual harassment and dissemination of sexual harassment prevention. The Gender Committee conduct monthly meeting to discuss issues which raised by members (if any), the last meeting of Gender Committee was conducted on 9 October 2017, there is no issues raised related gender, discrimination and/or harassment.</li> </ul>
6	<p><b>Feedbacks: Workers Union</b></p> <ul style="list-style-type: none"> <li>- The Company has realized Normative Rights of employees such as remuneration in accordance with applicable regulations, Allowance/THR, BPJS Program.</li> <li>- Legally SPSI members is a labor consist of SKU labor and also staff however operationally SPSI also consider the problems that occur at the level of non permanent workers/PHL.</li> <li>- Non permanent workers has had a Labour Agreement (SPK) with the company.</li> </ul>

IS#	Description
	<ul style="list-style-type: none"> <li>- Performance appraisals are conducted once a year as management considerations for evaluation, promotion and rotation.</li> <li>- There is no indication that the company conducted discrimination against its workers.</li> <li>- The company has provided Personal Protective Equipment (PPE) for all workers.</li> <li>- The company has providing facilities for employees adequately for example housing, water, electricity, toilets, Sanitation, School Bus, clinics, places of worship.</li> <li>- The Company has registered all the workers in BPJS program (Employment and Health BPJS) including PHL (non-permanent employees).</li> <li>- There has never happened employees demonstration to the company management.</li> <li>- The Company has provided wages in accordance with existing regulations.</li> <li>- There is no indication of the company in violation of Human Rights.</li> <li>- There is no indication of forced or coercive labor practice of work.</li> <li>- "Lembaga kerjasama Bipartit (LKS Bipartit)"/Cooperation Institution has been established as a medium of communication between the company and employees.</li> </ul>
	<p><b>Management Responses:</b></p> <p>For the positive things that have been done will be be maintained and improved by the management to be better in the future.</p>
	<p><b>Audit Team Findings:</b></p> <p>The company has maintained good management of occupational and social policy, all feedback from workers union are positive as well as previous assessment, audit team acknowledge the positive feedback.</p>
<p><b>7</b></p>	<p><b>Feedbacks:</b>  <b>WWF Indonesia Riau</b></p> <p>Enough is Enough report in 2017 issued are caused that particular Palm Oil Mill still receiving FFB's from unauthorized area or illegal area. During investigation, found that Ukui Mill received FFB's from one of supplier that sourced the FFB's from Tesso Nilo National Park. It is happen in several time since 2014 even the company already has own procedure to handle of this.</p> <p>Procedure on third party/supplier FFBs entering the Mill has been developed by the company. However, is there any monitoring to ensure the procedure are effectively implemented, or any failure of its system? Because there still lack of supervising on FFB tracking by the Mill. Therefore, FFBs from Tesso Nilo National Park is still deliver to Ukui Mill.</p> <p>PT. Inti Indosawit Subur had partnership for developing smallholders namely Tani Bahagia Cooperative. After overlaying with Forest Area and National Park Map, the cooperative located within the Tesso Nilo National Park. FFBs from Tani Bahagia cooperative delivered to Ukui Mill that already RSPO certified. How about the status of Tani Bahagia cooperative? Is Ukui Mill still received FFBs from this cooperative?</p>
	<p><b>Management Responses:</b></p> <p>The company has develop the procedure for FFB traceability to avoid supplying FFB from illegal area, such as National Park, Forest Area, Protected Area or no land use right. Each supplier has signed Letter of Statement "Surat Pernyataan" that FFBs are not fom illegal area (National Park, Forest Area, Protected Area, etc.), also the company has pointing the GPS coordinates of each fruit collector/suppliers.</p>

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IS#	Description
	KUD Tani Bahagia is one of Smallholders scheme partnership where developed since 1980s or known as "PIR-TRANS" programme. The legal status of its land is given by the government and had been certified for ownership land use rights. Area of KUD Tani Bahagia is far from Tesso Nilo National Park. All FFB's from KUD Tani Bahagia deliver to Ukui-2 POM which implementing supply chain with IP model.
	<p><b>Audit Team Findings:</b></p> <p>Issue from WWF has been verified by auditor related to FFB traceability (indicator 4.1.4). Auditor raised a non-conformity for this regarding the FFB traceability system.</p>

<b>Formal Signing-off of Assessment Conclusion and Recommendation</b>	
<p>The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that <b>Ukui-1 POM</b> has complied with the RSPO P&amp;C Indonesia National Interpretation 2016 and RSPO Supply Chain Certification Standard 2014 Module E – CPO Mills: Mass Balance 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 <b>Ukui-1 POM</b> is continued.</p>	
Report prepared by	Acceptance of Assessment Conclusion
Name: <b>Yudwi Wisnu Rahmanto</b>	Name: <b>Armstrong V.S</b>
Company Name: <b>BSI Group Indonesia</b>	Company Name: <b>PT. Inti Indosawit Subur – Ukui.1</b>
Title: <b>Lead Auditor</b>	Title: <b>Group Manager</b>
<p>Signature:</p> 	<p>Signature:</p> <p>below to acknowledge</p> 
Date: <b>17 December 2018</b>	Date: <b>17 December 2018</b>





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

Criterion / Indicator	Assessment Findings	Compliance
<b>Principle 1: Commitment to Transparency</b>		
Criterion 1.1: <b>Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.</b>		
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 company has established stakeholder list which updated annually by Public Relation. Last update performed in 2 January 2018, consist of 37 stakeholders which related to company operation, as follows:</p> <ul style="list-style-type: none"> <li>i. Government institution, consist of surrounding villages, District Head, and related agency of Pelalawan Regency (Dinas Lingkungan Hidup, Dinas, Perkebunan, Dinas Tenaga Kerja, BPN).</li> <li>ii. Chairman of Koperasi Unit Desa (KUD) which under company scheme smallholder.</li> <li>iii. Informal institution around the company, e.g. FK-KPPS, GWKAK, Worker Union and WKAK.</li> <li>iv. NGO around the company.</li> </ul> <p>The stakeholder list completed with name of chairman, address and contact number.</p> <p>List of information that can be access by public consit of 32 items, e.g.:</p> <ul style="list-style-type: none"> <li>a. AMDAL (SEIA) documents</li> <li>b. Environment management and monitoring report</li> <li>c. Social Impact Assessment report</li> <li>d. License of palm oil mill machinery</li> <li>e. Dokumen of CSR Program realization</li> <li>f. FFB prices</li> <li>g. Safety Committee report</li> <li>h. Company Policy</li> <li>i. Continous improvement program.</li> </ul>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p><b>Ukui Smallholder:</b></p> <p>The Smallholder Manager has determined type of documents which can be accessed by public update on 2 January 2018, that covers:</p> <ul style="list-style-type: none"> <li>a. Copies of Sertifikat Hak Milik (SHM) – and ownership certificate.</li> <li>b. AMDAL</li> <li>c. Group Program</li> <li>d. HCV</li> <li>e. Standar Operational Procedure of Good Agriculture Practices.</li> <li>f. Social Impact Assessment (SIA).</li> <li>g. Social Activity Documents.</li> <li>h. Local Development Documents.</li> <li>i. Public Summary RSPO</li> </ul>	
<p>1.1.2</p> <p>Records of requests for information and responses to the information requested shall be available.</p> <p>- Major compliance -</p>	<p>The company has established procedure to handle stakeholder information request in “SOP Penanganan Permintaan Informasi Stakeholder” (SOP No. AA-GL-5008.1-RI, Rev. 1) dated 22 August 2011. The procedure described that information request can be receive by oral or written, or by representative of communities; the company will responded according to respective authorities, starts from Humas (public relation), Estate/Mill manager, Group Manager and Regional Office. The company has set time to respon information request, it is 14 working days.</p> <p>Record of information request and response/information logbook is maintained by company. Records of information are kept for minimum three (3) years. Below are seen and verified Sample:</p> <ul style="list-style-type: none"> <li>a. Laporan Kegiatan P2K3 (Safety Committee report) Ukui I Palm Oil Mill Period Januari – March and April – June 2017, sent to Manpower Agency of Riau Province on 14 August 2017.</li> </ul>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>b. Laporan Pelaksanaan UKL-UPL (Environment management and monitoring) Ukui I Palm Oil Mill period July – December 2016, sent to Environment Agency of Pelalawan Rgency on 23 March 2017.</li> <li>c. Laporan Pelaksanaan UKL-UPL (Environment management and monitoring) Ukui I Palm Oil Mill period January – June 2017, sent to Environment Agency of Riau Province on 28 August 2017.</li> <li>d. Laporan Pelaksanaan Land Aplikasi dan Pemanfaatan limbah padat (Land Application report) Ukui I Palm Oil Mill period April – June 2017, sent to Environment Agency of Pelalawan Regency on 25 Agustus 2017.</li> <li>e. Laporan Pelaksanaan Land Aplikasi dan Pemanfaatan limbah padat (Land Application report) Ukui I Palm Oil Mill period bulan July - September 2017, sent to Environment Agency of Riau Province on 27 November 2017.</li> <li>f. Laporan Pengelolaan Limbah B3 (hazardous waste management report) period April – June 2017, sent to Environment Agency of Pelalawan Regency on 11 August 2017.</li> <li>g. Laporan Perkembangan Usaha Perkebunan (Plantation Business Development Report) period January – June 2017, sent to Plantatation Agency of Pelalawan Regency on 17 July 2017.</li> <li>h. Request for information from Silikuan Hulu Village on 9 August 2018 by letter no. 620/Pemdes-SH/2018/34 related invitation of inagurtion PP and has been responded on 10 August 2018</li> <li>i. Request for information from DLH on October 17, 2018 through letter no. 660/03 / DLH / 2018/913 regarding the LB3 permit application on behalf of Plasma Ukui I, which was responded to on October 18, 2018 by attending the DLH Kab. Pelalawan.</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>j. Request for information from the Tesso Nilo National Park Foundation on 12 October 2018 through letter no. 63 / YTNTN-DE / IX / 2018 related to the hearing request to build a commitment to implement Elephant BMP for companies around the Riau Province Conservation Department, responded on October 13, 2018 saying that PT IIS will attend the audience on 23-26 October 2018.</p> <p><b>Ukui Smallholder:</b></p> <p>All information request were documented in Logbook of "Kebun Plasma Ukui (KLU) up to November 2018". There were 17 information request, e.g.:</p> <p>a. Information request from Chairman KUD karya Bersama on 17 May 2018 through letter no. 017/KUD-KB/AE/V/2018, related proposal for assistance heavy equipment Bacheloader for road maintain at farmer group 14, it has been responded by Group Manager on 18 May 2018 by sending the bacheloader.</p> <p>b. Information request from Head of Village Kampung Baru (Mr. Parji) on 29 June 2018, related permohonan bantuan alat berat grader and Bomax (compacter) , and has been responded on 4 July 2018 by mengirimkan alat berat motor greder selama 1 hari.</p> <p>c. Requests for information from the Chairperson of KUD Bukit Potalo on July 6, 2018 related to the request for assistance from the Bacheloader heavy equipment to repair trenches, was responded to on July 20, 2018 by sending the heavy equipment for 2 days.</p> <p>Request for information from the Head of Lubuk Kembang Sari Village On September 13, 2018 related to the request for assistance of heavy equipment (graders, excavators and stumb Bomax), it was responded on September 25, 2018 by sending the heavy equipment for 20 HM for 2 days.</p>	

Criterion / Indicator	Assessment Findings	Compliance	
Criterion 1.2: <b>Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</b>			
1.2.1	<p>Publicly available documents shall include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> <li>a) Land titles/user rights (Criterion 2.2)</li> <li>b) Occupational health and safety plans (Criterion 4.7)</li> <li>c) Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8)</li> <li>d) HCV documentation (Criteria 5.2 and 7.3)</li> <li>e) Pollution prevention and reduction plans (Criterion 5.6)</li> <li>f) Details of complaints and grievances (Criterion 6.3)</li> <li>g) Negotiation procedures (Criterion 6.4)</li> <li>h) Continual improvement plans (Criterion 8.1)</li> <li>i) Public summary of certification assessment report</li> <li>j) Human Rights Policy (Criterion 6.13).</li> </ul>	<p>Company has a set of publicly available document in form of “Daftar Dokumen dan Informasi Untuk Diakses Publik PT Inti Indosawit Subur” dated 21 August 2017. The provision of publicly available document segregates based on stakeholder category: Government, community and NGO: AMDAL document, RKL/RPL report, Social Impact Assessment, HCV identification and monitoring report, land permit (Izin Lokasi – location permit, Izin Prinsip – principle permit, HGU/land title certificate), environmental permit, palm oil mill machinery permits and licenses, safety committee report, plantation business progress report, conservation management plan document, environmental management program, corporate social responsibility/CSR documents, FFB price, forest and land fire fighting report, ground water use report, tax and retribution payment documents,</p> <p>radio station permit, company policies, continuous improvement program, social procedures, hazardous waste handling report, POME land application permit and report, manpower report, employee’s medical check up result, physical and chemical analysis of river water, land compensation report, public summary report.</p> <p>A number of documents are determined to be available for public, with approval from management:</p> <ol style="list-style-type: none"> <li>1. Report on the Implementation of the RKL-RPL every 6 months (environmental management and monitoring report);</li> <li>2. Report on hazardous waste balance every 3 months (hazardous waste balance report);</li> <li>3. Reports of liquid and solid waste every 3 months (solid and liquid waste report);</li> <li>4. Report on the use of surface and underground water every once a year (Underground and surface water usage report);</li> <li>5. P2K3 report every 3 months period (health and safety report);</li> <li>6. Must report labor every year once a year (manpower report);</li> </ol>	Comply

Criterion / Indicator	Assessment Findings	Compliance
<p>- Major compliance -</p>	<ul style="list-style-type: none"> <li>7. Plantation business progress report every 1 year period (plantation business progress report);</li> <li>8. Reports on the results of high conservation value monitoring (high conservation value monitoring report);</li> <li>9. Report on monitoring and preventing land fires every 6 months (land fire monitoring and prevention activity report);</li> <li>10. Employee's medical checkup result;</li> <li>11. Report on air emissions (air emission test report);</li> <li>12. Report on river physical and chemical analysis (river water's physical and chemical test results);</li> </ul> <p><b>Ukui Smallholder:</b></p> <p>The Smallholder Manager has determined type of documents which can be accessed by public, that covers:</p> <ul style="list-style-type: none"> <li>a. Copies of Sertifikat Hak Milik (SHM) – and ownership certificate.</li> <li>b. Group Program</li> <li>c. HCV</li> <li>d. Standar Operational Procedure of Good Agriculture Practices.</li> <li>e. Social Impact Assessment (SIA).</li> <li>f. Social Activity Documents.</li> <li>g. Local Development Documents.</li> <li>h. Prices of Fresh Fruit Bunches</li> </ul>	
<p>Criterion 1.3:  <b>Growers and millers commit to ethical conduct in all business operations and transactions.</b></p>		

Criterion / Indicator	Assessment Findings	Compliance
<p>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.</p> <p>- Minor compliance –</p>	<p>PT Inti Indosawit Subur has revised the company policy by including commitment to a code of ethical business conduct, it was signed by Managing Director on 1 December 2014. The policy has been disseminated to all employees by installing signboard of company policy and by direct dissemination, e.g.:</p> <ul style="list-style-type: none"> <li>a. In 2018, dissemination has been performed on 13 October 2018 and attended by 68 personel from Ukui Estate (Afdeling 1 to 5).</li> <li>b. At PMKS Ukui I the company policy including of ethical business conduct has performed on 15 October 2018 and attended by 50 personel.</li> <li>c. In 2017, dissemination has been done on 19 October 2017, attended by 76 personnels from Ukui I Mill.</li> <li>d. In 2016, dissemination has been done on 25 May 2016, attended by 16 personnels from Ukui I Mill, Ukui II Mill, Ukui Estate and Soga Estate; on 5 September 2016, attended by 13 personnels from Division 3 Ukui Estate; on 16 April 2016, attended by 20 personnels of Ukui Estate spraying worker; on 23 May 2016, attended by 14 personnels from Division 3 Ukui Estate.</li> <li>e. In 2015, dissemination has been done on 21 February 2015, which held in Ukui I Mill, attended by 45 personnel; on 28 June 2015, held in Ukui I Estate, attended by 99 personnels.</li> </ul> <p><b>Ukui Smallholder:</b></p> <p>The Smallholder Manager already has a Code of Ethical Business Policy that included on "<i>Kebijakan Manajer Group ICS</i>" signed on 16 January 2017, and has been disseminated to each member through the "<i>Kegiatan Refresh Pelatihan ICS</i>" was performed om 9 June 20018 where in point 2 stated "<i>Committed to ethical conduct in business in overall transactions and business operations, prohibition all forms of corruption, bribery and fraud in the use of funds and resources</i>".</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance
		<p>Document verification shows that all farmer members have stated approval of all policy issued by Smallholder Manager, including policy related to code of ethic which described in the Agreement Letter. Document seen.: Member of KUD Sumber Makmur, Bukit Gajh Village as many as 432 kavling (plot) have signed Cooperation Agreement for example Rinda (SP1, KT: 197, No. Kav.: 5232), Masduri (SP1, KT: 197, No. Kav.: 5234), Jhoni K. Tarigan (SP1, KT: 198, No. Kav.: 5237), Rinda (SP1, KT: 197, No. Kav.: 5232), KUD Bakti namely Larni (SP3, KT: 37, No. Kav.: 446), Suktar (SP3, KT: 38, No. Kav.: 363), the agreement signed on 16 January 2017 and valid until 2 December 2021.</p> <p>Based on interview with smallholders shows that they have a good understanding of the Code of Business Conduct policy issued by the Smallholder Manager.</p>	
<b>Principle 2: Compliance with applicable laws and regulations</b>			
Criterion 2.1			
<b>There is compliance with all applicable local, national and ratified international laws and regulations.</b>			
2.1.1	<p>Evidence of compliance with relevant legal requirements shall be available.</p> <p>- Major compliance –</p>	<p>There is no changes of legal requirement for the company. The Certificate Holder able to demonstrate evidence of compliance with relevant legal requirement, such as:</p> <p><b>UKUI-1 POM:</b>            Plantation Permit or “Surat Pendaftaran Usaha Perkebunan (SPUP)” No. 185/Mentanhut/VII/2000 dated 3 November 2000, for area 12,508.64 ha and palm oil FFB capacity process 60 tonne FFB/hour.            Mill throughput actual from Jan-Nov 2018 (refer to Mill Operation Summary 2018) is 69.09 MT/Hour.</p> <p>Mill machinery permit and other permit:</p> <ol style="list-style-type: none"> <li>1. Akta Izin Ketel Uap No. 03/B0066A (Boiler No.1), dated 23 July 1994 from Direktur Pembina Norma K3 dan Hyperkes Kanwil Prop. Riau. Last inspection: 3<sup>rd</sup> August 2018, by PT Jesindo Mandiri. Acknowledge by Kepala Dinas Tenaga Kerja dan Transmigrasi, Prop. Riau.</li> </ol>	Comply



Criterion / Indicator	Assessment Findings	Compliance
	<p>2. Akta Izin Ketel Uap No. 068/KU/PLLWN/2006 (Boiler No.2), dated 3<sup>rd</sup> April 2006 from Direktur Pembina Norma K3 dan Hyperkes Ka. Disnaker Kab. Pelalawan. Last inspection: 3<sup>rd</sup> August 2018, by PT Jesindo Mandiri. Acknowledge by Kepala Dinas Tenaga Kerja dan Transmigrasi, Prop. Riau.</p> <p>3. Akta Izin Ketel Uap No. 566/BL/DISNAKERTRANS/003/2012 (Boiler No.3), dated 3<sup>rd</sup> April 2006 from Direktur Pembina Norma K3 dan Hyperkes Ka. Disnaker Kab. Pelalawan. Last inspection: 3<sup>rd</sup> August 2018, by PT Jesindo Mandiri. Acknowledge by Kepala Dinas Tenaga Kerja dan Transmigrasi, Prop. Riau.</p> <p>4. Akta Izin Bejana Uap No. 566/Sterilizer/Disnakertrans/0064/2012 (Sterilizer No.1), dated 11 October 2012. Last inspection: 3<sup>rd</sup> August 2018, by PT Jesindo Mandiri. Acknowledge by Kepala Dinas Tenaga Kerja dan Transmigrasi, Prop. Riau.</p> <p>5. Akta Izin Bejana Uap No. 566/Sterilizer/Disnakertrans/0065/2012 (Sterilizer No.2), dated 11 October 2012. Last inspection: 3<sup>rd</sup> August 2018, by PT Jesindo Mandiri. Acknowledge by Kepala Dinas Tenaga Kerja dan Transmigrasi, Prop. Riau.</p> <p>6. Akta Izin Bejana Uap No. 566/Sterilizer/Disnakertrans/0066/2012 (Sterilizer No.3), dated 11 October 2012. Last inspection: 3<sup>rd</sup> August 2018, by PT Jesindo Mandiri. Acknowledge by Kepala Dinas Tenaga Kerja dan Transmigrasi, Prop. Riau.</p> <p>7. Akta Izin Bejana Uap No. 566/Sterilizer/Disnakertrans/0067/2012 (Sterilizer No.4), dated 11 October 2012. Last inspection: 3<sup>rd</sup> August 2018, by PT Jesindo Mandiri. Acknowledge by Kepala Dinas Tenaga Kerja dan Transmigrasi, Prop. Riau.</p> <p>8. Akta Izin Bejana Uap No. 566/Sterilizer/Disnakertrans/0068/2012 (Sterilizer No.5), dated 11 October 2012. Last inspection: 3<sup>rd</sup> August 2018, by PT Jesindo Mandiri. Acknowledge by Kepala Dinas Tenaga Kerja dan Transmigrasi, Prop. Riau.</p> <p>9. Surface Water Permit (Izin Pemanfaatan Air Permukaan) is still on progress. Documented progress sighted: Assignment Letter (Surat Perintah Tugas – Rekomendasi Teknis) Nomor: 245/SPT/BWSS-III/2018, dated 17 May 2018, from Ditjen Sumber Daya Air Balai Wilayah Sungai Sumatera III. Field check on 21-23 May 2018. Currently, the Certificate Holder awaiting for permit issued.</p> <p><b>UKUI Estate:</b></p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Land use right or HGU:</p> <ul style="list-style-type: none"> <li>- HGU No.16 issued by "Kantor Pertanahan Kabupaten Pelalawan" on 03/11/2010 based on "SK Kepala BPN No.115/HGU/BPNRI/2009" dated 09/08/2009 for 299.51 Ha as per "Surat Ukur"/measurement minutes No.01/AirHitam/2010. The HGU valid up to 03/11/2045.</li> <li>- HGU No.01 issued by "Kantor Pertanahan Kabupaten Kampar" on 12/18/1989 based on "SK Kepala BPN No.04/HGU/1989" dated 04/27/1989 for 6,727.4 Ha as per "Surat ukur"/measurement minutes No.53/1988. HGU is valid until 12/31/2019.</li> </ul> <p>Plantation Permit (IUP: Izin Usaha Perkebunan-Budidaya (IUP-B) based on Surat Keputusan Bupati Pelalawan No.Kpts.525.3/Dishutbun/2013/446 dated 05/29/2013 for 3,003.73 Ha. Ijin Usaha Perkebunan-Pengolahan (IUP-P) for PT Inti Indosawit Subur dated 05/29/2013.</p> <p><b>Plasma UKUI (Smallholder Scheme):</b>            Smallholder member has to demonstrate evidence of compliance and/or effort in complying with these legal/regulatory requirements. This includes manpower regulation fulfilment, environmental, health and safety and other legal/regulatory requirements. Evidence of documented mechanism on the compliance with relevant regulation was sighted in terms of Legal Requirements and Evaluation Compliance. It was verified that list of legal requirement is updated regularly.</p> <p>Sample of plantation register number (STDB dan SPPL) KUD Bukit Potalo:</p> <ol style="list-style-type: none"> <li>1. Atas nama LUTAN (SHM No. 6281), STDB No. 504/DPMPTSP/2017/1032, tertanggal 5 Juni 2017. SPPL No. 660/DLH-SPPL/2017/266, tertanggal 29 Desember 2017.</li> <li>2. Atas nama SUPARTINI (SHM No. 6270), STDB No. 504/DPMPTSP/2017/908, tertanggal 12 April 2017. SPPL No. 660/DLH-SPPL/2017/274, tertanggal 29 Desember 2017.</li> <li>3. Atas nama SELAMAT (SHM No. 6278), STDB No. 504/DPMPTSP/2017/1029, tertanggal 5 Juni 2017. SPPL No. 660/DLH-SPPL/2017/272, tertanggal 29 Desember 2017.</li> </ol>	

Criterion / Indicator		Assessment Findings	Compliance
		<p>4. Atas nama RAMLAN (SHM No. 6274), STDB No. 504/DPMPTSP/2017/1027, tertanggal 5 Juni 2017. SPPL No. 660/DLH-SPPL/2017/268, tertanggal 29 Desember 2017.</p> <p>5. Atas nama HJ. IJAN (SHM No. 6268), STDB No. 504/DPMPTSP/2017/1360, tertanggal 7 Desember 2017. SPPL No. 660/DLH-SPPL/2017/262, tertanggal 29 Desember 2017.</p>	
2.1.2	<p>A documented system, which includes written information on legal requirements, shall be maintained.</p> <p>- Minor compliance –</p>	<p><b>Mill and Estates:</b></p> <p>The company has updated the regulations that must be complied provided in Indonesian Legislation and international laws or its ratification. The Humas (public relation), KTU (head of Administration) and SSL (Social and Security License) Department Regional were in charge and responsible to identified and updated the regulation applicable to the organisation, also to disseminate to related functions. Update and reviewed was conducted periodically once within a year, latest evaluation conducted on January 2018.</p> <p>The list of legal requirement include compliance evaluation were kept by each unit and available to all levels of management. PT Inti Indosawit Subur – Ukui I POM and Estate demonstrate a list of all applicable regulations.</p> <p><b>Plasma UKUI (Smallholder Scheme):</b></p> <p>Ukui Smallholder has a mechanism of “Evaluation of Legal Compliance and Regulation” dated 2 February 2018. The mechanism stated that sourced of regulation could be from Government/Dinas, Relevant agencies. Humas (Public relation) responsible to update and search the new relevant regulation and evaluating the compliance against the regulation. Latest update of regulation compliance on February 2018. All evaluation record was kept in Smallholder Office and disseminated to all KUD, KT and smallholder member.</p>	Comply
2.1.3	<p>A mechanism for ensuring compliance shall be implemented.</p> <p>- Minor compliance –</p>	<p><b>Mill and Estate:</b></p> <p>The certificate holder has a mechanism to ensure compliance with all applicable laws and regulations compliance through “SOP Pemenuhan Peraturan Perundang-undangan dan Perubahannya” AA-GL5001.1-R0 dated 5 December 2009. Company also issued the Memorandum No. 017/GLAAS/MEMO/10/12 dated 20 October 2012. In the procedure and</p>	Not Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>Memorandum explain that The Humas (public relation), KTU (head of Administration) and SSL (Social and Security License) Department Regional were in charge and responsible to identified and updated the regulation applicable to the organisation, also to disseminate to related functions. SSL department, Humas and KTU in each Mill and Estate compulsory to conducted the evaluation of legal and regulation compaliance minimum once a year by visit to "Kantor Bagian Hukum" in Regency and Provincial office to obtain the information against new regulation and latest update regulation. Humas and KTU also can find information related to latest updated relevant regulation and new regulation from another sources and they have a responsible to ensure the compliance against relevant regulation including the latest/new regulation.</p> <p>However, during verification at Mill, a minor NC was raised.</p> <p>Statement NC: Lack of evidence that mechanism for ensuring compliance against law and regulations is well implemented.</p> <p>Evidence:</p> <p>"Dokumen Evaluasi Kepatuhan Hukum" period January 2018 stated Comply with "UU no 13 Tahun 2003 Pasal 78 dan Kepmen no. 102 Tahun 2004 Pasal 3". However, during verification on sample of employees pay slip document and Letter of Assignment and Overtime within November 2018 found:</p> <ul style="list-style-type: none"> <li>- Ukui-1 Mill, employee name Paimin (FFB reception station), overtime duration is exceeds of maximum requirement per day (max. 3 hours). Document verified within 3-6 November 2018, where overtime calculated is 6 hours per day; on 9-10 November 2018 overtime calculated is 9 hours per day; on 24 November 2018 overtime calculated is 11 hour.</li> <li>- Ukui-1 Mill, employee name Novli Arianto Sinaga (Effluent Pond operator), overtime calculated on 3 November 2018 is 6 hours; on 10 November 2018 is 6 hours; on 27 November 2018 is 8 hours.</li> </ul> <p>This is non-conformity minor.</p>	

Criterion / Indicator		Assessment Findings	Compliance
		<p><b>Plasma UKUI (Smallholder Scheme):</b>            Ukui Smallholder has a mechanism of "Evaluation of Legal Compliance and Regulation" dated 2 February 2018. The mechanism stated that sourced of regulation could be from Government/Dinas, Relevant agencies. Humas (Public relation) responsible to update and search the new relevant regulation and evaluating the compliance against the regulation. Latest update of regulation compliance on February 2018. All evaluation record was kept in Smallholder Office and disseminated to all KUD, KT and smallholder member.</p>	
2.1.4	<p>A system for tracking any changes in the law shall be available and implemented.</p> <p>- Minor compliance –</p>	<p><b>Estate and Mill:</b>            Legal requirement-evaluation and fulfilment mechanism regulated under "SOP Pemenuhan Peraturan Perundang-undangan dan Perubahannya" No. SOP; AA-GL-5001.1-RO dated 12/05/2009. The procedure explains the stages for evaluation applicable legal requirements, person in charge for evaluation and ensures implementation of such requirement. Company also issued the Memorandum No. 017/GL-AAS/MEMO/10/12 dated 20 October 2012, explain that the Humas (public relation), KTU (head of Administration) and SSL (Social and Security License) Department Regional were in charge and responsible to identified and updated the regulation applicable to the organisation, also to disseminate to related functions. A system for tracking any changes of regulation conducted by Humas (public relation), KTU (head of Administration) and SSL (Social and Security License) Department Regional by visit to "Kantor Bagian Hukum" in Regency and Provincial office to obtain the information against new regulation and latest update regulation. Updating the law and regulation also can be performed through searching in internet, email and/or communication/visit to government bodies. Humas and KTU also have a responsible to ensure the compliance against relevant regulation including the latest/new regulation.</p> <p><b>Plasma UKUI (Smallholder Scheme):</b>            Ukui Smallholder has a mechanism of "Evaluation of Legal Compliance and Regulation" dated 2 February 2018. The mechanism stated that sourced of regulation could be from Government/Dinas, Relevant agencies. Humas (Public relation) responsible to update and search the new relevant regulation and evaluating the compliance against the regulation.</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	Latest update of regulation compliance on February 2018. All evaluation record was kept in Smallholder Office and disseminated to all KUD, KT and smallholder member.	
<b>Criterion 2.2</b> The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.		
2.2.1	<p>Documents showing legal ownership or lease, history of land tenure ownership/control, and the actual legal use of the land shall be available.</p> <p>- Major compliance -</p> <p>There is no changes of legal ownership of Certificate Holder.</p> <p>The company is able to demonstrate legal ownership of the land. PT IIS Ukui Group holds three HGU which was checked and verified duringthis annual surveillanace:</p> <p>Land ownership and lease:</p> <ul style="list-style-type: none"> <li>- HGU certificate No.16 issued by "Kantor Pertanahan Kabupaten Pelalawan" on 11/03/2010 based on "SK Kepala BPN No.115/HGU/BPNRI/2009" dated 08/09/2009 for 299.51 Ha as per "Surat Ukur"/measurement letter No.01/AirHitam/2010. The HGU valid up to 11/03/2045.</li> <li>- HGU certificate No.01 issued by "Kantor Pertanahan Kabupaten Kampar" on 18/12/1989 based on "SK Kepala BPN No.04/HGU/1989" dated 27/04/1989 for 6,727.4 Ha as per "Surat ukur"/measurement letter No.53/1988. HGU is valid until 31/12/2019.</li> <li>- Plantation Permit or Izin Usaha Perkebunan-Budidaya (IUP-B) based on Decree of Pelalawan Regent No. Kpts.525.3/ Dishutbun/2013/446 dated 29/05/2013 for 3,003.73 Ha.</li> </ul> <p><b>Plasma UKUI (Smallholder Scheme):</b>            Sample smallholders scheme during ASA-1.2 for legal ownership as follow:</p> <p>KUD Sumber Makmur with total sampling 27 smallholders plot. Legal ownership documents on smallholders plot seen as follow:</p> <ol style="list-style-type: none"> <li>1. Certificate No. 99 (2 Ha) name: Gimam, issued certificate 20 October 1994. Farmer Group No: 204, Plot No: 5418.</li> <li>2. Certificate No. 454 (2 Ha) name: Enjeh, issued certificate 20 October 1994. Farmer Group No: 206, Plot No: 5437.</li> </ol>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>3. Certificate No. 131 (2 Ha) name: Tumpuk, issued certificate 20 October 1994. Farmer Group No: 198, Plot No: 5241.</p> <p>KUD Bakti with total sampling 14 smallholders plot. Legal ownership documents on smallholders plot seen as follow:</p> <ol style="list-style-type: none"> <li>1. Certificate No. 161 (2 Ha) name: Siswoto Nardi, issued certificate 9 September 1991. Farmer Group No: 37, Plot No: 470.</li> <li>2. Certificate No. 209 (2 Ha) name: Yakop, issued certificate 9 September 1991. Farmer Group No: 38, Plot No: 369.</li> <li>3. Certificate No. 457 (2 Ha) name: Subiat, issued certificate 9 September 1991. Farmer Group No: 39, Plot No: 338.</li> </ol> <p>KUD Bukit Potalo with total sampling 15 smallholders plot. Legal ownership documents on smallholders plot seen as follow:</p> <ol style="list-style-type: none"> <li>1. Certificate No. 6216 (2 Ha) name: Jani, issued certificate 6 January 2000. Farmer Group No: 297, Plot No: 6250.</li> <li>2. Certificate No. 6243 (2 Ha) name: Ramli, issued certificate 6 January 2000. Farmer Group No: 298, Plot No: 6502.</li> <li>3. Certificate No. 6150 (2 Ha) name: Zainal, issued certificate 6 January 2000. Farmer Group No: 292, Plot No: 6175.</li> </ol> <p>Sample document of transfer use rights for farmer:</p> <ol style="list-style-type: none"> <li>a. Surat Pernyataan dari pemilik DASRIL menjual tanah kepada SUMARTO/SADIN untuk No. Kapling 9503 (KT Sumber Kehidupan/Hamp. 299) KUD Bukit Potalo. Surat tersebut ditandatangani pada 10 Mei 2004 antara Penjual, Pembeli, 2 orang saksi dan diketahui oleh pengurs KT dan Kepala Desa.</li> </ol>	

Criterion / Indicator	Assessment Findings	Compliance
<p>2.2.2</p> <p>Legal boundaries are demonstrated clearly and maintained.</p> <p>- Minor compliance -</p>	<p><b>Ukui Estate:</b></p> <p>Based on field observation of boundary pegs found that:</p> <ol style="list-style-type: none"> <li>1. BPN 10, Blok B16G Afdeling 2 Ukui Estate. Koordinat: 0°10'44.04" S; 102°6'13.76" E.</li> <li>2. BPN 11, Blok B16H Afdeling 2 Ukui Estate. Koordinat: 0°11'14.98" S; 102°5'52.91" E.</li> </ol> <p>According to map of Peta Gambar Penyebaran Batu Batas PT IIS, Scale 1:60,000 dated 3 May 2010 (Kasi Survei Pengukuran dan Pemetaan), location of its coordinate as follow:</p> <ol style="list-style-type: none"> <li>1. BPN 10. X: 44579.4060; Y: 1480219.4984.</li> <li>2. BPN 11. X: 44577.7388; Y: 1479258.7007.</li> </ol> <p>Verification result with map of Peta Gambar Penyebaran Batu Batas Scale 1:60,000, it is clearly found that location of BPN pegs is not accurate and appropriate with the maps and GPS coordinates is unverified.</p> <p>Evidence:</p> <ol style="list-style-type: none"> <li>1. Map of "Peta Gambar Penyebaran Batu Batas PT Inti Indosawit Subur", Scale 1:60,000.</li> <li>2. Field check on sample of HGU boundaries peg BPN 11, Block B16H Afdeling 2 Ukui Estate, position of pegs is inappropriate with the map "Peta Gambar Penyebaran Batu Batas PT Inti Indosawit Subur, Skala 1:60,000".</li> </ol> <p><b>Plasma UKUI (Smallholder Scheme):</b></p> <p>Based on field verification at Sample Farmer's farm location indicates that all land ownership boundaries are marked by the installation of a boundary in the form of a 2-4 inch PVC pipe filled with cement at each corner of the land ownership boundary. Land boundary also made with frond staking along the boundary line or by planting woody tree. Borders can be seen clearly.</p>	<p>Not Comply</p>



Criterion / Indicator		Assessment Findings	Compliance
2.2.3	<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><b>Estate:</b></p> <p>There is no land dispute noted, based on stakeholder consultation. The plantation was developed along with the scheme smallholder surrounding the plantation. There was no land compensation since area designation was clean and clear. HGU area of PT IIS is a government program which PT IIS Ukui is the executor of PIR-Trans Program as described in Decree from Director General of Plantation No. 31/KB.210/SK/DJ.Bun/6/1987 dated 27 June 1987 dan No. 32/KB.210/SK/DJ.Bun/4/90 dated 3 March 1990. Previously, area of PT IIS HGU and Scheme Smallholder PIR-Trans is a state land in the form of forest area that has been released in through Decree of the Minister of Forestry no. 185/Mentanhut/VII/2000 dated 3 November 2000, so it does not go through land acquisition process. Currently the company is starts to conduct replanting activities, dissemination has been done to the surrounding communities.</p> <p><b>Plasma UKUI (Smallholder Scheme):</b></p> <p>During field observation and interview with sample of smallholders at KUD Sumber Makmur, KUD Bakti and KUD Bukit Potalo, there is no land dispute within smallholders area since the plantation developed. Smallholders land obtained based on government program "Transmigrasi" in early 1980's, therefore all smallholders plots already have legal use rights.</p>	Comply
2.2.4	<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><b>Estate:</b></p> <p>There is no land dispute noted, based on stakeholder consultation. The plantation was developed along with the scheme smallholder surrounding the plantation. There was no land compensation since area designation was clean and clear. HGU area of PT IIS is a government program which PT IIS Ukui is the executor of PIR-Trans Program as described in Decree from Director General of Plantation No. 31/KB.210/SK/DJ.Bun/6/1987 dated 27 June 1987 dan No. 32/KB.210/SK/DJ.Bun/4/90 dated 3 March 1990. Previously, area of PT IIS HGU and Scheme Smallholder PIR-Trans is a state land in the form of forest area that has been released in through Decree of the Minister of Forestry no. 185/Mentanhut/VII/2000 dated 3 November 2000, so it does not go through land acquisition process. Currently the</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>company is starts to conduct replanting activities, dissemination has been done to the surrounding communities.</p> <p><b>Plasma UKUI (Smallholder Scheme):</b>            During field observation and interview with sample of smallholders at KUD Sumber Makmur, KUD Bakti and KUD Bukit Potalo, there is no land dispute within smallholders area since the plantation developed. Smallholders land obtained based on government program "Transmigrasi" in early 1980's, therefore all smallholders plots already have legal use rights.</p>	
2.2.5	<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><b>Estate:</b>            There is no land dispute noted, based on stakeholder consultation. The plantation was developed along with the scheme smallholder surrounding the plantation. There was no land compensation since area designation was clean and clear. HGU area of PT IIS is a government program which PT IIS Ukui is the executor of PIR-Trans Program as described in Decree from Director General of Plantation No. 31/KB.210/SK/DJ.Bun/6/1987 dated 27 June 1987 dan No. 32/KB.210/SK/DJ.Bun/4/90 dated 3 March 1990. Previously, area of PT IIS HGU and Scheme Smallholder PIR-Trans is a state land in the form of forest area that has been released in through Decree of the Minister of Forestry no. 185/Mentanhut/VII/2000 dated 3 November 2000, so it does not go through land acquisition process. Currently the company is starts to conduct replanting activities, dissemination has been done to the surrounding communities.</p> <p><b>Plasma UKUI (Smallholder Scheme):</b>            During field observation and interview with sample of smallholders at KUD Sumber Makmur, KUD Bakti and KUD Bukit Potalo, there is no land dispute within smallholders area since the plantation developed. Smallholders land obtained based on government program "Transmigrasi" in early 1980's, therefore all smallholders plots already have legal use rights.</p>	Comply

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2.2.6	<p>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.</p> <p>- Major compliance -</p>	<p><b>Estate:</b></p> <p>There is no land dispute noted, based on stakeholder consultation. The plantation was developed along with the scheme smallholder surrounding the plantation. There was no land compensation since area designation was clean and clear. HGU area of PT IIS is a government program which PT IIS Ukui is the executor of PIR-Trans Program as described in Decree from Director General of Plantation No. 31/KB.210/SK/DJ.Bun/6/1987 dated 27 June 1987 dan No. 32/KB.210/SK/DJ.Bun/4/90 dated 3 March 1990. Previously, area of PT IIS HGU and Scheme Smallholder PIR-Trans is a state land in the form of forest area that has been released in through Decree of the Minister of Forestry no. 185/Mentanhut/VII/2000 dated 3 November 2000, so it does not go through land acquisition process. Currently the company is starts to conduct replanting activities, dissemination has been done to the surrounding communities.</p> <p><b>Plasma UKUI (Smallholder Scheme):</b></p> <p>During field observation and interview with sample of smallholders at KUD Sumber Makmur, KUD Bakti and KUD Bukit Potalo, there is no land dispute within smallholders area since the plantation developed. Smallholders land obtained based on government program "Transmigrasi" in early 1980's, therefore all smallholders plots already have legal use rights.</p>	Comply
<p><b>Criterion 2.3</b>            Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.</p>			
2.3.1	<p>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).</p> <p>- Major compliance -</p>	<p><b>Estate:</b></p> <p>According to stakeholder consultation, there is no legal, customary and/or user right overlapped with area of PT IIS - Ukui Estate. The surrounding of company's plantation area is scheme smallholders oil palm area. Also, distance of this certified area are located is more than 30 km from Tesso Nilo National Park.</p> <p><b>Plasma UKUI (Smallholder Scheme):</b></p>	Comply

Criterion / Indicator	Assessment Findings	Compliance	
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<p>2.3.2</p>	<p>Copies of negotiated agreements including the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and these include:</p> <ul style="list-style-type: none"> <li>a) Evidence of consultation</li> <li>b) Statement of transfer of rights</li> <li>c) Evidence of compensation</li> </ul> <p>See specific guidance 2.3.2</p> <p>- Minor compliance -</p>	<p><b>Estate:</b></p> <p>PT Inti Indosawit Subur – Ukui Group is not acquired any new land for oil palm plantation. The company does not restrict local peoples access through the main Estate roads. This was confirmed during interview with company representative and stakeholder consultation with local community. Based on PT IIS-Ukui Estate area statement documents, interview with communities and stakeholder consultation, there is no land conflict noted and/or reported between company and surrounding communities.</p> <p><b>Plasma UKUI (Smallholder Scheme):</b></p> <p>During field observation and interview with sample of smallholders at KUD Sumber Makmur, KUD Bakti and KUD Bukit Potalo, there is no land dispute within smallholders area since the plantation developed. Smallholders land obtained based on government program "Transmigrasi" in early 1980's, therefore all smallholders plots already have legal use rights.</p>	<p>Comply</p>
<p>2.3.3</p>	<p>Relevant information shall be available in appropriate forms and languages, including analysis of impacts, proposed benefit sharing, and legal arrangements.</p> <p>- Minor compliance -</p>	<p><b>Estate:</b></p> <p>PT Inti Indosawit Subur – Ukui Group is not acquired any new land for oil palm plantation. The company does not restrict local peoples access through the main Estate roads. This was confirmed during interview with company representative and stakeholder consultation with local community. Based on PT IIS-Ukui Estate area statement documents, interview with communities and stakeholder consultation, there is no land conflict noted and/or reported between company and surrounding communities.</p> <p><b>Plasma UKUI (Smallholder Scheme):</b></p> <p>During field observation and interview with sample of smallholders at KUD Sumber Makmur, KUD Bakti and KUD Bukit Potalo, there is no land dispute within smallholders area since the</p>	<p>Comply</p>

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		plantation developed. Smallholders land obtained based on government program "Transmigrasi" in early 1980's, therefore all smallholders plots already have legal use rights.	
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><b>Estate:</b>            PT Inti Indosawit Subur – Ukui Group is not acquired any new land for oil palm plantation. The company does not restrict local peoples access through the main Estate roads. This was confirmed during interview with company representative and stakeholder consultation with local community. Based on PT IIS-Ukui Estate area statement documents, interview with communities and stakeholder consultation, there is no land conflict noted and/or reported between company and surrounding communities.</p> <p><b>Plasma UKUI (Smallholder Scheme):</b>            During field observation and interview with sample of smallholders at KUD Sumber Makmur, KUD Bakti and KUD Bukit Potalo, there is no land dispute within smallholders area since the plantation developed. Smallholders land obtained based on government program "Transmigrasi" in early 1980's, therefore all smallholders plots already have legal use rights.</p>	Comply
<b>Principle 3: Commitment to long-term economic and financial viability</b>			
Criterion 3.1			
<b>There is an implemented management plan that aims to achieve long-term economic and financial viability.</b>			
3.1.1	A documented management plan, a minimum of three years shall be available, including, where appropriate, plan for scheme smallholders.  - Major compliance-	PT Inti Indosawit Subur – Ukui I POM and supply bases has established Management Plan during the three-years period 2018 - 2022 to achieve economic viability and long-term financial. The management plan was approved by the top management. The parameters listed in the management plan are includes: <ul style="list-style-type: none"> <li>- Land area statement (planting years, non-planted areas, i.e. HCV, conservation areas, fragile soils, enclaves) with updated location maps.</li> <li>- Plan for management of scheme smallholders</li> <li>- Quality of planting materials</li> <li>- Crop projection = Fresh Fruit Bunches (FFB) yield trends</li> <li>- Mill extraction rates = Oil Extraction Rate (OER) trends</li> <li>- Cost of Production = cost per tonne of Crude Palm Oil (CPO) trends</li> </ul>	Comply

Criterion / Indicator	Assessment Findings	Compliance																																	
	<ul style="list-style-type: none"> <li>- Forecast prices</li> <li>- Financial indicators – profitability forecast (income vs cost)</li> <li>- General strategy and allocation for environmental and social management</li> </ul> <p>The achievement of the management plan is reviewed every month in the Estate Unit Report (LUK-<i>Laporan Unit Kebun</i>) and Mill Unit Report (LUP-<i>Laporan Unit Pabrik</i>) according to the current month. Reviewing of LUK and LUP was conducted for period 2018.</p> <p>There was no peat land in Ukui Estate, so that there was no long term viability plan for plantation on peat.</p> <p>Company has a system to improve practices in line with new information and techniques with implementing internal control and monitoring processes, check and report the implementation of the Management Guidelines. These include independent checks of the Mill and Estates by the corporate internal audit.</p> <p>Crop Projection indicating FFB process, CPO production, palm kernel production, OER and KER. Cost of production also calculated and estimated in order to control the mill cost. Ukui I Mill production are recorded monthly, quarterly and yearly then reported to management though Mill Summary Report. In order to ensure quality of CPO and PK, the company implemented quality inspection upon incoming FFB as well as FFB quality inspection from estate. FFB quality standard sets at: unripe bunch 0%; ripe bunch 89%; rotten bunch 0%; long stalk bunch 0%; and parthenocarpic &lt;1%. CPO quality standard sets as: FFA maximum 5%; dirt maximum 0.05%; water content maximum 0.35%. PK quality standard sets as: dirt maximum 8%; water content maximum 8%.</p> <p>Crop Projection period 2018-2022:</p> <table border="1" data-bbox="855 1203 1850 1342"> <thead> <tr> <th rowspan="2">FFB Source</th> <th colspan="5">FFB Projection (Ton)</th> </tr> <tr> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Ukui Estate</td> <td>129,587.50</td> <td>118,261.48</td> <td>114,239.89</td> <td>111,194.32</td> <td>116,754.04</td> </tr> <tr> <td>Ukui Plasma</td> <td>125,375.90</td> <td>121,614.62</td> <td>123,163.89</td> <td>121,515.08</td> <td>121,698.76</td> </tr> <tr> <td>Third Party</td> <td>148,047.04</td> <td>159,890.80</td> <td>167,885.34</td> <td>159,491.07</td> <td>151,516.52</td> </tr> </tbody> </table> <table border="1" data-bbox="855 1369 1850 1393"> <thead> <tr> <th>Description</th> <th>Projection (Ton)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	FFB Source	FFB Projection (Ton)					2018	2019	2020	2021	2022	Ukui Estate	129,587.50	118,261.48	114,239.89	111,194.32	116,754.04	Ukui Plasma	125,375.90	121,614.62	123,163.89	121,515.08	121,698.76	Third Party	148,047.04	159,890.80	167,885.34	159,491.07	151,516.52	Description	Projection (Ton)			
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		FFB Process	361,228.01	421,426.08	428,031.25	416,079.72	415,042.52																														
		CPO	71,863.09	89,258.04	90,742.63	88,250.51	88,118.55																														
		OER (%)	19.89	21.18	21.20	21.21	21.23																														
		Palm Kernel	19,686.92	22,335.58	22,912.51	22,384.11	22,216.67																														
		KER (%)	5.45	5.30	5.35	5.38	5.35																														
		<p><b>Ukui Smallholder:</b> A long term business plan for year 2018-2022 is available which incorporating the planned activity such as estimation of production and cost, fertilizer and spraying, management resources and communication, smallholder technical support programme established. The plan was documented in "<i>Rencana Managemen yang diimplementasikan untuk Keamanan</i>". The document was available for KUD under Ukui I POM, e.g. KUD Sumber Makmur and KUD Bukit Potalo, whilst KUD Bakti is under progress for replanting 2019, therefore no projection for harvesting, fertilizing and spraying cost.</p> <p>Based on the document, projection of production for each KUD are as follow:</p> <table border="1"> <thead> <tr> <th rowspan="2">KUD</th> <th colspan="5">FFB projection (kg)</th> </tr> <tr> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Sumber Makmur</td> <td>38,844,859</td> <td>39,214,810</td> <td>38,474,908</td> <td>38,104,957</td> <td>37,365,055</td> </tr> <tr> <td>Bukit Potalo</td> <td>9,690,105</td> <td>10,151,538</td> <td>10,612,972</td> <td>9,874,678</td> <td>9,413,245</td> </tr> <tr> <td>Bakti</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table>						KUD	FFB projection (kg)					2018	2019	2020	2021	2022	Sumber Makmur	38,844,859	39,214,810	38,474,908	38,104,957	37,365,055	Bukit Potalo	9,690,105	10,151,538	10,612,972	9,874,678	9,413,245	Bakti	-	-	-	-	-	
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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.	<p>PT Inti Indosawit Subur – Ukui Estate has established replanting program for year 2015 - 2027 with the total area of 3,921 Ha. Annual replanting program for Ukui Estate are as follows has been revised in 2018. Revised annual replanting program are as follows:</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Program</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>307</td> <td>307</td> </tr> </tbody> </table>						Year	Program	Actual	2015	307	307	Comply																							
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	<p><b>Ukui Smallholder:</b> Replanting program of Kebun Plasma Ukui has been established. Replanting program starts in year 2017 and will be done in 2028. Replanting program of Kebun Plasma Ukui are as follow:</p> <table border="1" data-bbox="864 555 1514 823"> <thead> <tr> <th rowspan="2">YOP</th> <th rowspan="2">Ha</th> <th colspan="6">Year</th> </tr> <tr> <th>2017</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr><td>1987</td><td>1,650</td><td>462</td><td>-</td><td>574</td><td>614</td><td>-</td><td>-</td></tr> <tr><td>1988</td><td>2,750</td><td>-</td><td>538</td><td>550</td><td>380</td><td>308</td><td>356</td></tr> <tr><td>1989</td><td>2,958</td><td>-</td><td>-</td><td>-</td><td>182</td><td>708</td><td>68</td></tr> <tr><td>1990</td><td>3,534</td><td>10</td><td>-</td><td>-</td><td>278</td><td>278</td><td>708</td></tr> <tr><td>1991</td><td>1,372</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>120</td></tr> <tr><td>1993</td><td>284</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>26</td></tr> <tr><td>1994</td><td>200</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>1995</td><td>788</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>Total</td><td>13,536</td><td>472</td><td>538</td><td>1,124</td><td>1,454</td><td>1,294</td><td>1,278</td></tr> </tbody> </table> <table border="1" data-bbox="864 868 1514 1136"> <thead> <tr> <th rowspan="2">YOP</th> <th rowspan="2">Ha</th> <th colspan="6">Year</th> </tr> <tr> <th>2023</th> <th>2024</th> <th>2025</th> <th>2026</th> <th>2027</th> <th>2028</th> </tr> </thead> <tbody> <tr><td>1987</td><td>1,650</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>1988</td><td>2,750</td><td>374</td><td>244</td><td>-</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>1989</td><td>2,958</td><td>-</td><td>-</td><td>714</td><td>472</td><td>512</td><td>302</td></tr> <tr><td>1990</td><td>3,534</td><td>404</td><td>712</td><td>92</td><td>220</td><td>454</td><td>378</td></tr> <tr><td>1991</td><td>1,372</td><td>144</td><td>182</td><td>302</td><td>398</td><td>226</td><td>-</td></tr> <tr><td>1993</td><td>284</td><td>44</td><td>-</td><td>-</td><td>84</td><td>130</td><td>-</td></tr> <tr><td>1994</td><td>200</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>200</td></tr> <tr><td>1995</td><td>788</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>788</td></tr> <tr><td>Total</td><td>13,536</td><td>966</td><td>1,138</td><td>1,108</td><td>1,174</td><td>1,322</td><td>1,668</td></tr> </tbody> </table> <p>Detail of replanting program per KUD:</p> <table border="1" data-bbox="864 1197 1765 1388"> <thead> <tr> <th rowspan="2">No</th> <th rowspan="2">SP</th> <th rowspan="2">KUD</th> <th rowspan="2">Ha</th> <th colspan="6">Year</th> </tr> <tr> <th>2017</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr><td>1</td><td>1A</td><td>Sumber Makmur</td><td>1,562</td><td>-</td><td>-</td><td>-</td><td>438</td><td>230</td><td>322</td></tr> <tr><td>2</td><td>2A</td><td>Bina Usaha Baru</td><td>616</td><td>472</td><td>-</td><td>100</td><td>44</td><td>-</td><td>-</td></tr> <tr><td>3</td><td>3A</td><td>Bakti</td><td>448</td><td>-</td><td>-</td><td>224</td><td>224</td><td>-</td><td>-</td></tr> <tr><td>4</td><td>3BC</td><td>Karya Bersama</td><td>864</td><td>-</td><td>-</td><td>250</td><td>348</td><td>266</td><td>-</td></tr> <tr><td>5</td><td>4A</td><td>Sawit Subur</td><td>908</td><td>-</td><td>538</td><td>250</td><td>120</td><td>-</td><td>-</td></tr> <tr><td>6</td><td>5A</td><td>Bina Sejahtera</td><td>1,236</td><td>-</td><td>-</td><td>-</td><td>-</td><td>262</td><td>356</td></tr> </tbody> </table>	YOP	Ha	Year						2017	2018	2019	2020	2021	2022	1987	1,650	462	-	574	614	-	-	1988	2,750	-	538	550	380	308	356	1989	2,958	-	-	-	182	708	68	1990	3,534	10	-	-	278	278	708	1991	1,372	-	-	-	-	-	120	1993	284	-	-	-	-	-	26	1994	200	-	-	-	-	-	-	1995	788	-	-	-	-	-	-	Total	13,536	472	538	1,124	1,454	1,294	1,278	YOP	Ha	Year						2023	2024	2025	2026	2027	2028	1987	1,650	-	-	-	-	-	-	1988	2,750	374	244	-	-	-	-	1989	2,958	-	-	714	472	512	302	1990	3,534	404	712	92	220	454	378	1991	1,372	144	182	302	398	226	-	1993	284	44	-	-	84	130	-	1994	200	-	-	-	-	-	200	1995	788	-	-	-	-	-	788	Total	13,536	966	1,138	1,108	1,174	1,322	1,668	No	SP	KUD	Ha	Year						2017	2018	2019	2020	2021	2022	1	1A	Sumber Makmur	1,562	-	-	-	438	230	322	2	2A	Bina Usaha Baru	616	472	-	100	44	-	-	3	3A	Bakti	448	-	-	224	224	-	-	4	3BC	Karya Bersama	864	-	-	250	348	266	-	5	4A	Sawit Subur	908	-	538	250	120	-	-	6	5A	Bina Sejahtera	1,236	-	-	-	-	262	356	
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3	3A	Bakti	448	-	-	224	224	-	-																																																																																																																																																																																																																																																	
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6	5A	Bina Sejahtera	1,236	-	-	-	-	262	356																																																																																																																																																																																																																																																	

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		8	Ukui-II	Bukit Potalo	494	-	-	-	-	-	-																																																																																																																																																																																																																		
		9	R.Seko	Usaha Baru	494	-	-	-	-	-	-																																																																																																																																																																																																																		
		10	1B	Tani Subur	780	-	-	-	-	246	264																																																																																																																																																																																																																		
		11	2B	Karya Tani	734	-	-	-	-	-	-																																																																																																																																																																																																																		
		12	3B	Mekar Abadi	574	-	-	-	-	-	-																																																																																																																																																																																																																		
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		14	5B	Tani Bahagia	1,366	-	-	-	-	-	-																																																																																																																																																																																																																		
		15	6B	Usaha Tani	1,292	-	-	-	-	-	-																																																																																																																																																																																																																		
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7	6A	Sumber Bahagia	1,206	-	-	-	-	-	-	-	-																																																																																																																																																																																																																		
8	Ukui-II	Bukit Potalo	494	-	-	-	-	-	-	-	494																																																																																																																																																																																																																		
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		Realization progress of replanting in Ukui Smallholder for 2017 is 472 Ha, and for 2018 is 538 Ha.																																																																																																																																																																																																																											
<b>Principle 4: Use of appropriate best practices by growers and millers</b>																																																																																																																																																																																																																													
Criterion 4.1																																																																																																																																																																																																																													
<b>Operating procedures are appropriately documented, consistently implemented and monitored.</b>																																																																																																																																																																																																																													
4.1.1	Standard Operating Procedures (SOPs) for estates (land clearing to harvesting) and SOP for	Ukui Estate has documented and implemented procedures for oil palm plantation from land									Comply																																																																																																																																																																																																																		

Criterion / Indicator	Assessment Findings	Compliance
<p>mills (reception of FFB to dispatch of CPO and PKO) shall be available.</p> <p>- Major compliance -</p>	<p>preparation up to replanting, documented in Agricultural Policy manual, as follow:</p> <ol style="list-style-type: none"> <li>1. SOP AA-APM-OP-1100.01-R4 dated 5 September 2016: <i>Pembibitan</i> (Nursery).</li> <li>2. SOP AA-APM-OP-1100.02-R3 dated 10 June 2015: <i>Penanaman Areal Baru</i> (New Planting).</li> <li>3. SOP AA-APM-OP-1100.03-R2 dated 24 July 2015: <i>Pembuatan dan Perawatan Jalan dan Jembatan</i> (Road and Bridge construction and maintenance);</li> <li>4. SOP AA-APM-OP-1100.04-R3 dated 7 Decmeber 2015: <i>Pembuatan dan Pemeliharaan Parit</i> (Drainage Construction and Maintenance).</li> <li>5. SOP AA-APM-OP-1100.05-R3 dated 23 November 2016: <i>Konservasi Tanah dan Air</i> (Soil &amp; Water Conservation).</li> <li>6. SOP AA-APM-OP-1100.06-R6 dated 16 February 2017: <i>Menanam kacangan</i> (Planting cover crops).</li> <li>7. SOP AA-APM-OP-1100.07-R6 dated 16 February 2017: <i>Menanam Kelapa Sawit</i> (Planting Oil Palms).</li> <li>8. SOP AA-APM-OP-1100.08-R6 dated 11 May 2016: <i>Pengendalian Gulma</i> (Weed control).</li> <li>9. SOP AA-APM-OP-1100.09. R5 dated 5 September 2016: <i>Pemupukan</i> (Fertilizer application).</li> <li>10. SOP AA-APM-OP-1100.10. R6 dated 23 November 2016: <i>Pengendalian Hama dan Penyakit</i> (Pests &amp; Disease Control).</li> <li>11. SOP AA-APM-OP-1100.11. R1 dated 1 February 2009: <i>Pestisida dan Pengendaliannya</i> (Pesticide Handling).</li> <li>12. SOP AA-APM-OP-1100.12. R3 dated 23 November 2016: <i>Kastrasi</i> (Palm castration) explain cutting all generative product (mal flower, female flower, all fruit, to support vegetative growth) – done 5-6 months before being harvested.</li> <li>13. SOP AA-APM-OP-1100.13. R3 dated 4 March 2016: <i>Tunas Pokok</i> for (Pruning).</li> <li>14. SOP AA-APM-OP-1100.14. R3 dated 16 February 2017: <i>Sensus dan Identifikasi Pokok</i> (Census and Palm Identification).</li> <li>15. SOP AA-APM-OP-1100.15. R2 dated 1 October 2010: <i>Sensus Produksi</i> (Production Census).</li> <li>16. SOP AA-APM-OP-1100.16. R1 dated 1 February 2009: <i>Konsolidasi Pohon Tumbang</i> (Provision of Support to Fallen Palm).</li> </ol>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>17. SOP AA-APM-OP-1100.17. R1 dated 23 October 2014: <i>Pengelolaan Air</i> (Water Management).</p> <p>18. SOP AA-APM-OP-1100.18.R3 dated 20 April 2015: <i>Potong Buah</i> (Harvesting).</p> <p>19. SOP AA-APM-OP-1100.19.R1 dated 1 February 2009: <i>Pengelolaan Transport</i> (FFB Transport).</p> <p>20. SOP AA-APM-OP-1100.20-R6 dated 16 February 2017: Replanting.</p> <p>Ukui I POM has documented and implemented procedure related to process of FFB to become CPO and PK, starts from FFB receiving to dispatch of CPO and PK:</p> <ol style="list-style-type: none"> <li>1. SOP AA-MPM-OP-1400.02.R2 dated 1 September 2011: <i>Stasiun Penerimaan</i> for FFB Receiving Station;</li> <li>2. SOP AA-MPM-OP-1400.03.R1 dated 1 February 2009: <i>Stasiun Rebusan</i> for Sterilizer;</li> <li>3. SOP AA-MPM-OP-1400.04.R1 dated 1 February 2009: <i>Stasiun Pemisahan Berondolan</i> for Loose Fruit Separation;</li> <li>4. SOP AA-MPM-OP-1400.05-R1 dated 1 February 2009: <i>Stasiun Pengadukan dan Pengempaan</i> for Pressing Station;</li> <li>5. SOP AA-MPM-OP-1400.06-R1 dated 1 February 2009: <i>Stasiun Pemurnian</i> for Clarification;</li> <li>6. SOP AA-MPM-OP-1400.07-R1 dated 1 February 2009: <i>Stasiun Pemisahan Nut dan Fiber</i> for Nut and Fiber Separation;</li> <li>7. SOP AA-MPM-OP-1400.08-R1 dated 1 February 2009: <i>Stasiun Kernel</i> for Kernel Station;</li> <li>8. SOP AA-MPM-OP-1400.09-R1 dated 1 February 2009: <i>Stasiun Boiler</i>;</li> <li>9. SOP AA-MPM-OP-1400.10-R1 dated 1 February 2009: <i>Stasiun Engine Room</i>;</li> <li>10. SOP AA-MPM-OP-1400.11-R1 dated 1 February 2009: <i>Stasiun Water Treatment</i>;</li> <li>11. SOP AA-MPM-OP-1400.12-R1 dated 1 February 2009: <i>Laboratorium</i>;</li> <li>12. SOP AA-MPM-OP-1400.13-R1 dated 1 February 2009: <i>Stasiun Pengelolaan Limbah</i> for Palm Oil Mill Effluent Treatment;</li> <li>13. SOP AA-MPM-OP-1400.14-R2 dated 1 September 2011: <i>Stasiun Penimbunan dan Pengiriman CPO dan Kernel</i> for CPO and PK Bulking and Despatch Operation;</li> <li>14. SOP AA-MPM-OP-1400.15-R1 dated 1 February 2009: <i>Perawatan</i> for Preventive Maintenance;</li> </ol>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>15. SOP AA-MPM-OP-1400.19.R2 dated 1 September 2011: <i>Manajemen dan Metode Menghitung Emisi Gas Rumah Kaca (GHG)</i></p> <p>16. SOP AA-MPM-OP-1400.18-R4 Book Keeping</p> <p>17. AA-MPM-OP-1400.17-R6 Traceability</p> <p>The mill operational procedures explains the flow process, specification of material and process, machinery and tools required, step-by-step process, control, monitoring and measurement and health and safety requirements.</p> <p><b>Ukui Smallholder:</b>  Ukui Smallholder has documented SOP as guidance for best agriculture practices and best management practices. The SOP was following the procedure of PT Inti Indosawit Subur. The procedure were sighted, for example:</p> <ol style="list-style-type: none"> <li>1. SOP AA-Plasma-PP-KS-01 dated 1 September 2011: <i>Pembibitan</i> - Procedure of Nursery.</li> <li>2. SOP AA-Plasma-PP-KS-02 dated 1 September 2011: <i>Pengendalian Hama dan Penyakit</i> - Procedure of Pest and Disease Control.</li> <li>3. SOP AA-Plasma-PP-KS-03 dated 1 September 2011: <i>Pemupukan</i> - Procedure of Fertilizing.</li> <li>4. SOP AA-Plasma-PP-KS-04 dated 1 September 2011: <i>Potong Buah</i> - Procedure of Harvesting.</li> <li>5. SOP 007/ DOK/SOP/AA2016: Procedure of Internal Communication Group Certification.</li> <li>6. SOP 013/DOK/SOP/AA/2016: Procedure of Assessment and Inspection Member Group Plantation.</li> <li>7. SOP 020/DOK/SOP/AA/2016: FFB Sale Mechanism.</li> </ol> <p>Ukui Smallholder has determined training programme for Best management practice, and documented in "<i>Program Pelatihan Bagi Kelembagaan Petani</i>". Program and Realization of training has been documented, e.g. as follows:</p> <ul style="list-style-type: none"> <li>- RSPO P&amp;C; Program: 10 July 2018; Realization: 8 June 2018; Attended by 84 participants.</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>- Basic Safety (Personal Protective Equipment); Program: 9 August 2018; Realization: 25 September 2018; Attended by 41 participants.</li> <li>- HCV, Amdal and Water and Soil Conservation; Program: 10 April 2018; Realization: 6 December 2018; Attended by 62 participants.</li> <li>- Basic Safety (Occupational Helath and Safety); Program: 12 September 2018; Realization: 25 September 2018; Attended by 41 participants.</li> <li>- First Aid; Program: 10 October 2018; Realization: 25 September 2018; Attended by 41 participants.</li> <li>- Basic Fire; Program: 20 February 2018; Realization: 27 February 2018; Attended by 92 participants.</li> <li>- Limited Pesticide Uses; Program: 9 May 2018; Realization: 14 March 2018; Attended by 81 participants.</li> <li>- Weed Control; Program: 19 July 2018; Realization: 28 July 2018; Attended by 69 participants.</li> <li>- Fertilzer; Program: 19 July 2018; Realization: 28 July 2018; Attended by 69 participants.</li> <li>- Integrated Pest Management; Program: 19 July 2018; Realization: 28 July 2018; Attended by 69 participants.</li> <li>- Harvesting; Program: 9 August 2018; Realization: 31 January 2018; Attended by 35 participants.</li> </ul> <p>To ensure the SOP implementation, Smallholder Manager has determined the mechanism which described in SOP No. 028/DOK/SOP/AA/2016 - Internal Inspection. All smallholder member was follow the SOP which established by Ukui Smallholder management.</p>	
4.1.2	<p>Checking or monitoring of operations procedures is conducted at least once a year.</p> <ul style="list-style-type: none"> <li>- Minor compliance -</li> </ul> <p><b>Ukui I POM and Ukui Estate:</b>            PT Inti Indosawit Subur follows procedure for internal audit under Standard Operating Procedures AA-SOP-ES-6001-R1 dated 1 March 2013. The procedure stating internal audit of minimum once a year. Upon finding, management unit shall prepare review on audit finding and prepare root cause analysis, prepare corrective action – with person in charge and completion target. The latest RSPO internal audit was done in 5-7 September 2018.</p> <p>To checking and monitoring of operations procedures, PT Inti Indosawit Subur has</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>conducted any others internal audit and visit both in estate and mill:</p> <ul style="list-style-type: none"> <li>- R&amp;D P&amp;D Visit Report, conducted once a year to check and monitoring the implementation of Agronomy best management practices particularly for pest and disease control and plant upkeep. Last visit performed in Ukui Estate on 18-19 October 2018 by Daniel Erikson H. based on report No. KUK/R&amp;D-P&amp;D/04-2018. During visit found that disease attack is still under control, e.g. found bagworm <i>Metisa plana</i> at Block B15c and <i>Mahasena corbetti</i> at Block B16d. Recommendation: Carried out monitoring of bagworm activity by census, Staffs have to conduct verification of census result; if there is increase of bagworm population in OP 16 then conduct control by spraying insecticide aefat 0.2% using knapsack sprayer; however if population is low, then control by hand picking.</li> <li>- Visit Advisor (VA) conducted once a year to check and monitoring the implementation of best agriculture practices. Last visit in Ukui Estate performed on 15-20 October 2018 by Sinnaiha G. based on report KUK/VA/FULL 2-18. Number of issues and recommendation were made, e.g.: <ul style="list-style-type: none"> <li>✓ Sedges, stenochlaena and jungle woodies were spotted sporadically. Action Plan: in blocks with jungle woodies, use Trichlopyr in the follow up round after the first round with Methyl; management must draw up and enforce eradication of stenochlaena and sedges in next year.</li> <li>✓ Application of ZA and MOP was delayed by two months as workers deployed to loose fruit collection. Action Paln: Management must speed up application and be caution of high rainfall during the last quarter of the year; proper planning and monitoring of bunch production must be done to recruit additional harvesters well before to prevent separate loose fruit collection.</li> <li>✓ Siginificat Oryctes damage and spear root was seen in OP 2015. Action Paln: Management must judicious in carrying out cypermetrin spraying, continuous spraying of every palm after commencement of harvesting can affect <i>Elaedibius camerunicus</i> population and bunch development; Conduct accurate census and install pheromone trap at the affected areas; monitor the population of beetles</li> </ul> </li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>cought and identify the trend of the population; conduct survey for breeding site and destroy them, spray metarhizum in consultation with R&amp;D on dosage and interval; Spray cypermethrin as buffer only at badly affected areas especially along the boundary; promptly treat the sprear root pals as per SOP.</p> <ul style="list-style-type: none"> <li>- Visit Engineering (VE) performed once a year to check and monitoring the implementation of mill operation procedure. Last visit performed on 9 – 12 February 2018 by TCJ Thomas based on report No. PUS-VE-FULL 01-2018. All issue found during visit has been addressed and solved by Ukui I POM. For example:               <ul style="list-style-type: none"> <li>✓ FFB Conveyor: The upkeep and maintenance of the FFB conveyor chain is below par and wil results in premature failure of the chain. Recommendation: Mill maintenance must review the current conveyor chain maintenance practices.</li> <li>✓ Bio Scrubber: Bio Scrubber Media QSR wash water is currently being discharge in the effluent ponds; the wash water is acidic due to Sulphur content and adversely effect the pH of POME pumped to Land Application. Recommendation: Mill must monitor the Sulphur content of PME applied to land.</li> </ul> </li> <li>- Process and Quality Control visit performed annually to check the quality parameter of mill process and mill production (CPO and PK standard quality), loses, FFB quality, sterilizer pressure, process temperature, unstriped bunches, raw water treatment plant, laboratory. Last Process and QC visit performed on 17 – 21 September 2018 by Tri Lasmono based on Report No. PUS/R&amp;D-P&amp;QC/01-18. Summary of P&amp;QC visit for examples:               <ul style="list-style-type: none"> <li>✓ Outside FFB: Still found unripe bunch from outside FFB 2.76%; long stalk percentage is 11.96%. Action Plan: Carried out grading 100% to outside FFB; outside FFB deduction 5% minimum (in standard FFB condition); communicate to outside FFB supplier so that FFB with long stalk not delivered to the mill.</li> <li>✓ Smallholder FFB: frequency of Smallholder FFB sampling is not accordance to the standard. Action Plan: Conducted Smallholder FFB sampling one truck per one famer group and witnessed by Smallholder management.</li> <li>✓ Sterilizer: operational pressure of sterilizer is still not in accordance to the standard;</li> </ul> </li> </ul>	



Criterion / Indicator	Assessment Findings	Compliance												
	<p>pressure read is not in accordance between installed pressure gauge and the indicator graph. Action Plan: Ensure sterilizer pressure is 3 kg/cm (graph reviewed daily by Mill Manager); Ensure that there is no leaked steam (conducted checking to condensate valve and exhaust); Conducted replacement and calibration to pressure gauge that not in accordance to the indicator graph.</p> <ul style="list-style-type: none"> <li>✓ Number of USB (unstripped bunch) and hard bunch is still high (9% average). Action Plan: Ensure that bunch crusher operating optimally (losses USB &lt; 2%), Processing Assistant have to monitor operation of bunch crusher hourly.</li> </ul> <p><b>Ukui Smallholder:</b>            Regular field inspection to monitor the SOP implementation has been carried out by Ukui Smallholder management. Record monitoring verified for example:</p> <ul style="list-style-type: none"> <li>- RSPO Internal Audit to Kebun Plasma Ukui carried out on 12-14 November 2018 integrated with ISCC and ISPO standard. Several non-conformities were found, resulting Action Plan: updating evaluation of legal compliance; Create SHM (land tittle) recapitulation and monitoring of Kavling ownership; Carried out dissemination regading practice to minimize erosion and soil degradation; to complete content of first aid box and updating response of information, aid and complaint logbook.</li> <li>- Visit Report by Head of Smallholder dated 1 November 2018, resulting Action Plan: Increase supervision of Assisstant and Mandor in field; Create complete and detail datarelated field profile, especially near housing; Monitoring of FFB Delivery Note; Give sanction to farmer group which mix Smallholder FFB with outside FFB; Identification of harvester who cut unripe bunch; Dissemination of FFB quality and formation of loose fruit picker team to KUD and KT and implementation of loose fruit premium.</li> <li>- "Pemeriksaan TBS di TPH" contain information of FFB quality inspection in member plantation on harvesting process. Records for each month inspection were available, e.g. period todate November 2018 for all Smallholder under Ukui I POM:</li> </ul> <table border="1" data-bbox="907 1300 1384 1399"> <thead> <tr> <th>Afd</th> <th>Total bunch</th> <th>Unripe</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>1,250,968</td> <td>55,068</td> <td>4.40</td> </tr> <tr> <td>II</td> <td>1,117,807</td> <td>23,834</td> <td>2.13</td> </tr> </tbody> </table>	Afd	Total bunch	Unripe	%	I	1,250,968	55,068	4.40	II	1,117,807	23,834	2.13	
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4.1.3	<p>Records of monitoring and any follow-up actions shall be available.</p> <p>- Minor compliance -</p>	<p>Records of monitoring and any follow up actions related to monitoring of operation procedures can be demonstrated during audit, such as:</p> <p>- RSPO internal audit, which done in 5 – 7 September 2018 in Ukui I POM and Estate and</p>	Comply																																																				

Criterion / Indicator	Assessment Findings	Compliance
	<p>Ukui I Palm Oil Mill. Audit resulting 2 Non Conformities in Ukui I POM regarding training records and OHS, and 11 Non Conformities in Ukui Estate. Corrective action has been planned and implemented to address issues found during audit.</p> <ul style="list-style-type: none"> <li>- R&amp;D P &amp; D Visit Report Ukui Estate KUK/R&amp;D-P&amp;D/04-2018 date of visit 18-19 October 2018 by Daniel Erikson H. All issue found during visit has been addressed by company as explained in indicator 4.1.2 above.</li> <li>- Visit Agronomy Report KUK/VA/FULL 02-18 by Sinnaiha G., dated 15-20 October 2018 in Ukui Estate. All issue found during visit has been addressed by company as explained in indicator 4.1.2 above.</li> <li>- Production Performance report, explained the FFB production performance and evaluation as well as determined production target for next year. Evaluation FFB production each block to date November 2018 can be demonstrated.</li> <li>- Mandor logbook, contain information of daily work monitoring covering: harvesting, spraying, fertilizing, pest and disease cencus, road and infrastructure maintenance, and others. During audit verified sample of Ukui Estate.</li> <li>- Visit Engineering report No.PUS-VE-FULL 01-18 dated 9 – 12 February 2018 by TCJ Thomas. All issue found during visit has ben addressed by Ukui I POM management as described in the Action Plan VE Ukui I POM, e.g.:               <ul style="list-style-type: none"> <li>o FFB Conveyor: fixing pipe installation by cleaning parts of installation pipe to make distribution flow normally; closing nozzle hole that the function is not for chain conveyor washing to make steam volume optimal; replacing washing nozzle with size 10 mm; conducted washing of FFB Conveyor C as same as other conveyor.</li> <li>o Bio Scrubber: send sample of ex scrubber media (QSR) washing to R&amp;D Bahilang to analyse the feasibility on ex QSR liquids to be mixed with POME; depend on R&amp;D Bahilang whether it can be mixed or not.</li> </ul> </li> <li>- Process and QC R&amp;D visit report No. PUS/R&amp;D-P&amp;QC/01-18, visit dated 17 – 21 September 2018 by Tri Lasmono. There were 19 issues found during visit related to FFB</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>quality, process control, resources, spare parts and product quality. All issues found during visit has been addressed by Ukui I POM.</p> <ul style="list-style-type: none"> <li>- Daily Report Ukui I POM under Laporan Harian Pabrik, latest on 11 December 2018; contain information covering FFB receiving, FFB process: gross and net FFB processed, FFB stock, shift hour, process hour, press hour, press capacity, sterilizer process, Utility factor commercial and capacity, CPO and PK production, CPO and PK extraction rate, CPO and PK quality. Process performance evaluated each day by mill manager and some corrective action to address some issue has been developed by Ukui I POM.</li> <li>- The Palm Oil Mill has two Weighbridge that has been calibrated by related agency based on "Laporan Kerja Teknisi" of PT MUGI dated 10 October 2018 and 1 November 2018. Weighbridges type are Avery Weightronix E1205, 50 of capacity each. Weighbridges previously have been calibrated based on "Surat Keterangan Hasil Pengujian" No.510.302/METRO/1048/IV/2016 and No.510.302/METRO/1049/IV/2016 dated 11 April 2016 issued by "UPT Metrologi Dinas Perindustrian dan Perdagangan Provinsi Riau.</li> <li>- Ukui I POM has three storage tank with capacity Tank #1: 500 MT, Tank #2: 2000 MT, and Tank #3: 2000 MT. Storage Tank #1 is dedicated for CPKO, whilst Tank #2 and #3 are for CPO. Volume table of storage tanks have been approved according to Act No.2/1981 regarding Legal Metrology by "UPT Metrologi, Dinas Perindustrian dan Perdagangan Provinsi Riau". Cleaning of Storage Tank have been done by Ukui I POM evident by "Berita Acara Pencucian Bulk Storage", e.g. Storage Tank #1 on 18 April 2018, #2 on 16 April 2018 and #3 on 4 August 2018.</li> <li>- Productions data are recorded in daily basis under "Laporan Harian Pabrik" then recapitulated in monthly basis under Mill Operation Summary. The record consist of FFB received (sustainable and non-sustainable), FFB processed, processing hours, processing capacity, throughput, CPO and PK production, extraction rates, grading results, water consume, CPO and PK delivery, and ens stock.</li> <li>- For maintenance activity, Ukui I POM has daily, monthly and annual maintenance program. Annual Maintenance activity in Ukui I POM programmed under "Rencana Kerja</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Bengkel untuk 10 Tahun (2011-2020). Consist maintenance program for weighbridge, hopper, transfer carriage, lorry, sterilizer, hoist crane, empty bunch conveyor, fruit elevator, thresher, digester, screw press, vibrating screen, sludge centrifuge, clean oil tank, vacuum dryer, kernel elevator, boiler, turbin, deaerator and water intake pump.</p> <ul style="list-style-type: none"> <li>- Logsheet of each station are available, e.g. turbin, sterilizer, loading ramp, bunch press, press station, clarification station, kernel station, boiler station and water treatment station. Logsheet content consist of starting hour, end hour, pressure, volume, hour meter, ampere and temperature. Based on logsheet verification, noted that all process are running based on standard.</li> </ul> <p><b>Ukui Smallholder:</b>            The internal audit to Kebun Plasma Ukui conducted on 12-14 November 2018 integrated with ISCC and ISPO standard to check standard implementation. Several non-conformities were found, resulting Action Plan: updating evaluation of legal compliance; Create SHM (land tittle) recapitulation and monitoring of Kavling ownership; Carried out dissemination regading practice to minimize erosion and soil degradation; to complete content of first aid box and updating response of information, aid and complaint logbook. Internal audit report and its follow up action are available. The records of monitoring and any actions taken was maintained and available, as appropriate, at Kebun Plasma Ukui Office and each KUD.</p> <p>The Smallholder Manager monitored record keeping which indicates that what need to be include in the Farmer Folder especially on:</p> <ul style="list-style-type: none"> <li>- Training record</li> <li>- Membership contract</li> <li>- Land ownership doc</li> <li>- Map</li> <li>- License</li> <li>- Fertilizer and yield records.</li> <li>- Internal audit document</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>The records of monitoring and any actions taken was maintained and available, as appropriate, at Kebun Plasma Ukui Office and each KUD.</p>	
<p>4.1.4</p>	<p>Records of the origins of all third-party FFB sourced (collector, deliver, Cooperative, Farmers Association and outgrower) shall be available.</p> <p>- Major compliance -</p> <p>PT Inti Indosawit Subur – Ukui I POM has a policy related to purchase of non-certified FFB under “Kebijakan Perusahaan”, dated 1 December 2014. Point 17 stated <i>“Melakukan komunikasi dan evaluasi kepada pihak ketiga terkait asal penerimaan TBS dari lahan yang legalitasnya dapat dibuktikan, tidak ada pembakaran untuk pembukaan areal baru maupun peremajaan (replanting), tidak melakukan pembukaan areal gambut setelah September 2014, tidak terdapat konflik lahan dan tidak mempekerjakan anak-anak dalam pengelolaannya”</i> – To communicate and evaluate third party related to purchase of FFB from legally demonstrable area, no burning for new development or replanting, no new development in peat area after September 2014, no land conflict and not employing children in the process”.</p> <p>There are 24 FFB supplier which registered as third party FFB supplier of Ukui I POM in 2018. PT Inti Indosawit Subur – Ukui I POM has a procedure to communicate and evaluate the source of third party FFB (non-certified) as on SOP “Pengawasan Sumber Pembelian TBS Luar” (AA- MM-506.2-R0) dated 1 January 2014. The objective of the procedure was to ensure third party FFB sourced from non-forest area, completed with legal ownership of the land. The procedure consist of various steps: to check supporting document from supplier (delivery order, declaration, plantation block maps); compare the plantation location map/coordinate against the legal documents; verification team will compare the plantation location map against the spatial mapping; conduct field verification to the source of FFB (oil palm plantation belong to farmer), randomly selected samples; verification team will prepare database, prepare the list the complying suppliers. Supply of FFB from area which legally contested or coming from protected forest, forest area, conservation area – will be rejected. During audit evidence of supplier verification can be demonstrated for example supplier “Bunga Tanjung”, filed verification conducted to all of their planted area and source of FFB from the local farmer. Verification result was completed with farmer name, location, year of planting and GPS coordinate.</p>	<p>Not Comply</p>

Criterion / Indicator	Assessment Findings	Compliance												
	<p>The cooperation agreement between company and local supplier is recorded in the "Perjanjian Kerjasama Antara PT Inti Indosawit Subur dengan Asoiasi Petani Sawit Swadaya Anugrah" dated 28 October 2016. There is a document issued by "Dinas Kehutanan dan Perkebunan Kabupaten Pelalawan" which stated that the supplier is willing to comply with the provisions of PT Inti Indosawit Subur and FFB received from land that has been controlled in accordance with the laws and regulations and does not originate from restricted areas such as protected forest areas, industrial forest estate, production forest area, conservation areas. The supplier area has been overlaid with "Peta Tata Batas Definitif Kawasan Hutan Taman Nasional Tesso Nilo (TNTN)" and "Peta Kawasan Hutan Provinsi Riau No.SK 878/Menhut-II/2014 dated 29 September 2014", and confirmed that it was outside the TNTN and forest area.</p> <p><b>UKUI-1 POM:</b></p> <p>Based on Summary Report regarding FFB Reception period Jan-Nov 2018, as follow:</p> <table border="1" data-bbox="860 880 1823 1347"> <thead> <tr> <th data-bbox="869 887 1429 995">FFB Sourced</th> <th data-bbox="1438 887 1697 995">Volume (MT)</th> <th data-bbox="1706 887 1814 995">Percentage (%)</th> </tr> </thead> <tbody> <tr> <td data-bbox="869 1002 1429 1098">Own Estate: Ukui Estate</td> <td data-bbox="1438 1002 1697 1098">48,911</td> <td data-bbox="1706 1002 1814 1098">15.89</td> </tr> <tr> <td data-bbox="869 1104 1429 1193">Smallholder scheme: Plasma KUD (10 KUD)</td> <td data-bbox="1438 1104 1697 1193">148,450</td> <td data-bbox="1706 1104 1814 1193">43.12</td> </tr> <tr> <td data-bbox="869 1200 1429 1340">3<sup>rd</sup> Party: - CSV program/independent smallholders - Outsiders</td> <td data-bbox="1438 1200 1697 1340">- 50,104 - 61,792</td> <td data-bbox="1706 1200 1814 1340">15.97 25.02</td> </tr> </tbody> </table>	FFB Sourced	Volume (MT)	Percentage (%)	Own Estate: Ukui Estate	48,911	15.89	Smallholder scheme: Plasma KUD (10 KUD)	148,450	43.12	3 <sup>rd</sup> Party: - CSV program/independent smallholders - Outsiders	- 50,104 - 61,792	15.97 25.02	
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Criterion / Indicator		Assessment Findings	Compliance
		<p>Meanwhile, The Certificate Holder cannot provide the evidence that record of FFB's origins sent to third party FFB sourced (collectors and delivers) that supply to Ukui-1 POM have been clearly verified.</p> <p>Sample of third party FFB supplier document:</p> <p>FFB Proposal Letter "Surat Permohonan atas nama Julianto", located in Desa Trimulya Jaya, Kec. Ukui. Area: 91.5 Ha, estimated production is 200 Tones. Category: Yard FFB (Buah Pekarangan).</p> <p>However, lack of evidence that FFB origins for Julianto (third party suppliers) from area 91.5 Ha are legally and clearly verified.</p> <p>This is raised as NC Major.</p>	
<p><b>Criterion 4.2</b>            Practices maintain soil fertility at, or where possible improve soil fertility to a level that ensures optimal and sustained yield.</p>			
4.2.1	<p>A record of SOP implementation to maintain soil fertility that ensures optimal and sustained yield, shall be available.</p> <p>- Major compliance -</p>	<p>PT Inti Indosawit Subur – Ukui Estate has procedures to maintain soil fertility. The procedures comprise of fertilizer application and cover crop planting. Leaf samplings are taken annually to accurately capture palm nutrient requirement (both macro and micro nutrient) and serve as source for fertilizer recommendation. Latest leaf analysis sampling was done in March-April 2018 based on Foliar Analysis Record. Fertilizer application (anorganic, compost, POME application, empty fruit bunch) follows fertilizer recommendation.</p> <p>Soil analysis is conducted once every 7 years according to the oil palm age. The last Report of Soil Analysis issued on 28 May 2017, conducted by Reseach and Development PT Nusa Pusaka Kencana Analytical and QC Laboratory. Whilst for immature plant using fertilizer recommendation from fertilization procedure based on plant age and record on procedure no. AA-APM-OP-11.00.09-R dated 12 June 2017. Fertilizer recommendation 2018 Ukui Estate approved by Head R&amp;D Laboratory ASIAN AGRI Group.</p> <p>Fertilizer input were described on 4.2.2 and Leaf and soil analysis described in 4.2.3.</p>	Comply



Criterion / Indicator		Assessment Findings	Compliance						
		<p><b>Ukui Smallholder:</b>            Kebun Plasma Ukui has established SOP AA-Plasma-PP-KS-03 dated 1 September 2011: <i>Pemupukan</i> - Procedure of Fertilizing. Kebun Plasma Ukui management has regulated that the basis of fertilizer dosage determination is based on leaf sampling analysis conducted annually and soil analysis. Last leaf sample analysis carried out in October 2017. Last soil samples analysis was taken in January-February 2018.</p> <p>Sample seen:</p> <ul style="list-style-type: none"> <li>- Foliar Analysis Report Kebun Plasma Ukui Afd I; Ref order: 726/LSU-AGR/10/17 (13/10/17); date received: 15 October 2017; sample quantity: 25 + 12; Crop: OP + OP Rachis; date of issue: 27 October 2017; Ref No.: 137/INT/R&amp;D/OKT/L/17. Result sample: Lab. Ref.: 17L07506; No. Block: 56; Year: 1990; Frond: 17; Major Element: Ash: 5.70%, N: 2.63%, P: 0.166%, K: 0.96%, Mg: 0.27%, Ca: 0.64%; Minor Element: B: 15 ppm, Cu: 4 ppm, Zn: 17 ppm and Fe: 86 ppm.</li> <li>- Foliar Analysis Report Kebun Plasma Ukui Afd III; Result sample: Lab. Ref.: 17L07482; No. Block: 31; Year: 1989; Frond: 17; Major Element: Ash: 5.97%, N: 2.65%, P: 0.168%, K: 1.04%, Mg: 0.26%, Ca: 0.58%; Minor Element: B: 18 ppm, Cu: 4 ppm, Zn: 16 ppm and Fe: 96 ppm.</li> <li>- "Hasil Analisa Tanah PT Inti Indosawit Subur – Kebun Plasma Ukui"; Lab no. 13S3127; sample code: SP 1A; Coarse Sand: 39%; Fine sand: 27%; Silt: 14%; Clay: 20%; Class Texture: SL; pH H<sub>2</sub>O: 4.92; pH KCl: 4.01; N: 0.11%; Organic C: 2.03%; K: 0.06 meq/100 g soil; Ca: 0.27 meq/100 g soil and Mg: 0.13 meq/100 g soil.</li> </ul> <p>Fertilizer recommendation "Daftar Jenis dan Volume Pupuk yang disalurkan Kepada Petani".</p>							
4.2.2	Records of fertilizer inputs shall be available. - Minor compliance -	<p>Fertilizer recommendation and fertilizer application records are maintained. Fertilizer application 2018 is available in "<i>Rekapitulasi Pemupukan Kelapa Sawit</i>". Detail records of fertilizer applied in 2018 are as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Fertilizer Type</th> <th>Recommendation (ton)</th> <th>Realization (ton)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Fertilizer Type	Recommendation (ton)	Realization (ton)				Comply
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Dolomite	92,500	92,500							
HGFB	-	-							
4.2.3	Records of periodical leaf, soil and visual analysis shall be available. - Minor compliance -	<p>Company is able to demonstrate Foliar Analysis Report from PT Nusa Pusaka Kencana Analytical &amp; QC Laboratory. The latest leaf sampling analysis carried out in March-April 2018, and foliar analysis report issued on 28 April 2018, further taken to shape fertilizer recommendation 2019 of Ukui Estate. Record seen: Foliar Analysis Report dated 28 April 2018, Ref Order: 46/LSU-AGR/04/2018 for Ukui Estate Afdeling II, date received 12 April 2018. Sample of result: Lab. Ref. No. 18L05805; Block: B16 L; Year: 2016; Frond: 17; Major Element: Ash: 5.92%, N: 2.88%, P: 0.183, K: 1.65%, Mg: 0.30%, Ca: 0.69%, and Minor Element B: 16 ppm.</p> <p>Soil analysis produced in form of "Laporan Tanah Semidetil Areal Perkebunan Kelapa Sawit PT Inti Indosawit Subur Kebun Ukui", dated 05/05/2010. The coverage of soil analysis 4,543 Ha. Base on soil survey semidetil on 05/05/2010 The soil type: Typic dystrodepts (loamy sand): 3,275 Ha – 72.1%; Typic Endoaquepts (Sandy Loam): 1,113 Ha – 24.5%; Typic Placaquods (Sand): 11s5 Ha – 2.5%; Typic haplosaprist (Organic layer less than 1 meter): 40 Ha – 0.9%. The soil suitability classification: Medium suitable (S2) limiting factor natural fertility: 2,165 Ha (47.6%); Marginal suitable (S3) with limiting factor topography and poor</p>	Comply						

Criterion / Indicator	Assessment Findings	Compliance
	<p>drainage: 1,888 Ha (41.6%); Not suitable (N1) with limiting factor topography &gt;30%, texture sandy: 490 Ha (10.8%).</p> <p><b>Ukui Smallholder:</b>            Kebun Plasma Ukui Management has regulated that the basis of fertilizer dosage determination is based on leaf analysis that conducted annually. Leaf samples were taken last period of 2017 in October 2017 for fertilizer recommendations period 2018. Last soil samples analysis was taken in January-February 2018.</p> <p>Sample seen:</p> <ul style="list-style-type: none"> <li>- Foliar Analysis Report Kebun Plasma Ukui Afd I; Ref order: 726/LSU-AGR/10/17 (13/10/17); date received: 15 October 2017; sample quantity: 25 + 12; Crop: OP + OP Rachis; date of issue: 27 October 2017; Ref No.: 137/INT/R&amp;D/OKT/L/17. Result sample: Lab. Ref.: 17L07506; No. Block: 56; Year: 1990; Frond: 17; Major Element: Ash: 5.70%, N: 2.63%, P: 0.166%, K: 0.96%, Mg: 0.27%, Ca: 0.64%; Minor Element: B: 15 ppm, Cu: 4 ppm, Zn: 17 ppm and Fe: 86 ppm.</li> <li>- Foliar Analysis Report Kebun Plasma Ukui Afd III; Result sample: Lab. Ref.: 17L07482; No. Block: 31; Year: 1989; Frond: 17; Major Element: Ash: 5.97%, N: 2.65%, P: 0.168%, K: 1.04%, Mg: 0.26%, Ca: 0.58%; Minor Element: B: 18 ppm, Cu: 4 ppm, Zn: 16 ppm and Fe: 96 ppm.</li> <li>- "Hasil Analisa Tanah PT Inti Indosawit SUbur – Kebun Plasma Ukui"; Lab no. 13S3127; sample code: SP 1A; Coarse Sand: 39%; Fine sand: 27%; Silt: 14%; Clay: 20%; Class Texture: SL; pH H<sub>2</sub>O: 4.92; pH KCl: 4.01; N: 0.11%; Organic C: 2.03%; K: 0.06 meq/100 g soil; Ca: 0.27 meq/100 g soil and Mg: 0.13 meq/100 g soil.</li> </ul> <p>Fertilizer recommendation "Daftar Jenis dan Volume Pupuk yang disalurkan Kepada Petani".</p>	
4.2.4	<p>A nutrient recycling strategy is recorded, including use of Empty Fruit Bunches (EFB), land application, and palm residues after replanting.</p> <p>- Minor compliance -</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<p>realization is 264 Ha with effluent volume is 214,183 m<sup>3</sup>, e.g. in November 2018 at Block C89g for area 93 Ha, effluent volume 49,487 m<sup>3</sup>.</p> <p>Based on report of Program and Realization of EFB in 2018, there is application in Afdeling 4 and Afdeling 5. Total EFB application program in 2018 is 29,082 ton, total EFB applied up to November 2018 is 29,320 ton.</p> <p><b>Ukui Smallholder:</b> Not applicable, as the smallholder did not apply any EFB or POME from the mill.</p>	
<p><b>Criterion 4.3</b> Practices minimise and control erosion and degradation of soils.</p>			
4.3.1	<p>Maps of any fragile soils shall be available.</p> <p>- Major compliance -</p>	<p>PT IIS – Ukui Estate is able to demonstrate soil map in “Peta Satuan Tanah” with scale 1:25,000, from the semi-detail soil analysis report. From the report known that the limiting factors are topography and poor drainage. The soil map indicating the soil type, slope, drainage level, and limiting factors – in order to determine the land suitability at each soil complex. Based on semi-detail soil survey map and field visit – there is 490 Ha area with limiting factors of topography &gt;30% and 1,888 Ha area with limiting factors of topography and poor drainage. The effort that has been done by the company is to make a trench in path (1 : 2, one trench in two path).</p> <p><b>Ukui Smallholder:</b> The soil map was available at Ukui Smallholder office, this map is determined from the results of a survey conducted by the Research and Development Center Asian Agri. Maps are presented on a scale of 1: 12.600.</p> <p>There are 3 types of soil in Plasma Ukui area, namely:</p> <ol style="list-style-type: none"> <li>1. Typic Dystrudepts</li> <li>2. Typic Endoaquepts</li> <li>3. Typic Haplosaprists</li> </ol>	Comply

Criterion / Indicator	Assessment Findings	Compliance
<p>4.3.2 A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific).</p> <p>- Minor compliance -</p>	<p>The company's procedure for land clearing stated that no land clearing should be performed on an area with a slope &gt;40%. The company has also a procedure for soil and water conservation – considering the slope. The procedure is conserving through cover crop, EFB application, frond stacking, platform, silt pit, terrace contour and stop bund.</p> <p>Specific for low-laying area, the strategy is to maintain cover crop, drainage ditch and frond stacking.</p> <p>Ukui estate has shown "Peta Terasan" (contour terrace) with a scale 1:4,400, in Block B16e (30 Ha), length of terraces 8,001.9 meters, terracing length per hectare 266.7 meters/ha; in Block B16f (36 Ha): length of terrace 4,281 meters or terracing length per hectare 118.9 meters/ha. In 2018 the company has made the individual terraces 72 ha in Afdeling III Block C18e and Block D18a.</p> <p>During field visit it can be demonstrated that all replanting area has been covered by land cover crop (Mucuna sp). Frond stacking has been implemented in the sloping area to prevent soil erosion.</p> <p><b>Ukui Smallholder:</b>            There is an area with a slope of 8-15% and 15 – 30 %. Ukui Smallholder Management has developed a mechanism related to planting of oil palm on slopes in the form of procedure no. AA-APM-OP1100.02-R3; Planting of Oil Palm, in chapter 4.1.3 Hilly terrain using Terraces, "tapak Kuda" and "rorak". Based on field visit to kavling at KUD Sumber Makmur, KUD Bhakti and KUD Bukit Potalo "tapak Kuda" and "rorak" are well implemented. Beside terracing and individual terraces, Plasma Ukui I has managed the frond stacking following the contour line and letter U to minimize soil erosion. Evidence of practice to minimize soil erosion is documented in "Pembuatan Terasering (Tapak Kuda) dan Susunan Pelepah Mengikuti Kontur Sebagai Sarana Konservasi Tanah dan Air". Based on the document it can be demonstrated that in KUD Bukit Potalo has made the individual terraces in sloping area as much as 95 individual terracing.</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>4.3.3 A road maintenance program shall be in place.</p> <p>- Minor compliance –</p>	<p>Road maintenance program/planning and realization is available under: "Program dan Realisasi Grading Jalan Tahun 2018", realization up to September 2018 – consist of road grading planned 205,304 meters, including for main road (MR) 27,338 meters and 195,218 meters for collection road (CR). Realisation of road grading from January – September 2018 as much as 281,053 meters (higher than budget). Ukui Estate also conducted the road hardening by split stone and compacting 3,206 meters for Afdeling II.</p> <p>During field visit in Ukui Estate indicated that the road condition is good and well maintenance.</p> <p><b>Ukui Smallholder:</b>            Each cooperative developed their road maintenance program. PT Inti Indosawit Subur – Ukui Group provides aid in form of heavy equipment. The road maintenance budget using fund from KUD with estimated cost for heavy equipment (Motor Grader and Compactor) is IDR 350,000/HM. Road maintenance program 2018 available in "Data Rekap Perbaikan dan Perawatan jalan KLU 2018"; Road condition before maintenance and service as below:</p> <ul style="list-style-type: none"> <li>- KUD Sumber Makmur : Good road condition 110,140 m (99.59%), middle condition 450 m (0.41%). Road service and maintenance on November 2018 was 1,100 m. Currently 100% of road condition is in Good condition (110,590 m).</li> <li>- KUD Bhakti : Good road condition 18,584 m (96.87%), middle condition 600 m (3.13%). Road service and maintenance on November 2018 was 1,680 m. Currently 100% of road condition is in Good condition (19,184 m).</li> <li>- KUD Bukit Potalo : Good road condition 27,170 m (100%). Road service and maintenance on November 2018 was 500 m. Currently 100% of road condition is in Good condition (27,170 m).</li> </ul> <p>Evidence of road maintenance also presented in "Nota Debet" which explain the cost expend for road maintenance. For example Nota Debet No. 15/ND/KLU-PBR/08/2018 dated 31 August 2018 for cost expend of Compactor usage in KUD Bukit Potalo.</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance
		During field visit in KUD Sumber Makmur, KUD Bhakti and KUD Bukit Potalo can be demonstrated that road maintenance has well implemented.	
4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place.  - Major compliance –	Based on Semi Detail Soil Map, there is no peat soil in Ukui Estate and Ukui Plasma area.  There are 4 types of soil in Ukui Estate and Plasma Ukui area, namely: 1. Typic Dystrudepts 2. Typic Endoaquepts 3. Typic Haplosaprists Typic Placaquods	Comply
4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing.  - Minor compliance –	Based on Semi Detail Soil Map, there is no peat soil in Ukui Estate and Ukui Plasma area.  There are 4 types of soil in Ukui Estate and Plasma Ukui area, namely: 1. Typic Dystrudepts 2. Typic Endoaquepts 3. Typic Haplosaprists Typic Placaquods	Comply
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 –	Based on Semi Detail Soil Map, there is no peat soil in Ukui Estate and Ukui Plasma area.  There are 4 types of soil in Ukui Estate and Plasma Ukui area, namely: 1. Typic Dystrudepts 2. Typic Endoaquepts 3. Typic Haplosaprists Typic Placaquods	Comply
<b>Criterion 4.4</b> <b>Practices maintain the quality and availability of surface and groundwater</b>			
4.4.1	An implemented water management plan shall be in place.	Ukui I POM: Ukui I Palm oil mill using the surface water sourced from Air Hitam river. Company has permit to use the water based on Keputusan Kepala Badan Penanaman Modal dan Pelayanan	Comply



Criterion / Indicator	Assessment Findings	Compliance
<p>- Minor compliance -</p>	<p>Perizinan Terpadu Kabupaten Pelalawan Nomor: KPTS 503/BPMP2T/AT/2015/6" dated 24 March 2015, valid until 24 March 2017. Company has taken action to propose the renewal of permit and currently still in process of issuing the renewal permit by statutory bodies "Kementrian Pekerjaan Umumdan Perumahan Rakyat, Direktorat Jenderal Sumberdaya Air Balai Wilayah Sungai Sumatera III. Technical Recommendation has been issued by the statutory body and all requirement has been submit by company, however until audit ASA3 performed, the renewal permit still in process.</p> <p>The mill has water treatment plant for domestic and mill processing. The processing capacity for water basin 400 m<sup>3</sup>, clarifier 1 and clarifier 2 each 90 m<sup>3</sup>, 3 units sand filter, pump house, water tank 95 m<sup>3</sup>.</p> <p>The budget at mill: Processing water needed 1.00 m3/ton FFB, domestic water need 0.20 m3/ton FFB. The water consumption recorded using flow meter both domestic and processing. Actual average water usage for processing from January – November 2018 was 1.15 m<sup>3</sup>/ton FFB and for domestic usage was 0.22 m<sup>3</sup>/ton FFB. Each quarter, Ukui I POM reporting the water usage both for processing FFB and domestic activity to "Unit Pelayanan Pengelolaan Pendapatan Daerah Provinsi Riau"; latest reported for period April – June (Quarter 2) 2018. Report evidence were available. Water retribution has been paid regularly by company, evidence of retribution payment can be demonstrated.</p> <p>Ukui Estate:            Currently Ukui Estate started replanting program. Company has "SOP Pengelolaan Sempadan AA-AMP-OP-1100.21-R1" dated 01/12/2014, as guidance to preserve riparian during replanting. The procedure covers identification of such conservation area (river buffer zone, water catchment area, lake buffer zone, spring buffer zone). Point 6.2.4 and 6.2.5 explains during replanting, non-productive plant within buffer zone will be left as it is, but no chemical regime should applied. Enrichment with native tree species.</p> <p>Water source management: Identification of water source and wetland, as indicated in HCV report 2010. The water source identified mill's water reservoir and river (Napuh tributary,</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Air Hitam Kanan river and Air Hitam Kiri river). Policy to prohibit chemical application in riparian zone. Policy to prohibit fish poisoning and prohibit wood felling in area of company plantation.</p> <p><b>Ukui Smallholder:</b></p> <p>Water flow management in Plasma Ukui is done by making drainage system, especially in lowland area.</p> <p>All of KUD has program on water management as in "Rencana dan Realisasi Penyusunan Pelapah Letter "U", frond stacking.</p> <p>"Rencana dan Realisasi Perawatan Teresan sebagai Sarana Konservasi Tanah dan Air serta Upaya Pencegahan Erosi"</p> <p>ICS Plasma Buatan also has a policy to prohibit chemical weeding activity and chemical fertilizer application near to the river or waterways in 3 m left and right side.</p>	
<p>4.4.2</p>	<p>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.</p> <p>- Major compliance -</p> <p>PT Inti Indosawit Subur – Ukui I POM and Estate has establish the procedure "Pengelolaan Riparian AA-APM-OP-1100.21-R2 dated 7 December 2015. The procedure defined the criteria of riparian area, lake, spring water and protected area. Each river determined the riparian zone 50 m on the left and right side the river with wide &lt; 12m and 100 m for the river which wide &gt;12 m. All riparian zone was sign by boundary poles and signboard. Riparian restoration performed in the critical/degraded area to enhance and rehabilitate the ecosystem. When the replanting activity performed, it was prohibit to conducted land preparation/clearing in riparian area. During field visit it can be demonstrated that in the riparian area there is no replanting activity. Protection of riparian areas also performed with no chemical crops care activities both fertilizer and herbicide spraying.</p> <p><b>Ukui Smallholder:</b></p> <p>Riparian Protection was established and described about buffer zone, riparian buffer and natural river. Plasma Ukui I has a procedure to maintain and conserve the riparian under</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>procedure "Restorasi Riparian dan Areal Disekitar Danau/Waduk atau Mata Air Lainnya AA-KL-12-EFP".</p> <p>Management of Ukui Plasma has conducted dissemination to farmer members related HCV, soil and water conservation, and good agriculture practice. Dissemination material was evident; HCV, soil and water conservation was focused on fertilizer and agrochemical application near the waterways; good agriculture practice focused on spraying activity must be performed by TUS team from company worker and cannot be done by farmer themselves, prohibition of blanket spraying, FFB ripeness criteria, loose-fruit picking and importance of PPE. Dissemination held to members of KUD on 31 January 2018, attended by 25 participants.</p> <p>Management of Ukui Plasma has installed signboard "Batas Semprot" (spraying boundary) at minimum 3 meters from waterways. There are 2 type of signboard, which is (1) Prohibition of fertilizer and agrochemical application at &lt; 3 meters from waterways; and (2) signboard to mark the boundary area. Plasma Ukui also has marking the boundary of riparian area by painting the tree.</p> <p>Management of Ukui Plasma has installed erosion anchor, made pile and planted "waru" (Hibiscus similis) and "ketapang" (Terminalia catappa) tree at the side of waterways.</p> <p>Management of Ukui Plasma conducted monitoring of kavling (smallholder area) condition regarding weed condition, spraying results, waterways boundary, signboard condition, and condition of vegetation as erosion anchor. Records of monitoring presented in document "Monitoring Pemeriksaan Kavling Petani". During visit, result of monitoring can be demonstrated.</p>	
4.4.3	<p>Records for monitoring of effluent especially BOD (Biochemical Oxygen Demand) and efforts to comply with legal requirements, shall be available (see criteria 2.1 and 5.6).</p> <p>Ukui I Mill has an effluent treatment through treated ponds system. There were 4 ponds consist of Colling Pond, Primary Anaerobic pond, Secondary Anaerobic pond, Acidification pond, and buffering pond.</p>	Comply

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	- Minor compliance –	<p>Quality of waste water effluent is monitored monthly in line with the requirements of regulation Kep Men LH No.29/2003. The result of POME monitoring was reviewed including measurement of BOD for period 1<sup>st</sup> (first) semester 2018. The Ministry of Environment Decree #29/2003 and permit of land application required that BOD of POME flowed to land application is less than 5,000 mg/litre and pH 6 - 9. The result of POME quality during this period was BOD less than 5,000 mg/litre and pH between 6 and 9. Below are the BOD and pH measured for 1<sup>st</sup> semester 2018 and July – September 2018:</p> <table border="1"> <thead> <tr> <th rowspan="2">Period (Month)</th> <th colspan="2">BOD (mg/l)</th> <th colspan="2">pH</th> </tr> <tr> <th>Analysis result</th> <th>Standard</th> <th>Analysis result</th> <th>Standard</th> </tr> </thead> <tbody> <tr><td>January</td><td>629.2</td><td>5,000</td><td>7.65</td><td>6 - 9</td></tr> <tr><td>February</td><td>729.8</td><td>5,000</td><td>8.05</td><td>6 - 9</td></tr> <tr><td>March</td><td>402.7</td><td>5,000</td><td>8.26</td><td>6 - 9</td></tr> <tr><td>April</td><td>912.6</td><td>5,000</td><td>8.01</td><td>6 - 9</td></tr> <tr><td>May</td><td>452.9</td><td>5,000</td><td>8.11</td><td>6 - 9</td></tr> <tr><td>June</td><td>2,919</td><td>5,000</td><td>8.29</td><td>6 - 9</td></tr> <tr><td>July</td><td>578.8</td><td>5,000</td><td>8.30</td><td>6 - 9</td></tr> <tr><td>August</td><td>2,020</td><td>5,000</td><td>7.81</td><td>6 - 9</td></tr> <tr><td>September</td><td>453.0</td><td>5,000</td><td>7.60</td><td>6 - 9</td></tr> </tbody> </table>	Period (Month)	BOD (mg/l)		pH		Analysis result	Standard	Analysis result	Standard	January	629.2	5,000	7.65	6 - 9	February	729.8	5,000	8.05	6 - 9	March	402.7	5,000	8.26	6 - 9	April	912.6	5,000	8.01	6 - 9	May	452.9	5,000	8.11	6 - 9	June	2,919	5,000	8.29	6 - 9	July	578.8	5,000	8.30	6 - 9	August	2,020	5,000	7.81	6 - 9	September	453.0	5,000	7.60	6 - 9	
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4.4.4	<p>Monitoring of mill water use per ton of FFB shall be recorded.</p> <p>- Minor compliance –</p>	<p>Ukui I Palm Oil mill utilize water flow meter to measure the usage of water at mill that come from Air Hitam River. There are also records of FFB processes per month. Ukui I POM has monthly record of water usage per tonne FFB for mill process and domestic consumption. Table below was shown the data of water usage at mill for period 2018 (January – November 2018):</p> <table border="1"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="3">Water Usage</th> </tr> <tr> <th>Process</th> <th>Domestic</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>29,659</td> <td>7,344</td> <td>37,003</td> </tr> </tbody> </table>	Month	Water Usage			Process	Domestic	Total	January	29,659	7,344	37,003	Comply																																											
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		<ul style="list-style-type: none"> <li>• Recycling of water from a vacuum drier with a tub installation, float valve and pump are used to spray wet scrubber water in the boiler. Completed on September 1, 2018</li> <li>• Recycling of water from turbine oil coolers to the water basin with tub and pump installations used for the factory process. Has completed on January 2018</li> <li>• Recycling of air condensate ex steam silo kernels with automatic installation of tanks and pumps to hot water then pumped again to the water basin used for the factory process.</li> <li>• Minimizing the use of water in the hydrosiclone tub with the installation of adding a tub as a float valve.</li> </ul>	
<b>Criterion 4.5</b> Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate integrated Pest Management (IPM) techniques.			
4.5.1	Monitoring of Integrated Pest Management (IPM) plan implementation shall be available. - Major compliance -	Integrated Pest Management Plan has been developed by PT Inti Indosawit Subur – Ukui Estate and documented. IPM Plan have been prepared within the budget 2018. Estate has established Division Work Program annually for IPM for each Division/Afdeling. IPM plan includes detection and census of pest and diseases, weeds controlling, planting and upkeep of beneficial plant, use of pesticide and herbicide. IPM plan include the following : <ul style="list-style-type: none"> <li>• Identification of potential pests and thresholds</li> <li>• The techniques used (cultural, biological, mechanical and physical methods)</li> <li>• The native species used as part of the biological control method</li> <li>• Reducing the use of chemicals over a period of time</li> <li>• Prophylactic use of pesticides</li> <li>• Minimization of pesticide use</li> <li>• Review on the plans to suit the present condition such as replanting</li> </ul> Company has establish the SOPs for IPM, e.g.: <ul style="list-style-type: none"> <li>• SOP AA-APM-OP-1100.08-R6, dated 11 May 2016, Pengendalian Gulma or Weed control;</li> </ul>	Comply

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	<ul style="list-style-type: none"> <li>• SOP AA-APM-OP-1100.10. R6, dated 23 November 2016, Pengendalian Hama dan Penyakit explains Pests and Disease Control;</li> <li>• SOP AA-APM-OP-1100.14. R3, 16 February 2017, Sensus dan Identifikasi Pokok explains census and palm identification;</li> </ul> <p>The SOP describes integrated pest control (integrated pest management/IPM) which combines various control techniques e.g. mechanical, biological, physical and chemical, applied early warning system (EWS) through periodically census for pests by :</p> <ol style="list-style-type: none"> <li>1. Visual observation (visual plant e.g. leafs or broken stems and fruit rot)</li> <li>2. Conducting a census (to determine the distribution and level of attack)</li> <li>3. Control (manual, biological or chemical) e.g planting of Turnera Subulatta (nest of natural predator caterpillars (Ulat Api)).</li> <li>4. Census of evaluation (to see the effect of control).</li> </ol> <p>Several records of pest occurrence and control verified such as :</p> <ul style="list-style-type: none"> <li>- "Laporan Singkat Pengendalian Hama Ulat Daun", described monitoring of nettle caterpillar control in Ukui Estate. Based on the report caterpillar attack in Ukui Estate for year 2018 is still under the threshold.</li> <li>- "Rekap Pengendalian Hama Tikus Kebun", described monitoring of rat in Ukui Estate since year 2012 to 2018. There was no significant rat attack in Ukui Estate since they applied barn owl (<i>Tyto alba</i>).</li> <li>- "Ringkasan Hasil Sensus Kandang Burung Hantu", described census result of barn owl in October 2018. Results are as follows:</li> </ul> <table border="1" data-bbox="907 1157 1332 1394"> <thead> <tr> <th>Afd</th> <th>Nest</th> <th>Occupied</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>10</td> <td>9</td> <td>90</td> </tr> <tr> <td>II</td> <td>18</td> <td>17</td> <td>94</td> </tr> <tr> <td>III</td> <td>31</td> <td>28</td> <td>90</td> </tr> <tr> <td>IV</td> <td>35</td> <td>32</td> <td>91</td> </tr> <tr> <td>V</td> <td>36</td> <td>32</td> <td>89</td> </tr> </tbody> </table>	Afd	Nest	Occupied	%	I	10	9	90	II	18	17	94	III	31	28	90	IV	35	32	91	V	36	32	89	
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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> <li>- Formulir Sensus Hama dan Penyakit Tanaman, related census of pest and disease Rats, Tirathaba and Ganoderma, month November 2018, KUD Bakti, KT 16 (Tani Makmur B), KT 20 (Tani Maju), KT 36 (Rajawali-VII).</li> <li>- Formulir Sensus Hama dan Penyakit Tanaman, related census of pest and disease Rats, Tirathaba and Ganoderma, month November 2018, KUD Bukit Potalo, KT 291 (Berkat Rajin), KT 295 (Harapan Bersama), KT 301 (Buah Perjuangan).</li> <li>- Sensus Kandang Burung Hantu (census of barn-owl nest) KUD Sumber Makmur, month January, April, July and October 2018.</li> <li>- Rencana dan Realisasi Penanaman Host Plant (plan and realization of planting host plant).</li> </ul> <p>It was noted that there is no leaf eater caterpillar or rat attack above the threshold.</p>	
4.5.2	<p>Training records of Integrated Pest Management (IPM) shall be available.</p> <p>- Minor compliance –</p>	<p>Refreshment training of Integrated Pest Management is conducted annually. Latest refreshment training of Integrated Pest Management to IPM workers has been performed in 2018 by internal Assistant and Managers. Records of training were evident as described in 4.8.2. Personnel interviewed during field observation were verified has received training of IPM.</p> <p><b>Ukui Smallholder:</b>            The Ukui Smallholder management maintained record of training related Integrated Pest Management. The latest IPM training to smallholders conducted on 28 July 2018, attended by representatives of KUD and KT. The trainer are from PT Inti Indosawit Subur – Ukui Group management led by Ukui Group Manager. Total training attendance was 69 participants. Training material are available, described that the objective of training is to make farmers understood mechanism of monitoring and control of pest and disease in oil palm; to make farmers understood type of pest and disease and its control mechanism; negative impact and lost caused by pest and disease attack.</p>	Comply
<b>Criterion 4.6</b>			

Criterion / Indicator		Assessment Findings	Compliance																		
Pesticides are used in ways that do not endanger health or the environment.																					
4.6.1	<p>Documented evidence shall be available to show that pesticide used based on regulations and the use of pesticide is specific to target species with appropriate dosage which have minimal impact on non-target species.</p> <p>- Major compliance -</p>	<p>The justification of pesticide used in PT Inti Indosawit Subur - Ukui Estate is explained under company procedure. PT Inti Indosawit Subur – Ukui Estate shows “SOP Pengendalian Gulma No.AA-APM-OP- 11100.08-R1” dated 01/11/2008. Chapter IV explains the weed control program for woody, grass, fern, caladium, wild banana (<i>Musa spp</i>), <i>Aystasia</i>. It does explain active ingredients use to control such weed, dosage per application, type of nozzle used and volume of spraying per application.</p> <p>Chapter V explains selection of pesticide and its active ingredients content, nature of the pesticide and target species. Chapter VII describes calculation of actual area implemented per hectare plantation (spray factor), spraying rotation and spraying output. Interview with herbicide sprayer noted that spraying worker understood the target species and active ingredients to control them. Spraying workers shows knowledge on minimizing chemical impact on beneficial weed.</p> <p><b>Ukui Smallholder:</b>            Based on interviews with smallholder farmer members, chemical upkeep activities (spraying) were done by TUS team from company workers. However, farmers have understood the use of chemicals (herbicides) associated with the dosage and type of herbicide that should be used.</p>	Comply																		
4.6.2	<p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per Ha and number of applications) shall be available.</p> <p>- Major compliance -</p>	<p>Records of herbicide use are available and maintained at Estate office. The records shows the total chemical used (in kg or liters), the active ingredients used, LD50, total area treated (in Ha), and active ingredients used per area treated and per ton FFB produced.</p> <p>There were several type of pesticides used, including:</p> <table border="1"> <thead> <tr> <th>Chemical</th> <th>Active Ingredients</th> <th>Use in 2018</th> <th>Usage of Active Ingredient</th> <th>Toxicity LD 50</th> <th>Ratio per Ha</th> </tr> </thead> <tbody> <tr> <td>Polidor 25 EC</td> <td>Lambda cyhalothrine (20%)</td> <td>4,864</td> <td>2,334.72</td> <td>5000</td> <td>2.228</td> </tr> <tr> <td>Gramoxone</td> <td>Paraquat (200 gr/l)</td> <td>1,654</td> <td>793.92</td> <td>240</td> <td>0.758</td> </tr> </tbody> </table>	Chemical	Active Ingredients	Use in 2018	Usage of Active Ingredient	Toxicity LD 50	Ratio per Ha	Polidor 25 EC	Lambda cyhalothrine (20%)	4,864	2,334.72	5000	2.228	Gramoxone	Paraquat (200 gr/l)	1,654	793.92	240	0.758	Comply
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Criterion / Indicator		Assessment Findings						Compliance																																						
		Lindomin 865AS	385 AS dimethylamine	17	7.33	700	0.007																																							
		Thuricide HP	Bacillus thuringinensis	64	30.67	n/a	0.029																																							
		Meta Prima 20 WDG	Methyl Metsulfuron	1,115,410	535,397	2000	510.875																																							
		Kenlon 480 EC	Tryclopyr butoxy ethyl ester	453	217.44	n/a	0.207																																							
		Bionasa 480 SL	Isoprofil amina glyphosat (400 ml/l)	600	288	5000	0.275																																							
		Elang 480 SI	Glyposat	9,449	4535.52	5000	4.328																																							
		Kenrane 288EC	Floroksipir	10	4.8	5000	0.005																																							
		<p><b>Ukui Smallholder:</b> All KUD have shown the record of pesticides usage. All pesticides used in 2018 are registered in Ministry of Agriculture based on "Buku Hijau Pertanian dan Kehutanan" under "Daftar Pestisida yang Terdaftar dan diizinkan Tahun 2018". Ukui Smallholder management has conducted monitoring of the use of chemical ingredients. Record of agrochemical usage as of November 2018 are as follow:</p> <table border="1"> <thead> <tr> <th rowspan="2">KUD</th> <th colspan="4">Pesticide Type</th> </tr> <tr> <th>Elang (ltr)</th> <th>Kenrane (ltr)</th> <th>Gramoxone (ltr)</th> <th>Metsulindo (kg)</th> </tr> </thead> <tbody> <tr> <td>Sumber Makmur</td> <td>813</td> <td>228</td> <td>312</td> <td>59</td> </tr> <tr> <td>Bakti</td> <td>224</td> <td>63</td> <td>90</td> <td>17</td> </tr> <tr> <td>Bukti Potalo</td> <td>247</td> <td>69</td> <td>99</td> <td>19</td> </tr> </tbody> </table> <p>Summary of total pesticides used in Kebun Plasma Ukui:</p> <table border="1"> <thead> <tr> <th rowspan="2">KUD</th> <th colspan="4">Pesticide Type</th> </tr> <tr> <th>Elang</th> <th>Kenrane</th> <th>Gramoxone</th> <th>Metsulindo</th> </tr> </thead> <tbody> <tr> <td>Total area applied</td> <td>24,152</td> <td>24,152</td> <td>12,020</td> <td>12,020</td> </tr> </tbody> </table>						KUD	Pesticide Type				Elang (ltr)	Kenrane (ltr)	Gramoxone (ltr)	Metsulindo (kg)	Sumber Makmur	813	228	312	59	Bakti	224	63	90	17	Bukti Potalo	247	69	99	19	KUD	Pesticide Type				Elang	Kenrane	Gramoxone	Metsulindo	Total area applied	24,152	24,152	12,020	12,020	
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Criterion / Indicator		Assessment Findings					Compliance
		Total used (ltr or kg)	6,196.50	1,667.62	2,404	451	
		Ltr/Ha or gr/Ha	0.26	0.07	0.20	0.04	
		Active ingredient (g)	2,205.95	483.15	480,800	90	
		g/Ha	91.34	20.00	40	0.01	
		LD50 (g/Ha)	356.00	288.00	200	15	
4.6.3	<p>Any use of pesticides shall be minimized as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in Indonesia Best Practice guidelines.</p> <p>- Major compliance -</p>	<p>Integrated Pest Management (IPM) Plan developed by organization and documented in "Pest and Diseases Management Program". IPM Plan have been prepared within the 2018 budget. Ukui Estate have established Division Work Program annually for IPM for each division. IPM programme includes detection and census of pest and diseases, weeds controlling, planting and upkeep of beneficial plant, use of pesticide and herbicide.</p> <p>IPM plan include the following :</p> <ul style="list-style-type: none"> <li>• Identification of potential pests and thresholds.</li> <li>• The techniques used (cultural, biological, mechanical and physical methods).</li> <li>• The native species used as part of the biological control method.</li> <li>• Reducing the use of chemicals over a period of time.</li> <li>• Prophylactic use of pesticides.</li> <li>• Minimization of pesticide use.</li> <li>• Review on the plans to suit the present condition such as replanting.</li> </ul> <p>IPM Plan has been implemented by the organization. Early detection UPDKS (ulat pemakan daun kelapa sawit) performed every 2 months, it documented in BKM (buku kegiatan mandor). Beneficial plant <i>Turnera subulata</i>, <i>Cassia cobanensis</i> and <i>Antigonon leptopus</i> are already planted most in every block along the main road and collection road. Barn-Owl introduction and monitoring implemented by developing owl nest (<i>Gupon</i>) and monitoring. The effectiveness of the IPM plan was monitored regularly as described in 4.5.1.</p> <p>There were records showing that the use of pesticides have been minimised in accordance with Integrated Pest Management (IPM) plan. Use of pesticides in the field was always lower</p>					Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>than the planned budget. It also shows the company's commitment to always reduce pesticide usage and give priority to the prevention of mechanical, biological and integrated pest management.</p> <p>The reduction of category II pesticide such as Gramoxone is part of environmental management plan. There is no prophylactic use of pesticide. Any use of pesticide based on pest and disease census – as last option.</p> <p>The company has had the policy to reduce the use of paraquat, based on a memorandum from Head of Plantation No. 001/HP/INT/IX/2009 dated 1 September 2009 regarding "Reduction in the Use of Paraquat Herbicides".</p> <p><b>Ukui Smallholder:</b>            Based on data verification and interview with Smallholder Members (farmers) of Kebun Plasma Ukui, noted that there is no prophylactic use of pesticides.</p>	
<p>4.6.4</p>	<p>The evidence shall be available to demonstrate that use of Pesticides, categorized in Class 1A or 1B by World Health Organization, or those are listed in the Stockholm and Rotterdam Conventions, and paraquat are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimized and eliminated as part of a plan, and shall only be used in exceptional circumstances.</p> <p>- Minor compliance -</p> <p>The Company have a complete listing of WHO class 1A, class 1B, and Stockholm or Rotterdam Conventions pesticide. It was well documented in Estate office. Paraquat is not banned in Indonesia according Act No.12/1992 regarding plant cultivation system, article 60 (g) jo. Article 38, and Ministry of Agriculture regulation No.107/ Permentan/SR.140/9/2014 regarding pesticides supervisor. National regulation mentioned that paraquat dichloride is a restricted active ingredient so that its user must hold a certificate use of limited pesticides and the manufacturer must train first for the user of the pesticide.</p> <p>Paraquat which was the active ingredient of Gramoxone was still used in PT Inti Indosawit Subur – Ukui Estate especially at replanting area, however the organisation has set internal target to reduce paraquat use. Record of paraquat use in Ukui Estate was sight on "Monitoring Penggunaan Paraquat". Record of paraquat uses in Ukui Estate described that paraquat quantity used in 2018 is 1,316 litre.</p> <p><b>Ukui Smallholder:</b></p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance																																																																												
	<p>The Smallholder Manager of Ukui Plasma has issued policy of Paraquat usage dated 10 February 2017, states that: "KUD and Farmer Group administrators are prohibited from using paraquat herbicides except by TUS teams. The use of paraquat by TUS Team is to control the fern weed and the use of paraquat should be minimized ".</p> <p>Record of use of paraquat herbicide for 3 years:</p> <table border="1" data-bbox="857 603 1447 807"> <thead> <tr> <th>Realization Year</th> <th>Volume (Ltr)</th> <th>Deduct (Ltr)</th> <th>% Deduct.</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>3,562</td> <td>-</td> <td>-</td> </tr> <tr> <td>2016</td> <td>3,298</td> <td>264</td> <td>7%</td> </tr> <tr> <td>2017</td> <td>2,972</td> <td>326</td> <td>10%</td> </tr> <tr> <td>2018</td> <td>2,404</td> <td>568</td> <td>19%</td> </tr> </tbody> </table> <p>Every year there is a reduction of paraquat usage, this year deduction is 19%. Report on Plan and Realization of Spray Activity in Kebun Plasma Ukui by TUS were available per KUD and KT (Farmer Group), for example: "Rekap Pemakaian Herbisida Kebun Plasma Ukui 2018". Data of paraquat uses in liter were available monthly for period 2018, as follows:</p> <table border="1" data-bbox="857 983 1538 1390"> <thead> <tr> <th>Month</th> <th>KUD Sumber Makmur</th> <th>KUD Bakti</th> <th>KUD Bukit Potalo</th> </tr> </thead> <tbody> <tr><td>January</td><td>26</td><td>8</td><td>10</td></tr> <tr><td>February</td><td>39</td><td>14</td><td>10</td></tr> <tr><td>March</td><td>38</td><td>18</td><td>8</td></tr> <tr><td>April</td><td>43</td><td>8</td><td>22</td></tr> <tr><td>May</td><td>56</td><td>10</td><td>19</td></tr> <tr><td>June</td><td>32</td><td>8</td><td>20</td></tr> <tr><td>July</td><td>18</td><td>10</td><td>10</td></tr> <tr><td>August</td><td>37</td><td>14</td><td>-</td></tr> <tr><td>September</td><td>22</td><td>-</td><td>-</td></tr> <tr><td>October</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>November</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>December</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>Total</td><td>312</td><td>90</td><td>99</td></tr> </tbody> </table>	Realization Year	Volume (Ltr)	Deduct (Ltr)	% Deduct.	2015	3,562	-	-	2016	3,298	264	7%	2017	2,972	326	10%	2018	2,404	568	19%	Month	KUD Sumber Makmur	KUD Bakti	KUD Bukit Potalo	January	26	8	10	February	39	14	10	March	38	18	8	April	43	8	22	May	56	10	19	June	32	8	20	July	18	10	10	August	37	14	-	September	22	-	-	October	-	-	-	November	-	-	-	December	-	-	-	Total	312	90	99	
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Criterion / Indicator	Assessment Findings	Compliance
<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).</p> <p>- Major compliance -</p>	<p><b>UKUI Estate:</b>            Operator on application of pesticides has attended the training in accordance with application guidelines in product label and storage guidelines, such as:</p> <ul style="list-style-type: none"> <li>- Training record on handling of limited pesticides date 9<sup>th</sup> October 2018, conducted by Syngenta (supplier) attended by 22 workers.</li> <li>- Certificate for operator in application limited pesticides No 521.4/103/UPTTPH/III/2018, namely Mrs Aseh, dated 17<sup>th</sup> March 2018, issued by Komisi Pengawasan Pupuk dan Pestisida in Riau Province.</li> <li>- Certificate for operator in application limited pesticides No 521.4/335/UPTTPH/III/2018, namely Mrs Suryani, dated 17<sup>th</sup> March 2018, issued by Komisi Pengawasan Pupuk dan Pestisida in Riau Province.</li> <li>- Certificate for operator in application limited pesticides No 521.4/324/UPTTPH/III/2018, namely Mrs Siti Atikah, dated 17<sup>th</sup> March 2018, issued by Komisi Pengawasan Pupuk dan Pestisida in Riau Province.</li> </ul> <p><b>Smallholders Ukui:</b>            Scheme smallholders (Kantor Plasma Ukui -1) has provide the training on application of pesticides for TUS (Tim Unit Semprot – spraying team) in accordance with application guidelines in product label and storage guidelines.</p> <p>Data verified:</p> <ul style="list-style-type: none"> <li>- Record on handling pesticides under “Notulen Pleatihan Pestisida Terbatas” dated 14<sup>th</sup> March 2018 was attended by 12 workers, namely Mrs Lia, Mrs jumia, Mrs Siti, Mrs Susi, Mrs Sri, Mrs Canaya, Mrs Sari. Evidences seen: training material, photograph, attendance list.</li> <li>- Certificate for applicator of limited pesticides issued by “Komisi Pengawasan Pupuk dan Pestisida” Riau Province, no 521.4/225/UPTTPH/III/2018, namely Mrs Lia dated 17<sup>th</sup> March 2018</li> </ul>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>– Certificate for applicator of limited pesticides issued by “Komisi Pengawasan Pupuk dan Pestisida” Riau Province, no 521.4/216/UPTTPH/III/2018, namely Mrs Kunik dated 17<sup>th</sup> March 2018</p> <p>Certificate for applicator of limited pesticides issued by “Komisi Pengawasan Pupuk dan Pestisida” Riau Province, no 521.4/402/UPTTPH/III/2018, namely Mrs Ahmadan dated 17<sup>th</sup> March 2018</p>	
4.6.6	<p>Storage of pesticides shall be according to recognised best practices. All pesticides containers shall be properly managed according to the existing regulations and or instructions enclosed on the containers (see criterion 5.3).                      - Major compliance -</p> <p>SOP for pesticide storage has been provided in SOP “Pengangkutan dan Penyimpanan Bahan Kimia AA-KL-02-EFP” dated 1 February 2008. Pesticides are stored in the determined area separated from fertiliser and other chemicals. Pesticides storage is provided in Divisions as well as in central storage. Agrochemicals storage is locked areas with limited access. The storage is ventilated. MSDS and hazard symbol label are provided nearby of pesticides. Emergency shower and eyewash are also provided to anticipate in case of an emergency of agrochemical handling. PPE for handling of pesticides are provided including boots, apron, safety glass, respiratory mask and hand gloves. The possible spill is managed. Secondary containment is provided around the pesticides storage area. Spill kit is also provided in the area.</p> <p>Storage of pesticides found to be in accordance with hazard identification and risk assessment and national guideline for limited pesticide use. Empty chemical containers had been used for mixing chemicals for spraying pesticides in the field.</p> <p>The management of waste material from empty pesticide container disposed through hazardous waste store as per procedure “Penanganan Limbah Industri B-3 AA-KL-06-EFP” dated 1 November 2008. The company has temporary hazardous waste storage where all hazardous waste from all estates and mills collected. The storage has obtain the license as per “Keputusan Kepala Badan Penanaman Modal dan Pelayanan Perizinan Terpadu Kabupaten pelalawan Nomor: KPTS.503/BPMP2T-PLY/18/2015 Tentang Izin pengelolaan Limbah Bahan Berbahaya dan Beraacun (B3) Untuk Kegiatan Penyimpanan Sementara Limbah B3 kepada PT Inti Indosawit Subur Ukui” dated 29 December 2015 valid until 29 December 2020. Storage keeper maintains the balance of incoming and outgoing hazardous</p>	Comply



Criterion / Indicator		Assessment Findings	Compliance
		<p>waste. Hazardous wastes were sent to licensed contractor PT Indostar Cargo for appropriate disposal.</p> <p><b>Ukui Smallholder:</b>            Ukui Smallholder management has ensure that all agrochemical usage and chemical weeding including pest and disease management was performed by PT Inti Indosawit Subur. PT Inti Indosawit Subur has prepared the procedure for handling all pesticide containers, as per “Penanganan Limbah Bahan Berbahaya Beracun”, No AA-KL-06-EFP revision 06, dated 1 August 2015. Safe Work Procedure on chemical storage, mixing and disposal that covered PPE, safe working procedure, handling of chemical, storage, chemical mixing and the disposal.</p> <p>Storage of pesticides found to be in accordance with hazard identification and risk assessment and national guideline for limited pesticide use. Empty chemical containers had been used for mixing chemicals for spraying pesticides in the field.</p> <p>During field visit in farmer plots at KUD Sumner Makmur, KUD Bhakti and KUD Bukit Potalo, it was found that spraying worker using PPE appropriately. Pesticides applied is handled by Team TUS (Tim Unit Semprot) PT. IIS – Ukui Estate.</p>	
4.6.7	<p>Application of pesticides shall be by proven methods that minimize risk and negative impacts.</p> <p>- Minor compliance -</p>	<p>Mechanism for pesticide use and handling was documented in the procedure “Pestisida dan Pengelolaannya AA-APM-OP-1100.11-R1” dated 1 January 2009. Training and dissemination on work instruction including risk and impacts of pesticide applications (Material safety data sheet) has been conducted by organization. Training and dissemination records were sighted.</p> <p>All the workers interviewed has used the personal protective equipment meet with the safety rules and work instruction such as: Aprons, safety goggles, chemical mask, hand gloves (2 type: cotton inside and rubber outside) and safety shoes. All precautions attached to the products properly observed, applied, and understood by workers.</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>Spraying tank and PPE (apron, cloth and mask) are washed by designated person in a designated area after use. Field observation conducted to the washing facility at Traksi Ukui Estate. Water from washing activity are reused for the next spraying activity. There is no potential contamination observed. Person interview was understood his job and responsibility.</p> <p>Data verified:            "Monitoring on using of PPE for spraying (monthly) under record "Monitoring Kelengkapan Alat Pelindung Diri Kebun Plasma Ukui", e.g: date 17<sup>th</sup> January 2018 (result - OK), date 9<sup>th</sup> February 2018 (result - OK), date 7<sup>th</sup> June 2018 (result - OK), date 10<sup>th</sup> July 2018 (result – OK), date 19<sup>th</sup> August 2018 (result – OK), date 8<sup>th</sup> September 2018 (result – OK), date 5<sup>th</sup> October 2018 (result – OK), date 12<sup>th</sup> November 2018 (result – OK)</p> <p><b>Smallholder Ukui Group:</b>            Farmer members of Kebun Plasma Ukui were not directly conducted the spraying work and handle the pesticide/herbicide. Spraying works and pesticide handling was performed by PT Inti Indosawit Subur, hence the chemical was stored by PT Inti Indosawit Subur in Agrochemical storage. Noted that, no outbreak of pest at all the sample farmers' area. Spraying works performed by TUS team which provided by PT Inti Indosawit Subur according to:</p> <ul style="list-style-type: none"> <li>– Surat Perjanjian Kerjasama Pengadaan TUS Plasma Ukui No. 013/SPK/KLU/I/2017 dated 2 January 2017 between KUD Sumber Bahagia and PT Inti Indosawit Subur</li> <li>– Surat Perjanjian Kerjasama Pengadaan TUS Plasma Ukui No. 15/SPK/KLU/I/2017 dated 2 January 2017 between KUD Karya Bersama and PT Inti Indosawit Subur</li> <li>– Surat Perjanjian Kerjasama Pengadaan TUS Plasma Ukui No. 17/SPK/KLU/I/2017 dated 2 January 2017 between KUD Usaha Baru and PT Inti Indosawit Subur</li> </ul>	
4.6.8	<p>Pesticides may only be applied aerially where there is a documented justification. Surrounding communities shall be informed of impending aerial pesticide applications with all relevant</p>	<p>Based on interview with auditee and field observation, there are no pesticides applied aerially in Ukui Estate and Ukui Plasma.</p> <p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance
	<p>information within reasonable time prior to application.</p> <p>- Major compliance -</p>		
4.6.9	<p>Evidence of training on handling pesticide for workers and scheme smallholder (if any) shall be available.</p> <p>- Minor compliance -</p>	<p>Agrochemicals have been applied and handled by trained spraying workers who have received usage of limited pesticide training. Training was delivered by Pesticide and Fertilizer Commission of Agriculture Department Riau Province (Komisi Pengawasan Pupuk dan Pestisida Provinsi Riau). Training for pesticides operator against limited pesticide usage has been carried out 22 September 2015 certificate of training can be demonstrated during audit. A refreshment training for all operator pesticide also has been conducted each year by Foreman and field Assistant, latest performed on June 2018</p> <p>During interview in the field, they can clearly explain the type of work including work methods and goals, materials used (pesticides) including the dosage and danger, personal protective equipment and first aid.</p> <p>Smallholders Ukui Group:            Based on the minutes of the training, farmer groups have been given an understanding of the use of herbicides/pesticides (the use of doses and weeds corresponding to herbicides/pesticides) as well as the active ingredients contained in each herbicide/ pesticide, as well as the means of handling the herbicide/pesticide waste that has been used.</p> <p>Data seen:            Training on handling pesticides in smallholders was conducted on 28<sup>th</sup> July 2018 attended by 17 of applicator spraying</p>	Comply
4.6.10	<p>Proof that pesticide waste has been handled as per legal regulations and understood by worker and manager, shall be demonstrated.</p> <p>- Minor compliance -</p>	<p>Mechanism for pesticide use and handling was documented in the procedure "Pestisida dan Pengelolaannya AA-APM-OP-1100.11-R1" dated 1 January 2009. Training and dissemination on work instruction including risk and impacts of pesticide applications (Material safety data sheet) has been performed by organization cooperated with Syngenta on 9 Oktober 2018 to</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>all sprayers and chemical workers (see indicator 4.6.5). Training and dissemination records were sighted.</p> <p>Personnel interviewed can clearly explain the type of work including work methods and goals, materials used (pesticides) including the dosage and danger, personal protective equipment and first aid. Several Daily Work Program of circle weeding spray using agrochemicals was sighted. It was noted that agrochemicals (Elang 480 SL and Metsulindo) use were approved and registered agrochemical.</p> <p>All the workers interviewed has used the personal protective equipment meet with the safety rules and work instruction such as: Aprons, safety goggles, chemical mask, hand gloves (2 type: cotton inside and rubber outside) and safety shoes. All precautions attached to the products properly observed, applied, and understood by workers.</p> <p>Spraying tank and PPE (apron, cloth and mask) are washed by designated person in a designated area after use. Field observation conducted to the washing facility at Traksi Ukui Estate. Water from washing activity are reused for the next spraying activity. There is no potential contamination observed. Person interview was understood his job and responsibility.</p> <p><b>Ukui Smallholder:</b>            Smallholdermembers of Kebun Plasma Ukui were not directly conducted the spraying work and handle the pesticide/herbicide. Spraying works and pesticide handling was performed by PT Inti Indosawit Subur, hence the chemical was stored by PT Inti Indosawit Subur in Agrochemical storage. Noted that, no outbreak of pest at all the sample farmers' area. Spraying works performed by TUS team which provided by PT Inti Indosawit Subur according to:</p> <ul style="list-style-type: none"> <li>- Surat Perjanjian Kerjasama Pengadaan TUS Plasma Ukui No. 02/SPK-TUS/KLU/I/2018 dated 4 January 2018 between KUD Sumber Makmur and PT Inti Indosawit Subur</li> <li>- Surat Perjanjian Kerjasama Pengadaan TUS Plasma Ukui No. 02/SPK-TUS/KLU/I/2018 dated 4 January 2018 between KUD Bakti and PT Inti Indosawit Subur</li> </ul>	

Criterion / Indicator		Assessment Findings	Compliance
		<p>- Surat Perjanjian Kerjasama Pengadaan TUS Plasma Ukui No. 02/SPK-TUS/KLU/I/2018 dated 4 January 2018 between KUD Bukit Potalo and PT Inti Indosawit Subur</p> <p>Plasma Ukui has prepare the hazardous waste storage to store the ex pesticide/herbicide container. Hazardous waste storage Plasma Ukui has a permit according to "Keputusan Kepala Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu Kabupaten Pelalawan Nomor: KPTS.503/DPMPSTP-LB3/2018/17 dated 12 October 2018.</p>	
4.6.11	<p>Annual medical records of pesticide operators, and follow-up treatment of medical results, shall be available.</p> <p>- Major compliance -</p>	<p>PT Inti Indosawit Subur - Ukui 1 POM provides 6-monthly medical check up for workers performing agrochemical spraying. The medical check up covers blood test, urine test, cholinesterase test, and spirometric test.</p> <p>The last medical check up conducted in September 2018, by Focus Clinic Laboratory Pekanbaru.</p> <p>Smallholder Ukui Group:            Spraying works are conducted by TUS from company workers. Company provides 6-monthly medical check up for workers performing agrochemical spraying. The medical check up covers blood test, urine test, cholinesterase test, and spirometric test.</p> <p>Data verified:            Record of Medical (every six months) available under "Laporan Rekapitulasi Hasil Medical Check-Up Inti Indosawit Subur – Plasma, dated 10<sup>th</sup> September 2018 was conducted by Focus Clinical Laboratory in Pekanbaru. These MCU was attended by all workers of sprayers (TUS – tim unit semprot), e.g: Mrs Mayrianti, Mrs Susi, Mrs Sari, Mrs Lia, Mrs Sitimas Kurroh, Mrs Lia.</p>	Comply
4.6.12	<p>Records shall be available to show that spraying is not conducted by pregnant or breast-feeding women.</p> <p>- Major compliance -</p>	<p>PT Inti Indosawit Ukui - Group has prepared the mechanism to ensure that spraying is not conducted by pregnant or breast-feeding women by PP test and monitoring checklist (monthly), data seen: "Monitoring Cek Kehamilan Pekerja Semprot di PT Inti Indosawit Subur – Tungkal Ulu POM" since July to November 2018 there were no wokers in pregnant condiction (negative result), e.g: Mrs Musiroh, Mrs Aiti Aisah, Mrs Juriati, Mrs Rosgiatik, Mrs Hoiriyah, Mrs Suryani, Mrs Juminem, Mrs Sugini, Mrs Rukmana, Mrs Aseh.</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<p>Smallholders Ukui Group:            Checklist on monitoring of pregnancy (monthly), for period Jult to December 2018, there were reported no workers in pregnant condition (negative detection), e.g: Mrs Kunik, Mrs Selly, Mrs Jumiah, Mrs Mayrianti, Mrs Sari, Mrs Susi, Mrs Lia.</p>	
<p>Criterion 4.7  <b>An occupational health and safety plan is documented, effectively communicated and implemented.</b></p>			
4.7.1	<p>A health and safety policy shall be in place. A health and safety plan shall be documented and implemented, and its effectiveness monitored.            - Major compliance -</p>	<p>Occupational Health and Safety Policy, lined out in the Company Policy signed on 01/12/2014. Chapter 4 mentioned "...to determine measurable objective and target to prevent accident and occupational disease for all worker and other interested parties, through continuous improvement".</p> <p>Ukui 1 POM and Estate:            PT Inti Indosawit Subur has established Occupational Health and Safety Policy, lined out in the Company Policy signed on 01/12/2014. Chapter 4 mentioned "...to determine measurable objective and target to prevent accident and occupational disease for all worker and other interested parties, through continuous improvement".</p> <p>The policy is written in Bahasa Indonesia as standard language and has been socialized to all workers, e.g:            - List of attendance on socialization of company policy, dated 19<sup>th</sup> September 2018            - The Policy displayed in publication board in office</p> <p>The company has prepared the procedure related to OHS, e.g:            - "Standard Operating Procedure Alat Pelindung Diri" on personal protective equipment No.AA-SOP-OP-101.3-R0 dated 14/08/2013            - "Prosedur Pengendalian Kebakaran di Pabrik, Kantor dan Perumahan" for fire mitigation No.AA-KL-15-EP dated 01/12/2010</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>- Standard Operational Procedure – Identifikasi Bahaya, Penilaian Risiko dan Penentuan Pengendalian” No AA-SMK3-02-RO, dated 3<sup>rd</sup> August 2017.</li> <li>- “Standard Operational Procedure - Investigasi Kecelakaan Kerja” No AA-SMK3-01-RO, date issued 1<sup>st</sup> August 2017</li> </ul> <p>OHS Pogram has demonstrated under “Objective and Program PT Inti Indosawit Subur – Ukui Group 2018”, the program consisted of:</p> <ul style="list-style-type: none"> <li>- Meeting of P2K3 (OHS committee) every month</li> <li>- Refresh training related to OHS, e.g: basic fire training, OHS training and OHS workshop</li> <li>- Zero accident (nil) year 2018</li> <li>- Emergency infrastructure checklist</li> <li>- Medical checkup program both of general and special MCU</li> <li>- Providing the PPE for workers in high risk area, inspection of PPE using,</li> <li>- Inspection on using of PPE for all employee</li> <li>- Mitigation the risk identified in Estate and Mill</li> <li>- Comply with relevant/applicable regulation related to OHS</li> <li>- Prepared/prevent for emergency situation, e.g: basic fire training plan, training for first aider,</li> <li>- Safety Briefing</li> <li>- Fire Basic Training for Mill</li> <li>- Electrical Basic Training for Mill</li> </ul> <p>Smallholders Ukui Group:            All KUD’s has established the policy related to OHS under “Kebijakan Koperasi”, dated 16<sup>th</sup> January 2017, was signed by Mager Group ICS, in point 3 mentioned “Menerapkan dan memelihara system manajemen lingkungan, social, keselamatan pangan, kesehatan dan keselamatan kerja terpadu”</p> <p>The policy has communicated to smallholders member and displayed in publication board in each KUDs office.</p>	

Criterion / Indicator		Assessment Findings	Compliance
		OHS Program available under "Rencana K3 in KUD 2018", e.g: KUD Sumber Makmur, KUD Bukti Potalo, KUD Bakti has prepared the OHS plan specific for PPE (providing, monitoring of usage and training related to PPE usage).	
4.7.2	A documented risk assessment shall be available and its implementation shall be recorded.  - Major compliance -	<p>PT Inti Indosawit Subur – Ukui Group is preparing risk assessment for each unit, covering all location and activities.</p> <p>Hazard Identification Risk Assessment and Control (HIRAC) / Analisa Resiko Rev. 18, dated 1 October 2018. A regular noise test conducted to the engine room and sterilizer, where found above standard PPE, such as ear plug provided for the operator.</p> <p>The mill risk assessment cover processes and activities attached to the realisation of CPO production, such as: weighing bridge, boiler, engine room, loading ramp, sterilizer, threshing, pressing, kernel operation, clarification, office, laboratory, CPO dispatch, water treatment, chemical warehouse and firefighting simulation.</p> <p>The estate risk assessment covers processes and activities attached to the realisation of FFB production, such as: spraying, fertilizing, weeding, replanting, road maintenance, harvesting, transportation, warehouse, workshop, infrastructure, polidclinic and office.</p> <p>Smallholder Ukui Group: ICS (Plasma) has demonstrated the document of risk assessment under "Dokumen Hazard Identification Risk Assessment and Control (HIRAC)/Analisis Risiko" including each KUD (smallholders), last review was conducted on 16<sup>th</sup> February 2018. The document has covered for all activities in smallholders (Plasma), e.g: harvesting, transport of FFB, manuring, application of pesticides (spraying), lose fruit evacuation, weighing of FFB.</p>	Comply
4.7.3	Records of Occupational Health and Safety (OHS) program (see 4.8) and Personal Protective Equipment (PPE) training in accordance with the	Safe working practices have been established on document "SOP Alat Pelindung Diri' No: AA-SOP-OP- 101.3-R0. Training for all workers at estates and mills; including sprayers, fertilizer applicators, harvesters, FFB loading crew, upkeep workers, and mill process operators.	Comply



Criterion / Indicator	Assessment Findings	Compliance
<p>result of hazard identification and risk analysis shall be available to all workers.</p> <p>- Major compliance -</p>	<p>PT Inti Indosawit Subur – Ukui Group provided adequate and appropriate protective equipment for all workers at place of works, in line with the risk assessment. Harvester completed with helmet, goggles, rubber boot and sickle cover. Sprayer gangs using goggles, respirators, apron, overall suit, gloves, and rubber boot. The protective equipment provided for free.</p> <p>Engine room operator wears helmet, ear plugs, mask, and safety shoes. Boiler operator using overall suit, goggles, respirator, hand glove and safety boot.</p> <p>Record of implementation of OHS program (see indicator 4.7.1) has demonstrated such as:</p> <ul style="list-style-type: none"> <li>- Monitoring on PPE usage in all workplace both oin plantation and POM, e.g: “Daftar Pemeriksaan Kelengkapan APD month November 2018 for applicator pesticides” result shown OK (completed)</li> <li>- Report of General Medical Check up for all workers on 7-10 September 2018 was conducted by Focus Clinic Laboratory in Pekanbaru. The result of MCU has communicated to all employees</li> <li>- Training related to OHS, e.g:               <ul style="list-style-type: none"> <li>• OHS training record dated 10<sup>th</sup> November 2018 was attended by 27 workers</li> <li>• Training for first aider dated 24-25 August 2018 was attended by 20 workers</li> <li>• Basic fire training dated 3<sup>rd</sup> September 2018 was attended by 15 workers</li> </ul> </li> </ul> <p>Smallholder Ukui Group:            Based on interviews with sample farmers and farmer groups, most of them have understood the risks of every activity undertaken in the plantation, for example: the harvester has used personal protective equipment (APD) for the use of safe equipment (long-adjustable harvested fiber, to minimize the accidents).</p> <p>The use of chemical herbicide and pesticide are not done by farmers. The activities related to the use of chemicals (spraying and pest control) are carried out by the TUS Team from the company PT Inti Indosawit Subur - Ukui Group.</p>	

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.4 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><b>Ukui Estate &amp; Ukui-1 Mill:</b></p> <p>Safety Committee (P2K3): New structure on Safety Committee has been approved by Department OHS based on "Keputusan Kepala Dinas Tenaga Kerja dan Transmigrasi Prop. Riau Nomor: KPTS.560/Disnakertrans/2018/312, dated 31 July 2018".</p> <p>Safety Officer (AK3U): License No. Reg. 8633/PK3/AJ/14/2017/P1, dated 13 November 2017. Validity period until 13 November 2020. Assignment Decree from Minister of Labor (Surat Keputusan Penunjukan AK3U) No: KEP.P.4282/NAKER-BINWASK3/XI/2017, dated 13 November 2017. Validity period is 3 years (until 13 November 2020).</p> <p>Record on Periodical Safety Meeting: "Notulen Rapat P2K3 PMKS Ukui-1"</p> <p>Q1: 10 February 2018; 3 March 2018; 14 April 2018. Report sent to Disnaker Trans Prop. Riau on 30 July 2018.</p> <p>Q3: 11 August 2018; 7 September 2018; 6 October 2018. Report sent to Disnaker Trans Prop. Riau on 12 October 2018.</p> <p><b>Smallholders Ukui Group:</b></p> <ul style="list-style-type: none"> <li>- KUD Sumber Makmur-&gt; responsible person(s) for OHS in Smallholder was appointed based in "Surat Keputusan Pengurus Sumber Makmur nomor 003/KUD-SM/SKPPK3/BG/I/2018 tentang Penunjukan/Pengangkatan Petugas Yang Bertanggungjawab untuk Pengawasan Kegiatan K3" for namely Mr Ariyono (KUD team in Sumber Makmur), dated 16<sup>th</sup> January 2018.</li> <li>- KUD Bakti-&gt; responsible person(s) for OHS in Smallholder was appointed based in "Surat Keputusan Pengurus Bakti nomor 003/KUD-B/SKPPK3/TJ/I/2018 tentang Penunjukan/Pengangkatan Petugas Yang Bertanggungjawab untuk Pengawasan Kegiatan K3" for namely Mr Amida (Head of KT 36 in KUD Bakti), dated 18<sup>th</sup> January 2018</li> <li>- KUD Bukit Potalo-&gt; responsible person(s) for OHS in Smallholder was appointed based in "Surat Keputusan Pengurus Bukit Potalo nomor 003/KUD-BP/SKPPK3/UKII/I/2018 tentang Penunjukan/Pengangkatan Petugas Yang Bertanggungjawab untuk</li> </ul>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>Pengawasan Kegiatan K3” for namely Mr Ramli (Haed of KT 296), dated 12<sup>th</sup> January 2018</p> <ul style="list-style-type: none"> <li>- Record on OHS meeting (monthly) under “Notulen Pertemuan Pembahasan K3 (basic safety and PPE), detail record, e.g:               <ul style="list-style-type: none"> <li>• OHS meeting on 10<sup>th</sup> November 2018, was attended by 32 workers in smallholders, location in Plasma Office.</li> <li>• OHS meeting on 9<sup>th</sup> October 2018, was attended by 40 workers in smallholders, location in Plasma Office.</li> </ul> </li> </ul>	
<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><b>Ukui Estate &amp; Ukui-1 Mill:</b></p> <p>Emergency procedures has been established; for first aid and emergency situation under “Penanganan Keadaan Darurat – Pertolongan Pertama pada Kecelakaan No.AA-447-001-FM-R1” – December 2014.</p> <p>The team for emergency situation has been established – as part of safety committee. Ukui I POM and Ukui Estate are able to demonstrate adequate first aid officer, equipped with first aid kit.</p> <p>First aid officer for Ukui I POM and Ukui Estate: Samiasih. License for Samiasih is certificate no. Ser.4733/PK3-P3K/X/2015 dated 22 October 2015 as “Pembinaan Keselamatan dan Kesehatan Kerja (K3) Bidang Pertolongan Pertama Pada Kecelakaan di tempat Kerja”.</p> <p>Data seen:</p> <ul style="list-style-type: none"> <li>• Training for first aider dated 24-25 August 2018 was attended by 20 workers</li> <li>• Certificate no Reg 18352/P3K/KK/14/2015, namely Mrs Nopinta Br Surbakti as first aider at workplace, dated 22<sup>th</sup> October 2015.</li> </ul> <p>However, during drill and simulation on Hydrant at Power House Station Ukui-1 Mill, it is clearly that Nozzle and Hose is not appropriate, then it must be provided from other location (in example: Laboratory station) and also squirt of Hydrant is less pressure.</p> <p>Therefore, an emergency equipment are not well maintain properly. This is raised as NC minor.</p>	<p>Not Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p><b>Smallholder Ukui Group:</b>            Guidelines on accident and emergency procedures are available and disseminated to all group members. The emergency plan covers the cases of first aid for accident, agrochemical intoxication/exposure, earthquake, flooding, landslide, fire break/forest fire and spillage. First aid kit available with field mandor.            Regular training concerning OHS and emergency procedures has been provided by Ukui Smallholder Management.</p>	
<p>4.7.6 All workers shall be provided with medical care, and covered by accident insurance (see criterion 6.5.3).            - Minor compliance –</p>	<p>PT Inti Indosawit Subur – Ukui Group have provided clinic for all workers. Referral are made to nearest hospital if there is case of severe/critical. Company also provides social and helath insurance in form of BPJS Ketenagakerjaan and BPJS Kesehatan – for all workers.</p> <p>Sampled worker holds Jamsostek/BPJS card. Payment made based on proportion from employee’ salary deduction and company’s levy, as per regulation.</p> <p>Data verified:            – Billing statement of medical care (BPJS Kesehatan), amount tobe paid IDR XX,265,025, number of employees covered 487 workers payment dated 10<sup>th</sup> December 2018            Electrronic payment system (e-payment) on BPJS Ketengakerjaan dated 14<sup>th</sup> December 2018, payment code 3316030062665 amount IDR XX,693,415 covering for 559 employees.</p> <p><b>UKUI-1 POM:</b>            Interview with sample workers at Grading Station/Sortation (initial PKA – permanent workers/SKU-H and intial RUS – contract worker), Engine Room (initial SYH), it is confirmed that accident insurance (BPJS TK) and medical care insurance (BPJS KES) already covered. The sample workers able to shown their insurance card onsite.</p> <p><b>Smallholders Ukui Group:</b>            Ukui Smallholder management provides contribution for the medical care should any worker/member had an accident. Kelompok tani/farmer group has a cash saving and readily available to contribute for the medical care if accident case happens. Individual members</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance
		<p>basically will responsible if any work related accident occurs in their oil palm plot. As to date, no case of accident happened.</p> <p>Data seen:            KUD Sumber Makmur, KUD Bukti Potalo, KUD Bakti -&gt; "Surat Bantuan Kecelakaan Kerja kepada Pekerja/Petani dated 3<sup>rd</sup> January 2018, consists of medical help due to incidents (if any), assistance fie in harness, assistance on medicinal treatment.</p>	
4.7.7	<p>Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics.</p> <p>- Minor compliance</p>	<p>Record of occupational injuries available year 2018 under "Rekapitulasi Laporan Kecelakaan Kerja"</p> <p>Based on report of "Kecelakaan Kerja" year 2018, there were 6 accidents got a rise out of 15 working days of lost time by accidents.</p> <p><b>Smallholders Ukui Group:</b>            Record of Occupational injuries available for each KUD, such as:</p> <ul style="list-style-type: none"> <li>- "Rekaman Kejadian Kecelakaan" in KUD Bakti reported by paramedist in central klinik Trimulya Jaya (puskesmas), there were no incidents reported since January – November 2018</li> <li>- "Rekaman Kejadian Kecelakaan" in KUD Sumber Makmur reported by paramedist in central klinik Bukit Gajah (puskesmas pembantu – PUSTU), there were no incidents reported since January – November 2018</li> </ul> <p>"Rekaman Kejadian Kecelakaan" in KUD Bukit Potalo reported by paramedist in central klinik Desa Ukui Dua (puskesmas pembantu – PUSTU), there were no incidents reported since January – November 2018</p>	Comply
<p>Criterion 4.8</p> <p><b>All staff,workers, smallholders and contract workers are appropriately trained.</b></p>			

Criterion / Indicator	Assessment Findings	Compliance
<p>4.8.1 Records of training program related to the aspects of RSPO Principles and Criteria shall be available.</p> <p>- Major compliance -</p>	<p>Program Training year 2018 available under document "Program dan Realisasi Pelatihan Tahun 2018" kebun Ukui 1 – such as:</p> <ul style="list-style-type: none"> <li>- Basic safety: planned in September 2018</li> <li>- OHS training: planned in November 2018</li> <li>- Training on implementation of integrated pest management: planned in October 2018</li> <li>- Training on handling pesticides: planned in March 2018</li> <li>- Refresh on training of operational procedure: planned in April 2018</li> <li>- Training for paramedics (hiperkers): planned in August 2018</li> </ul> <p>Record of training realization:</p> <ul style="list-style-type: none"> <li>- OHS training record dated 10<sup>th</sup> November 2018 was attended by 27 workers</li> <li>- Training for first aider dated 24-25 August 2018 was attended by 20 workers</li> <li>- Basic fire training dated 3<sup>rd</sup> September 2018 was attended by 15 workers</li> <li>- Refresh training on operational procedure dated 19<sup>th</sup> September 2018 was attended by 34 workers</li> <li>- Refresh training on integrated pest management dated 22<sup>th</sup> October 2018 was attended by 25 workers</li> <li>- Training on application of fertilizer dated 25<sup>th</sup> April 2018 was attended by 26 workers.</li> </ul> <p>Smallholders Ukui Group:            Training Program Program in Smallholders year 2018 under "Rencana Pelatihan (Bulanan) 2018", such as:</p> <ul style="list-style-type: none"> <li>- Training on implementation of RSPO PnC requirement for smallholders member, planned in September 2018</li> <li>- Training on harvesting to workers in smallholders, planned in March 2018</li> <li>- Training on integrated pest management, planned in July 2018</li> <li>- Socialization on preparing of replanting in smallholders, planned in March 2018</li> <li>- Training on application of fertilizer in smallholders, planned in April 2018</li> </ul> <p>Record on realization of training program, e.g:</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> <li>- Attendance list on training of implementation of RSPO PnC requirement dated 20<sup>th</sup> July 2018 was attended by 19 smallholders member, location Plasma Ukui office</li> <li>- Socialization on preparing on replanting plan dated 9<sup>th</sup> February 2018 was attended by 17 smallholders members</li> </ul> <p>Training on block mapping (GIS), date 23th February 2018 was attended by 27 smallholders member.</p>	
4.8.2	<p>Records of training for each employee shall be maintained.</p> <p>- Minor compliance –</p>	<p>Training record for each employee available under "Personal Data Training", such as:</p> <p>Mr Lamijo (foreman in Plasma Ukui – Mandor SP 1A), record data training, e.g:</p> <ul style="list-style-type: none"> <li>- Date 20<sup>th</sup> July 2018 on training of implementation of RSPO PnC requirement in Smallholders</li> <li>- Date 28<sup>th</sup> July 2018 on training of application of fertilizer</li> <li>- Date 20<sup>th</sup> July 2018 on training for supervisor of harvesting</li> <li>- Date 9<sup>th</sup> February 2018 on training of preparation replanting plan</li> <li>- Date 23th February 2018 on training of block mapping (GIS)</li> </ul> <p>Mr Eko Maryanto (foreman in Plasma UKUI – Mandor SP 3A), record data training, e.g:</p> <ul style="list-style-type: none"> <li>- Date 20<sup>th</sup> July 2018 on training of implementation of RSPO PnC requirement in Smallholders</li> <li>- Date 28<sup>th</sup> July 2018 on training of application of fertilizer</li> <li>- Date 20<sup>th</sup> July 2018 on training for supervisor of harvesting</li> <li>- Date 9<sup>th</sup> February 2018 on training of preparation replanting plan</li> <li>- Date 23th February 2018 on training of block mapping (GIS)</li> </ul> <p>Mr Ferdinand Damanik (foreman in Plasma UKUI – Mandor SP 1B), record data training, e.g:</p> <ul style="list-style-type: none"> <li>- Date 20<sup>th</sup> July 2018 on training of implementation of RSPO PnC requirement in Smallholders</li> <li>- Date 28<sup>th</sup> July 2018 on training of application of fertilizer</li> <li>- Date 20<sup>th</sup> July 2018 on training for supervisor of harvesting</li> <li>- Date 9<sup>th</sup> February 2018 on training of preparation replanting plan</li> <li>- Date 23th February 2018 on training of block mapping (GIS)</li> </ul>	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<p>Mr Muhammad Yusuf Nasution (foreman in Plasma UKUI – Mandor SP Ukui II), record data training, e.g:</p> <ul style="list-style-type: none"> <li>– Date 20<sup>th</sup> July 2018 on training of implementation of RSPO PnC requirement in Smallholders</li> <li>– Date 28<sup>th</sup> July 2018 on training of application of fertilizer</li> <li>– Date 20<sup>th</sup> July 2018 on training for supervisor of harvesting</li> <li>– Date 9<sup>th</sup> February 2018 on training of preparation replanting plan</li> <li>– Date 23<sup>th</sup> February 2018 on training of block mapping (GIS)</li> </ul> <p>Mr Jiwanto (foreman Plasma UKUI – Mandor SP 5B), record data training, e.g:</p> <ul style="list-style-type: none"> <li>– Date 20<sup>th</sup> July 2018 on training of implementation of RSPO PnC requirement in Smallholders</li> <li>– Date 28<sup>th</sup> July 2018 on training of application of fertilizer</li> <li>– Date 20<sup>th</sup> July 2018 on training for supervisor of harvesting</li> <li>– Date 9<sup>th</sup> February 2018 on training of preparation replanting plan</li> <li>– Date 23<sup>th</sup> February 2018 on training of block mapping (GIS)</li> </ul>	
<b>Principle 5: Environmental responsibility and conservation of natural resources and biodiversity</b>			
Criterion 5.1			
<b>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.</b>			
5.1.1	<p>Environmental impact assessment document(s) shall be available.</p> <p>- Major compliance -</p>	<p>The environmental impact analysis documented in ANDAL, RKL RPL included consultation with relevant stakeholders to identify impacts and to develop any mitigation measures. PT Inti Indosawit Subur – Ukui group is able to demonstrate environmental impact assessment in AMDAL document (Studi Analisis Dampak Lingkungan/ANDAL Perkebunan Kelapa Sawit Pola PIR – Transmigrasi dan Pabrik Minyak Kelapa Sawit/PMKS di Kabupaten Kampar, Indragiri Hulu dan Bengkalis Propinsi Riau). AMDAL document has approval as per “SK Menteri Pertanian No.013/ANDAL/HA/V/95” dated 05/05/1995. In addition, environmental</p>	Comply



Criterion / Indicator	Assessment Findings	Compliance
	<p>management and monitoring plan - RKL/RPL as per "Surat Keputusan Menteri Pertanian No.03/RKL-RPL/BA/IV/1996" dated 04/04/1996.</p> <p>PT Inti Indosawit Subur – Ukui Group has increase the mill capacity in 2009, Environmental Impact Assessment for mill capacity increase has been conducted and presented in "Dokumen Pengelolaan dan Pemantauan Lingkungan Hidup (DPPL) Peningkatan kapasitas PMKS dan Sarana Pendukung PT Inti Indosawit Subur Kebun Ukui". DPPL document has been approved by Riau Governor as per "Surat Keputusan Gubernur Riau No.976/X/2009 tentang Dokumen Pengelolaan dan Pemantauan Lingkungan (DPPL) untuk Peningkatan Kapasitas PMKS dan sarana pendukung PT. IIS – Kebun Ukui untuk Kebun Inti dan Kebun Plasma dengan Kapasitas Ukui I POM (90 ton TBS/jam) dan Ukui II (75 ton TBS/jam)", dated 28/10/2009.</p> <p>Environmental Impact Assessment for Kernel Crushing Plant operation presented in "Dokumen Upaya Pengelolaan Lingkungan (UKL) dan Upaya Pemantauan Lingkungan (UPL) Kegiatan Pabrik Pengolahan Kernel Pada Pabrik PMKS Ukui - 1". UKL-UPL document has been approved by Badan Lingkungan Hidup Kabupaten pelalawan (Environmental Agency Pelalawan regency) as per "Pengesahan Badan Lingkungan Hidup Kabupaten Pelalawan No.660/BLH-AM/2012/180 tanggal 22 Februari 2012 tentang Rekomendasi atas UKL-UPL Kegiatan Pembangunan KCP di Pabrik Ukui I".</p> <p>Environmental impact assessment covered in ANDAL, RKL RPL document and environmental aspect and impact, e.g.:</p> <p><b>Pre construction:</b></p> <ul style="list-style-type: none"> <li>- Employee recruitment</li> </ul> <p><b>Construction:</b></p> <ul style="list-style-type: none"> <li>- Nursery</li> <li>- Land clearing and planting preparation</li> <li>- Infrastructure and supporting facility construction and development</li> <li>- Land preparation</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>- Imature Palm oil plant upkeeping</li> <li>- Mill location planning</li> <li>- Palm Oil Mill construction</li> </ul> <p><b>Operation :</b></p> <ul style="list-style-type: none"> <li>- Mature plantation upkeeping</li> <li>- Soil and water conservation</li> <li>- Land application (waste water application to palm oil plantation) and EFB application</li> <li>- Harvesting and collecting FFB</li> <li>- FFB transportation to Palm Oil Mill</li> <li>- FFB Processing in Palm Oil Mill</li> <li>- Transportation facility providing and maintenance</li> <li>- CPO and PK transportation</li> <li>- Waste water processing</li> <li>- Replanting</li> <li>- Partnership cooperation</li> </ul> <p>Environmental impact assessment was conducted through regular environmental monitoring, e.g. river water quality, mill effluent quality, air emission, economical condition, social and culture of community and wildlife conservation.</p> <p>Environmental monitoring and management report reported in regular basis each semester in "Laporan Pelaksanaan Izin Lingkungan". Report semester I (Period January – June 2018) has been sent to the government (Dinas Lingkungan Hidup Kab. Pelalawan on 29 August 2018, to PPE Region Sumatera on 29 August 2018 and to KLH/Ministry of Environment and Forestry on 1<sup>st</sup> September 2018). Evidence of report submission can be demonstrated in "Daftar Distribusi Eksternal" and "Tanda terima Elektronik Sistem Informasi Pelaporan Elektronik Lingkungan Hidup (SIMPEL) KLHK No ID 1535767773-1745.</p> <p><b>Ukui Smallholder:</b></p>	

Criterion / Indicator		Assessment Findings	Compliance
		<p>Environmental Impact Assessment and HCV assessment of Ukui Plasma has identified the significant potential environmental impacts deriving from operational activities such as land clearing, land development and road construction at palm oil plantations.</p> <p>Smallholder Manager has provided document of Aspect – Impact Evaluation of the environment as per "Evaluasi Aspek Dampak Lingkungan EMS-431-002-LT updated on 22 January 2018. Contain information of work activities, pollutant and environmental impact, action plan to mitigate the pollution and environmental impact, target and PIC.</p>	
5.1.2	<p>Environment management plan document to prevent negative impacts, its implementation report and revision (if the identification of impact requires changes in current company's practices) shall be available. The company's management shall appoint the responsible person(s) for the implementation of the document.</p> <p>- Minor compliance -</p>	<p>Environment management plan document were available in Environmental management plan (RPL-Rencana Pengelolaan Lingkungan) document. Document has been approved by Governor Riau as per "Surat Keputusan Gubernur Riau No.976/X/2009 tanggal 28 Oktober 2009 tentang Dokumen Pengelolaan dan Pemantauan Lingkungan. Environmental management based on document, e.g:</p> <ul style="list-style-type: none"> <li>- Air quality and noisy management from FFB processing performed by installing the emission monitoring facility in the boiler and genset stack; installing safety in boiler stack, install the cyclone and dust trap in boiler stack, control the emission, controlling fuel efficiency, emission measurement of vehicle, boiler and generator, standard knalpot usage, reduce the vehicle speed in emplacement, road maintenance and signboard installation, OHS implementation in Palm Oil Mill.</li> <li>- Surface water quality and water biota management performed in order to prevent and control the physic and chemist quality of surface water comply to PP Nomor 82 tahun 2001. Performed by create terracing, land cover crop planting in open area and sloping area, organic fertilizer usage, natural predator usage for pest control, operating IPAL, land application, flat bed maintenance in land application area, housekeeping implementation and proper waste handling.</li> <li>- Soil quality management performed by land application management according to KepMen LH No. 28 Tahun 2003, groundwater quality check, flat bed maintenance, vegetation planting around waste water pond and maintenance of waste water pond, domestic and hazardous waste management.</li> </ul>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>- Erosion and sedimentation management performed by creating and maintenance the individual terrace (tapak kuda) in area with slope 3 – 15% and maintain the land cover crop (Leguminosae), frond stacking and EFB application.</li> <li>- Flora fauna management performed by signboard installation regarding prohibition of plant destruction in conservation area, vegetation enrichment in conservation area, wildlife protection and maintain the conservation area.</li> <li>- Community perception management performed in order to prevent and control the negative perception and potential conflict from community against employee recruitment process. Company has conducted workers recruitment transparently, each vacancy were publish to surrounding village, FFB purchasing from local plantation surrounding company, coaching and conseling to plasma member, CSR programme implementation.</li> </ul> <p>During field observation and document verification, it can be demonstrated that all the environmental management plan has been implemented as per document RKL-RPL. The evaluation of environmental management plan effectivity has been carried out and presented in RKL-RPL report semester I 2018.</p> <p><b>Ukui Smallholder:</b>            During site visit and interview with smallholder member in KUD Sumber Makmur, KUD Bakti and KUD Bukit Potalo, they have implementing the environmental impacts and contribute to reduce the environmental impact. For example, the ex fertilizer sack must be handled by triple rinse and use as loosefruit sack, the innerbag was delivered to collector; they aware about prohibition chemical activity near to the river and prohibition of animal hunting in the plantation area.</p> <p>Ukui Smallholder Manager has developed mitigation plan to reduce environmental risks, presented in "Hasil Identifikasi Sumber Polusi di Perkebunan Petani" dated 4 January 2018. Mitigation plan develop by Group Manager such as:</p> <ul style="list-style-type: none"> <li>- Optimize FFB transportation, by one way and not returning to the kavling/block to reduce the fossil fuel usage</li> </ul>	

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> <li>- TPH arrangement along the side collection road to become one way to ease the FFB transportation</li> <li>- Performing the proper fertilizing and appropriately to reduce the water pollution, prohibit to fertilizing in riparian area (3 m from left and right side)</li> <li>- Use the appropriate PPE to reduce the impact of spraying activity and cooperate with TUS team PT Inti Indosawit to handling the chemical weeding in Plasma Ukui.</li> <li>- Proper application of fertilizer dan pesticide according to recommendation and handle by trained person.</li> <li>- Minimize the electrical usage to reduce the fossil fuel and air pollution.</li> </ul>	
5.1.3	<p>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.</p> <p>- Minor compliance –</p>	<p>Environment monitoring plan document were available in Environmental Monitoring plan (RPL-Rencana Pemantauan Lingkungan) document. Document has been approved by Governor Riau as per "Surat Keputusan Gubernur Riau No.976/X/2009 tanggal 28 Oktober 2009 tentang Dokumen Pengelolaan dan Pemantauan Lingkungan. Environmental monitoring based on document :</p> <ul style="list-style-type: none"> <li>- Air quality and noisy monitoring from FFB processing performed by emission measurement against Boiler and generator each semester, ambient air quality measurement each semester, noisy measurement (indoor and outdoor) each semester, odor measurement each semester. Air emission quality in Ukui I POM analyze by Sucofindo Testing Laboratory. Boiler emission, Genset emission and Bio gas emission test conducted on 14 – 15 May 2018, certificate of analysis No. 01413/CLAIAL dated 31 May 2018 shown that all parameter of air emission was met/comply with the standard (PERMENLHNo. 21/2008 attachment IVA, Kep-07/MENLH/2007, attachment I, and Per-21/MENLH/2008 Attachment IIB). Ai ambient quality has been test as well and comply with Government Regulation No. 41/1999.</li> <li>- Surface water quality and water biota monitoring to prevent and control the physic and chemist quality of surface water comply to PP Nomor 82 tahun 2001. Perfomed by waste water quality monitoring each month, hazardous waste monitoring, land application monitoring, surface water quality monitoring each semester. Waste water quality monitoring and surface water quality analyze by UPT Laboratorium Bahan Konstruksi</li> </ul>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>Dinas PU &amp; Penataan Ruang Prov. Riau. Waste water analysis result since January – September 2018 shown comply with regulation Peraturan Gubernur Riau No. 35 Tahun 2007 &amp; KepMENLH No. 28 tahun 2003. Surface water quality test on 7<sup>th</sup> March 2018 shown the result “Report of Analysis No. MT.1/03.07.100.185” is comply with regulation.</p> <ul style="list-style-type: none"> <li>- Soil quality monitoring performed by soil sampling analysis in “rorak, antar rorak and lahan control”, EFB application monitoring, groundwater analysis each year. Latest analysis of groundwater conducted on 7<sup>th</sup> March 2018 by UPT Laboratorium Bahan Konstruksi Dinas PU &amp; Penataan Ruang Prov. Riau. Report of Analysis No. MT.1/03.07.100.187” shon comply with regulation PerMenKes No. 416/MENKES/Per/IX/1990.</li> <li>- Erossion and sedimentation monitoring performed by erosion measurement according to USLE method. Measurement result since January – June 2018 shown erosion level between 6.27 – 28.63 ton/ha/year for Ukui Estate and categorized as very good criteria.</li> <li>- Flora fauna monitoring perfomed by wildlife monitoring and monitoring the conservation area each month. Monitoring Since January - June 2018 shown that there were 18 species of animal presence (consist of 4 species mammal, 2 species reptile and 12 species aves) in Sungai Napuh/Bengkarai Conservation area and 20 species of animal presence in Sungai air Hitam conservation area at Ukui Estate.</li> <li>- Community perception monitoring performed by community interview, employee data monitoring, interview with village head or public figure regarding their perception to company. Company has monitored the public perception through questioner each year. Questiner to public perception regarding the impact of company presence has been disseminated to surrounding community. Latest monitoring of public perception has been performed in 2017, questioner of public perception can be demonstrated and well documented in RKL-RPL report semester II 2017. Generally public perception was positive regarding the company presence and contribution to the surrounding community.</li> </ul> <p>All management plan has been implemented well by company according to RPL document. The implementation report has been reported to government agency per semester (six monthly).</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>During field observation and document verification, it can be demonstrated that all the environmental monitoring plan has been implemented as per document RKL-RPL. The evaluation of environmental monitoring plan effectivity has been carried out and presented in RKL-RPL report semester I 2018. Evaluation consist of:</p> <ul style="list-style-type: none"> <li>- Trend evaluation of air ambient quality, air emission, odor, ground water quality, water quality, surface water quality, soil erosion shown that the result of monitoring are all parameter is met with the standard of regulation. Trend evaluation of water usage still under the budget/standard; biodiversity trend evaluation shown that there were still found the presence of animal including protected animal; Social economic trend evaluation shown increasing each year. Overall the trend evaluation shown the consistency and increasing in environmental performance.</li> <li>- Critical evaluation, the critical point in environmental monitoring is waste water quality and surface water usage. Based on the result of monitoring shown that waste water quality since January – June 2018 was met with regulation (BOD &lt; 5,000 mg/l and pH 6 – 9). Surface water usage trend is increasing due to increasing of FFB processed.</li> <li>- Compliance evaluation to regulation. According to evaluation of impact against soil erosion, water quality, soil quality, air quality, biodiversity, surrounding social and economic, health and safety, indicated that PT Inti Indosawit Subur – Ukui I POM has comply with all relevant regulation. Public perception monitoring for 2018 is in progress.</li> </ul> <p><b>Ukui Smallholder:</b>            Smallholder management has organize the training for member on environmental risks and mitigation measures on 6 – 8 December 2018 attend by 62 participant from KUD Sumber Makmur, KUD Bhakti and KUD Bukit Potalo. The training record were evident such as: attendant list, minutes of training and photograph. The smallholder reviewed the management plan on two-yearly basis.</p> <p>Smallholder management monitor the usage of ex fertilizer sack in Plasma Ukui each month. The monitoring record were evident in “Monitoring Penggunaan Bekas Karung Pupuk untuk Tempat Brondolan” period January – August 2018. For example in KUD Sumber Makmur</p>	

Criterion / Indicator		Assessment Findings	Compliance									
		<p>were use 3,550 ex fertilizer sack for loosefruit on August 2018; in KUD Bukit Potalo were used 2,470 ex fertilizer sack for loosefruit.</p> <p>Smallholder management also monitor the implementation of mitigation plan to reduce the environmental impact such as: ensure the TUS team not performing spraying work near to the river (3 m from left and right side), ensure there is no illegal hunting in plantation area of Plasma Ukui.</p>										
<p>Criterion 5.2  <b>The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.</b></p>												
5.2.1	<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> <p>- Major compliance -</p>	<p>PT Inti Indosawit Subur – Ukui Group is in cooperation with Faculty of Forestry, Bogor Agriculture University in preparing HCV Identification “Dokumen Identifikasi dan Analisis Keberadaan Nilai Konservasi Tinggi (NKT) di Areal Perkebunan Kelapa Sawit di Kebun Ukui dan Soga pada tahun 2010”. Guidance use is HCV Toolkit 2008. The document has put into consideration the landscape condition, including Teso Nilo National Park near the plantation. HCV assessment was including plasma/scheme smallholder area.</p> <p>The assessment team comprise of Ir.Nyoto Santoso, MS as lead assessor HCV RN registered lead assessor, Ir.Heru B Pulunggono, MSc (hydrology and soil conservation), Handian Purwawangsa, S.Hut, MSI, (social), Iing Nasihin S.Hut, MSi (flora and GIS), Tutut Sunarminto, MSi, (social and cultural), Yanti Apriyanti,S.Pi (social and cultural), Rizki Ratna Ayu Paramita Sari, S.Hut (social and cultural). The HCV assessment identified the presence of HCV 1.1, HCV 1.2, HCV 1.3, HCV 2.3, HCV 4.1 and HCV 6 with total (under PT Inti Indosawit Subur – Ukui Group/Ukui Estate and Soga Estate) of 234.458 Ha.</p> <p>HCV in Ukui Estate</p> <table border="1"> <thead> <tr> <th>HCV</th> <th>Status</th> <th>Ha</th> </tr> </thead> <tbody> <tr> <td>River/Sungai Air Hitam Kiri</td> <td>1.1, 1.2, 1.3, 4.1</td> <td>47.071</td> </tr> <tr> <td>River/Sungai Air Hitam Kanan</td> <td>1.1, 1.2, 1.3, 4.1</td> <td>22.984</td> </tr> </tbody> </table>	HCV	Status	Ha	River/Sungai Air Hitam Kiri	1.1, 1.2, 1.3, 4.1	47.071	River/Sungai Air Hitam Kanan	1.1, 1.2, 1.3, 4.1	22.984	Comply
HCV	Status	Ha										
River/Sungai Air Hitam Kiri	1.1, 1.2, 1.3, 4.1	47.071										
River/Sungai Air Hitam Kanan	1.1, 1.2, 1.3, 4.1	22.984										



Criterion / Indicator		Assessment Findings			Compliance
		Tributary/Anak Sungai Air Hitam Atas	1.1, 1.2, 4.1	15.926	<p>Most of the HCV identified, located within the existing plantation. Company maintain the riparian area. A number of fauna identified in the plantation area: Mammals such as "Kucing kuwuk" (<i>Felis bengalensis</i>), "Kancil" (<i>Tragulus javanicus</i>), "Kijang" (<i>Muntiacus muntjak</i>), "Trenggiling" (<i>Manis javanica</i>), Monkey (<i>Macaca fascicularis</i>), "Beruk" (<i>Macaca nemestrina</i>), "Musang" (<i>Paradoxurus hermaphroditus</i>). Birds such as "Raja udang meninting" (<i>Alcedo meninting</i>), "Burung madu" (<i>Aethopyga siparaja</i> and <i>Nectarinia jugularis</i>), "Elang tikus" (<i>Elanus caeruleus</i>), "Elang ular bido" (<i>Spilomis cheela</i>), "Cekakak belukar" (<i>Halicyon smymensis</i>), "Kipasan belang" (<i>Rhipidura javanica</i>). Reptile such as "Ular Piton" (<i>Phyton molurus</i>), Biawak (<i>Varanus salvator</i>). Identified also protected plants such as "Meranti batu" (<i>Shorea leprosula</i>), "Meranti bunga" (<i>Shorea teysmanniana</i>).</p> <p>HCV assessment performed in consultation with relevant stakeholders/public consultation.</p> <p>The HCV identification report was peer reviewed by WWF on 10/25/2010 - 10/27/2010.</p>
		Tributary/Anak Sungai Air Hitam Kiri	1.1, 1.2, 4.1	14.031	
		Tributary/Anak-Anak Sungai Napuh	1.1, 1.2, 4.1	6.891	
		Lake/Danau (Rawa) Bengkuang	1.1, 1.2, 1.3, 4.1	1.925	
		Water reservoir/ Kolam (Danau) Ukui 1 POM	1.1, 4.1	3.367	
		Protected forest/Hutan Makam Keramat	1.2, 1.3, 2.3, 6	3.965	
		<b>Total</b>		<b>116.160</b>	
5.2.2	Whererare, 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	<p>A number of fauna identified in the plantation area: Mammals such as "Kucing kuwuk" (<i>Felis bengalensis</i>), "Kancil" (<i>Tragulus javanicus</i>), "Kijang" (<i>Muntiacus muntjak</i>), "Trenggiling" (<i>Manis javanica</i>), Monkey (<i>Macaca fascicularis</i>), "Beruk" (<i>Macaca nemestrina</i>), "Musang" (<i>Paradoxurus hermaphroditus</i>). Birds such as "Raja udang meninting" (<i>Alcedo meninting</i>), "Burung madu" (<i>Aethopyga siparaja</i> and <i>Nectarinia jugularis</i>), "Elang tikus" (<i>Elanus</i></p>			

Criterion / Indicator	Assessment Findings	Compliance
<p>maintain or enhance them shall be implemented through a management plan.</p> <p>- Major compliance -</p>	<p><i>caeruleus</i>), "Elang ular bido" (<i>Spilomis cheela</i>), "Cekakak belukar" (<i>Halicyon smymensis</i>), "Kipasan belang" (<i>Rhipidura javanica</i>). Reptile such as "Ular Piton" (<i>Phyton molurus</i>), Biawak (<i>Varanus salvator</i>). Identified also protected plants such as "Meranti batu" (<i>Shorea leprosula</i>), "Meranti bunga" (<i>Shorea teysmanniana</i>).</p> <p>Company has prepared a procedure for protection of flora and fauna, explained in Environmental Management System: Biodiversity (AA-432-002e-LT), IUCN redlist (AA-432-006-LT), CITES list (AA-432-07-LT).</p> <p>Estate has established the management plan to maintain and/or enhance High conservation value area. HCV management and monitoring plan described measures taken for each HCV and its monitoring. Relevant laws were taken into account for determining appropriate measure including UU #5/1990 about Natural resources conservation, PP#7/1999 about List of protected plan and wildlife, Kepres #32/1990, and PP #26/2008. Conservation management plan consist of :</p> <ul style="list-style-type: none"> <li>- Area demarcation</li> <li>- Sozialization of HCV area and protection to employee and surrounding community</li> <li>- Riparian restoration</li> <li>- Prohibiting chemical application in riparian zone</li> </ul> <p>Signboards are placed on the area identified with conservation values. Monitoring for the HCVs are carried out as per Conservation Management Plan. The conservation management plan covers area enhancement, socialization to workers and local communities, prohibition of chemical regime near the area and river buffer zone' restoration. Plan for monitoring and patrol has been incorporated into the management and monitoring plan. Another effort planned was to have HCV sign board and "no-hunting" sign boards placed near identified HCV areas – on progress. PT Inti Indosawit Subur – Ukui Group is also having procedure to monitor the protected/conservation area as per "SOP Pemantauan Areal Lindung" No.AA-PL-08-EFP – describing procedure for vegetation monitoring, wildlife monitoring (path and rapid method), conservation area inspection procedure, vegetation enhancement procedure and data analysis procedure.</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Field observation to HCV area and document verification "Laporan Monitoring Pengelolaan Tumbuhan dan Satwa Nilai Konservasi Tinggi" of PT Inti Indosawit Subur – Kebun Ukui period semester I 2018 can be demonstrate that the measures contained in the management plan been actively implemented.</p> <p>Company continuously disseminating HCV and wildlife protection to employee and surrounding community.</p> <p><b>Ukui Smallholder:</b>            The management of Ukui Smallholder has develop the Conservation Management Plan 2018, updated on 8 February 2018 consist of:</p> <ul style="list-style-type: none"> <li>- Area demarcation and maintenance the boundary markers</li> <li>- Sozialization of HCV area and protection to employee and surrounding community</li> <li>- Riparian restoration</li> <li>- Prohibiting chemical application in riparian zone/river border.</li> </ul> <p>Regarding issue raised by WWF (Flaying Swap) and Teso Nilo National Park during previous assessment related potential elephant attack in planned smallholder replanting area, during this assessment Ukui Smallholder Manager has defined the SOP for individual members to report on threats to HCVs and presence of RTE species in the procedure "Konflik Dengan Satwa Yang Dilindungi No. 015/DOK/SOP/PT.KLU-AA/2016" dated 2 December 2016.</p> <p>Each individual member shall be identified and observe the RTE species in their kavling. Each member notes the presence of RTE species in their "Buku Panduan dan Catatan Petani", the report was delivered to Ukui Smallholder Manager and forward to official of "BKSDA Riau". If the RTE species was Sumateran Elephant, Smallholder Manager shall coordinated with BKSDA Riau and WWF Flying Squad to handle and prevent the conflict between human and animal.</p>	
5.2.3	<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</p> <p>Ukui I POM has programme to socialize the status of protected, rare, threatened or endangered (RTE) to all workers minimum once a year. Latest socialization conducted on 16 May 2018.</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
<p>any individual working for the company who is found to capture, harm, collect or kill these species.</p> <p>- Minor compliance –</p>	<p>Ukui Estate also has programme to socialize the status of protected, rare, threatened or endangered (RTE) to all workers minimum once a year and in particular for new employee. Latest socialization conducted on 31 May, 1 August and 6 June 2018. Attendant list of socialization can be demonstrated. Company also installed the HCV signboard and awareness of animal protection and prohibition of illegal hunting at strategic area.</p> <p><b>Ukui Smallholder:</b>            Management of Ukui Smallholder has conducted refresh training of HCV to smallholder (KUD and KT). For example refresh training on 31 January 2018 attend by 25 participant from KUD Bukit Potalo. The training records were evident such as: attendant list, minutes of training and photograph. Each KUD and KT Plasma Ukui has disseminated the HCV training content to the entire smallholder member by their head of smallholder group (KT).</p> <p>Management of Ukui Smallholder also provided "Buku Panduan dan Catatan Petani Plasma" which contains information and guidance on HCV and RTE species status and the regulation of prohibition of the HCV destruction, RTE species illegal hunting and how they involve and contribute to conserve the HCV and RTE species.</p>	
<p>5.2.4 Once the management plan is prepared, continuous monitoring documentation and report regarding the status of the RTE and HCVs are affected by the operations of the plantation and palm oil mill shall be available, and the results of monitoring are to be used to follow-up on the improvement of the management plan.</p> <p>- Minor compliance –</p>	<p>Company has prepared Conservation Management Plan, detailing location of HCV area, hectare of HCV area, management objective, management program, method, person in charge, target of implementation and monthly status.</p> <p>Company has consistently monitors the status of HCV area, as well as protected flora and fauna species. This is recorded in "Laporan Monitoring Tumbuhan dan Satwa Liar PT Inti Indosawit Subur periode Semester I 2018" – monitoring period January – June 2018. The report explains the monitoring on status of pland and wildlife, disturbance and damage to the protected area.</p> <p>Wildlife observations are conducted monthly by Mandor HCV in each Afdeling. Latest observation in November 2018 documented in the "Daftar Temuan satwa liar di areal kebun" observed several protected species in Afdeling I, II, II and IV such as: cekakak belukar (<i>Halcyon smyrnensis</i>), Kipasan belang (<i>Rhipidura javanica</i>), Crimson Sunbird (<i>Aethopyga</i></p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p><i>siparaja</i>), Biawak (<i>Varanus salvator</i>). Types of mammal such as <i>Felis bengalensis</i>, <i>Tragulus javanica</i>, <i>Muntiacus muntjak</i>, <i>Manis javanica</i> is rarely seen at the time of observation. Reptilian which frequently observed was Biawak (<i>Varanus salvator</i>) and Kadal (<i>Mabouya sp</i>).</p> <p>Company has renewal the agreement letter of conservation management for protected forest in Block I-B 89a Ukui Estate and Riparian of Pematang river with "Pemangku Adat Petalangan". Agreement Letter No. 002/EM-KUK/NKPB/06/12 valid until 10 years dated 25 June 2022 since first agreement letter on 25 June 2012.</p> <p>Company has updated the Conservation Management Plan on 28 March 2018. In the conservation management plan has included the riparian restoration in Sungai Air Hitam Kanan. Riparian restoration has performed by conserving the natural vegetation in riparian area, prohibit the chemical application in riparian area, boundary marking the riparian area, enriching the vegetation by planting the tree in the riparian area. Company has monitor the riparian area regularly, presented in "Monitoring penanaman anakan alam". In 2018, company has planting the tree in riparian of Sungai Air Hitam Kanan with species: Sungkai (<i>Pheronema canescens</i>), Waru (<i>Hibiscus tiliaceus</i>), Ketapang (<i>Terminalia catappa</i>), Buah Saga (<i>Adenanthera pavonina</i>) as much as 80 trees. During field visit can be demonstrated that riparian vegetation in Sungai Air Hitam Kanan has well grown.</p> <p><b>Ukui Smallholder:</b>  Management of Ukui Smallholder has defined the mechanism for individual members to report on threats to HCVs in the procedure "Konflik Dengan Satwa Yang Dilindungi No. 015/DOK/SOP/PT.KLU-AA/2016" dated 2 December 2016.</p> <p>All member has responsible to report the presence of RTE species, animal conflict, and threats to HCVs in their kavling. They report to KUD or KT and forward to Smallholder Manager.</p> <p>Plasma Ukui I has performed monitoring of wildlife each month by WKAK (Wadah Kerja Antar Kelompok) or head of KT (Pengurus Perlindungan Satwa Liar). Wildlife monitoring recorded in "Formulir Daftar Temuan Satwa Liar". For example monitoring result at KUD</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Sumber Makmur, KUD Bukit Potalo and KUD Bhakti on November 2018 there were found the presence of Cekakak belukar (), Biawak (<i>Varanus salvator</i>), Elang hitam (<i>Ictinaetus malayanus</i>), Ular Kobra (<i>Naja sumatrana</i>), Kucing hutan (<i>Felis bengalensis</i>).</p> <p>Company reported the management and monitoring of HCV including the animal presence each semester to BKSDA Provinsi Riau. Latest report semester I has submit to BKSDA Riau on August 2018, report receipt from BKSDA can be demonstrated.</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.</p> <p>- Minor compliance –</p>	<p>Based on document verification, field visit and interview with stakeholders, there was no HCV area under existing rights of local community.</p> <p>However company makes a memorandum of understanding with Pemangku Adat Petalangan in Partnership management of protected forests in Block I-B 89a Ukui Estate, Riparian and Pematang river holders. MoU No. 002/EM-KUK/NKPB/06/12 dated June 25<sup>th</sup>, 2012 valid until 25 June 2022. Contains understanding to secure the area with direct security (routine patrol) and indirect socialization i.e. the maintenance of information boards and boards prohibition and protection of protected areas on a regular basis. This cooperation agreement is valid for 10 years.</p> <p>During field visit in HCV area "Hutan Keramat" in block B89A indicated that the HCV area is well maintained and there is no disturbance and destructive activity in the HCV area. Found some graveyard in the HCV area and save by local community and also company.</p> <p><b>Ukui Smallholder:</b>            During audit and based on field visit as well as interview with local stakeholder, there is no reporting in cases where there is an overlap of local community rights and HCV areas. All owner has the legal land title or authority letter.</p>	<p>Comply</p>
<p>Criterion 5.3</p> <p><b>Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</b></p>		

Criterion / Indicator	Assessment Findings	Compliance
<p>5.3.1 A documented identified source of all waste and pollution, shall be available.                      - Major compliance -</p>	<p><b>Ukui I Mill and Ukui Estate:</b>                      Waste products have been identified and documented under the “Evaluasi Aspek-Dampak Lingkungan” (Environmental Aspect impacts) EMS-431-003-LT. This document is updated once a year, latest updated on 6 April 2018. All activity generating waste both mill and estate has identified. PT Inti Indosawit Subur has a waste management plan, identifying type and source of waste and the disposal plan.</p> <p>PT Inti Indosawit Subur has a procedure to handle hazardous waste under “Prosedur Penanganan Limbah B3” No.AA-KL-06-EFP explains mechanism to collecting the waste, recording and disposal to licensed third party.</p> <p>The company store hazardous waste in temporary storage with permit based on “Keputusan Kepala Badan Penanaman Modal dan Pelayanan Perizinan Terpadu Kabupaten pelalawan Nomor: KPTS.503/BPMP2T-PLY/18/2015 Tentang Izin pengelolaan Limbah Bahan Berbahaya dan Beracun (B3) Untuk Kegiatan Penyimpanan Sementara Limbah B3 kepada PT Inti Indosawit Subur Ukui” dated 29 December 2015 valid until 29 December 2020. Company has permit to store the hazardous waste maximum for 180 day. The hazardous waste from temporary storage is sent to the registered collector which approved by Environmental Ministry, namely PT Sumatera Deli Lestari Indah-PT Indostar Cargo. PT Inti Indosawit Subur has cooperated as per:</p> <ul style="list-style-type: none"> <li>- “Kesepakatan Kerjasama Pengelolaan Limbah B3 antara PT Inti Indosawit Subur dengan Konsorsium PT Sumatera Deli Lestari Indah – PT Indostar Cargo dan PT Karya Nusa Bumi Persada No. 001/KKP/IIS-SDLI-ISC-KNBP/III/2018” dated 2 March 2018.</li> <li>- “Kesepakatan Kerjasama Pengelolaan Limbah B3 antara PT Inti Indosawit Subur dengan Konsorsium PT Sumatera Deli Lestari Indah – PT Indostar Cargo dan PT Prasadha Pamunah Limbah Industri No. 002/KKP/IIS-SDLI-ISC-PPLI/III/2018” dated 2 March 2018.</li> <li>- “Kesepakatan Kerjasama Pengelolaan Limbah B3 antara PT Inti Indosawit Subur dengan Konsorsium PT Sumatera Deli Lestari Indah – PT Indostar Cargo dan PT Andhika Makmur Persada No. 003/KKP/IIS-SDLI-ISC-AMP/III/2018” dated 2 March 2018.</li> </ul>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>PT Indostar Cargo also has a permit of hazardous waste transporting as per "Kartu Pengawasan Izin Penyelenggaraan Angkutan Barang Khusus Untuk Mengangkut Barang Berbahaya Nomor: SK.798/AJ.309/DJPD/2018/120710258BB-0025" dated 26 Februari 2018 valid until 26 Februari 2019 and "Rekomendasi Pengangkutan Limbah B3 Nomor: B-4674/Dep.IV/LH/PDAL/05/2015" dated 27 May 2015 valid until 27 May 2020 from Ministry of Environment and Forestry. PT Karya Nusa Bumi Persada, PT Prasadha Pamunah Limbah Industri and PT Andhika Makmur Persada as a processor of hazardous waste also has a licenced and permit from government, evidence of approval licence can be demonstrated.</p> <p><b>Ukui Smallholder:</b>  Source of pollution and waste has identified by Ukui I Smallholder and presented in document "Identifikasi Sumber Polusi di Perkebunan Petani"</p> <p>Ukui Smallholder manager has a policy and mechanism to manage the waste from ex fertilizer sack according to procedure of "Pengelolaan Kemasan Ex (Bekas) Pupuk di Kebun No. 035/DOK/SOP/PT.IIS KLU-AA/2016" dated 2 December 2016. The ex fertilizer sack must be handled by triple rinse and use as loosefruit sack, the innerbag of fertilizer was delivered to collector. During site visit and interview with smallholder member in KUD Sumber Makmur and KUD Bukit Potalo, they were well aware of the mechanism.</p> <p>Ukui Smallholder management has monitored the usage of ex fertilizer sack in Plasma Ukui each month. The monitoring record were evident in "Monitoring Penggunaan Bekas Karung Pupuk untuk Tempat Brondolan" period January – August 2018. For example in KUD Sumber Makmur were use 3,550 ex fertilizer sack for loosefruit on August 2018; in KUD Bukit Potalo were used 2,470 ex fertilizer sack for loosefruit.</p>	
5.3.2	<p>There shall be evidence that all chemicals and their empty containers are disposed of responsibly.</p> <p>- Major compliance -</p> <p><b>Ukui I Mill and Ukui Estate:</b>  The disposal methods of chemicals and their containers were described on documented procedure "Penanganan Limbah Industri B-3 AA-KL-06-EFP" dated 1 November 2008. PT Inti Indosawit Subur – Ukui Group collects all hazardous waste from each estates and mills into temporary hazardous waste storage in central workshop compound. The temporary hazardous waste storage has the applicable permit, as per "Keputusan Kepala Badan</p>	Comply



Criterion / Indicator	Assessment Findings	Compliance
	<p>Penanaman Modal dan Pelayanan Perizinan Terpadu Kabupaten pelalawan Nomor: KPTS.503/BPMP2T-PLY/18/2015 Tentang Izin pengelolaan Limbah Bahan Berbahaya dan Beracun (B3) Untuk Kegiatan Penyimpanan Sementara Limbah B3 kepada PT Inti Indosawit Subur Ukui” dated 29 December 2015 valid until 29 December 2020.</p> <p>Ukui I POM delivered the hazardous waste such as: used oil, used fuel filter, ex chemical container and others to the temporary hazardous waste regularly, maximum one month after generated from Ukui I POM. Evident of hazardous waste delivery presented in “Catatan Serah Terima Limbah B3”. For example: Catatan Serah Terima Limbah B3 dated 15 September 2018 from Ukui I POM to TPS LB3 consist of: Used oil 100 L, Bram bubutan (metal scrap) 740 kg, Ex Paint container 80 kg, used fuel filter 75 kg.</p> <p>PT Inti Indosawit Subur has an agreement in transporting the hazardous waste with contractor PT Sumatera Deli Lestari Indah-PT Indostar Cargo as per:</p> <ul style="list-style-type: none"> <li>- “Kesepakatan Kerjasama Pengelolaan Limbah B3 antara PT Inti Indosawit Subur dengan Konsorsium PT Sumatera Deli Lestari Indah – PT Indostar Cargo dan PT Karya Nusa Bumi Persada No. 001/KKP/IIS-SDLI-ISC-KNBP/III/2018” dated 2 March 2018.</li> <li>- “Kesepakatan Kerjasama Pengelolaan Limbah B3 antara PT Inti Indosawit Subur dengan Konsorsium PT Sumatera Deli Lestari Indah – PT Indostar Cargo dan PT Prasadha Pamunah Limbah Industri No. 002/KKP/IIS-SDLI-ISC-PPLI/III/2018” dated 2 March 2018.</li> <li>- “Kesepakatan Kerjasama Pengelolaan Limbah B3 antara PT Inti Indosawit Subur dengan Konsorsium PT Sumatera Deli Lestari Indah – PT Indostar Cargo dan PT Andhika Makmur Persada No. 003/KKP/IIS-SDLI-ISC-AMP/III/2018” dated 2 March 2018.</li> </ul> <p>Agreement contract valid for one year. PT Sumatera Deli Lestari Indah – PT Indostar Cargo is a licensed hazardous waste collector and PT Prasadha Pamunah Limbah Industri is a licensed user, processor and hazardous waste hoarders.</p> <p>PT Indostar Cargo also has a permit of hazardous waste transporting as per “Kartu Pengawasan Izin Penyelenggaraan Angkutan Barang Khusus Untuk Mengangkut Barang</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Berbahaya Nomor: SK.798/AJ.309/DJPD/2018/120710258BB-0025” dated 26 Februari 2018 valid until 26 Februari 2019 and “Rekomendasi Pengangkutan Limbah B3 Nomor: B-4674/Dep.IV/LH/PDAL/05/2015” dated 27 May 2015 valid until 27 May 2020 from Ministry of Environment and Forestry. PT Karya Nusa Bumi Persada, PT Prasadha Pamunah Limbah Industri and PT Andhika Makmur Persada as a processor of hazardous waste also has a licenced and permit from government, evidence of approval licence can be demonstrated.</p> <p>Records of hazardous waste:</p> <ul style="list-style-type: none"> <li>- Neraca Limbah B3, reported each quarter to Environmental Agency Pelalawan Regency. Latest report submission for period July – September on 30 October 2018 and also verified for report period April – June 2018. Hazardous waste balance per 14 December 2018 as below: <ul style="list-style-type: none"> <li>✓ From Ukui Estate: Used oil 317 kg, Used fuel filter 21 pcs, Used air filter 2 pcs, Contaminated oil 120 litre, Medical waste 0.5 kg, Ex pesticide container 216 kg, Ex chemical container 82.5 kg.</li> <li>✓ From Ukui I POM: Used oil 1,436 kg, Used fuel filter 0, Used air filter 19 pcs, Metal scrap 720 kg, Ex chemical container 3 pcs, ex TL lamp 0.5 kg.</li> </ul> </li> <li>- Catatan Serah Terima Limbah B3 from TPS Limbah B3 Ukui to PT Indostar Cargo dated 9 October 2018, Vehicle Number BM9172TU, Driver: Sihotang.</li> <li>- Hazardous Waste Manifest (Dokumen Limbah B3) by transporter PT Indostar Cargo on 9 October 2018: <ul style="list-style-type: none"> <li>✓ Nomor 0020633 dated 9 October 2018 item used oil with volume 4.137 ton, processor by PT KNBP</li> <li>✓ Nomor 0020632 dated 9 October 2018 item used rags with volume 0.425 ton, processor by PT Prasadha Pamunah Limbah Industri</li> <li>✓ Nomor 0020631 dated 9 October 2018 item used Filter with volume 0.012 ton, processor by PT Prasadha Pamunah Limbah Industri</li> <li>✓ Nomor 0020630 dated 9 October 2018 item ex chemical container with volume 1.078 ton, processor by PT Prasadha Pamunah Limbah Industri</li> </ul> </li> </ul>	

Criterion / Indicator		Assessment Findings	Compliance
		<p>✓ Nomor 0020634 dated 9 October 2018 item scrap metal waste with volume 1.3 ton, processor by PT Andika Makmur Persada.</p> <p><b>Ukui Smallholder:</b>            Proper disposal of pesticide waste material was implemented according to procedure "Penanganan Limbah Industri B-3 AA-KL-06-EFP" dated 1 November 2008. Pesticide waste was reuse as mixing water for the next spraying activity. All empty pesticides containers were triple rinsed and stored in the temporary storage of hazardous wastes. Ukui Smallholder was not manage the spraying activity itself, the spraying activity is performed by TUS Team (Team Unit Semprot) PT Inti Indosawit Subur. Hazardous waste from ex pesticide/herbicide container has been manage as per procedure.</p> <p>Ukui Smallholder has defined the procedure "Pengelolaan Kemasan Ex (Bekas) Pupuk di Kebun" No. 035/DOK/SOP/PT.IIS KLU-AA/2016 dated 2 December 2016. All ex fertilizer sack was prohibited to dispose in plantation and housing area. All the ex fertilizer sack usage must be identified and report to Ukui Smallholder Manager. Ex fertilizer sack were triple rinsed and reused as loosefruit sack and the innerbag plastic is deliver to collector.</p> <p>Smallholder manager has monitored the usage of ex fertilizer sack in Plasma Ukui each month. The monitoing record were evident in "Monitoring Penggunaan Bekas Karung Pupuk untuk Tempat Brondolan" period January – August 2018. For example in KUD Sumber Makmur were use 3,550 ex fertilizer sack for loosefruit on August 2018; in KUD Bukit Potalo were used 2,470 ex fertilizer sack for loosefruit.</p>	
5.3.3	<p>A documented waste management plan to avoid or reduce pollution and its implementation shall be available.</p> <p>- Minor compliance –</p>	<p>The company has developed hazardous waste management plan, including infectious waste from clinic. The hazardous waste collected in temporary storage and disposed off through licensed contractor. The Company has a MoU with PT Sumatera Deli Lestari Indah-PT Indostar Cargo for transporting and collecting hazardous waste and medical waste. Transporter also has cooperation with licenced contractor to processing hazardous waste, namely PT Prasadha Pamunah Limbah Industri and PT Andika Makmur Persada.</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>Waste and pollution sources have been identified and documented, including used lubricant and filter, old battery, used laboratory chemical, clinical/medical waste, mill effluent, EFB, smoke, dust, fiber and shell, empty agrochemical container, boiler ash, scrap iron, used tires, waste water and domestic household refuse. Record of identification was presented in "Evaluasi Aspek Dampak Lingkungan EMS-431-003-LT" latest updated on February 2018. Waste management in particular of hazardous waste was documented in "Neraca Limbah B3" which reported to Environmental Agency Office each quarter.</p> <p>Company has managed the medical waste by buried the waste in the ground. The Company has made a proposal and application to obtain the permit and recommendations letter of hazardous waste (medical waste) burial in plantation area, Letter number: 022/MB-RH2/Ext/IV/2018. Currently the recommendation letter is still in the process of the relevant agencies.</p> <p>The company started at the beginning this year to re-cycle anorganic waste where the company built the waste storage.</p> <p><b>Ukui Smallholder:</b>            Smallholder Manager has developed mechanism of domestic waste management. The mechanism has disseminated to all KUD, KT and member. Domestic waste management perform by segregating organic and inorganic waste. Organic waste used as composting and inorganic waste was selected by type of waste such as: paper and plastic waste collected and deliver to collector, glass and steel was collected and delivered to PT IIS waste storage and other inorganic waste deliver to final sanitary landfill.</p> <p>Ukui Smallholder has defined the procedure "Pengelolaan Kemasan Ex (Bekas) Pupuk di Kebun" No. 035/DOK/SOP/PT.IIS KLU-AA/2016 dated 2 December 2016. All ex fertilizer sack was prohibited to dispose in plantation and housing area. All the ex fertilizer sack usage must be identified and report to Ukui Smallholder Manager. Ex fertilizer sack were triple rinsed and reused as loosefruit sack and the innerbag plastic is deliver to collector.</p>	

Criterion / Indicator		Assessment Findings	Compliance
		Smallholder manager has monitored the usage of ex fertilizer sack in Plasma Ukui each month. The monitoring record were evident in "Monitoring Penggunaan Bekas Karung Pupuk untuk Tempat Brondolan" period January – August 2018. For example in KUD Sumber Makmur were use 3,550 ex fertilizer sack for loosefruit on August 2018; in KUD Bukit Potalo were used 2,470 ex fertilizer sack for loosefruit.	
<b>Criterion 5.4</b> <b>Efficiency of fossil fuel use and the use of renewable energy is optimized.</b>			
5.4.1	<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>Ukui Estate and Mill monitors the use of diesel fuel every month. Budget usage of diesel fuel in Ukui Estate is 26,051 L per month. Actual usage of average diesel fuel per month is 11,000 - 25,000 L with ratio average 2.54 L/ton FFB, while the budget is 4.27 L/ton FFB. Total diesel fuel usage from January to November 2018 is 185,791 and still under budget 286,561 L.</p> <p>While in Ukui I Palm Oil Mill budget usage of diesel fuel is 3,187 L per month. Actual average diesel usage per month 2,967 L. Total diesel fuel usage from January to November 2018 was 32,635 L and still under budget 35,054 L. Diesel use trend per year always decreases.</p> <p>Diesel fuel efficiency in Estate the efficiency of diesel is done by limiting the genset working hours for housing but not reducing the basic need of electricity for housing. Each home unit is also limited for 2 amperes of power. Beside that, plan for improving efficiency of the use of fossil fuels and to optimise renewable energy are:</p> <ul style="list-style-type: none"> <li>▪ Repair broken road and maintenance the road to get best time for FFB transporation</li> <li>▪ Repair and maintenance the vehicle and heavy equipment to get best condition for fossil fuel saving.</li> <li>• Program savings by calculating the ratio of fuel usage, each tool and vehicle. Ex; Bus: 3.7 Km / Lt, Dump truck: 3:58 km / lt, Truck: 3.6 km / lt, Supervision: 8 km / lt, Tractor: 4 l / hm, Grader: 8LT / hm, Backho: 7 lt / hm, Genset: 22 l / hm, Small Genset: 5.8 l / hm</li> </ul> <p>Company used all the fibre and kernel shell as renewable energy for boiler fuel. The remaining fibre and kernel shell used as replacement of diesel fuel when the palm oil mill is not operating. Company has prepared for fibre and shell -fueled boiler utilization every</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<p>month. Since January – November 2018 total fibre use for boiler fuel was 34,567 ton and shell usage for boiler fue was 4,786 ton.</p> <p>The organisation has biogas plant to use and process the methane gas from waste water to become electric power. Currently company has cooperated with PLN (Government Electric Company) to sale the electrical generated from Biogas Plant.</p> <p>Program has covered plan to use renewable energy from fiber/shell and from fossil fuel/HSD fuel. Based on energy use data, palm oil mill has utilized more fiber/shell, up to 95% - as energy compared to use of HSD oil use. Ukui I POM shows “Laporan Unit Pabrik” up to November 2018, Based on data of energy production, shows increase, has been monitored monthly basis.</p> <p><b>Ukui Smallholder:</b>            The Smallholder manager has develop management plan to reduce pollutants and emissions, presented in “Pedoman Untuk Meningkatkan Efisiensi Penggunaan Energi” dated 4 January 2018. Below are the management plan to reduce the pollutant and emissions:</p> <ul style="list-style-type: none"> <li>- Optimize FFB transportation, not to return to Kavling</li> <li>- Aranging the FFB collection place (TPH) along the collection road to become one way to ease the FFB transportation</li> <li>- Reducing the use of grass cutting machine for weeds control and cooperate with TUS team to handle the weeds control in farmer kavling.</li> </ul> <p>Convert the generator usage to become PLN electric usage to reduce the emission of generator usage.</p>	
<p><b>Criterion 5.5</b>            Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.</p>			
5.5.1	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.	It was noted that Ukui Estate has conducted replanting activities since 2015. Procedure of Replanting was documented in SOP AA-APM-OP-1100.20-R6 dated 16 February 2017. The procedure described the company commitment to “Zero Burning” by using chipping and	Comply

Criterion / Indicator	Assessment Findings	Compliance
<p>- Major compliance -</p>	<p>stacking using excavator by bucket modification. Procedure of replanting mentioned that Field Assistant, Head Assistant and Estate Manager must perform checks to ensure that the contractor does not perform burning for land preparation for replanting. In the procedure of replanting mentioned that, the methods used are: Toppling trees using heavy equipment (excavators); Chipping: cutting palm trunk, so as not infected with ganoderma; Planting LCC, so that the decay of the old oil palm trunks can be faster; Planting of oil palm. This method has been used in replanting the whole plantation belonging to Asian Agri group including PT Inti Indosawit Subur – Ukui Estate.</p> <p>All the replanting activities requires to be documented and monitored, such as: Schedule of replanting (chipping, digging and planting), progress planting LCC (Legume Cover Crop) and Minutes Works replanting (Progress in the Works Contractor).</p> <p>The company has also established Company Policy signed by Managing Director, Kevin Tio, on 1 December 2014. Point 6 of the policy stated the company uses Zero Burning practice in developing plantation and actively support initiative to prevent and monitor forest fire and haze.</p> <p>Based on field observation, it was evident that no fire has been used for replanting in Ukui Estate.</p> <p><b>Ukui Smallholder:</b>  The Smallholder Manager has prepared the policy that there were no land preparation by burning, as per “Kebijakan Manager Plasma Ukui” dated 2 December 2016, Revised in 16 January 2017 in poin 6: “Melakukan praktek tanpa bakar dalam kegiatan pembangunan perkebunan dan petani maupun desa secara aktif mendukung inisiatif mencegah mengawasi kebakaran hutan dan asap” (Implementing non-burning practices in plantation development activities, farmers and villages actively support initiatives to prevent and control forest fires and smoke).</p> <p>The policy has communicated to individual member and available in guidance book (Buku Panduan dan Catatan) which distributing to all farmers as well as the information display on</p>	

Criterion / Indicator		Assessment Findings	Compliance
		the notice board in filed also emphasize on the no use of fire policy. Latest socialization conducted 8 June 2018 for all KUD in Plasma Ukui I. During interview with smallholder member in KUD Sumber Makmur, KUD Bakti and KUD Bukit Potalo indicated that they have understanding on zero burning policy.	
5.5.2	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.  - Minor compliance -	Based on field observation, it was evident that no fire has been used for eradication of pest during replanting in Ukui Estate and Ukui Plasma.	Comply
<b>Criterion 5.6</b>			
Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			
5.6.1	Document(s) assessing pollution and emission sources, including gaseous, particles, soot emissions and effluent, shall be available. (see Criterion 4.4)  - Major compliance -	<p>Identification of pollution and emission sources at Mill and Estates activities was evident. The source of pollution, type of pollution and its control was documented in List of environmental aspect and impact evaluation "Evaluasi Aspek – Dampak Lingkungan EMS-431-003-LT" latest updated on 8 April 2018:</p> <ul style="list-style-type: none"> <li>- Boiler stack emission including particulate and soot</li> <li>- Diesel electric generator emission</li> <li>- POME methane emission</li> <li>- Use of fertiliser</li> <li>- Use of pesticide/herbicide</li> <li>- Vehicle and heave equipment emission</li> </ul> <p>All the activities of mill and estate as well as the waste generated from has been well documented, for examples the operational activities from generator is generates air emissions, the company conducts periodic generator maintenance and perform quality measurement of exhaust emissions each semester to ensure air quality is comply with standard regulation. Sample seen Report of sampling analysis by Sucofindo, Certificate No. 01413/CLAIAL dated 31 May 2018; Analysis air emission of: Boiler 01, 02, 03, Genset 01,</p>	Comply



Criterion / Indicator	Assessment Findings	Compliance
	<p>02, 03, Biogas engine 01, 02 and Biogas Flare stack. According to report analysis of air emission can be demonstrated that all parameter analyzed was met with the standard and comply with Environmental Minister Decree No. PerMenLH No. 21/2008 Attachment IVA, Environmental Minister Decree No. Kep-07/MENLH/2007 Attachment I, Environmental Minister Decree No. Per-21/MENLH/2008 Attachment IIB.</p> <p>PT IIS – Ukui I POM has calculate the GHG emission using appropriate tools RSP0 Palm GHG Version 3.0.1. Calculation of GHG emission period 2017 (January – December) were available in finding indicator 5.6.3.</p> <p><b>Ukui Smallholder:</b>            Plasma Ukui management has prepared list of significant pollutants and identify sources of emissions, presented in "Identifikasi Sumber Polusi di Perkebunan Petani Kebun Plasma Ukui PT Inti Indosawit Subur 2018". List of significant pollutant such as: emission from FFB transportation, water pollutant from fertilizing and spraying activity, emission from generator usage.</p> <p>Green house gas emission calculation using RSP0 Palm GHG Version 3.0.1 has been performed included in PT Inti Indosawit Subur – Ukui I POM and supply bases. Calculation of GHG emission period 2017 (January – December) available in finding indicator 5.6.3.</p>	
5.6.2	<p>Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plan to reduce or minimize them implemented.</p> <p>- Major compliance -</p> <p>Company has identify the significant pollutants and greenhouse gas (GHG) emissions under "Evaluasi Aspek Dampak Lingkungan EMS-431-003-LT" latest updated on February 2018. Significant pollutant and greenhouse gas emission identified suh as:</p> <ul style="list-style-type: none"> <li>- Boiler stack emission including particulate and soot</li> <li>- Diesel electric generator emission</li> <li>- POME methane emission</li> <li>- Use of fertiliser</li> <li>- Use of pesticide/herbicide</li> <li>- Vehicle and heave equipment emission</li> </ul>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>To control and minimize the greenhouse gas emission and pollution, company has set the program under "Program Manajemen Lingkungan". The program consists of source of pollution/emission, type of pollution/emission produced, improvement program, person in charge and timeline. The program covers:</p> <ul style="list-style-type: none"> <li>- Control the emission from operational vehicle, where all vehicle shall follows emission test and meet the quality standards;</li> <li>- When vehicle fails to meet quality standard, a repair/maintenance will performed;</li> <li>- Reducing air pollution from fossil fuel, by using biogas plant. And stop using shell for boiler No.4 (only fibre);</li> <li>- Reducing the fossil fuel usage by converting the genset power electricity to become PLN electricity.</li> <li>- Reducing the chemical fertilizer by application the organic fertilizer such as: EFB and waste water for land application</li> <li>- Appropriate fertilizer application (dosage, time, way and place) as per recommendation from R&amp;D</li> <li>- Reducing the herbicide/pesticide usage by Specific target weeds and pest control, implementing the integrated pest management, planting the hostplan as a nest/hostplan for pest predator, introduction and conserving the natural enemies of pest and disease.</li> <li>- Reducing GHG with optimal use of effluent as source of energy for power plant, through use of biogas plant.</li> </ul> <p><b>Ukui Smallholder:</b>            Significant pollutants and greenhouse gas (GHG) emissions has identified for Ukui I Smallholder under document of Aspect Impact Evaluation of the environment as per "Evaluasi Aspek Dampak Lingkungan EMS-431-002-LT updated on 22 January 2018. Contain information of work activities, pollutant and environmental impact, action plan to mitigate the pollution and environmental impact, target and PIC.</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>The Smallholder manager has develop management plan to reduce pollutants and emissions, presented in "Pedoman Untuk Meningkatkan Efisiensi Penggunaan Energi" dated 4 January 2018. Below are the management plan to reduce the pollutant and emissions:</p> <ul style="list-style-type: none"> <li>- Optimize FFB transportation, not to return to Kavling</li> <li>- Aranging the FFB collection place (TPH) along the collection road to become one way to ease the FFB transportation</li> <li>- Reducing the use of grass cutting machine for weeds control and cooperate with TUS team to handle the weeds control in farmer kavling.</li> </ul> <p>Convert the generator usage to become PLN electric usage to reduce the emission of generator usage.</p>	
<p>5.6.3</p>	<p>A monitoring plan and results of regular reporting on emission and pollutants from estate and mill operations using appropriate methods, shall be available.</p> <ul style="list-style-type: none"> <li>- Minor compliance –</li> </ul> <p>Company has SOP Manajemen &amp; Metode Menghitung Emisi Gas Rumah Kaca (GHG) AA-MPM-OP-1400.19.R2.</p> <p>Monitoring of air emissions and ambient air quality conducted every semester. Emissions test conducted by Accredited Testing Laboratory. The results of the analysis can be demonstrated, and it was indicate in accordance with the quality standards established. For examples the emission test results for Genset on May 2018 based on Quality Standard regulation of the state minister of environment (PERMENLH) No. 13 Year 2009, Appendix I.1a shown that emission analysis result is comply with regulation.</p> <p>Ukui I POM is able to demonstrated "Program Manajemen Lingkungan 2018", detailing plan to reduce significant green house gases that has been identified equipped with a monitoring plan, with explanation of appropriate tools to monitor the effectiveness of the mitigation measures.</p> <p>PT IIS – Ukui I POM has calculate the GHG emission using appropriate tools RSPO Palm GHG Version 3.0.1. According to the calculation of GHG emission period 2017 (January – December) bellow are the summary of GHG emission:</p> <ul style="list-style-type: none"> <li>- Total GHG emission: 8,122.86 tCO<sub>2</sub>e from own estate and mill or 2.41 tCO<sub>2</sub>e/ha</li> <li>- Total emission/ton product: 0.13 tCO<sub>2</sub>e/tCPO or 0.13 tCO<sub>2</sub>e/tpk and 0.05 tCO<sub>2</sub>e/tpke</li> </ul>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>Based on data input verification can be demonstrated that all data input for GHG emission calculation was valid and relevant with actual condition and well calculated.</p> <p><b>Ukui Smallholder:</b>            Group manager has develop the management plan to reduce pollutants and emissions, presented in "Pedoman Untuk Meningkatkan Efisiensi Penggunaan Energi" dated 4 January 2018. Mitigation measures has been developed and implemented by Ukui Smallholder.</p> <p>Green house gas emission calculation using RSPO Palm GHG Version 3.0.1 has been performed included in PT Inti Indosawit Subur – Ukui I POM and supply bases. Calculation of GHG emission period 2017 (January – December) were available.</p>	

Criterion / Indicator	Assessment Findings	Compliance
<p><b>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and mills</b></p>		
<p><b>Criterion 6.1</b> Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>		

<p>6.1.1</p>	<p>A social impact assessment (SIA) including records of meetings shall be documented.</p> <p>- Major compliance -</p>	<p>PT. Inti Indosawit Subur – Ukui Group has prepared a Social Impact Assessment in cooperation with Faculty of Forestry - Institut Pertanian Bogor (IPB), in 2010. The impact assessment documented within “Identifikasi dan Analisis Sosial untuk menyusun Roadmap Kelestarian Sosial Perusahaan Perkebunan Kelapa Sawit PT. Inti Indosawit Subur, Kebun Ukui dan Kebun Soga, Provinsi Riau”. The document has covered social impact from nucleus estate (9,732 Ha) and scheme smallholder (13,536 Ha) as well as KKPA (1,660 Ha). The review process has involving stratified random sampling (360 samples) with local community through primary data collection (interview) and secondary data collection. All parties such as transmigrant communities, local communities, original oil palm blocks, new owners, communities with private oil palm block, local contractors, cooperative committees, smallholder/farmer groups – as sampled respondents. The scope of assessment covering tenurial conflict, legality of the scheme-nucleus partnership, production, FFB sortation, road and bridge condition, palm oil mill capacity, environmental pollution, local community participation for plantation activity, CSR/Community development impact for local community, occupational health and safety, training provision for scheme smallholders.</p> <p>The document has also explained the positive and negative impacts from operation of PT Inti Indosawit Subur, as well as the supply base: scheme smallholders and KKPA, in appendix 7.</p> <p>The team member of the Social Researcher of PT IIS- Ukui Group is as follows;</p> <ol style="list-style-type: none"> <li>a. Ir. H. Nyoto Santoso (Team Leader)</li> <li>b. Ir Heru Pulonggono MSc</li> <li>c. Handian Purwawangsa, S.Hut. MSI</li> <li>d. Iing Nasihin, S.Hut, Msi</li> <li>e. Ir. Tutut Sunarminto, Msi</li> <li>f. Yanti Apriyanti, S.Pi</li> <li>g. Rizki Ratna Ayu Paramita Sari, S.Hut</li> </ol> <p>Social impact analysis covers the condition of the surrounding community related basic needs, land legality, positive and negative impacts, perceptions of surrounding communities, employment, relations with surrounding communities and stakeholder analysis. The</p>	<p>Comply</p>
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Criterion / Indicator		Assessment Findings	Compliance
		<p>document is completed with Social Management Plan and Social Management Recommendations.</p> <p><b>Ukui Smallholder</b></p> <p>All the Ukui Plasma development has been done Social Impact Assessment in 2010 in collaboration with the Faculty of Forestry IPB which resulted in the Report of Identification and Analysis of Social Aspects to Formulate Social Sustainability Roadmap of Oil Palm Plantation Company PT Inti Indosawit Subur, Ukui and Soga Estate, Riau Province at the same time with Social Impact Analysis for nucleus estate.</p> <p>Social impact analysis covers the condition of the surrounding community about basic needs, land legality, positive and negative impacts, perceptions of surrounding communities, employment, relations with surrounding communities and stakeholder analysis.</p> <p>The document is completed with a Social Management Plan and Social Management Recommendations.</p>	
6.1.2	<p>There shall be evidence that the assessment has been conducted with the participation of affected parties.</p> <p>- Major compliance -</p>	<p>PT Inti Indosawit Subur – Ukui Group in the social impact analysis has involving local community, in Focus Group Discussion or interview with 18 surrounding villages. All parties such as transmigrant communities, local communities, original oil palm blocks, new owners, communities with private oil palm block, local contractors, cooperative committees, smallholder/farmer groups – as sampled respondents.</p> <p><b>Ukui Smallholder:</b></p> <p>Social Impact Assessment has involved the surrounding community (18 villages) including Silikuan Hulu Village, Air Emas Village and Redang Seko Village in Focus Group Discussion (FGD) and interview.</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>Based on the results of a public consultation with the Bagan Limau and Silikuan Hulu Village communities, the company has engaged stakeholders during 2010 Social Impact Assessment.</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 Inti Indosawit Subur – Ukui Group is able to demonstrate environmental and social impact management program, in order to mitigate negative impact. The program covers type of activity and the significant impact/risk, purpose of activity, target, person in charge and time frame for implementation.</p> <p>Based on the results of a public consultation with the Plantation Agency and Smallholder Farmers, the company has conducted a more in-depth evaluation related positive and negative impacts of the replanting program by involving farmer groups and KUDs. As result, to minimize the impact of replanting, the company has continually give understanding to the farmers/smallholders that replanting program aims to increase the income of farmers by increasing the oil palm productivity, replanting program are now done since the FFB productivity of old plants are decreasing.</p> <p>Based on the results of a review of the social impact study for the 2018 period, the company made a Social Aspect Management Plan in the IIS Ukui and Plasma Plantation, including:</p> <ul style="list-style-type: none"> <li>- Absorption of local staff is still minimal, companies provide training and education) formal and non-formal) so that indigenous people can meet the criteria / qualifications needed by the company; management kebin inti, plasma, CSV regularly provides training and refresh and socialization of funded farmers to know employees. The local community around the plantation already occupies staff positions (Assisten, foreman and also krani).</li> <li>- Problems with replanting programs for Plasma and Ukui 1 and 2 Estate; The company has conducted socialization that began in 2012 with a comparative study method at the OPRS Topaz Plantation. The Trans Ukui PIR has started replanting in 2016 covering an area of 472 hectares in the KUD Bina Usaha Baru and in 2018 covering an area of 538 hectares in KUD Sawit Subur.</li> </ul>	<p>Comply</p>



Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>- Problems related to information difficulties for obtaining DO for External TBS; after socialization of the mechanism for obtaining DO in 2018, cooperatives have been able to have DO for foreign FFB and outside FFB.</li> <li>- There is an issue related to overlapping land between the KKPA plantation and TNTN, the community land of Bagan Limau and Pontian Mekar Villages is overlapping with the National Park, so the realization of the KKPA formation has not been implemented; Since 2014, KKPA has not become a partner of PT Inti Indosawit Subur Kebun Ukui.</li> </ul> <p><b>Ukui Smallholder:</b></p> <p>The Smallholder Manager already has a Social Management Plan related to the Social Problems Aspects of Ukui Plasma dated 15 November 2018 consisting of 6 types of activities;</p> <ul style="list-style-type: none"> <li>a. Establish a village development program plan that is included in the operational budget.</li> <li>b. Repair / maintenance of road facilities used for oil palm plantation production facilities.</li> <li>c. Planning of Replanting activities</li> <li>d. Best Management Practice Training of Palm Oil Plantation Management.</li> <li>e. Manpower management (Social Health and OHS).</li> <li>f. Land Legality (Land used certificate).</li> </ul>	
6.1.4	<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>The company has reviewed the management of social impacts once a year, most recently carried out in the period of January 2018 and the results of the review are related to the Management Plan of the Social Aspects of PT IIS's Ukui plantation. The review process also involved the affected surrounding communities, the consultation was carried out during the social impact management review process, which was in December 2017 - February 2018 involving village communities (18 villages) including Silikuan Hulu Village, Air Emas Village and Redang Seko Village etc.</p> <p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>The results of the review of the 2017 social impact monitoring period are also a monitoring plan for the 2018 period. " Rencana Pengelolaan Aspek Sosial Terkait dengan Permasalahan Sosial Kebun PT Inti Indosawit Subur Tahun 2018", among which:</p> <ul style="list-style-type: none"> <li>- Absorption of local personnel is still minimal, companies provide training and education (formal and non-formal) so that indigenous people can meet the criteria / qualifications needed by the company; management kebin inti, plasma, CSV regularly provides training and refresh and socialization of funded farmers to know employees. The local community around the plantation already occupies staff positions (Assisten, foreman and also krani).</li> <li>- Problems with replanting programs for Plasma and Ukui 1 and 2 Estate; The company has conducted socialization that began in 2012 with a comparative study method at the OPRS Topaz Plantation and Bahilang Plantation. The Trans Ukui PIR has started replanting in 2016 covering an area of 472 hectares in the KUD Bina Usaha Baru and in 2018 covering an area of 538 hectares in the KUD Sawit Subur</li> <li>- Problems related to information difficulties for obtaining DO for External TBS; after socialization of the mechanism for obtaining DO in 2018, cooperatives have been able to have DO for the FFB from yard (Pekarangan) and outside FFB (Independent smallholder).</li> <li>- There is an issue related to overlapping land between the KKPA plantation and TNTN, the community land of Bagan Limau and Pontian Mekar Villages is overlapping with the National Park, so the realization of the KKPA formation has not been implemented; Since 2014, KKPA has not become a partner of PT Inti Indosawit Subur-Ukui Plantataion.</li> </ul> <p><b>Ukui Smallholder:</b></p> <p>Smallholder group conducted stakeholder meeting every year as part of reviewing their SIA, the last meeting to evaluate the management plan for monitoring social impact on 15</p>	

Criterion / Indicator		Assessment Findings	Compliance
		<p>November 2018 the report form as "Rencana Kelola Sosial Terkait Aspek Permasalahan Sosial kebun Plasma Ukui Tahun 2018". There would be necessary changes of social impact based on consultancy with stakeholders.</p> <p>During consultation, individual members were participating, and noted that there is no complaint from stakeholder.</p>	
6.1.5	<p>Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).</p> <p>- Minor compliance -</p>	<p><b>Ukui Smallholder:</b></p> <p>The Smallholder Manager has established mechanism for communication and consultation "<i>Mekanisme Komunikasi dan Konsultasi</i>" dated 16 January 2017, shaped flow Chart that describes the process of incoming information requests up to the responses provided. Based on document of management plan and monitoring of social impact was recorded on "<i>Dampak Sosial Diidentifikasi Dengan Cara partisipatif dan Rencana Penanganan Dampak Negatif Serta Pengembangan dampak Positif period 2018</i>".</p> <p>Based on interview with sampled individual members, they have understood the rules for consultation and communication.</p> <p>Each smallholder member has "<i>Buku Panduan dan Catatan Petani Plasma</i>", whereas explains the flow process of consultation and communication. Both of communication by written or verbal communication to group management are acceptable.</p>	Comply
<p><b>Criterion 6.2</b></p> <p>There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.</p>			
6.2.1	<p>Communication and consultation procedures shall be documented.</p> <p>- Major compliance -</p>	<p>Company has developed a communication procedure under "Mekanisme Penanganan Permintaan Informasi Stakeholder "(No. SOP; AA-GL-5008.1-R1) dated 22 August 2011, which explains the company responses against all information request sent by stakeholders including response time of 14 working days after information request accepted. In addition, record related to information request and company response kept and maintained for three (3) years.</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>Based on public stakeholder consultation with KUD/cooperative chairman, local contractor, NGO and public official, it was revealed that company has communicating in good manner. Company also provide response to information request in accordance to authority and the communication SOP.</p> <p><b>Ukui Smallholder:</b></p> <p>The Smallholder Manager has established mechanism for communication and consultation "Mekanisme Komunikasi dan Konsultasi" dated 16 January 2017, shaped flow Chart that describes the process of incoming information requests up to the responses provided.</p> <p>Based on interview with sampled individual members, they have understood the rules for consultation and communication.</p> <p>Each smallholder member has "Buku Panduan dan Catatan Petani Plasma", whereas explains the flow process of consultation and communication. Both of communication by written or verbal communication to group management are acceptable.</p>	
6.2.2	<p>The company shall have official(s) who is responsible for consultation and communications with parties.</p> <p>- Minor compliance -</p> <p>Public relation officer is the one responsible to consultation and communication with local community and other interested parties. PT Inti Indosawit Subur - Ukui Group has appointed official responsible for social issues based on Memorandum No.227/HRD/ AA/TL/XI/2014 dated 07/11/2014 for Mr. Danton Ranap Sitompul as Humas (public relation).</p> <p>The job description of public relation officer is to develop and nurture good relationship with all stakeholder, to resolve issues related to social and environmental with internal and external party.</p> <p><b>Ukui Smallholder:</b></p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	Based on interview with sample smallholder members and document verification, revealed that the Smallholder Manager is responsible for responding to external or internal communications.	
6.2.3	<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>PT Inti Indosawit Subur – Ukui Group has a list of stakeholder, most recently carried out on 10 August 2018. The stakeholder consists of government, community and NGO.</p> <p>Government: Kepala Polisi Sektor Ukui (police), Camat Ukui (District Head), Dinas Tenaga Kerja dan Transmigrasi Kabupaten Pelalawan (Manpower service), Kepala Dinas Perkebunan Kabupaten Pelalawan (Plantation service), Dinas Pertambangan dan Energi Kabupaten Pelalawan (Mining and energy service), Badan Pertanahan Nasional Kabupaten Pelalawan (Land office), Badan Lingkungan Hidup Kabupaten Pelalawan (Environment office), Dinas Pekerjaan Umum Kabupaten Pelalawan (Civil work office), Pusat Kesehatan Masyarakat (Health center) Kecamatan Ukui, Palang Merah Indonesia (Indonesian Red Cross) Kabupaten Pelalawan, Badan Pusat Statistik (Statistic Office) Kabupaten Pelalawan, Badan Koordinasi Penanaman Modal (Capital Investment Coordination Board), Kepala Sekolah Dasar 010 (Headmaster), Village Head of Air Hitam Village, Ukui II Village, Bukit Gajah Village, Bukit Jaya Village, Trimulya Jaya Village, Air Emas Village, Kampung Baru Village, Kembang Sari Village, Silikuan Hulu Village, Sei Beberas Hilir Village, Rimpian Village, Pondok Gelugur Village, Lubuk Batu Jaya Village, Tasik Juang Village, Kulim Jaya Village, Air Putih Village, Bagan Limau Village, Lubuk Kembang Bungo Village, and Ukui Village.</p> <p>Communication records are documented in incoming and outgoing mail Logbook, where in 2018 (up to November 2018) the administration section documents 31 types of Outgoing Letter including the provision of routine information to the government, for example;</p> <ul style="list-style-type: none"> <li>- Request information from DLH on October 17, 2018 through letter no. 660/03 / DLH / 2018/913 regarding the LB3 permit application on behalf of Plasma Ukui I, which was responded to on October 18, 2018 by attending the DLH Kab. Pelalawan.</li> <li>- Request for information from the Tesso Nilo National Park Foundation on 12 October 2018 through letter no. 63 / YTN-TN-DE / IX / 2018 related to requests for hearings to build a commitment to implement Elephant BMP for companies around the Conservation</li> </ul>	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<p>Province of Riau Province, responded on October 13, 2018 saying that PT IIS will attend an audience on 23-26 October 2018.</p> <p><b>Ukui Smallholder:</b></p> <p>The Smallholder Manager has consistently updated the list of stakeholders, the last update performed on 2 July 2018, where there are 57 stakeholder, e.g:</p> <ol style="list-style-type: none"> <li>1. Stakeholders from PT IIS (9 stakeholders)</li> <li>2. Stakeholders from local government (18 stakeholders)</li> <li>3. Stakeholders related agency in Pelalawan Regency (5 stakeholders)</li> <li>4. Stakeholder from banks (6 stakeholders)</li> <li>5. Stakeholder from KUD (18 stakeholders).</li> </ol>	
<p><b>Criterion 6.3</b></p> <p>There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.</p>			
6.3.1	<p>The mechanism, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested, as long as that information is supported with adequate initial evidence.</p> <p>- Major compliance -</p>	<p><b>Estate:</b></p> <p>The Certificate Holder has established mechanism to handle complaint and grievances, "SOP Penanganan Keluhan dari Eksternal No.AA-GL-5005-R0 01" explains mechanism to resolve external complaint; "SOP Mekanisme Penyampaian Keluhan dan Penyelesaian Keluhan Karyawan No.AA-HR-308 0.5R0" related to internal grievance mechanism, for employee, Company also provides comment box at each unit office; and there is a mechanism for land dispute resolution, "SOP Penanganan Konflik Lahan AA-GL-5003.1-R1" effective 22/08/2011 related to land conflict. The procedure covers land dispute handling mechanism, negotiation process, and verification upon legal ownership evidence up to land compensation. Should negotiation process fails, any land dispute will be processed through legal/litigation mechanism. During the process, a complete record is maintained. Based on mechanism,</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>public relation officer will receive information of any complaint, grievance and land dispute/claims and records under the logbook.</p> <p>There is no land dispute noted, based on stakeholder consultation.</p> <p><b>Plasma UKUI (Smallholder Scheme):</b>            The Smallholder Manager has established mechanism for communication and consultation "Mekanisme Komunikasi dan Konsultasi" dated 16 January 2017, shaped flow Chart that describes the process of incoming information requests up to the responses provided. Each smallholder member has "Buku Panduan dan Catatan Petani Plasma", whereas explains the flow process of communication. Both of communication by written or verbal communication to group management are acceptable. For internal communication, The Smallholder Manager has prepared the procedure on "Komunikasi Internal Group Sertifikasi". SOP No. 007/DOK/SOP/PT IIS KLU-AA/2016 dated 26 November 2016. The SOP describes the relevant internal communication mechanisms of Group members, Extension Officers, Smallholder Manager and Group Managers. The Group Manager is responsible for responding to the Group's internal communications.</p> <p>Based on interview with sample of smallholders in KUD Sumber Makmur, KUD Bakti and KUD Bukit Potalo, there is no dispute raise to the company.</p>	
6.3.2	<p>There shall be records of process and outcome of dispute resolution.</p> <p>- Major compliance -</p> <p><b>Estate:</b>            The Certificate Holder has established mechanism to handle complaint and grievances, "SOP Penanganan Keluhan dari Eksternal No.AA-GL-5005-R0 01" explains mechanism to resolve external complaint; "SOP Mekanisme Penyampaian Keluhan dan Penyelesaian Keluhan Karyawan No.AA-HR-308 0.5R0" related to internal grievance mechanism, for employee, Company also provides comment box at each unit office; and there is a mechanism for land dispute resolution, "SOP Penanganan Konflik Lahan AA-GL-5003.1-R1" effective 22/08/2011 related to land conflict. The procedure covers land dispute handling mechanism, negotiation process, and verification upon legal ownership evidence up to land compensation. Should negotiation process fails, any land dispute will be processed through legal/litigation mechanism. During the process, a complete record is maintained. Based on mechanism,</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<p>public relation officer will receive information of any complaint, grievance and land dispute/claims and records under the logbook.</p> <p>There is no land dispute noted, based on stakeholder consultation.</p> <p><b>Plasma UKUI (Smallholder Scheme):</b>                      The Smallholder Manager has established mechanism for communication and consultation "Mekanisme Komunikasi dan Konsultasi" dated 16 January 2017, shaped flow Chart that describes the process of incoming information requests up to the responses provided. Each smallholder member has "Buku Panduan dan Catatan Petani Plasma", whereas explains the flow process of communication. Both of communication by written or verbal communication to group management are acceptable. For internal communication, The Smallholder Manager has prepared the procedure on "Komunikasi Internal Group Sertifikasi". SOP No. 007/DOK/SOP/PT IIS KLU-AA/2016 dated 26 November 2016. The SOP describes the relevant internal communication mechanisms of Group members, Extension Officers, Smallholder Manager and Group Managers. The Group Manager is responsible for responding to the Group's internal communications.</p> <p>Based on interview with sample of smallholders in KUD Sumber Makmur, KUD Bakti and KUD Bukit Potalo, there is no dispute raise to the company.</p>	
<p><b>Criterion 6.4</b></p> <p>Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>			
6.4.1	<p>A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be available, referring to decision of the Constitution Court.</p> <p>- Major compliance –</p>	<p><b>Estate:</b></p> <p>There is a mechanism for land dispute resolution, "SOP Penanganan Konflik Lahan" (SOP AA-GL5003.1-R1) dated 22/08/2011. The procedure covers land dispute handling mechanism, negotiation process, and verification upon legal ownership evidence up to land compensation. If negotiation process fails, any land dispute will be processed through legal/litigation mechanism. During the process, a complete record is maintained.</p>	Comply



Criterion / Indicator		Assessment Findings	Compliance
		<p>There is no land dispute noted, based on stakeholder consultation.</p> <p><b>Plasma UKUI (Smallholder Scheme):</b>            The Smallholder Manager has been able to explain the history of land acquisition for all smallholder members. All area of Ukui Plasma is land obtained from the government through the PIR-Trans program and has been through a long process since the Transmigration Location Permit by the Governor of Riau, Permit for Release of Forest Area issued by the Ministry of Forestry, Decree of the Minister of Agriculture for the Implementation of PIR-Trans Program by PT Inti Indosawit Subur – Ukui Group, Permit of AMDAL and and Certificate of Ownership (SHM) on land assigned to farmer members. The Smallholder Manager has indicated the ownership (SHM) documents of all member farmers. In addition, The Smallholder Manager has prepared a mechanism for communication and consultation “Mekanisme Komunikasi dan Konsultasi” dated 16 January 2017, shaped flow Chart that describes the process of incoming information requests up to the responses provided.</p>	
6.4.2	<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.</p> <p>- Minor compliance –</p>	<p><b>Estate:</b>            There is a mechanism for land dispute resolution, “SOP Penanganan Konflik Lahan” (SOP AA-GL5003.1-R1) dated 22/08/2011. The procedure covers land dispute handling mechanism, negotiation process, and verification upon legal ownership evidence up to land compensation. If negotiation process fails, any land dispute will be processed through legal/litigation mechanism. During the process, a complete record is maintained.</p> <p>There is no land dispute noted, based on stakeholder consultation.</p> <p><b>Plasma UKUI (Smallholder Scheme):</b>            The Smallholder Manager has been able to explain the history of land acquisition for all smallholder members. All area of Ukui Plasma is land obtained from the government through the PIR-Trans program and has been through a long process since the Transmigration Location Permit by the Governor of Riau, Permit for Release of Forest Area issued by the</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>Ministry of Forestry, Decree of the Minister of Agriculture for the Implementation of PIR-Trans Program by PT Inti Indosawit Subur – Ukui Group, Permit of AMDAL and and Certificate of Ownership (SHM) on land assigned to farmer members. The Smallholder Manager has indicated the ownership (SHM) documents of all member farmers. In addition, The Smallholder Manager has prepared a mechanism for communication and consultation “Mekanisme Komunikasi dan Konsultasi” dated 16 January 2017, shaped flow Chart that describes the process of incoming information requests up to the responses provided.</p>	
<p>6.4.3</p>	<p>Compensation claims, process and outcome of any negotiated agreements shall be documented, with evidence of the participation of affected parties.</p> <p>- Major compliance –</p> <p><b>Estate:</b></p> <p>There is a mechanism for land dispute resolution, “SOP Penanganan Konflik Lahan” (SOP AA-GL5003.1-R1) dated 22/08/2011. The procedure covers land dispute handling mechanism, negotiation process, and verification upon legal ownership evidence up to land compensation. If negotiation process fails, any land dispute will be processed through legal/litigation mechanism. During the process, a complete record is maintained.</p> <p>There is no land dispute noted, based on stakeholder consultation.</p> <p><b>Plasma UKUI (Smallholder Scheme):</b></p> <p>The Smallholder Manager has been able to explain the history of land acquisition for all smallholder members. All area of Ukui Plasma is land obtained from the government through the PIR-Trans program and has been through a long process since the Transmigration Location Permit by the Governor of Riau, Permit for Release of Forest Area issued by the Ministry of Forestry, Decree of the Minister of Agriculture for the Implementation of PIR-Trans Program by PT Inti Indosawit Subur – Ukui Group, Permit of AMDAL and and Certificate of Ownership (SHM) on land assigned to farmer members. The Smallholder Manager has indicated the ownership (SHM) documents of all member farmers. In addition, The Smallholder Manager has prepared a mechanism for communication and consultation “Mekanisme Komunikasi dan Konsultasi” dated 16 January 2017, shaped flow Chart that describes the process of incoming information requests up to the responses provided.</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
<b>Criterion 6.5</b> Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.		
6.5.1 Documentation of pay and conditions for employees based on the existing manpower regulations shall be available.  - Major compliance -	<p>The Company already has Collective Work Agreement (PKB) which has been approved by the Director General of Industrial Relations and Social Security of Workers through Decision Letter no. 88/PHIJSK-PKKAD/PKB/VI/ 2015 dated 18 June 2015 concerning Registration of "PKB Badan Kerjasama Perusahaan Perkebunan Sumatera (BKS-PPS)" with Central Board of Federasi Serikat Pekerja Pertanian dan Perkebunan - SPSI. PKB is binding for all SKU-H and SKU-B levels. The PKB is valid for 2 years up to 20 April 2017. Up to now, the BKS-PPS and PP.FSP.PP-SPSI are in negotiation process regarding to establish new PKB. Records of mmeting are as follows:</p> <ol style="list-style-type: none"> <li>a. On June 25, 2018, related to the follow-up meeting between BKS-PPS and PP.FSP.PP-SPSI related to the implementation of the PKB renewal for 2015-2017, a meeting was held at the Office of the BKS-PPS</li> <li>b. On 15 May 2017, placed in BKS-PPS office, concerning discussion of proposals from BKS-PPS and PP.FSP.PP-SPSI members by BKS PPS Negotiation Team.</li> <li>c. On 18 July 2017, meeting held in BKS-PPS office, concerning discussion of renewal proposals to PKB 2017 – 2019.</li> <li>d. On 1 August 2017, meeting held in BKS-PPS office, concerning revision proposals to PKB 2017 – 2019 (continuing article X to XXIV).</li> </ol> <p>Article XXIV verse 3 of the PKB states that on the date of this PK expired and th new PKB is not established, then the previous PKB is entirely remain valid until a new PKB established.</p> <p>Article V verse 1 of the PKB stated that workers' wages shall be determined by mutual agreement between the BKS-PPS and the relevant PP.FSP.PP-SPSI in accordance with applicable laws and regulations.</p>	Not Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>The company determines minimum wages based on the Government regulation annually, the minimum wages in 2018 as regulated in "Surat Keputusan Gubernur Riau No. Kpts. 373/V/2018", dated 15/05/2018 for Agriculture sector in Pelalawan Regency is IDR 2,617,500/month. Based on review of payments slip, there is no worker paid below minimum wages.</p> <p>Based on Memorandum no. 012/HR-AAS/MEMO/05/18 dated 4 May 2018, the company has determined daily wages for PHL workers to be IDR 100,672.48/manday or IDR 2,617,500/month and SKU-H workers to be IDR 2,381,812/Month. This value does not include Rice Allowance as stipulated in PKB that it is part of basic wage.</p> <p>Payslip verified:</p> <p><u>Ukui I Mill:</u></p> <ul style="list-style-type: none"> <li>a. Mr. YS (PHL/Proccesing PMKS Ukui-1): 25 working days, in November 2018 get total salary IDR 7,382,615 consist IDR 2,617,500 of basic wage, IDR 4,803,791 of overtime, IDR 39,848 of processing premium, and IDR 78,524 of BPJS deduction.</li> <li>b. Mrs. KS (PHL/Office): 23 working days, in November 2018 get total salary as IDR 5,415,176 consist IDR 2,408,100 of basic wage, IDR 3,048,704 of overtime, IDR 36,896 processing premium, and IDR 78,524 of BPJS deduction.</li> <li>c. Mr. Slkn (PHL/Biogas Plant): 23 working days in November 2018 get total salary as IDR 5,157,965 consist IDR 2,408,100 of basic wage, IDR 2,791,493 of overtime, IDR 36,896 of processing premium, and IDR 78,524 of BPJS deduction.</li> </ul> <p><u>Ukui Estate:</u></p> <ul style="list-style-type: none"> <li>a. Mr. Pdn (PHL-Harvester) works for 20 days with daily rate at IDR 104,700; Total salary is IDR 3,183,326, consists of basic sallary IDR 2,094,000; premium IDR 1,167,850+IDR 306,904 and deduction (for BPJS Kesehatan and Ketenagakerjaan) IDR 385,428.</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>b. Mr. Sg B (PHL-Harvester) works for 12 days with daily rate at IDR 104,700; Total salary is IDR 2,076,676, consists of basic salary IDR 1,256,400; premium IDR 898,800 and deduction (for BPJS Kesehatan and Ketenagakerjaan) IDR 78,524.</p> <p>c. Mrs. Rsh (PHL-upkeep) works for 11 days with daily rate at IDR 104,700; Total salary is IDR 1,276,051; consists of basic salary IDR 1,151,700; premium IDR 176,700 and deduction (for BPJS Kesehatan and Ketenagakerjaan) IDR 52,349.</p> <p>d. Mrs. Smt (PHL-upkeep) works for 11 days with daily rate at IDR 104,700; Total salary is IDR 1,139,176; consists of basic salary IDR 1,151,700; premium IDR 66,000 and deduction (for BPJS Kesehatan and Ketenagakerjaan) IDR 78,524.</p> <p><b>Non Conformance</b></p> <p>There is an application of overtime pay in PMKS Ukui-1 which is not in accordance with the applicable regulations and laws, namely Law No. 13/2003 Article 78 and Kepmen no. 102/2004 Article 3.</p> <p><u>Objective evidence:</u></p> <p>Based on verification of employee salary checks and Overtime Orders and Realization period for November 2018, that found the application of employee overtime as follows:</p> <ul style="list-style-type: none"> <li>- Ukui PMKS employees in the name of Paimin (Sorting FFB) where overtime work has exceeded the maximum per day (max 3 hours), namely: on 3-6 Nov 2018 6 hours per day, 9-10 Nov 2018 as many as 9 hours per day, November 24, 2018 as many as 11 hours.</li> <li>- PMKS Employees Study 1 on behalf of Novli Arianto Sinaga (Waste Operator), on 3 November 2018 as many as 6 hours, 10 Nov 2018 as many as 6 hours, 27 Nov 2018 as many as 8 hours.</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Related rules and regulations are as follows:</p> <p>A. UU no 13 Tahun 2003 Pasal 78:            Pengusaha yang mempekerjakan pekerja/buruh melebihi waktu kerja sebagaimana dimaksud dalam Pasal 77 ayat (2) harus memenuhi syarat :</p> <ul style="list-style-type: none"> <li>a) ada persetujuan pekerja/buruh yang bersangkutan; dan</li> <li>b) waktu kerja lembur hanya dapat dilakukan paling banyak 3 (tiga) jam dalam 1 (satu) hari dan 14 (empat belas) jam dalam 1 (satu) minggu.</li> </ul> <p>B. Kepmen no. 102 Tahun 2004 Pasal 3:</p> <ul style="list-style-type: none"> <li>(1) Waktu kerja lembur hanya dapat dilakukan paling banyak 3 (tiga) jam dalam 1 (satu) hari dan 14 (empat belas) jam dalam 1 (satu) minggu.</li> <li>(2) Ketentuan waktu kerja lembur sebagaimana dimaksud dalam ayat (1) tidak termasuk kerja lembur yang dilakukan pada waktu istirahat mingguan atau hari libur resmi.</li> </ul> <p><b>Ukui Smallholder:</b></p> <p>Based on document verification and interviews with KUD management, farmer members and workers have shown that;</p> <ul style="list-style-type: none"> <li>a. TUS (spraying operator) is a formal worker managed by the Group Manager, has a written contractual agreement and meets the minimum wage requirements specified by the government.</li> <li>b. Some of member in KUD has also employed his siblings or neighbors in harvesting, fertilizing or pruning. Working relationships are agreed with the unwritten between farmers members with workers.</li> </ul> <p>Based on interviews with the harvesters it has been shown that the received wage scale meets the minimum wage standard, e.g: harvester wage of Rp. 130,000/ton FFB, where</p>	

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	<p>within one working day can produce 1.5 tons FFB. Wage of fertilizer Rp 15,000/sack where in one working day the fertilizer can reach 8 - 10 sacks.</p> <p>The minimum wages in 2018 as regulated in "Surat Keputusan Gubernur Riau No. Kpts.880/XI/2017", tentang Upah Minimum Sektor Pertanian/Perkebunan Karet, Kelapa, Kelapa Sawit dan Pabrik Propinsi Riau tahun 2018" dated 20 November 2017 for Agriculture sector in Indragiri Hulu Regency is Rp 2,751,076.40,- /month.</p> <p>Taken sample for several KUD's employees, among others:</p> <p>List of Wages / Salaries of Managers and employees of Sumber Makmur Cooperative on period November 2018</p> <table border="1" data-bbox="857 767 1872 962"> <thead> <tr> <th>Name</th> <th>Position</th> <th>Basic Salary</th> <th>Allowance</th> <th>BPJS</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Ariyono</td> <td>Operasional</td> <td>Rp 1.650.000</td> <td>Rp 1.350.000</td> <td>Rp 40.680</td> <td>Rp 2.959.320</td> </tr> <tr> <td>Budianto</td> <td>Unit USP</td> <td>Rp 1.650.000</td> <td>Rp 1.370.000</td> <td>Rp 40.680</td> <td>Rp 2.979.320</td> </tr> <tr> <td>Mahut</td> <td>WKAK</td> <td>Rp 1.600.000</td> <td>Rp 1.370.000</td> <td>Rp 40.680</td> <td>Rp 2.929.320</td> </tr> <tr> <td>Oktantina</td> <td>Pembukuan</td> <td>Rp 1.600.000</td> <td>Rp 1.370.000</td> <td>Rp 40.680</td> <td>Rp 2.929.320</td> </tr> </tbody> </table> <p>List of Wages / Salaries of Managers and employees of Bukit Patalo Cooperative on period November 2018</p> <table border="1" data-bbox="857 1118 1910 1313"> <thead> <tr> <th>Name</th> <th>Position</th> <th>Basic Salary</th> <th>Allowance</th> <th>BPJS</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Sahuri</td> <td>Sekretaris</td> <td>Rp 1.700.000</td> <td>Rp 1.575.000</td> <td>Rp 40.680</td> <td>Rp 3.234.320</td> </tr> <tr> <td>Diana Marlina</td> <td>Unit USP</td> <td>Rp 1.450.000</td> <td>Rp 1.350.000</td> <td>Rp 40.680</td> <td>Rp 2.759.320</td> </tr> <tr> <td>Elmi Elly</td> <td>Pembukuan</td> <td>Rp 1.450.000</td> <td>Rp 1.350.000</td> <td>Rp 40.680</td> <td>Rp 2.759.320</td> </tr> <tr> <td>Juasan</td> <td>WKAK</td> <td>Rp 1.400.000</td> <td>Rp 1.370.000</td> <td>Rp 40.680</td> <td>Rp 2.729.320</td> </tr> </tbody> </table>	Name	Position	Basic Salary	Allowance	BPJS	Amount	Ariyono	Operasional	Rp 1.650.000	Rp 1.350.000	Rp 40.680	Rp 2.959.320	Budianto	Unit USP	Rp 1.650.000	Rp 1.370.000	Rp 40.680	Rp 2.979.320	Mahut	WKAK	Rp 1.600.000	Rp 1.370.000	Rp 40.680	Rp 2.929.320	Oktantina	Pembukuan	Rp 1.600.000	Rp 1.370.000	Rp 40.680	Rp 2.929.320	Name	Position	Basic Salary	Allowance	BPJS	Amount	Sahuri	Sekretaris	Rp 1.700.000	Rp 1.575.000	Rp 40.680	Rp 3.234.320	Diana Marlina	Unit USP	Rp 1.450.000	Rp 1.350.000	Rp 40.680	Rp 2.759.320	Elmi Elly	Pembukuan	Rp 1.450.000	Rp 1.350.000	Rp 40.680	Rp 2.759.320	Juasan	WKAK	Rp 1.400.000	Rp 1.370.000	Rp 40.680	Rp 2.729.320	
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Criterion / Indicator	Assessment Findings	Compliance
<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.</p> <p>- Major compliance -</p>	<p>The Company already has Collective Work Agreement (PKB) which has been approved by the Director General of Industrial Relations and Social Security of Workers through Decision Letter no. 88/PHIJSK-PKKAD/PKB/VI/ 2015 dated 18 June 2015 concerning Registration of "PKB Badan Kerjasama Perusahaan Perkebunan Sumatera (BKS-PPS)" with Central Board of Federasi Serikat Pekerja Pertanian dan Perkebunan - SPSI. PKB is binding for all SKU-H and SKU-B levels. The PKB is valid for 2 years up to 20 April 2017. Up to now, the BKS-PPS and PP.FSP.PP-SPSI are in negotiation process regarding to establish new PKB. Records of meeting are as follows:</p> <ul style="list-style-type: none"> <li>a. June 25, 2018, related to the follow-up meeting between BKS-PPS and PP.FSP.PP-SPSI related to the implementation of the PKB renewal for 2015-2017, a meeting was held at the Office of the BKS-PPS</li> <li>b. On 15 May 2017, placed in BKS-PPS office, concerning discussion of proposals from BKS-PPS and PP.FSP.PP-SPSI members by BKS PPS Negotiation Team.</li> <li>c. On 18 July 2017, meeting held in BKS-PPS office, concerning discussion of renewal proposals to PKB 2017 – 2019.</li> <li>d. On 1 August 2017, meeting held in BKS-PPS office, concerning revision proposals to PKB 2017 – 2019 (continuing article X to XXIV).</li> </ul> <p>Based on letter from BKS-PPS No. 72/BKS-PPS/2017 dated 12 Juli 2017 regarding PKB validity, it was explained that until this time all members of BKS-PPS still can uses PKB 2015 until the PKB issued.</p> <p>Document verification show that all employees have "Surat Perjanjian Kerja" (contract) including at PKWT and PHL level, e.g.:</p> <ul style="list-style-type: none"> <li>a. "Perjanjian Kerja untuk Waktu Tertentu (PKWT)" – Work agreement for specific time No. 002/SPK-PHL/PUS/11/2017 dated 2 November 2017 on behalf Yusrizal Sagita.</li> </ul>



Criterion / Indicator	Assessment Findings	Compliance
	<p>b. Perjanjian Kerja untuk Waktu Tertentu (PKWT) No. 002/SPK-PHL/PUS/11/2017 dated 2 November 2017 on behalf Rudi Wahono.</p> <p>The work agreement described:</p> <ul style="list-style-type: none"> <li>a. Employee recruitment status.</li> <li>b. Duration of the employment agreement (PKWT is valid for 1 year and may be extended on worker approval).</li> <li>c. Position rotation</li> <li>d. Compensation</li> <li>e. Company's Rights and Obligations</li> <li>f. Workers' Rights and Obligations</li> <li>g. The term of the employment agreement</li> <li>h. Dispute resolution</li> </ul> <p>The work agreement also completed with:</p> <ul style="list-style-type: none"> <li>a. Appendix I; company policy related to working time and welfare facilities, in this case workers get Welfare Benefits in the form of Hari Raya allowance (THR) whose amount is adjusted with applicable regulations, Workers are registered in the program of BPJS (Employment and Health) with wage deduction of 2% for JHT while the company bear 3.7%.</li> <li>b. Appendix II; described about actions that may result in the termination of the employment agreement.</li> <li>c. Appendix III; described about responsibility and obligation of employee.</li> <li>d. Appendix IV; described about company regulation.</li> </ul> <p><b>Ukui Smallholder:</b>            In general, the Smallholder Manager has issued a policy related to the compliance of labor law as outlined in the Smallholder Manager Policy dated 16 January 2017, stated that "Complying with applicable Legal Requirements and other requirements deemed necessary by cooperative managers who are integrated in conduct of business activities.</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>In the implementation of internal inspection also verified the suitability of labor regulations. Based on interviews with farmer members and harvesters, the workforce employed by farmer member meets the minimum wage, accident insurance are available and working hours.</p> <p>There were 11 spraying employees (2 males and 9 females) who were employees of the KUD Bakti with casual daily employee status, for example:</p> <ul style="list-style-type: none"> <li>- Surat Perjanjian Kerja no. 002/SPK/KUD-B/II/2018 dated 1 January 2018 on behalf of Kunik as Sprayer employee (TUS) valid until 31 December 2018</li> <li>- Surat Perjanjian Kerja no. 007/SPK/KUD-B/II/2018 dated 1 January 2018 on behalf of Sari as Sprayer employee (TUS) valid until 31 December 2018</li> </ul> <p>Workers and Cooperative employees appointed based on worker agreement or "Surat Perjanjian Kerja sebagai karyawan Tetap", misalnya:</p> <ul style="list-style-type: none"> <li>- Surat Perjanjian Kerja Karyawan Tetap on behalf of Mr. Mas'ud as permanent worker at KUD Sumber Makmur 003/SPK-KT/KUD-SM/BG/V/2017 dated 15 May 2017</li> <li>- Surat Perjanjian Kerja Karyawan Tetap on behalf of Miss. Elmi Elly as permanent worker at KUD Bukit Patalo no. 006/SPK-KT/KUD-bp/UKII/I/2017 dated 6 January 2017</li> <li>- Surat Perjanjian Kerja Karyawan Tetap on behalf of Miss. Yarni as permanent worker at KUD Bukit Patalo no. 001/SPK-KT/KUD-B/TJ.I/I/2002 dated 7 January 2002</li> </ul>	
6.5.3	<p>Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or</p> <p>The company has prepared facilities for the workers, including the basic need such as electricity and water. Detail of company facilities for employees are as follows:</p> <ul style="list-style-type: none"> <li>- Ukui I Mill Housing, consist of Type B (2 units), type C (5 units), type D (14 units), Type E (86 units),</li> </ul>	Comply

Criterion / Indicator		Assessment Findings	Compliance
	<p>above, where such public facilities are unavailable or inaccessible.</p> <p>- Minor compliance –</p>	<ul style="list-style-type: none"> <li>- Ukui Estate Housing, consist of Type B (3 units), Type C 22 units), typ D (26 units), type E (454 units)</li> <li>- Polyclinic (1 unit),</li> <li>- Mosque (1 units),</li> <li>- Church (1 unit),</li> <li>- Community hall (1 unit),</li> <li>- Kindergarden (1 units)</li> <li>- Elementary School (2 units)</li> <li>- Sport Centre (1 unit)</li> <li>- School bus (2 units),</li> <li>- The water supply is clean. Water quality is being checked and monitored on regular basis.</li> </ul>	
6.5.4	<p>There shall be demonstrable efforts to improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance –</p>	<p>Company is able to demonstrate effort in providing access to adequate, sufficient and affordable food: provision of rice allowance – aside from monthly salary to all eligible workers, cooperative organization for employee providing basic food necessities (Waserda Koperasi Karya Bersama). Company is also accommodating weekly market for each estate; Sunday for Ukui Estate.</p> <p><b>Ukui Smallholder:</b></p> <p>The farmer member villages are a developed Transmigration Village. Provision of food can be obtained from existing markets in the village. Based on the results of field visits to the sample villages indicate that in the village was available weekly markets and stalls that provide basic necessities.</p>	Comply
<p><b>Criterion 6.6</b></p> <p>The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>			

Criterion / Indicator	Assessment Findings	Compliance
<p>6.6.1 A record of the company's policy in understandable language recognising freedom of association, shall be available.</p> <p>- Major compliance –</p>	<p>PT Inti Indosawit Subur – Ukui Group has company policy signed by Managing Director on 01/12/2014. The policy stated company guarantee freedom of association or be part of worker union as well as collective bargaining.</p> <p>There is a worker union for Ukui Estate and Ukui I POM named "Pengurus Unit Kerja (PUK) Serikat Pekerja Pertanian dan Perkebunan-Serikat Pekerja Seluruh Indonesia (PUK-SPPP-SPSI) PT Inti Indosawit Subur Kebun Ukui dan Pabrik Ukui Satu" as per "Surat Keputusan Pengurus Cabang Federasi SPPP-SPSI Kabupaten Pelalawan No.Kep. 17-A/PC-FSP.PP/K-SPSI/PLLW/10/2017" dated 15 October 2017 and valid for 5 years.</p> <p>Organization Structure of Pengurus Unit Kerja (PUK) Serikat Pekerja Pertanian dan Perkebunan (SPPP)- Serikat Pekerja Seluruh Indonesia (SPSI) PT Inti Indosawit Subur Kebun Ukui is as follows:</p> <ul style="list-style-type: none"> <li>- Chairman : MD Setyawan</li> <li>- Vice Chairman : Zainal Arifin Bangun : Sumardi</li> <li>- Secretary : M. Yunus</li> <li>- Vice Secretary : Watri Efendi</li> </ul> <p>PT IIS-Ukui Group workers union has been registered in Dinas Tenaga Kerja (Manpower Agency) of Pelalawan Regency on 7 December 2006 as mentioned in "Tanda Bukti Pencatatan Serikat Pekerja" No. 004/Disnaker/ PEN/SPPP-SPSI/2006 named PUK-SPPP-SPSI PT Inti Indosawit Subur Kebun Ukui.</p> <p><b>Ukui Smallholder:</b></p> <p>Based on the results of interviews with farmer members, indicates that they have understood the policy published by the Smallholder Manager dated 16 January 2017 wherein it also concerns the policy of freedom of association.</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance
		Based on document verification as well as interviews with harvest laborers, they have not been willing to establish worker unions until now.	
6.6.2	Records of meetings with labor unions or workers representatives shall be available.  - Minor compliance –	SPSI meeting with management, including: 1. The meeting between SPSI and the Management of PT IIS on August 25, 2018, there were several discussions, including: - Adding water storage in central housing - Payment of pruning wages - Providing work / harvest tools (fiber, egrek etc.) - Wages and transport premiums are empty  2. Minutes of the meeting for the meeting on October 9, 2018, a meeting to discuss related to the delivery of production targets and the preparation of labor needed and socialization to employees regarding awareness of the use of PPE	Comply
<b>Criterion 6.7</b>			
Children are not employed or exploited.			
6.7.1	There shall be documented evidence that minimum age requirements are met.  - Major compliance –	The company has own policy signed by management on 01/12/2014 that stated: It is not allowed all children to work in every activities/processes in the company, taken an sample on period November 2018 as bellow:  Ukui I Palm Oil Mill:  Verification of Ukui I POM employee data period November 2018, shows that no indication of worker with age below 18 years old during recruitment or at the present time. Sample verified:  - Rudi Wahono (PHL), birthdate 21 Februari 1997, recruited in PT IIS-Ukui I POM on 1 November 2017 (20 years and 9 month).  - Yusrizal Sagita (PHL), birthdate 18 Desember 1997, recruited in PT IIS-Ukui I POM on 1 November 2017 (19 years and 9 month).	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>- Nilasari (SKU-H), birthdate 24 Desember 1988 recruited in PT IIS-Ukui I POM on 1 November 2009 (20 years and 11 month).</li> </ul> <p>Ukui Estate:</p> <p>Verification of Ukui Estate employee data period November 2017, shows that no indication of worker with age below 18 years old during recruitment or at the present time. Sample verified:</p> <ul style="list-style-type: none"> <li>- Irvan Abdurahman (PHL), birthdate 9 October 1999, recruited in PT IIS Ukui-Estate on 1 October 2018 (19 years and 8 month).</li> <li>- Andri Siregar (PHL) birthdate 3 January 1999, recruited as PT IIS-Ukui Estate employee on 1 July 2018 (19 years and 6 month).</li> </ul> <p><b>Ukui Smallholder:</b></p> <p>Based on the results of interviews with farmer members indicates that they have understood the policy published by the Smallholder Manager dated 16 January 2017 which in it also concerns the prohibition to employ children under age in palm oil plant operations.</p> <p>Based on field visit and interview with harvester, shows that no indication of using child labor or worker under 18 years old. Taken sample as bellow:</p> <ul style="list-style-type: none"> <li>- Lamijo (PHL), birthdate 7 May 1968, recruited in PT IIS Ukui-Plasma employee on 15 August 1989 (21 years and 3 month).</li> </ul> <p>Jambiri (PHL) birthdate 4 September 1993, recruited as PT IIS-Ukui-Plasma employee on 1 May 2014 (20 years and 8 month).</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.

Criterion / Indicator	Assessment Findings	Compliance																				
<p>6.8.1 A company's policy on equal opportunity and treatment for work shall be available and documented.</p> <p>- Major compliance –</p>	<p>The Company already has a Policy related to equality of opportunity and treatment in employee recruitment, promotion, career path. as outlined in the Corporate Policy issued by the Managing Director of Asian Agri on 1 December 2014, point 13 which states that "<i>The Company respects human rights by treating all employees fairly, in recruitment, performance assessment, conditions and work environment and representation irrespective of tribe, caste, nationality, religion, disability, gender, sexual orientation, union membership, political affiliation and/or age</i>".</p> <p>The policy is disseminated to employees through the installation of signboard describing Corporate Policy in Division Office and direct dissemination to employees, for example on 21 February 2015, held at Ukui I Mill, attended by 45 participants and on 28 June 2015 held at Ukui I Estate, attended by 99 Participants.</p> <p>Based on verification of Ukui Estate and Ukui I Mill employee documents period November 2018, it shows that no indication of employee discrimination whether from tribe, caste, nationality, religion, disability, gender, sexual orientation, union membership, political affiliation and/or age.</p> <p>Verification of employment announcement documents, employee performance assessment form, employee appraisal results and recommendation of appointment, indicates that there is no indication of discrimination of employment recruitment from aspects of ethnicity, caste, religion, disability, gender, sexual orientation, union membership, political affiliation and/or age. Based on employees data period November 2018, this shows, that the company has provided equal opportunities to all its employees, as shown below:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"> <b>PMKS-Ukui-1 Employee Data</b>                      November 2018 period                 </td> <td style="width: 50%; text-align: center;"> <b>Ukui 1 Estate Employee Data</b>                      November 2018 Period                 </td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">No.</th> <th style="width: 40%;">Race</th> <th style="width: 10%;">Employee</th> <th style="width: 10%;">No.</th> <th style="width: 10%;">Race</th> <th style="width: 10%;">Employee</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Tapanuli</td> <td style="text-align: center;">24</td> <td style="text-align: center;">1</td> <td>Tapanuli</td> <td style="text-align: center;">296</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Jawa</td> <td style="text-align: center;">68</td> <td style="text-align: center;">2</td> <td>Jawa</td> <td style="text-align: center;">26</td> </tr> </tbody> </table>	<b>PMKS-Ukui-1 Employee Data</b> November 2018 period	<b>Ukui 1 Estate Employee Data</b> November 2018 Period	No.	Race	Employee	No.	Race	Employee	1	Tapanuli	24	1	Tapanuli	296	2	Jawa	68	2	Jawa	26	<p>Comply</p>
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6.8.2	<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>Based on job vacancy and recruitment document verification, there is no indication of discrimination against ethnicity, caste, nationality, religion, disability, gender, sexual orientation, worker union, political affiliation and/or age. Promotion and grade adjustment only based on annual employee appraisal, signed by relevant employee and verified by line manager. The evaluation form does not indicate discrimination on any aspect.</p> <p><b>Ukui Smallholder:</b></p> <p>Based on the results of interviews with farmer members indicates that they have understood the policy published by the Smallholder Manager dated 16 January 2017 which in it contains "Respect human rights by treating all employees of KUD and Farmers fairly, either in terms</p>	Comply																																										

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6.8.3	<p>Records of evidence that equal opportunity and treatment for work shall be available.</p> <p>– Minor compliance -</p>	<p>of recruitment, assessment, working environment conditions as well representation regardless of race, caste, national origin, religion/belief, disability, gender, sexual orientation, union membership, political affiliation and/or age.</p> <p>The company has procedure which regulated that hiring and promotion of workers are based on skill, work experiences, and job evaluation.</p> <p>Promotion and upgrade are based on employee appraisal conducted annually as outlined in the Employee Assessment Form signed by the employee concerned, approved by the line manager and checked by the General Manager. The form indicates that there is no indication of employment discrimination in terms of ethnicity, caste, religion, disability, gender, sexual orientation, union membership, political affiliation and/or age, for example:</p> <ul style="list-style-type: none"> <li>a. Promotion Document of Mr. Kornelius (Opr. Biogas) from status of PHL (casual worker) to SKU-H (permanent worker) according to HR Manager Letter No. 335/HR-RO2/MEMO/11/18 dated 19 November 2018.</li> <li>b. Promotion Document of Mr. Solikhin (FFB Srtation) from status of PHL (casual worker) to SKU-H (permanent worker) in accordance with HR Manager Letter No. 350/HR-RO2/MEMO/ 11/18 dated 19 November 2018.</li> </ul> <p><b>Ukui Smallholder:</b></p> <p>Based on the results of interviews with farmer members indicates that they have understood the policy published by the Smallholder Manager dated 16 January 2017 which in it contains "Respect human rights by treating all employees of KUD and Farmers fairly, either in terms of recruitment, assessment, working environment conditions as well representation regardless of race, caste, national origin, religion/belief, disability, gender, sexual orientation, union membership, political affiliation and/or age.</p>	Comply
<p>Criterion 6.9</p> <p><b>There is no harassment or abuse in the work place, and reproductive rights are protected.</b></p>			

Criterion / Indicator	Assessment Findings	Compliance
<p>6.9.1 A policy to prevent sexual and all other forms of harassment and violence, shall be documented, implemented and communicated to all levels of the workforce.</p> <p>- Major compliance –</p>	<p>PT Inti Indosawit Subur – Ukui Group has established a policy to protect the reproductive rights as it is found in Company Policy that's signed by Managing Director, dated 01st December 2014 and on one part of the policies stated that: "<i>Mencegah pelecehan seksual dan berbagai bentuk kekerasan terhadap perempuan serta melindungi hak-hak reproduksinya (To prevent any sexual or physical abuses happen to women as well as to protect their reproductive rights)</i>". There is a gender committee actively meets and discussing general agenda and other issue related to handling sexual harassment, dissemination of sexual harassment prevention.</p> <p>Implemented policy on prevention of sexual harassment and violence against women, the policy is prominently displayed on notice boards at the Mills and the Estates muster areas. Interviews of female staff, workers and union representatives confirmed that the company implemented the sexual harassment policy.</p> <p><b>Smallholders Ukui Group:</b>            Plasma Ukui Group has demonstrated the policy to prevent sexual harassment and violence against women in "Kebijakan ICS Group Manager" issued dated 16<sup>th</sup> January 2018, in chapter 11 was stated "<i>Mencegah pelecehan seksual dan berbagai bentuk kekerasan terhadap perempuan serta melindungi hak hak reproduksinya (prevent sexual harassment and violence as well as protect reproductive rights for women)</i>".</p> <p>The policy has communicated to all scheme smallholders member and displayed in publication board in each KUDs office.</p> <p>Sosialisasi kebijakan dated 6<sup>th</sup> October 2018 was attended by spaying team, e.g: Mrs Siti Atikah, Mrs Siti Aisyah, Mrs Siti Suryani, Mrs Haerani, etc.</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>6.9.2 A policy to protect the reproductive rights, shall be documented, implemented and communicated to all levels of the workforce.</p> <p>- Major compliance –</p>	<p>PT Inti Indosawit Subur – Ukui I POM has established a policy to protect the reproductive rights as it is found in Company Policy that's signed by Managing Director, dated 01st December 2014 and on one part of the policies stated that: "Mencegah pelecehan seksual dan berbagai bentuk kekerasan terhadap perempuan serta melindungi hak-hak reproduksinya (To prevent any sexual or physical abuses happen to women as well as to protect their reproductive rights)". There is a gender committee actively meets and discussing general agenda and other issue related to handling sexual harassment, dissemination of sexual harassment prevention.</p> <p>Implemented policy on prevention of sexual harassment and violence against women, the policy is prominently displayed on notice boards at the Mills and the Estates muster areas. Interviews of female staff, workers and union representatives confirmed that the company implemented the sexual harassment policy.</p> <p>Smallholders Ukui Group:            Plasma Ukui 1 has demonstrated the policy to prevent sexual harassment and violence against women in "Kebijakan ICS Group Manager" issued dated 16<sup>th</sup> January 2018, in chapter 11 was stated "Mencegah pelecehan seksual dan berbagai bentuk kekerasan terhadap perempuan serta melindungi hak hak reproduksinya (prevent sexual harassment and violence as well as protect reproductive rights for women)".</p> <p>The policy has communicated to all scheme smallholders member and displayed in publication board in each KUDs office.</p> <p>Sosialisasi kebijakan dated 6<sup>th</sup> October 2018 was attended by spaying team, e.g: Mrs Siti Atikah, Mrs Siti Aisyah, Mrs Siti Suryani, Mrs Haerani, etc.</p> <p>Checklist on monitoring of pregnancy (monthly), for period Jul to December 2018, there were reported no workers in pregnant condition (negative detection), e.g: Mrs Kunik, Mrs Selly, Mrs Jumiah, Mrs Mayrianti, Mrs Sari, Mrs Susi, Mrs Lia.</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance						
6.9.3	<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>PT Inti Inti Indosawit Subur – Ukui Group has prepared the procedure related to mechanism on a specific grivenance No. SOP: XX-HR-308.5-R0; Revision: 0, dated 11/12/2009.</p> <p>Employees complaints: submission and settlement Mechanism for complaints management where it needs to protect its confidentiality for complaint submitter was found in company policy’s draft as in one of points of this policies stated that: “To provide appropriate information for those who inquiry it and to proted its confidentiality for whistleblower cases in accordance to law regarding environmental and social issue, food safety, health and safety work, so that it enables them to more participate to the decision making processes for improving company’s performance.</p> <p>Based on interview with gender committee shown that they have good understanding on complaint submission mechanism and have annual program including dissemination on female worker’s rights.</p> <p>Smallholders Ukui Group: The scheme smallholders have mechanism of consultation and communication in “Mekanisme komunikasi, konsultasi dan keluhan Kebun Plasma Ukui Group”, dated 16<sup>th</sup> January 2018.</p>	Comply						
<p>Criterion 6.10 <b>Growers and millers deal fairly and transparently with smallholders and other local businesses.</b></p>									
6.10.1	<p>Current and past prices paid for Fresh Fruit Bunches (FFB), shall be publicly available.</p> <p>- Minor compliance -</p>	<p>Current and past prices of Fresh Fruit Bunches (FFB) are available at the front post of Ukui I Palm Oil Mill. The FFB price for smallholder is determined by government via Weekly Pricing Letter from “Tim Penetapan Harga TBS Kelapa Sawit Provinsi Riau”.</p> <p>The latest Pricing Letter available is #48/TPH TBS-XI/2018 for period 28 November – 4 December 2018. The prices are as follows:</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Oil Palm Age (year)</th> <th>FFB Price (IDR/kg)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	No.	Oil Palm Age (year)	FFB Price (IDR/kg)				Comply
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<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).</p> <p>- Major compliance -</p>	<p>The company has explained and documented FFB pricing formula based on government FFB price determination. There are 2 FFB price formula in Mill, that are:</p> <ol style="list-style-type: none"> <li>FFB Price formula for Plasma  <math display="block">\text{FFB Price} = K \text{ Index } [(CPO\text{price} \times OER) + (PK\text{price} \times KER)]</math> <p>The FFB price is divided based on planting ages (3, 4, 5, 6, 7, 8, 9 years, 10 – 20 years, 21, 22, 23, 24 and 25 years), the differences of prices from is OER and KER.</p> </li> <li>FFB price from third parties:   <math display="block">\{(CPO \text{ Price} - \text{Transport cost} \times OER) = X\} + \{(PK \text{ price} - \text{Transport cost} \times KER) = Y\} = A</math> <p>Processing cost = B  <math display="block">\text{FFB Gross price} = (A - B) = C</math> <p>Miscellaneous cost = D  <math display="block">\text{FFB price} = C - D</math> </p> </p></li> </ol> <p>Interview with selected smallholders revealed they understood of FFB pricing mechanism and no complaint was noted regarding FFB price.</p> <p><b>Ukui Smallholder:</b></p> <p>Interviewed with the members found that they were understood the pricing of FFB that they sold to Ukui I POM. They informed that the price is according the price determined by "Tim Penetapan Harga TBS Kelapa Sawit Provinsi Riau" each weeks. The current selling price was displayed in front post of Ukui II POM.</p> <p>General pricing mechanism was determined by "Dinas Perkebunan Provinsi Riau" based on "Hasil Rapat Tim Penetapan Harga TBS Kelapa Sawit" which consist of company representative, farmers and government. Pricing was determined according to average price of CPO and Kernel, "K" index and planting age.</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance
		The Smallholder Manager has recorded general pricing mechanism used by the purchaser/s of the FFB and disseminated to all member of group.	
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 -	The agreement/contract documents between contractor and smallholder is sighted such as for FFB transporter. The contract was acknowledged by both parties and well understood. The contract contained all relevant information such as payment method, work requirements, force majeure, contract period, cancellation of contract. Based on interview with selected supplier, revealed that agreement between company and local contractors is made fairly, legal and transparent.  <b>Ukui Smallholder:</b>  Not applicable. Ukui Plasma has not entered any contractual agreements with third parties at the group level.	Comply
6.10.4	Agreed payments shall be made in a timely manner.  - Minor compliance -	A review to several payment records in year 2017 demonstrated that the payment has been made according to the agreement. The payment was been made periodically according to the contract agreement. Payment made via bank transfer, it was appropriate with the related MOU or Agreement.  Transfer Instruction from the company to PT Bank Panin Tbk dated 7 December 2017 was available, mentioning instruction of money transfer to contractor Koperasi Air Hitam Jaya; IDR 194,211,435 and Koperasi Bunga Tanjung; 72,905,493.  <b>Ukui Smallholder:</b>  Payments were made in a timely manner. The group member kept copy of the payment records (monthly) in the "Perhitungan & Pembayaran TBS Kelapa Sawit" for example period 24 October to 20 November 2018 in KUD Sumber Makmur.	Comply



Criterion / Indicator		Assessment Findings	Compliance
		<p>According review documen "Kuitansi Pembayaran TBS" dated 22 November 2018 on behalf of Farmer Group Setia Kawan on KUD Sumber Makmur, that is:</p> <ul style="list-style-type: none"> <li>- FFB receive on perio 24 Oktober 2018 – 30 October 2018: 39,190 Kg x @ Rp 1,348.22 = Rp 52,836,742 is according to Hasil Rapat Tim Penetapan Harga TBS Kelapa Sawit no. 43/TPH TBS-X/2018</li> <li>- FFB receive on perio 7 – 13 November 2018: 46,220 Kg x @ Rp 1,299.54 = Rp 60,064,739 is according to Hasil Rapat Tim Penetapan Harga TBS Kelapa Sawit no. 45/TPH TBS-X/2018</li> <li>- FFB receive on perio 14 – 20 November 2018: 38,220 Kg x @ Rp 1,169.23 = Rp 44,687,971 is according to Hasil Rapat Tim Penetapan Harga TBS Kelapa Sawit no. 46/TPH TBS-X/2018</li> </ul>	
<p><b>Criterion 6.11</b>            Growers and millers contribute to local sustainable development where appropriate.</p>			
6.11.1	<p>Records of contributions to local development based on the results of consultation with local communities shall be available.</p> <p>- Minor compliance -</p>	<p>In 2017 the company has established CSR program consisting 6 types of activities, such as Social, Economy, Education, Health, Infrastructure and Environment. CSR program have been implemented in 2017-2018 for example:</p> <ul style="list-style-type: none"> <li>a. Donation of "Dhuafa" Package for the surrounding villages conducted on May 22-28, 2018.</li> <li>b. Mass circumcision activities for children / underprivileged students are conducted on 1-30 July 2018</li> <li>c. Assistance to the Sawit Lestari Village is related to the development of an oil palm business for the Village Cash Land of 2.7 Ha, the implementation of this activity is carried out from January 1 to December 2018.</li> </ul>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>d. Provision of equipment and school supplies to SDN 001 and SDN 002 in Uk 2, the provision of assistance was carried out on 1-31 July 2018.</p> <p>e. Providing assistance for elementary school packages in Ukui 2 Village on August 20, 2018</p> <p>f. Development assistance for Alawiyah Madrasah in Ukui 1 Village, construction of school teaching facilities / learning facilities in Ukui 1 Village Village on 1-5 May 2018</p> <p>g. Company assistance in the form of free inspection activities in Silikuan Hulu Village on 2-6 July 2018</p> <p>h. Social assistance is related to supplementary feeding for toddlers in Silikuan Hulu Village on 2-6 July 2018</p> <p>i. Social assistance related to trench washing activities to tackle floods in Bagan Limau Village was carried out on 5-6 April 2018 using the bachoeloder heavy equipment.</p> <p>Based on interviews with Bagan Limau Village and Silikuan Hulu Village apparatus, PT IIS Ukui Group has realized CSR program, however it needs to be communicated with the village government to hamonize with ADD program.</p> <p><b>Ukui Smallholder:</b></p> <p>Based on document verification as well as interview with the KUD management, Ukui plasma has been conducting the CSR activities programme period 2018 and recoeded on Dokumen Kegiatan CSR Kebun Plasma Ukui Tahun 2018, for example:</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>- On 25-31 May 2018 the activities on form assistency Paket dhuafa and Safari Ramadhan activities at Air Hitam Village, Bagan Limau Village and Redang Seko Village.</li> <li>- On 2-9 June 2018; kegiatan bantuan paket dhuafa dan safarai Ramadhan di desa Kampung Baru, Desa Sei Beras, Desa Pontian Mekar, Desa Silikuan Hulu, Desa Air Putih dan Desa Lubuk Batu Tinggal.</li> </ul> <p>Farmer Group and farmer members, stated that contribution of oil palm farmers to development of village is discussed at the Annual Members Meeting (RAT) to determine the amount. Each KUD is differed in the amount of contribution to the village development, for example KUD Usaha Baru agreed the contribution value to the village of IDR 10,000/Kapling/Month, whilst KUD Sumber Bahagia sets the contribution value to IDR 5.0/Kg FFB.</p>	
6.11.2	<p>Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve scheme smallholder productivity.</p> <p>- Minor compliance -</p> <p>PT Inti Indosawit Subur – Ukui Group sets a scheme manager, with field assistant assigned for each cooperative to improve smallholder management, including productivity. Each year, company provisioned training program, aside from day-to-day operation monitoring by field assistant, e.g.:</p> <ul style="list-style-type: none"> <li>- Training on limited pesticides was carried out on 9 May 2018 in the Kakti Bakti, attended by 81 participants.</li> <li>- Training of weeding control on 19 July 2018 at KUD Sumber Makamur, Fertile Palm Oil, KUD Bina Sejahtera, KUD Sumber Bahagia, KUD Bukit Potalo, KUD Karya Tani, KUD Mekar Abadi and KUD Petani Subur attended by 69 participants</li> <li>- Training of balanced fertilizer of fertile palm oil, KUD Bina Sejahtera, KUD Sumber Bahagia, KUD Bukit Potalo, KUD Karya Tani, attended by 69 participants</li> </ul> <p>Integrated Palm Oil Integrated Pest Control Training, KUD Bina Sejahtera, Sumber Bahagia KUD, KUD Bukit Potalo, KUD Karya Tani, attended by 69 participants</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 6.12</b> No forms of forced or trafficked labor are used.			
6.12.1	There shall be evidence that no forms of forced or trafficked labor are used.  - Major compliance -	<p>Based on verification of employment documents as per November 2018, the results of interviews with workers, worker union and interviews with management indicate that there is no indication of forced labor in PT IIS Ukui Group.</p> <p>Collective Work Agreement or “Perjanjian Kerja Bersama/PKB” has been approved by company and workers. All workers signed clear work agreement, explaining the right and obligation of the workers.</p> <p><b>Ukui Smallholder:</b></p> <p>Based on the results of interviews with farmer members indicates that they have understood the policy issued by Smallholder Manager dated 10 July 2018 which in it contains "Respect human rights by treating all employees of KUD and Farmers fairly, either in terms of recruitment, assessment, working environment conditions as well representation regardless of race, caste, national origin, religion/belief, disability, gender, sexual orientation, union membership, political affiliation and/or age.</p> <p>Based on the results of field visits and interviews with harvesters, there was no indication of forced labor in farmer members. All work, wages and other facilities are based on agreements between farmer members and their workers.</p>	Comply
6.12.2	It shall be demonstrated that no contract substitution has occurred.  - Minor compliance -	<p>Based on interview with Manpower Agency of Pelalawan Regency, worker union representative and workers, following document review, there is no contract substitution occurs. The Collective Work Agreement or “Perjanjian Kerja Bersama/PKB” has been communicated to workers. Work agreement has been explained and agreed by both parties.</p> <p><b>Ukui Smallholder:</b></p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
		Based on the results of field visits and interviews with harvester, indicates that there is no indication of contracts substitution practiced in farmer members. All types of work, wages and other facilities are based on agreement between farmer members and their workers. Workers who are employed are family members or neighbors of farmer members.	
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 -	<b>Mill, Estate and Smallholders:</b>  There is no migrant/foreign/honorary workers employed by the company. Company has a policy with regards to worker's right equality and non-discrimination to worker including if there is worker from different nationality.  No migrant worker employed by cooperative or smallholder farmer. All workers was working under work agreement. Cooperative has a policy to respect worker equality and no discrimination.	Comply
<b>Criterion 6.13</b>			
Growers and millers respect human rights.			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations.  - Major compliance -	The company has Human Rights policy as documented in "Kebijakan Perusahaan", dated 01/12/2014, that stated "Menghormati hak asasi manusia dengan memperlakukan seluruh karyawan secara adil, baik dalam hal penerimaan, penilaian kondisi dan lingkungan kerja, serta keterwakilan tanpa memandang suku, kasta, asal Negara, agama/ kepercayaan, cacat, gender, orientasi seksual, keanggotaan serikat pekerja, afiliasi politik dan atau umur" - To treat all employee in fair manner, in terms of recruitment, appraisal and representation without discrimination against tribe, caste, nationality, religion, disability, gender, sexual orientation, worker union, political affiliation and/or age.  The company has communicated this policy through active and passive way. The company policy is available on notice board as passive dissemination. Whilst active dissemination (refreshment) conducted regularly in annual basis to all employees, e.g. in Ukui I POM on	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<p>15 October 2018 and Ukui Estate conducted on 16-17 October 2018. Attendance list and documentation are available as evident.</p> <p>Based on interview with worker representative from Ukui I POM and Ukui Estate, revealed that they all understood the company policy related respect human right.</p> <p><b>Ukui Smallholder:</b></p> <p>Based on the results of interviews with farmer members indicates that they have understood the policy issued by Smallholder Manager dated 16 January 2017 which in it contains "Respect human rights by treating all employees of KUD and Farmers fairly, either in terms of recruitment, assessment, working environment conditions as well representation regardless of race, caste, national origin, religion/belief, disability, gender, sexual orientation, union membership, political affiliation and/or age.</p>	
<b>Principle 7: Responsible development of new plantings</b>			
<b>Criterion 7.1</b>			
<b>A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.</b>			
7.1.1	An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented. - Major compliance –	PT Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989, and the company has starts replanting in 2015 – criterion 3.1.2. Therefore, the requirement of Principle 7 is not applicable.	Not Applicable
7.1.2	Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts.	PT Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989, and the company has starts replanting in 2015 – criterion 3.1.2. Therefore, the requirement of Principle 7 is not applicable.	Not Applicable

Criterion / Indicator		Assessment Findings	Compliance
	- Minor compliance -		
7.1.3	Where the development includes an outgrower scheme ( <i>skema kemitraan</i> ), the impacts of the scheme and the implications of the way it is managed shall be given particular attention.  - Minor compliance -	PT Inti Indosawit Subur – Ukui Group Certification unit and supply base did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989, and the company has starts replanting in 2015 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	Not Applicable
<b>Criterion 7.2</b> <b>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.</b>			
7.2.1	Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations.  - Major compliance –	PT Inti Indosawit Subur – Ukui Group Certification unit and supply bases (including smallholder) did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989, and the company has starts replanting in 2015 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	Not Applicable
7.2.2	Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available.  - Minor compliance -	PT Inti Indosawit Subur – Ukui Group Certification unit and supply bases (including smallholder) did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989, and the company has starts replanting in 2015 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	Not Applicable
<b>Criterion 7.3</b> New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.			

Criterion / Indicator		Assessment Findings	Compliance
7.3.1	<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).</p> <p>- Major compliance –</p>	<p>PT Inti Indosawit Subur – Ukui Group Certification unit and supply bases (including smallholder) did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989, and the company has starts replanting in 2015 – criterion 3.1.2.</p> <p>Therefore, the requirement of Principle 7 is not applicable.</p>	Not Applicable
7.3.2	<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>PT Inti Indosawit Subur – Ukui Group Certification unit and supply bases (including smallholder) did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989, and the company has starts replanting in 2015 – criterion 3.1.2.</p> <p>Therefore, the requirement of Principle 7 is not applicable.</p>	Not Applicable
7.3.3	<p>Records of land preparation and clearing dates shall be available.</p> <p>- Minor compliance –</p>	<p>PT Inti Indosawit Subur – Ukui Group Certification unit and supply bases (including smallholder) did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989, and the company has starts replanting in 2015 – criterion 3.1.2.</p> <p>Therefore, the requirement of Principle 7 is not applicable.</p>	Not Applicable
7.3.4	<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)</p>	<p>PT Inti Indosawit Subur – Ukui Group Certification unit and supply bases (including smallholder) did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989, and the company has starts replanting in 2015 – criterion 3.1.2.</p> <p>Therefore, the requirement of Principle 7 is not applicable.</p>	Not Applicable



Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance –		
7.3.5	Evidence of consultation with the affected community shall be available in order to identify the area required by such community to fulfill its basic needs, by considering the positive and negative changes to the livelihood as a result of plantation operations. Such matters shall be included in the HCV analysis and management plan (see Criteria 5.2).  - Minor compliance –	PT Inti Indosawit Subur – Ukui Group Certification unit and supply bases (including smallholder) did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989, and the company has starts replanting in 2015 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	Not Applicable
<b>Criterion 7.4</b>			
Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.			
7.4.1	Indicative maps showing marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided.  - Major compliance –	PT Inti Indosawit Subur – Ukui Group Certification unit and supply bases (including smallholder) did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989, and the company has starts replanting in 2015 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	Not Applicable
7.4.2	Where limited planting on fragile and marginal soils, including peat, is proposed, a documented plan shall be developed and implemented to protect them without incurring adverse impacts.  - Major compliance –	PT Inti Indosawit Subur – Ukui Group Certification unit and supply bases (including smallholder) did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989, and the company has starts replanting in 2015 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	Not Applicable
<b>Criterion 7.5</b>			
No new plantings are established on local people’s 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.			

Criterion / Indicator		Assessment Findings	Compliance
7.5.1	Evidence shall be available that affected local peoples understand they have the right to say 'yes' or '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 (see Criteria 2.2, 2.3, 6.2, 6.4 and 7.6)  - Major compliance –	PT Inti Indosawit Subur – Ukui Group Certification unit and supply bases (including smallholder) did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989, and the company has starts replanting in 2015 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	Not Applicable
<p><b>Criterion 7.6</b></p> <p>Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</p>			
7.6.1	Records of identification and assessment of legal, customary and user rights shall be available.  - Major compliance –	PT Inti Indosawit Subur – Ukui Group Certification unit and supply bases (including smallholder) did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989, and the company has starts replanting in 2015 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	Not Applicable
7.6.2	A procedure for identifying people entitled to compensation shall be available.  - Major compliance –	PT Inti Indosawit Subur – Ukui Group Certification unit and supply bases (including smallholder) did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989, and the company has starts replanting in 2015 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	Not Applicable

Criterion / Indicator		Assessment Findings	Compliance
7.6.3	Records of calculation system and distribution of fair compensation shall be available. - Major compliance –	PT Inti Indosawit Subur – Ukui Group Certification unit and supply bases (including smallholder) did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989, and the company has starts replanting in 2015 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	Not Applicable
7.6.4	Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development. - Minor compliance –	PT Inti Indosawit Subur – Ukui Group Certification unit and supply bases (including smallholder) did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989, and the company has starts replanting in 2015 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	Not Applicable
7.6.5	The process and outcome of any compensation claims shall be documented and made available to the affected communities and their representatives. - Minor compliance –	PT Inti Indosawit Subur – Ukui Group Certification unit and supply bases (including smallholder) did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989, and the company has starts replanting in 2015 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	Not Applicable
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 –	PT Inti Indosawit Subur – Ukui Group Certification unit and supply bases (including smallholder) did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989, and the company has starts replanting in 2015 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	Not Applicable
<b>Criterion 7.7</b>			
No use of fire in the preparation of new plantings other than in specific situations, as identified in the ASEAN Guidelines or other regional best practice.			

Criterion / Indicator		Assessment Findings	Compliance
7.7.1	Records of zero burning implementation on land clearing, referring to the ASEAN Policy on zero burning (2003) and recognised techniques based on the existing regulations shall be available.  - Major compliance –	PT Inti Indosawit Subur – Ukui Group Certification unit and supply bases (including smallholder) did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989, and the company has starts replanting in 2015 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	Not Applicable
7.7.2	In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN on Zero Burning' 2003, or comparable guidelines in other regions.  - Minor compliance –	PT Inti Indosawit Subur – Ukui Group Certification unit and supply bases (including smallholder) did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989, and the company has starts replanting in 2015 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	Not Applicable
<b>Criterion 7.8</b>			
New plantation developments are designed to minimize net greenhouse gas emissions.			
7.8.1	The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated.  - Major compliance –	PT Inti Indosawit Subur – Ukui Group Certification unit and supply bases (including smallholder) did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989, and the company has starts replanting in 2015 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	Not Applicable
7.8.2	Records of a plan to minimize net GHG emissions shall be available.  - Minor compliance –	PT Inti Indosawit Subur – Ukui Group Certification unit and supply bases (including smallholder) did not carry out any new plantings after November 2005. The planting year started in 1987, 1988, 1989, and the company has starts replanting in 2015 – criterion 3.1.2.  Therefore, the requirement of Principle 7 is not applicable.	Not Applicable
<b>Principle 8: Commitment to continuous improvement in key areas of activity</b>			

Criterion / Indicator	Assessment Findings	Compliance
Criterion 8.1 <b>Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.</b>		

Criterion / Indicator	Assessment Findings	Compliance
<p>8.1.1 The action plan for monitoring shall be available, based on a consideration of the social and environmental impacts and routine evaluation of the plantation and mill operations. As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> <li>• Reduction in use of certain chemicals (Criterion 4.6);</li> <li>• Environmental impacts (Criteria 4.3, 5.1 and 5.2);</li> <li>• Waste reduction (Criterion 5.3);</li> <li>• Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);</li> <li>• Social impacts (Criterion 6.1);</li> <li>• Optimising the yield of FFB production (Criterion 4.2)</li> </ul> <p>- Major compliance –</p>	<p>PT Inti Indosawit Subur – Ukui I POM and Ukui Estate has performed continual improvements to optimizing the yield or FFB production, reduction in certain use of chemicals, environmental impact, waste reduction, pollution and greenhouse gas emission and social impact. The action plan are monitored and documented, e.g.:</p> <ul style="list-style-type: none"> <li>- Modified the loose fruit picker tools to increase productivity of harvesting from 2,300 kg/HK to be 2,500 kg/HK.</li> <li>- Decreasing power consumption at kernel station from 90.25 kWh/ton PK to be 73 kWh/ton PK.</li> <li>- Minimizing FFB loses, by:               <ul style="list-style-type: none"> <li>o Minimizing FFB unloading on the floor</li> <li>o Ensure the pressure at sterilizing process is 3</li> <li>o Ensure that bunch press is operated effectively</li> <li>o Developing visual control or monitoring of oil loses at the station.</li> </ul> </li> <li>- Decreasing FFA, by:               <ul style="list-style-type: none"> <li>o Minimizing FFB unloading on the floor</li> <li>o Emptying FFB from the conveyor after splitter at the end of process.</li> <li>o Drain condensate water after stop press.</li> </ul> </li> </ul> <p><b>Ukui Smallholder:</b>            Internal audit and internal inspection for each member of smallholder was conducted with the participation of members which contributed inputs for continual. Ukui Smallholder has defined the audit programme for each member presented in “Program Audit Internal Sertifikasi Kelompok” year 2018 – 2022.</p> <p>Ukui Smallholder management provided “Buku Panduan dan Catatan” for each member of smallholder. All activity of member was recorded in the book such as records of pesticide use, fertiliser application, FFB production, FFB price and training history.</p> <p>The Smallholder Manager, Agung Ardhi Wardhana, is the person in charge for the implementation of continuous improvement in key operations. The management plan being monitored by the Smallholder Manager are as follows:</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>• Planting <i>Turnera subulatta</i> and <i>Casia tora</i> as host of nettle caterpillar.</li> <li>• Infrastructure of water and soil conservation</li> <li>• Quality of FFB from Ukui Plasma</li> <li>• Consistency of Pruning</li> <li>• Development of individual platform</li> <li>• PPE uses</li> <li>• Workers insurance.</li> </ul> <p><b>Ukui I POM:</b>            Decrease oil losses on heavy phase from 0.359% to 0.290% on FFB by separation of bunch juice press and condensate with under flow. Action Plan:</p> <ul style="list-style-type: none"> <li>- Create partition in buffer tank and precleaner to separate under flow processing and juice bunch press.</li> <li>- Conducted checking on centrifuge nozzle and carried out replacement.</li> <li>- Stabilizing CST feeding from crude oil and reclaimed tank by setting pump capacity.</li> <li>- Create visualisation of feeding sludge centrifuge valve opening.</li> <li>- Replacing material of nozzle ring from Teflon to lead ring.</li> </ul> <p><b>Ukui Estate:</b>            Increase productivity of harvesting from 0.8 ton/mandays to be 1.2 ton/mandays on contour Mature-1 area by constructing wheelbarrow access. Output after improvement: 1.24 ton/mandays.</p> <p><b>Ukui Smallholder:</b></p> <ol style="list-style-type: none"> <li>1. Best Agriculture Practices: development of barn-owl nest; installation of barn-owl.</li> <li>2. Farmers be autonomus, alternative income for preparation of Replanting: painting fruit plants; livestock catfish bioflok; cattle and quail cattle.</li> </ol>	

**Appendix B: Approved Time Bound Plan**

Name of Mill	Mill Address	Name of Supply Base Plantation	Estate Address	Time Bound for Certification	Status
Buatan I	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency	Buatan Estate	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency	2010	Certified on 16 September 2010. Re-Certified on 16 September 2015
		Buatan (Plasma)	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency	2010	Certified on 16 September 2010. Re-Certified on 16 September 2015
Buatan II	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency	Buatan Estate	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency	2010	Certified on 16 September 2010. Re-Certified on 16 September 2015
		Buatan (Plasma)	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency	2010	Certified on 16 September 2010. Re-Certified on 16 September 2015
Ukui I	Ukui Village, Ukui District, Pelalawan Regency, Riau	Ukui Estate	Ukui Village, Ukui District, Pelalawan Regency, Riau	2010	Certified on 1 March 2011. Re-Certified on 1 March 2016
		Ukui (Plasma)	Ukui & Lubuk Batu Jaya District, Pelalawan & Indragiri Hulu Regency, Riau	2010	Certified on 1 March 2011. Re-Certified on 1 March 2016



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Name of Mill	Mill Address	Name of Supply Base Plantation	Estate Address	Time Bound for Certification	Status
Ukui II	Ukui Village, Ukui District, Pelalawan Regency, Riau	Soga Estate	Ukui Village, Ukui District, Pelalawan Regency, Riau	2010	Certified on 1 March 2011. Re-Certified on 1 March 2016
		Ukui (Plasma)	Ukui & Lubuk Batu Jaya District, Pelalawan & Indragiri Hulu Regency, Riau	2010	Certified on 1 March 2011. Re-Certified on 1 March 2016
Tungkal Ulu Mill	Pulau Pauh/Penyabungan/Merlung Village, Tungkal Ulu District, West Tanjung Jabung Regency, Jambi	Tungkal Ulu Estate	Pulau Pauh/Penyabungan/Merlung Village, Tungkal Ulu District, West Tanjung Jabung Regency, Jambi	2011	Certified on 15 August 2012. Re-Certified on August 2017
		Tungkal Ulu (Plasma)	Renah Mendalo, Merlung, Muara Papalik District, West Tanjung Jabung Regency, Jambi	2011	Certified on 11 July 2013. Re-Certified on August 2017
Muara Bulian Mill	Singoan/Bukit Sari/Bulian Jaya Village, Muara Bulian/Pemayung District, Batang Hari Regency, Jambi	Muara Bulian Estate	Singoan/Bukit Sari/Bulian Jaya Village, Muara Bulian/Pemayung District, Batang Hari Regency, Jambi	2011	Certified on 28 August 2012. Re-Certified on August 2017
		Muara Bulian (Plasma)	Maro Sebo Ilir District, Batang Hari Regency, Jambi	2011	Certified on 12 July 2013. Re-Certified on August 2017
Topaz Mill	Petapahan Village, Tapung District, Kampar Regency, Riau	Topaz & Seed Garden Estate	Petapahan Village, Tapung District, Kampar Regency, Riau	2013	Certified on 30 March 2015.
Taman Raja Mill	Lubuk Bernai/Kampung Baru / Pelabuhan Dagang/Pematang Pauh Village, Tungkal Ulu District, West Tanjung Jabung Regency, Jambi	Taman Raja & Badang Estate	Lubuk Bernai/Kampung Baru / Pelabuhan Dagang/Pematang Pauh Village, Tungkal Ulu District, West Tanjung Jabung Regency, Jambi	2013	Certified on 20 February 2015.
Segati Mill	Langkan/Penarikan/Tambak/Sotol Village, Langgam District, Pelalawan Regency, Riau	Segati Estate	Langkan/Penarikan/Tambak/Sotol Village, Langgam District, Pelalawan Regency, Riau	Main Audit in 2014	NPP & RaCP is still in Progress. Re-Audit Planned in 2020

**RSPO Public Summary Report**  
**Revision 8 (Mar /2019)**

Name of Mill	Mill Address	Name of Supply Base Plantation	Estate Address	Time Bound for Certification	Status
		Penarikan & Gondai Estate	Pangkalan Sarik/Baru Village, Langgam / Siak Hulu District, Pelalawan / Kampar Regency, Riau	Main Audit in 2014	NPP & RaCP is still in Progress. Re-Audit Planned in 2020
		Penarikan (KKPA)	Pangkalan Sarik/Baru Village, Langgam / Siak Hulu District, Pelalawan / Kampar Regency, Riau	2020	-
		Gunung Sahilan (KKPA)	Gunung Sahilan Village, Lipat Kain District, Pelalawan Regency, Riau	2020	-
Tanah Datar Mill	Tanah Datar Petatal Village, Talawi District, Asahan Regency, North Sumatra	Tanah Datar Estate	Tanah Datar Petatal Village, Talawi District, Asahan Regency, North Sumatra	2013	Certified on 18 May 2015
		Bahilang Estate	Bahilang Village, Tebing Tinggi District, Serdang Bedagai Regency, North Sumatra	2013	Certified on 18 May 2015
Aek Nabara Mill	S1-S3/Sukadame Village, Bilah Hulu/Kota Pinang District, Labuhan Batu Regency, North Sumatra	Aek Nabara Estate	S1-S3/Sukadame Village, Bilah Hulu/Kota Pinang District, Labuhan Batu Regency, North Sumatra	2013	Certified on 6 March 2015
Teluk Panjie Mill	Teluk Panjie Village, Kampung Rakyat District, Labuhan Batu Regency, north Sumatra	Teluk Panjie Estate (3,885 Ha)	Teluk Panjie Village, Kampung Rakyat District, Labuhan Batu Regency, north Sumatra	2013	Certified on 21 April 2015
		Teluk Panjie Estate (801 Ha)		2020	HGU Still in progress
Peranap Mill	Simelinyang/Pauh Ranap/ Sengkilo Village, Peranap District, Indragiri Hulu Regency, Riau	Peranap Estate	Simelinyang/Pauh Ranap/ Sengkilo Village, Peranap District, Indragiri Hulu Regency, Riau	2013	Certified on 7 January 2015
		Peranap (Plasma)		2013	Certified on 18 August 2016

**RSPO Public Summary Report**  
**Revision 8 (Mar /2019)**

Name of Mill	Mill Address	Name of Supply Base Plantation	Estate Address	Time Bound for Certification	Status
Bungo Tebo Mill	Tuo Sumai/Sungai Rambai Village, Sumai District/Tebo Dsitric, Bungo Tebo Regency, Jambi	Bungo Tebo Estate	Tuo Sumai/Sungai Rambai Village, Sumai District/Tebo Dsitric, Bungo Tebo Regency, Jambi	2016	Certified on 3 December 2015
		Bungo Tebo (Plasma)		2016	Certified on 7 February 2017
Tanjung Selamat Mill	Kampung Padang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatera	Tanjung Selamat Estate	Kampung Padang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatera	2017	Certified on 26 May 2015
		Pangkalan Estate	Sennah Village, Pangkatan District, Labuhan Batu Regency, North Sumatera	2017	Certified on 26 May 2015
Gunung Melayu I Mill	Batu Anam Village, Rahuning District, Asahan Regency, North Sumatera Province	Pulau Maria Estate	Batu Anam Village, Rahuning District, Asahan Regency, North Sumatera Province	2017	Certified on 7 September 2015
Gunung Melayu II	Gonting Mahala Village, Bandar Pulau District, Asahan Regency, North Sumatera	Sentra & Batu Anam Estate	Gonting Mahala Village, Bandar Pulau District, Asahan Regency, North Sumatera	2017	Certified on 8 July 2015
Negri Lama II Mill	Negri Lama Sebrang Village, Bilah Hilir District, Labuhan Batu Regeny, North Sumatera	Negri Lama Estate	Negri Lama Sebrang Village, Bilah Hilir District, Labuhan Batu Regeny, North Sumatera	2018	- Certified on 23 December 2016 (Independent Mill) - Initial Audit in 2016 as Mill and Supply Base
		Aek Kuo Estate (2,088 Ha)	Aek Korsik Village, Aek Natas District, Labuhan Batu Regency, North Sumatera	2018	
		Aek Kuo Estate (501 Ha)		2018	HGU complete and audited at ASA-3 (2018)
Negri Lama I Mill	Negri Lama Sebrang Village, Bilah Hilir District, Labuhan Batu Regeny, North Sumatera	3 <sup>rd</sup> party which is excluded from scope of certification	Negri Lama Sebrang Village, Bilah Hilir District, Labuhan Batu Regeny, North Sumatera	2013	Certified on 8 April 2015 as Independent Mill)

**Appendix C: GHG Reporting Executive Summary**

The GHG emissions that were produced in **2017** for **Ukui I 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** for **Ukui I Palm Oil MILL** and supply base are as following:

Emission per product	tCO <sub>2</sub> e/tProduct
CPO	0.13
PK	0.013
PKO	0.05

Extraction	%
OER	19.91
KER	5.31

Production	t/yr
FFB Process	340,017
CPO Produced	67,698
PK Produced	18,052
PKO Produced	19,914

Land Use	Ha
OP Planted Area	3,375
OP Planted on peat	0
Conservation (forested)	90.16
Conservation (non-forested)	0
<b>Total</b>	<b>3,465.16</b>

**Summary of Field Emission and Sink**

	Own Crop*		Group		3 <sup>rd</sup> Party		Total	
	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB
<b>Emission</b>								
Land Conversion	0	0	0	0	0	0	0	0
CO <sub>2</sub> Emission from fertilizer	2,672	0.04	1,978.27	0.01	0	0	4,650.27	0.05
NO <sub>2</sub> Emission	4,511.18	0.07	1,920.20	0.01	0	0	6,431.38	0.08
Fuel Consumption	939.68	0.01	444.67	0.06	0	0	1,384.35	0.07
Peat Oxidation	0	0	0	0	0	0	0	0
<b>Sink</b>								
Crop Sequestration	0	0	0	0	0	0	0	0
Conservation Sequestration	0	0	0	0	0	0	0	0
<b>Total</b>	<b>8,122.86</b>	<b>0.13</b>	<b>4,343.14</b>	<b>0.03</b>	<b>11,076.5</b>	<b>0</b>	<b>12,466</b>	<b>0.20</b>

*\*Note: Includes both estates and smallholders*

**Summary of Mill Emission and Credit**

	tCO <sub>2</sub> e	tCO <sub>2</sub> e/tFFB
<b>Emission</b>		
POME	13,245.44	0.04

Fuel Consumption	167.68	0
Grid Electricity Utilisation	0	0
<b>Credit</b>		
Export of Grid Electricity	-45.82	0
Sales of PKS	-25,630	-0.08
Sales of EFB	0	0
<b>Total</b>	<b>-12,262.7</b>	<b>-0.04</b>

**Summary of Kernel Crusher Emission and Credit (if applicable)**

<b>Emissions</b>	<b>tCO<sub>2</sub>e</b>
PK from own mill	2,374.61
PK from other source	0
Fuel Consumptions	0
<b>Total Crusher emissions</b>	<b>2,374.61</b>

\*This mill has no kernel crusher operation.

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

<b>POME Diverted to Anaerobic Digestion:</b>	
Divert to anaerobic pond (%)	16
Divert to methane captured (flaring) (%)	0
Divert to methane captured (energy generation) (%)	84

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

<b>5.1 Applicability of the general chain of custody requirements for the supply chain</b>			
	<b>Requirement</b>	<b>Evidence</b> For any N/A raised, justification is required.	<b>Compliance</b> (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.	<p>The General Chain of Custody requirements of the RSPO Supply Chain Standard is applicable for PT Inti Indosawit Subur – Ukui 1 Palm Oil Mill.</p> <p>Ukui 1 POM physically process RSPO Certified FFB into Certified Sustainable Palm Oil (CSPO) and Palm Kernel (CSPK). Ukui 1 POM also process non-certified FFB into non-certified CPO and PK, therefore the applicable RSPO SCC model is Module E - CPO Mills: Mass Balance.</p> <p>During ASA 3.2 (December 2018), there is no change in the supply chain module since last assessment.</p>	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 Inti Indosawit Subur – Ukui 1 Palm Oil Mill is not a trader or distributors. This unit is physically process Fresh Fruit Bunch (FFB) into 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 Inti Indosawit Subur is a member of RSPO with membership number 1-0022-06-000-00, since 6 February 2006. PT Inti Indosawit Subur – Ukui 1 Palm Oil Mill has been registered in RSPO IT Platform with ID number RSPO_PO1000000148.	Yes

5.1.4	Processing aids do not need to be included within an organization's scope of certification.	PT Inti Indosawit Subur – Ukui 1 Palm Oil Mill does not include any processing aid into organization's scope of certification.	Yes
<b>5.2 Supply chain model</b>			
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.	The site is a palm oil mill that uses RSPO supply chain model Mass Balance (MB), therefore the site can process FFB from certified and non-certified sources. Management of PT Inti Indosawit Subur – Ukui 1 POM aware that they can only claim their product (CPO and PK) as Mass Balance (MB).	Yes
5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	PT Inti Indosawit Subur – Ukui 1 POM uses Mass Balance as their RSPO Supply Chain Certification model, therefore the site can only claim its product as Mass Balance.	Yes
<b>5.3. Documented Procedures</b>			
5.3.1	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: <ul style="list-style-type: none"> <li>• Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements.</li> </ul>	PT Inti Indosawit Subur – Ukui 1 POM can demonstrate procedures, such as: <ol style="list-style-type: none"> <li>1. Standard Operating Procedures – Traceability (AA-MPM-OP-1400.17.R6) dated 1 September 2017. The procedures cover traceability of CPO and PK, since FFB receiving from Ukui 1 Estate and Smallholder, processing up to shipping of CPO and PK as well as daily production report. The procedure also regulates the internal audit by Sustainability Internal Audit Manager. Traceability records are to be kept for 10 years.</li> <li>2. Standard Operating Procedure – Book Keeping (AA-MPM-OP-1400.18-R4). The procedure explains method to check only certified product received. The book keeping mass balance stated every 3 months: January-March, April-June, July-September, and October-December each year. Head of Environment and Sustainability will inform to Certification Body in the case of projected overproduction.</li> </ol>	Yes



		<p>3. Standard Operating Procedure in – Weigh Bridge (AA-SOP-SOP-1001.1-R0). The procedure explains the activity in weighbridge (loading – unloading).</p> <p>4. Procedures of Palm Oil Mill operation:</p> <ul style="list-style-type: none"> <li>a. SOP AA-MPM-OP-1400.02.R2, dated 1 September 2011, Stasiun Penerimaan (FFB Receiving Station)</li> <li>b. SOP AA-MPM-OP-1400.03.R1, dated 1 February 2009, Stasiun Rebusan (Sterilizer)</li> <li>c. SOP AA-MPM-OP-1400.04.R1, dated 1 February 2009, Stasiun Pemisahan Berondolan (Loose Fruit Separation)</li> <li>d. SOP AA-MPM-OP-1400.05-R1, dated 1 February 2009, Stasiun Pengadukan dan Pengempaan (Pressing Station)</li> <li>e. SOP AA-MPM-OP-1400.06-R1, dated 1 February 2009, Stasiun Pemurnian (Clarification)</li> <li>f. SOP AA-MPM-OP-1400.07-R1, dated 1 February 2009, Stasiun Pemisahan Nut dan Fiber (Nut and Fiber separation)</li> <li>g. SOP AA-MPM-OP-1400.08-R1, dated 1 February 2009, Stasiun Kernel (Kernel Station)</li> <li>h. SOP AA-MPM-OP-1400.09-R1, dated 1 February 2009, Stasiun Boiler</li> <li>i. SOP AA-MPM-OP-1400.10-R1, dated 1 February 2009, Stasiun Engine Room</li> <li>j. SOP AA-MPM-OP-1400.11-R1, dated 1 February 2009, Stasiun Water Treatment</li> <li>k. SOP AA-MPM-OP-1400.12-R1, dated 1 February 2009, Laboratorium</li> <li>l. SOP AA-MPM-OP-1400.13-R1, dated 1 February 2009, Stasiun Pengelolaan Limbah (Palm Oil Mill Effluent Treatment)</li> </ul>	
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		<p>m. SOP AA-MPM-OP-1400.14-R2, dated 1 September 2011, Stasiun Penimbunan dan Pengiriman CPO dan Kernel (CPO and PK Storage and Despatch)</p> <p>n. SOP AA-MPM-OP-1400.15-R1, dated 1 February 2009, Perawatan (Preventive Maintenance and Repair).</p>	
	<ul style="list-style-type: none"> <li>Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records).</li> </ul>	<p>PT Inti Indosawit Subur – Ukui 1 POM is able to demonstrate complete and up-to-date records and report demonstrating compliance with the supply chain’s general requirement and modular requirement, including training records (see Clause 5.8 – Training).</p>	Yes
	<ul style="list-style-type: none"> <li>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.</li> </ul>	<p>As per Procedure of Traceability (AA-MPM-OP-1400.17-R6) chapter 2.0 Scope mentioned the responsible person in charge (PIC) to the supply chain system in PT Inti Indosawit Subur – Ukui 1 POM is Mill Manager.</p> <p>During audit, PIC is able to demonstrate sufficient knowledge and understanding on RSPO supply chain implementation for palm oil mill.</p>	Yes
5.3.2	<p>The site shall have a written procedure to conduct annual internal audit to determine whether the organization;</p> <p>i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p>	<p>As per Procedure of Traceability (AA-MPM-OP-1400.17-R6) chapter 6.7, Sustainability Internal Audit Manager conducted internal audit annually, to ensure all operational and documentation activities are comply with the requirement in RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p> <p>PT Inti Indosawit Subur – Ukui 1 POM has Standard Operating Procedures for Internal Audit and Management Review (AA-SOP-ES-6001-R4). The management review planned once a year at minimum, or incidentally considering the critical area</p>	Yes

		The latest internal audit conducted on 2 <sup>nd</sup> September 2018 by Mr. Safrizal.	
	ii) effectively implements and maintains the standard requirements within its organization	<p>Latest RSPO SCC Internal audit in PT Inti Indosawit Subur - Ukui 1 POM carried out on The latest internal audit conducted on 2<sup>nd</sup> September 2018 by Mr. Safrizal, against RSPO SCCS 2017 – RSPO General Chain of Custody requirements and Module E: Mass Balance.</p> <p><b>NC Statement:</b>  PT Inti Indosawit Subur - Ukui I POM has established RSPO SCC Module E - CPO Mills: Mass Balance, however the internal audit conducted on 2<sup>nd</sup> September 2018 is not effective in ensuring the implementation and maintenance of standard requirements in the organization, due to:</p> <ul style="list-style-type: none"> <li>– Auditing standards use Module C - Mass Balance, should be RSPO module E - CPO Mills: Mass Balance</li> <li>– Audit location di KCP</li> <li>– There is no verification of CSPO records</li> </ul>	No
<b>5.4. Purchasing and goods in</b>			
5.4.1	<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"> <li>• The name and address of the buyer;</li> <li>• The name and address of the seller;</li> <li>• The loading or shipment/delivery date;</li> <li>• The date on which the documents were issued;</li> </ul>	<p>PT Inti Indosawit Subur – Ukui 1 POM has demonstrated SOP of Traceability (AA-MPM-OP-1400.7.R6), chapter 5.1 indicates the Weighbridge Clerk has responsibility to input data and print weighbridge card based on “Surat Pengantar TBS”, 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>PT Inti Indosawit Subur – Ukui 1 POM receive FFB from certified and non-certified source.</p> <ul style="list-style-type: none"> <li>– Certified source consist of own estate (Ukui 1 Estate,</li> </ul>	Yes

	<ul style="list-style-type: none"> <li>• A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations);</li> <li>• The quantity of the products delivered;</li> <li>• Any related transport documentation;</li> <li>• Supply Chain certificate number of the seller;</li> <li>• A unique identification number</li> </ul>	<p>division I, II, III and IV) and Scheme Smallholder (Ukui 1 Plasma), e.g: KUD Sumber Makmur, KUD Bina Usaha Baru, KUD Bakti, KUD Karya Bersama, KUD Sawit Subur, KUD Bina Sejatera, KUD Sumber Bahagia, KUD Bukit Potalo and KUD Usaha Baru.</p> <ul style="list-style-type: none"> <li>- Non-certified FFB sourced from third party supplier, e.g.: KUD Air Hitam Jaya, HSS, Rini Setyatini (RSY), Haluga (HL), Samsuwar (SM), Besty Ella Sima Siahaan, Revin (EN), James Sihombing, MRN, Satumar (STM), Suhono (SN), Budi (BD), PPKSS Makmur, KT Pekarangan Kampung Baru, Saliman.</li> </ul> <p>Document "Surat Pengantar TBS" (FFB Delivery Note) and Kartu Timbangan (Weighbridge Card) described identity and location of FFB source and other item required.</p> <p>Data verified:  <u>Certified:</u></p> <ul style="list-style-type: none"> <li>- Weighbridge Card #PUSA118109157 dated 7<sup>th</sup> December 2018, commodity: certified FFB; source: Ukui 1 Estate Afdelig 1; to Ukui 1 Palm Oil Mill; net weight: 5,530 kg; amount: 204 bunch; Block: A66j; RSPO Cert: RSPO 633774; Transporter: Internal; Vehicle: BM 9021 TC; Driver: Andi; Batch number: 13-100-16462018-10114547</li> <li>- Weighbridge Card #PUSA118109175 dated 7<sup>th</sup> December 2018, commodity: certified FFB; source: Ukui 1 Estate Afdelig 2; to Ukui 1 Palm Oil Mill; net weight: 5,600 kg; amount: 1,590 bunch; Block: B15i; RSPO Cert: RSPO 633774; Transporter: Internal; Vehicle: BM 8746 TC; Driver: Agusman; Batch number: 13-100-16462018-10114756</li> <li>- Bon Surat Pengantar TBS No.P.70 dated 7<sup>th</sup> December 2018 from Ukui 1 Smallholder, KUD Sumber Makmur, Farmer</li> </ul>	
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		<p>Group S. Jaya (283). Weighbridge Card #PUSA218119639 dated 7<sup>th</sup> December 2018, commodity: certified FFB; source: Ukui 1 Smallholder; to Ukui 1 Palm Oil Mill; net weight: 7,000 kg; location: 1A-S. Jaya (283); amount: 294 bunch; Block: KS283; RSPO Cert: RSPO633774; Transporter: Internal Smallholder; Vehicle: BM 8342 BB; Driver: Adi; Batch number: 13-100-24262018-10114591.</p> <ul style="list-style-type: none"> <li>- Bon Surat Pengantar TBS No.P.76 dated 7<sup>th</sup> December 2018 from Ukui 1 Smallholder, KUD Bakti, Farmer Group Usaha Bersama (38). Weighbridge Card #PUSA218119645 dated 7<sup>th</sup> December 2018, commodity: certified FFB; source: Ukui 1 Smallholder; to Ukui 1 Palm Oil Mill; net weight: 9,030 kg; location: KT-38 Usaha Bersama; amount: 315 bunch; Block: K1038; RSPO Cert: RSPO633774; Transporter: Internal Smallholder; Vehicle: BM 9667 CB; Driver: Aceh; Batch number: 13-100-24262018-10114618</li> <li>- Bon Surat Pengantar TBS No.P.61 dated 7<sup>th</sup> December 2018 from Ukui 1 Smallholder, KUD Bukit Potalo, Farmer Group Harapan Bersama (295). Weighbridge Card #PUSA218119634 dated 7<sup>th</sup> December 2018, commodity: certified FFB; source: Ukui 1 Smallholder; to Ukui 1 Palm Oil Mill; net weight: 6,650 kg; location: KT-295. Harapan Bersama; amount: 282 bunch; Block: K7295; RSPO Cert: RSPO633774; Transporter: Internal Smallholder; Vehicle: BA 8820 AD; Driver: Indra; Batch number: 13-100-24262018-10114562</li> </ul> <p><u>Non-certified:</u></p> <ul style="list-style-type: none"> <li>- Surat Pengantar TBS No. 216/XII/2018 dated 6<sup>th</sup> December 2018 from Koperasi Air Hitam Jaya to PT Inti Indosawit Subur – Ukui 1 Palm Oil Mill; amount: 560 bunch. Weighbridge Card #PUSA518113029 dated 6<sup>th</sup> December</li> </ul>	
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		<p>2018; commodity: Non-Certified FFB; source: Koperasi Air Hitam – ID ST00084; to PT Inti Indosawit Subur – Ukui 1 Palm Oil Mill; net weight: 8,516 kg; Transporter: internal; Vehicle: BM 6132 CJ; Driver: Ijul</p> <ul style="list-style-type: none"> <li>- Surat Pengantar TBS dated 6<sup>th</sup> December 2018 from Evrin to PT Inti Indosawit Subur – Ukui 1 Palm Oil Mill; amount: 333 bunch. Weighbridge Card #PUSA5181109921 dated 6<sup>th</sup> December 2018; commodity: Non-Certified FFB; source: Ervin – ID ST00113 to PT Inti Indosawit Subur – Ukui 1 Palm Oil Mill; net weight: 5,054 kg; Transporter: internal; Vehicle: BM 9373 TC; Driver: Tatang</li> </ul>	
	<ul style="list-style-type: none"> <li>• 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).</li> </ul>	<p>Information is complete and presented in couple document, e.g. "Surat Pengantar TBS" (FFB Delivery Note) and Weighbridge Card.</p> <p>Report of FFB receiving are documented in "Laporan Harian Pabrik" (Mill Daily Report), "Laporan Unit Pabrik (Monthly Mill Report) and Mill Summary Report.</p> <p>Data verified:</p> <ul style="list-style-type: none"> <li>- Laporan Harian Pabrik dated 10<sup>th</sup> December 2018.</li> <li>- Laporan Unit Pabrik month November 2018</li> <li>- Mill Operation Summary month November 2018.</li> </ul>	<p>Yes</p>
	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>PT Inti Indosawit Subur – Ukui 1 POM has ensured that certified FFB received are RSPO certified based on the source of FFB. The Mill only received certified FFB from own estate (Ukui 1 Estate) and Scheme Smallholder (Ukui 1 Plasma) which have been certified as supply bases of Ukui 1 POM.</p>	<p>Yes</p>

	<p>Confirmations on the RSPO IT platform per shipment or group shipments. Refer to section 5.7.1 of this document for further guidance.</p> <ul style="list-style-type: none"> <li>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 (<a href="http://www.rspo.org">www.rspo.org</a>) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements.</li> <li>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.</li> </ul>	<p>Other than that are non-certified FFB. This is verified through interview with Mill employees and document review.</p> <p>The site does not need to check the certificate validity of the FFB source, because the certification of the supplier is fall under PT Inti Indosawit Subur – Ukui 1 POM.</p> <p>The site has never purchased any certified FFB from traders or distributors.</p>	<p>Yes</p> <p>Yes</p>
5.4.2	<p>The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.</p>	<p>In the case on non-conforming raw material entering the process, PT Inti Indosawit Subur – Ukui 1 POM has the mechanism to handle non-conforming material and/or document. PT Inti Indosawit Subur – Ukui 1 POM demonstrated the simulation on recall of non-conforming material.</p> <p>During the last a year period there has been no case of non-conforming material entering the process.</p>	<p>Yes</p>
<b>5.5. Outsourcing activities</b>			
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>The transport for RSPO certified sustainable CPO and PK delivery were carried out by numbers of transporter, e.g. PT Sumber Kencana Inhu. This contractor was appointed, contracted and instructed by Group Marketing of PT Inti Indosawit Subur.</p> <p>PT Inti Indosawit Subur – Ukui 1 POM control the outsourced transporter by "Surat Perintah Kerja (SPK)" and "Daftar Periksa Kesiapan Kerja Pengiriman". SPK covered information as explain in indicator 5.5.2 b. while "Daftar Periksa Kerja" is the tool to control the transporter:</p>	<p>Yes</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>	<ul style="list-style-type: none"> <li>- Before shipping (completeness of vehicle including legality and safety, tank condition, faucet out, main hole tank, hinge/key lock faucet out);</li> <li>- After shipping (completeness of vehicle including legality and safety, tank condition, faucet out, main hole tank, hinge/key lock faucet out, seal number and seal condition);</li> </ul> <p>The quantity of CPO monitored by Weighbridge Card and SPK (with 0.20% tolerance).</p>	
<p>5.5.2</p>	<p>Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <p>a. The site has legal ownership of all input material to be included in outsourced processes;</p>	<p>The legal ownership of all CPO and PK owned by buyer (PT Sari Dumai Sejati).</p>	<p>Yes</p>
	<p>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.</p>	<p>PT Inti Indosawit Subur has an agreement or contract covering the outsourced process with each contractor through "Surat Perintah Kerja" for example SPK to PT Sumber Kencana Inhu; which covered information on:</p> <ul style="list-style-type: none"> <li>- Number of SPK: 10001/SPK/IIS-PKU/CPO/18</li> <li>- Name of transporter: CV PLTD</li> <li>- Name of goods: Crude Palm Oil in Bulk RSPO</li> <li>- Quantity: 1,000,000 kg</li> <li>- Tolerance: 0.20% per party</li> <li>- Location: PT Inti Indosawit Subur - Ukui 1 POM</li> <li>- Destination: Teluk Bagus Rengat</li> <li>- Transport Cost/Kg: Rp. ***</li> <li>- Delivery Time: 5<sup>th</sup> October until done</li> <li>- Requirement: FFA max 5%, DO No. 10308/DN10/02/18</li> </ul>	<p>Yes</p>



	<p>c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p>	<p>PT Inti Indosawit Subur – Ukui 1 POM has a Procedure of Traceability (AA-MPM-OP-1400.17-R6) dated 1 September 2017. The procedure covers the mechanism of CPO and PK delivery (Chapter B). The CPO and PK transporting also regulated in Work Instruction PMB/IK-SKP/11 as internal control for transporter to ensure compliance with company standard/requirement. The procedure has been communicated to all relevant contractor based on Statement Letter from transporter, e.g. PT Sumber Kencana Inhu (Number of SPK: 10001/SPK/IIS-PKU/CPO/18)</p> <p>PT Inti Indosawit Subur – Ukui 1 POM control the outsourced transportation by "Surat Perintah Kerja" and "Daftar Periksa Kesiapan Kerja Pengiriman". SPK covered information as explain in indicator 5.5.2.b. whilst "Daftar Periksa Kerja" is the tool to control the transporter:</p> <ul style="list-style-type: none"> <li>- Before shipping (completeness of vehicle including legality and safety, tank condition, faucet out, main hole tank, hinge/key lock faucet out);</li> <li>- After shipping (completeness of vehicle including legality and safety, tank condition, faucet out, main hole tank, hinge/key lock faucet out, seal number and seal condition).</li> </ul> <p>The quantity of CPKO monitored by Weighbridge Card and SPK (with 0.20% tolerance).</p>	<p>Yes</p>
	<p>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 respective operations, systems, and any and all information, when this is announced in advance.</p>	<p>Transporter PT Sumber Kencana Inhu have signed Statement Letter SPK: 10001/SPK/IIS-PKU/CPO/18, dated 5<sup>th</sup> October 2018 that the transporter will provide the relevant access for duly accredited CBs to their respective operations, systems, and any and all information if needed.</p>	<p>Yes</p>

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.	PT Inti Indosawit Subur – Ukui 1 POM has record the names and contact details of the transporter, which contain in "Surat Perintah Kerja".	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.	PT Inti Indosawit Subur – Ukui 1 POM aware to inform its CB regarding the name and contact detail of any new contractor prior to next assessment.	Yes
<b>5.6. Sales and goods out</b>			
5.6.1	<p>The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form.</p> <ul style="list-style-type: none"> <li>• The name and address of the buyer;</li> <li>• The name and address of the seller;</li> <li>• The loading or shipment/ delivery date;</li> <li>• The date on which the documents were issued;</li> <li>• A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations);</li> <li>• The quantity of the products delivered;</li> <li>• Any related transport documentation;</li> <li>• Supply chain certificate number of the seller;</li> <li>• A unique identification number</li> </ul>	<p>PT Inti Indosawit Subur – Ukui 1 POM has demonstrated SOP of Traceability (AA-MPM-OP-1400.7.R6), chapter 5.2 indicates the Marketing Manager issued Delivery Order (DO) with information: name and address of production unit, name and address of buyer, contract number, type of product transportation (land/sea), distance, type of product (CPO or PK, certified or non-certified), quantity of product, delivery date, product qualification specification (CPO or PK: FFA, water content, dirt), Supply chain model (Mass Balance).</p> <p>At the Mill, weighbridge operator printed out CPO or PK weighbridge card, based on DO from marketing which indicates: type of commodity, CPO or PK certified or not-certified; source and destination address; Supply Chain model: (Mass Balance); Certificate number of the Mill; date of delivery, Product quality specification (moisture, FFA, dirt); Contract number/DO number; Quantity, Transport detail (driver name, vehicle number); Buyer address. During this surveillance period, Ukui 1 POM mostly sold certified product in form of Palm Kernel (PK) to Ukui 1 Kernel Crushing Plant located in the same area of Ukui 1 POM. There were several deliveries of PK sent to Taman Raja KCP, PT Dasa Anugrah Sejati (a sister company). There were</p>	Yes

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		<p>also several sales of RSPO certified CPO identified during this annual surveillance period.</p> <p>Sampled Delivery Order/DO:</p> <ul style="list-style-type: none"> <li>- Delivery Form #KCP PTU 1001 SS dated 1 January 2018, from PT Inti Indosawit Subur – Ukui 1 Mill to PT Inti Indosawit Subur – Ukui 1 KCP; commodity: RSPO certified Palm Kernel (CSPK); Supply Chain model: Mass Balance; certificate number: RSPO 594422; total amount 667,250; delivery period: 1 to 28 January 2018.</li> <li>- Delivery Form #KCP PTU 1006 SS dated 7 June 2018, from PT Inti Indosawit Subur – Ukui 1 Mill to PT Inti Indosawit Subur – Ukui 1 KCP; commodity: RSPO certified Palm Kernel (CSPK); Supply Chain model: Mass Balance; certificate number: RSPO 594422; total amount 492,510; delivery period: 7 to 20 June 2018.</li> </ul>	
	<ul style="list-style-type: none"> <li>• 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).</li> </ul>	<p>Information are complete and presented in couple document, e.g. Delivery Order and Weighbridge Card. Report of CPO and PK deliveries are documented in Laporan Harian Pabrik (Mill Daily Report), Mill Operation Report and Book Keeping Mass Balance Report.</p> <p>Data verified:</p> <ul style="list-style-type: none"> <li>- Laporan Harian Pabrik dated 10<sup>th</sup> December 2018.</li> <li>- Laporan Unit Pabrik month November 2018</li> </ul> <p>Mill Operation Summary month November 2018.</p>	<p>Yes</p>
	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>PT Inti Indosawit Subur – Ukui 1 POM has made Shipping Announcement in RSPO IT Platform to announce sales of RSPO certified CPO or PK per group of shipments (DO). During this</p>	<p>Yes</p>

	shipment or group of shipments. Refer to section 5.7.1 of this document for further guidance.	surveillance period Ukui 1 POM sold certified product in form of CSPO and CSPK.  Samples seen: Shipping Announcement, with transaction ID No. TR-81ab0f8f-1e7d dated 19/04/2018 for 2,941.62 MT of CSPK Mass Balance; from PT Inti Indosawit Subur – Ukui 1 Mill (RSPO_PO1000000345) as Seller to Buyer PT Inti Indosawit Subur – Ukui 1 KCP (RSPO_PO1000006596); B/L date 01/04/2018. Confirmation has been made by Buyer on 19/04/2018.	
<b>5.7. Registration of transactions</b>			
5.7.1	Supply chain actors who: <ul style="list-style-type: none"> <li>are mills, traders, crushers and refineries and;</li> <li>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.</li> </ul>	PT Inti Indosawit Subur – Ukui 1 POM is a palm oil mill which takes legal ownership and physically handled RSPO certified sustainable oil palm product (FFB), therefore the site has been registered in RSPO IT Platform with ID number RSPO_PO1000000148.	Yes
5.7.2	The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform: <ul style="list-style-type: none"> <li>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.</li> </ul>	PT Inti Indosawit Subur – Ukui 1 POM has made Shipping Announcement in RSPO IT Platform to announce sales of RSPO certified CPO or PK per group of shipments (DO). During this surveillance period Ukui 1 POM sold certified product in form of CSPO and CSPK.  Samples seen: - Shipping Announcement, with transaction ID No. TR-1e7a5519-7f00 dated 12 <sup>th</sup> June 2018 for 290.08 MT of CSPK Mass Balance; from PT Inti Indosawit Subur – Ukui 1 Mill (RSPO_PO1000000345) as Seller to Buyer PT Inti Indosawit	Yes

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		<p>Subur – Ukui 1 KCP (RSPO_PO1000006596); Confirmation has been made by Buyer on 12<sup>th</sup> June 2018.</p> <ul style="list-style-type: none"> <li>- Shipping Announcement, with transaction ID No. TR-94b7a4f9-b07b dated 15<sup>th</sup> October 2018 for 45.55 MT of CSPO Mass Balance; from PT Inti Indosawit Subur – Ukui 1 Mill (RSPO_PO1000000345) as Seller to Buyer PT Sari DUmair Sejati (RSPO_PO1000006430); Confirmation has been made by Buyer on 15<sup>th</sup> October 2018.</li> </ul>	
	<ul style="list-style-type: none"> <li>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 document with a unique traceability number. Tracing can be done in a consolidated way at least annually.</li> </ul>	<p>During this one year period of surveillance (ASA 3.2 – December 2018), PT Inti Indosawit Subur – Ukui 1 POM has not sold any CPO or PK to supply chain actor beyond the refinery.</p>	Yes
	<ul style="list-style-type: none"> <li>Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed.</li> </ul>	<p>PT Inti Indosawit Subur – Ukui 1 POM has done “Remove” in the RSPO IT Platform for CSPO sold as other scheme.</p>	Yes
	<ul style="list-style-type: none"> <li>Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements.</li> </ul>	<p>PT Inti Indosawit Subur – Ukui 1 POM is a palm oil mill which does not need to confirm any purchase of FFB.</p>	Yes
<b>5.8. Training</b>			
5.8.1	<p>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>	<p>PT Inti Indosawit Subur – Ukui 1 POM has prepared a training program to staff, who is involved in RSPO Supply Chain Certification Standard implementation. As per training program, “Program Pelatihan Environmental &amp; Sustainability Tahun 2018 PT Inti Indosawit Subur – Ukui 1 Group”.</p> <p>The RSPO supply chain and traceability refreshment training was conducted on 22th September 2018.</p>	Yes

		Competency and training records of all staff involved in RSPO Supply Chain were able to be demonstrated.	
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, Mass Balance and Traceability" performed on 22th September 2018. attended by Mill Manager, KTU, Operational assistance, weighbridge operators, Production supervisor, Processing Assistance, CI Assistance and Grading assistance. Training module and attendance list were sighted. Based on interview, personnel related to RSPO Supply Chain Certification implementation demonstrated good knowledge and implementation.</p> <p><b>NC Statement:</b>            Training for personnel carrying out tasks for the effective implementation of supply chain certification standards requirements was carried out on 22th September 2018 at the Asian Agri Training Center. However, the effectiveness of the training results is not demonstrated until the RSPO 3.1 ASA - December 2018.</p>	No
<b>5.9. Record Keeping</b>			
5.9.1	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>Based on review of PT Inti Indosawit Subur – Ukui 1 POM document and record, the Mill is able to demonstrate complete, up-to-date and accessible records and reports covering all aspects of RSPO Supply Chain Certification Standard requirements.</p> <p>Records and report verified are as follows:</p> <ul style="list-style-type: none"> <li>• Laporan Harian Pabrik (Mill Daily Report); dated 10<sup>th</sup> December 2018</li> </ul>	Yes

		<ul style="list-style-type: none"> <li>• Book Keeping – Mass Balance – CPO and PK period of January – March 2017, April – June 2017, July – September 2017, October – December 2017, January – March 2018, April – June 2018;</li> <li>• Kartu Timbangan (Weighbridge Card) FFB;</li> <li>• Kartu Timbangan (Weighbridge Card) CPO;</li> <li>• Kartu Timbangan (Weighbridge Card) PK;</li> </ul> <p>Based on Laporan Harian Pabrik dated 10<sup>th</sup> December 2018 , FFB received are:</p> <ul style="list-style-type: none"> <li>• Certified: 805,000 kg</li> <li>• Non-Certified: 743,915 kg</li> </ul> <p>FFB received from 1<sup>st</sup> January 2018 to 10<sup>th</sup> December 2018, are:</p> <ul style="list-style-type: none"> <li>• Certified: 203,609,782 kg</li> <li>• Non-Certified: 116,215,396 kg</li> </ul> <p>CPO produced on 10<sup>th</sup> December 2018 are:</p> <ul style="list-style-type: none"> <li>• Certified: 139,800 kg</li> <li>• Non-Certified: 118,340 kg</li> </ul> <p>CPO produced from 1<sup>st</sup> January 2018 to 10<sup>th</sup> December 2018, are:</p> <ul style="list-style-type: none"> <li>• Certified: 41,025,783 kg</li> <li>• Non-Certified: 22,109,317 kg</li> </ul> <p>PK produced on 10<sup>th</sup> December 2018, are:</p> <ul style="list-style-type: none"> <li>• Certified: 35,703 kg</li> <li>• Non-Certified: 31,917 kg</li> </ul> <p>PK produced from 1<sup>st</sup> January 2018 to 10<sup>th</sup> December 2018, are:</p> <ul style="list-style-type: none"> <li>• Certified: 10,304,228 kg</li> </ul>	
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		<ul style="list-style-type: none"> <li>Non-Certified: 5,855,502 kg</li> </ul>																																																									
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 Traceability (AA-MPM-OP-1400.7.R6), requires that all records and reports related to traceability and book keeping are retained for a period of 10 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 palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	<p>PT Inti Indosawit Subur – Ukui 1 POM is able to provide estimate volume of CPO and PK in a year period as in “Distribusi Produksi Bulanan Anggaran Tahun 2018” consists estimate of FFB receiving from certified source (Ukui 1 Estate and Ukui 1 Smallholder) and non-certified source (Third Party supplier), Extraction rates, Processing capacity, working hour and utilisation.</p> <p>The Mill also keep an up to date record of the FFB volume received, CPO and PK produced over a period of twelve (12) month, as in “Book Keeping Mass Balance Report”. Record of actual of FFB, CPO and PK for period December 2017 to November 2018:</p> <table border="1"> <thead> <tr> <th rowspan="2">Period</th> <th>FFB Certified</th> <th>CPO Certified</th> <th>PK Certified</th> <th>FFB Non Certified</th> <th>CPO Non Certified</th> <th>PK Non Certified</th> </tr> </thead> <tbody> <tr> <td>Dec-17</td> <td>17942</td> <td>3716</td> <td>959</td> <td>10,155</td> <td>1,985</td> <td>544</td> </tr> <tr> <td>Jan-18</td> <td>16554</td> <td>3409</td> <td>880</td> <td>8,131</td> <td>1,579</td> <td>433</td> </tr> <tr> <td>Feb-18</td> <td>15220</td> <td>3216</td> <td>798</td> <td>6,685</td> <td>1,345</td> <td>351</td> </tr> <tr> <td>Mar-18</td> <td>15396</td> <td>3117</td> <td>823</td> <td>5,534</td> <td>1,043</td> <td>292</td> </tr> <tr> <td>Apr-18</td> <td>16639</td> <td>3072</td> <td>913</td> <td>5,941</td> <td>1,141</td> <td>326</td> </tr> <tr> <td>May-18</td> <td>18656</td> <td>3745</td> <td>1019</td> <td>10,975</td> <td>2,079</td> <td>599</td> </tr> <tr> <td>Jun-18</td> <td>18050</td> <td>3486</td> <td>728</td> <td>9,628</td> <td>1,761</td> <td>387</td> </tr> </tbody> </table>	Period	FFB Certified	CPO Certified	PK Certified	FFB Non Certified	CPO Non Certified	PK Non Certified	Dec-17	17942	3716	959	10,155	1,985	544	Jan-18	16554	3409	880	8,131	1,579	433	Feb-18	15220	3216	798	6,685	1,345	351	Mar-18	15396	3117	823	5,534	1,043	292	Apr-18	16639	3072	913	5,941	1,141	326	May-18	18656	3745	1019	10,975	2,079	599	Jun-18	18050	3486	728	9,628	1,761	387	Yes
Period	FFB Certified	CPO Certified		PK Certified	FFB Non Certified	CPO Non Certified	PK Non Certified																																																				
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		Jul-18	19744	4129	1012	12,434	2,446	636	
		Aug-18	18243	3664	851	13,156	2,496	608	
		Sep-18	18767	3821	1006	12,778	2,476	595	
		Oct-18	20112	2336	903	14,781	2,770	819	
		Nov-18	20038	3901	994	12,083	2,223	606	
		<b>Total</b>	<b>215361</b>	<b>41612</b>	<b>10886</b>	<b>122,281</b>	<b>23,344</b>	<b>6196</b>	
<b>5.10. Conversion factors</b>									
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 ( <a href="http://www.rspo.org">www.rspo.org</a> ); 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.  Data seen: <ul style="list-style-type: none"> <li>Laporan Harian Pabrik (Mill Daily Report); dated 10<sup>th</sup> December 2018</li> <li>Laporan Bulanan Pabrik (Monthly Report); November 2018</li> </ul>							Yes
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	The actual conversion ratio is monitored on daily basis through sounding result and documented in daily report. PT Inti Indosawit Subur – Ukui 1 POM is able to demonstrate the work instruction for analysis of oil content.  Based on Laporan Harian Produksi dated 10 <sup>th</sup> December 2018, the sounding result and production report shows that actual conversion ratios from FFB into CPO are: <ul style="list-style-type: none"> <li>For FFB from Ukui 1 Estate: 23.32%</li> <li>For FFB from Ukui 1 Plasma: 21.20%</li> <li>For FFB from third-party: 19.02%</li> </ul> And actual conversion ratios from FFB into PK are:							Yes

		<ul style="list-style-type: none"> <li>For FFB from Ukui 1 Estate: 5.14%</li> <li>For FFB from Ukui 1 Plasma: 5.02%</li> <li>For FFB from third-party: 5.12%</li> </ul>	
<b>5.11. Claims</b>			
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 Inti Indosawit Subur – Ukui 1 POM has not made claims regarding the support of RSPO certified oil palm products. However the organization aware about the RSPO Rules on Market Communications and Claims.	Yes
<b>5.12. Complaints</b>			
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	<p>In the case of any complaint, the mill provided procedure AA-GL-5.08-R1 related to information request from any stakeholders to resolving stakeholder complaints. Based on document review, there was no complaint from stakeholder related to RSPO Supply Chain in PT Inti Indosawit Subur – Ukui 1 POM.</p> <p>During this one year period of surveillance (ASA 3.2), there has been no complaint related RSPO Supply Chain Certification requirements.</p>	Yes
<b>5.13. Management Review</b>			
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.	PT Inti Indosawit Subur – Ukui 1 POM has Standard Operating Procedures for Internal Audit and Management Review (AA-SOP-ES-6001-R4). The management review planned once a year at minimum, or incidentally considering the critical area. The Standard Operating Procedures of Traceability (AA-MPM-OP-1400.17.R6) dated 1 September 2017 has also regulates the internal audit by Sustainability Internal Audit Manager, that planned 2 times in a year at minimum.	Yes

		<p>The latest management review conducted 22th September 2018 attended by all key personnel e.g: Mill Manager, KTU, Processing staff, sustainability staff.</p>	
<p>5.13.2</p>	<p>The input to management review shall include information on:</p> <ul style="list-style-type: none"> <li>• Results of internal audits covering RSPO Supply Chain Certification Standard.</li> <li>• Customer feedback.</li> <li>• Status of preventive and corrective actions.</li> <li>• Follow-up actions from management reviews.</li> <li>• Changes that could affect the management system.</li> <li>• Recommendations for improvement.</li> </ul>	<p>The latest management review of PT Inti Indosawit Subur – Ukui 1 POM carried out on 22th September 2018 attended by all key personnel, against RSPO SCCS 2017 – RSPO General Chain of Custody requirements and Module E: Mass Balance.</p> <p>The organization shows issues discussed during management review 22th September 2018. Minute of management review meeting and attendance register were available. The management review inputs include information as follow:</p> <ul style="list-style-type: none"> <li>- Result of audits: report of internal audit on 2<sup>nd</sup> September 2018</li> <li>- Customer feedback: regulated under record of stakeholders information</li> <li>- Follow up action from previous management review: follow up “Surat Pernyataan dari Transporter” dated 30<sup>th</sup> October 2018, PIC Marketing.</li> <li>- Process performance and product conformity: Supervision by Visit Engineering (Annually)</li> <li>- Recommendation for improvement: by result of internal audit, customer feedback, follow up action from previous management review</li> <li>- Changes that could affect the management system – no changes;</li> </ul> <p><b>NC Statement:</b>  Management review as conducted on 22th November 2018, however the input to management review was inadequate, e.g:</p> <ul style="list-style-type: none"> <li>– Internal audit result that not effective</li> </ul>	<p>No</p>

		There was no covered related to changes that could affect the management system	
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"> <li>• Improvement of the effectiveness of the management system and its processes.</li> <li>• Resource needs.</li> </ul>	<p>PT Inti Indosawit Subur – Ukui 1 POM has conducted management review dated 22th September 2018. The management review output indicates decision and actions related to:</p> <ul style="list-style-type: none"> <li>- Refresh training for operator in processing and weigh bridge</li> <li>- Follow up "Surat Pernyataan dari Transporter" dated 30<sup>th</sup> October 2018, PIC Marketing.</li> <li>- Recommendation of VE (visit engineer) Report</li> <li>- Result of internal audit</li> </ul> <p><b>NC Statement:</b></p> <p>Management review was conducted on 22th November 2018, however the output include any decisions and actions related to improvement of the effectiveness of the management system and its processes was inadequate due to input agenda.</p>	No

**Appendix E** *(Please choose either IP / MB)*

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

E.1 Definition			
	Requirement	Evidence	Compliance
		For any N/A raised, justification is required.	(Yes / No or N/A)

E.1.1	Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and sales volume of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.	PT Inti Indosawit Subur – Ukui 1 POM holds current RSPO P&C Certificate No RSPO 633774. In the current certificate, PT Inti Indosawit Subur – Ukui 1 POM uses Mass Balance supply chain model. The mill only claimed the FFB proportion from certified supply bases which comprise of company-own estate (Ukui 1 Estate) and Scheme Smallholder (Ukui 1 Plasma). The other supply base, were come from third party suppliers as non-certified FFB source.	Yes
<b>E.2 Explanation</b>			
E.2.1	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&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.	The estimated tonnage produced by PT Inti Indosawit Subur – Ukui 1 POM provided in Public Summary report.	Yes
E.2.2	The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).	PT Inti Indosawit Subur – Ukui 1 POM has met registration and reporting requirement as it has been registered in RSPO IT Platform (PalmTrace) with ID number RSPO_PO 1000000148.	Yes
<b>E.3 Documented procedures</b>			
E.3.1	The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following: a. Complete and up to date procedures covering the implementation of all the elements in these requirements;	PT Inti Indosawit Subur – Ukui 1 POM can demonstrate procedures as follow: 1. Standard Operating Procedures – Traceability (AA-MPM-OP-1400.17.R6) dated 1 September 2017. The procedures cover traceability of CPO and PK, since FFB receiving from Ukui 1 Estate and Smallholder, processing up to shipping	Yes

		<p>of CPO and PK as well as daily production report. The procedure also regulates the internal audit by Sustainability Internal Audit Manager. Traceability records are to be kept for 10 years.</p> <p>2. Standard Operating Procedure – Book Keeping (AA-MPM-OP-1400.18-R4). The procedure explains method to check only certified product received. The book keeping mass balance stated every 3 months: January-March, April-June, July-September, and October-December each year. Head of Environment and Sustainability will inform to Certification Body in the case of projected overproduction.</p> <p>3. SOP of Palm Oil Mill operation:</p> <ul style="list-style-type: none"> <li>a. SOP AA-MPM-OP-1400.02.R2, dated 1 September 2011, Stasiun Penerimaan (FFB Receiving Station)</li> <li>b. SOP AA-MPM-OP-1400.03.R1, dated 1 February 2009, Stasiun Rebusan (Sterilizer)</li> <li>c. SOP AA-MPM-OP-1400.04.R1, dated 1 February 2009, Stasiun Pemisahan Berondolan (Loose Fruit Separation)</li> <li>d. SOP AA-MPM-OP-1400.05-R1, dated 1 February 2009, Stasiun Pengadukan dan Pengempaan (Pressing Station)</li> <li>e. SOP AA-MPM-OP-1400.06-R1, dated 1 February 2009, Stasiun Pemurnian (Clarification)</li> <li>f. SOP AA-MPM-OP-1400.07-R1, dated 1 February 2009, Stasiun Pemisahan Nut dan Fiber (Nut and Fiber separation)</li> <li>g. SOP AA-MPM-OP-1400.08-R1, dated 1 February 2009, Stasiun Kernel (Kernel Station)</li> <li>h. SOP AA-MPM-OP-1400.09-R1, dated 1 February 2009, Stasiun Boiler</li> </ul>	
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		<ul style="list-style-type: none"> <li>i. SOP AA-MPM-OP-1400.10-R1, dated 1 February 2009, Stasiun Engine Room</li> <li>j. SOP AA-MPM-OP-1400.11-R1, dated 1 February 2009, Stasiun Water Treatment</li> <li>k. SOP AA-MPM-OP-1400.12-R1, dated 1 February 2009, Laboratorium</li> <li>l. SOP AA-MPM-OP-1400.13-R1, dated 1 February 2009, Stasiun Pengelolaan Limbah (Palm Oil Mill Effluent Treatment)</li> <li>m. SOP AA-MPM-OP-1400.14-R2, dated 1 September 2011, Stasiun Penimbunan dan Pengiriman CPO dan Kernel (CPO and PK Storage and Despatch)</li> <li>n. SOP AA-MPM-OP-1400.15-R1, dated 1 February 2009, Perawatan (Preventive Maintenance and Repair).</li> </ul>	
	b. The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.	As per Procedure of Traceability (AA-MPM-OP-1400.17-R6), the responsible person in charge to the supply chain system is Mill Manager assisted by KTU. During audit, KTU, Mr. Imam Syahputra, was able to demonstrate sufficient knowledge and understanding on RSPO supply chain implementation for palm oil mill.	Yes
E.3.2	The site shall have documented procedures for receiving and processing certifies an non-certified FFBS.	The Mill has had documented procedures for receiving and processing of Certified and Non-certified FFBS in form of SOP AA-MPM-OP-1400.17-R6 "Traceability" and SOP for FFB Receiving Station (AA-MPM-OP-1400.02-R2). The Mill uses RSPO Supply Chain model Mass Balance, therefore does not required to separated receiving and processing of certified and non-certified FFB.	Yes
<b>E.4 Purchasing and goods in</b>			
E.4.1	The site shall verify and document the volumes of certified and non-certified FFBS received.	PT Inti Indosawit Subur – Ukui 1 POM has demonstrated SOP of Traceability (AA-MPM-OP-1400.7.R6), chapter 5.1 indicates	

		<p>the Weighbridge Clerk has responsibility to input data and print weighbridge card based on "Surat Pengantar TBS", 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>PT Inti Indosawit Subur – Ukui 1 POM receive FFB from certified and non-certified source.</p> <ul style="list-style-type: none"> <li>- Certified source consist of own estate (Ukui 1 Estate, division I, II, III and IV) and Scheme Smallholder (Ukui 1 Plasma), e.g: KUD Sumber Makmur, KUD Bina Usaha Baru, KUD Bakti, KUD Karya Bersama, KUD Sawit Subur, KUD Bina Sejahtera, KUD Sumber Bahagia, KUD Bukit Potalo and KUD Usaha Baru.</li> <li>- Non-certified FFB sourced from third party supplier, e.g.: KUD Air Hitam Jaya, HSS, Rini Setyatini (RSY), Haluga (HL), Samsuwar (SM), Besty Ella Sima Siahaan, Revin (EN), James Sihombing, MRN, Satumar (STM), Suhono (SN), Budi (BD), PPKSS Makmur, KT Pekarangan Kampung Baru, Saliman.</li> </ul> <p>Document "Surat Pengantar TBS" (FFB Delivery Note) and Kartu Timbangan (Weighbridge Card) described identity and location of FFB source and other item required.</p> <p>Data verified: <u>Certified:</u></p> <ul style="list-style-type: none"> <li>- Weighbridge Card #PUSA118109157 dated 7<sup>th</sup> December 2018, commodity: certified FFB; source: Ukui 1 Estate Afdelig 1; to Ukui 1 Palm Oil Mill; net weight: 5,530 kg; amount: 204 bunch; Block: A66j; RSPO Cert: RSPO</li> </ul>	
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		<p>633774; Transporter: Internal; Vehicle: BM 9021 TC; Driver: Andi; Batch number: 13-100-16462018-10114547</p> <ul style="list-style-type: none"> <li>- Weighbridge Card #PUSA118109175 dated 7<sup>th</sup> December 2018, commodity: certified FFB; source: Ukui 1 Estate Afdelig 2; to Ukui 1 Palm Oil Mill; net weight: 5,600 kg; amount: 1,590 bunch; Block: B15i; RSPO Cert: RSPO 633774; Transporter: Internal; Vehicle: BM 8746 TC; Driver: Agusman; Batch number: 13-100-16462018-10114756</li> <li>- Bon Surat Pengantar TBS No.P.70 dated 7<sup>th</sup> December 2018 from Ukui 1 Smallholder, KUD Sumber Makmur, Farmer Group S. Jaya (283). Weighbridge Card #PUSA218119639 dated 7<sup>th</sup> December 2018, commodity: certified FFB; source: Ukui 1 Smallholder; to Ukui 1 Palm Oil Mill; net weight: 7,000 kg; location: 1A-S. Jaya (283); amount: 294 bunch; Block: KS283; RSPO Cert: RSPO633774; Transporter: Internal Smallholder; Vehicle: BM 8342 BB; Driver: Adi; Batch number: 13-100-24262018-10114591.</li> <li>- Bon Surat Pengantar TBS No.P.76 dated 7<sup>th</sup> December 2018 from Ukui 1 Smallholder, KUD Bakti, Farmer Group Usaha Bersama (38). Weighbridge Card #PUSA218119645 dated 7<sup>th</sup> December 2018, commodity: certified FFB; source: Ukui 1 Smallholder; to Ukui 1 Palm Oil Mill; net weight: 9,030 kg; location: KT-38 Usaha Bersama; amount: 315 bunch; Block: K1038; RSPO Cert: RSPO633774; Transporter: Internal Smallholder; Vehicle: BM 9667 CB; Driver: Aceh; Batch number: 13-100-24262018-10114618</li> <li>- Bon Surat Pengantar TBS No.P.61 dated 7<sup>th</sup> December 2018 from Ukui 1 Smallholder, KUD Bukit Potalo, Farmer Group Harapan Bersama (295). Weighbridge Card</li> </ul>	
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		<p>#PUSA218119634 dated 7<sup>th</sup> December 2018, commodity: certified FFB; source: Ukui 1 Smallholder; to Ukui 1 Palm Oil Mill; net weight: 6,650 kg; location: KT-295. Harapan Bersama; amount: 282 bunch; Block: K7295; RSPO Cert: RSPO633774; Transporter: Internal Smallholder; Vehicle: BA 8820 AD; Driver: Indra; Batch number: 13-100-24262018-10114562</p> <p><u>Non-certified:</u></p> <ul style="list-style-type: none"> <li>- Surat Pengantar TBS No. 216/XII/2018 dated 6<sup>th</sup> December 2018 from Koperasi Air Hitam Jaya to PT Inti Indosawit Subur – Ukui 1 Palm Oil Mill; amount: 560 bunch. Weighbridge Card #PUSA518113029 dated 6<sup>th</sup> December 2018; commodity: Non-Certified FFB; source: Koperasi Air Hitam – ID ST00084; to PT Inti Indosawit Subur – Ukui 1 Palm Oil Mill; net weight: 8,516 kg; Transporter: internal; Vehicle: BM 6132 CJ; Driver: Ijul</li> <li>- Surat Pengantar TBS dated 6<sup>th</sup> December 2018 from Evrin to PT Inti Indosawit Subur – Ukui 1 Palm Oil Mill; amount: 333 bunch. Weighbridge Card #PUSA5181109921 dated 6<sup>th</sup> December 2018; commodity: Non-Certified FFB; source: Ervin – ID ST00113 to PT Inti Indosawit Subur – Ukui 1 Palm Oil Mill; net weight: 5,054 kg; Transporter: internal; Vehicle: BM 9373 TC; Driver: Tatang</li> </ul>	
E.4.2	The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	Standard Operating Procedure – Book Keeping (AA-MPM-OP-1400.18-R4). The procedure explains method to check only certified product received. The book keeping mass balance stated every 3 months: January-March, April-June, July-September, and October-December each year. Head of	Yes

		<p>Environment and Sustainability will inform to Certification Body in the case of projected overproduction.</p> <p>During this period of annual surveillance audit, there is no overproduction happened.</p>	
<b>E.5 Record keeping</b>			
E.5.1	<p>a. 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 and / or three-monthly basis by RSPO.</p>	<p>Based on review of PT Inti Indosawit Subur – Ukui 1 POM document and record, the Mill is able to demonstrate complete, up-to-date and accessible records and reports covering all aspects of RSPO Supply Chain Certification Standard requirements.</p> <p>Records and report verified are as follows:</p> <ul style="list-style-type: none"> <li>• Laporan Harian Pabrik (Mill Daily Report); dated 10<sup>th</sup> December 2018</li> <li>• Book Keeping – Mass Balance – CPO and PK period of January – March 2017, April – June 2017, July – September 2017, October – December 2017, January – March 2018, April – June 2018;</li> <li>• Kartu Timbangan (Weighbridge Card) FFB;</li> <li>• Kartu Timbangan (Weighbridge Card) CPO;</li> <li>• Kartu Timbangan (Weighbridge Card) PK;</li> </ul> <p>Based on Laporan Harian Pabrik dated 10<sup>th</sup> December 2018 , FFB received are:</p> <ul style="list-style-type: none"> <li>• Certified: 805,000 kg</li> <li>• Non-Certified: 743,915 kg</li> </ul> <p>FFB received from 1<sup>st</sup> January 2018 to 10<sup>th</sup> December 2018, are:</p> <ul style="list-style-type: none"> <li>• Certified: 203,609,782 kg</li> </ul>	Yes

		<ul style="list-style-type: none"> <li>• Non-Certified: 116,215,396 kg</li> </ul> <p>CPO produced on 10<sup>th</sup> December 2018 are:</p> <ul style="list-style-type: none"> <li>• Certified: 139,800 kg</li> <li>• Non-Certified: 118,340 kg</li> </ul> <p>CPO produced from 1<sup>st</sup> January 2018 to 10<sup>th</sup> December 2018, are:</p> <ul style="list-style-type: none"> <li>• Certified: 41,025,783 kg</li> <li>• Non-Certified: 22,109,317 kg</li> </ul> <p>PK produced on 10<sup>th</sup> December 2018, are:</p> <ul style="list-style-type: none"> <li>• Certified: 35,703 kg</li> <li>• Non-Certified: 31,917 kg</li> </ul> <p>PK produced from 1<sup>st</sup> January 2018 to 10<sup>th</sup> December 2018, are:</p> <ul style="list-style-type: none"> <li>• Certified: 10,304,228 kg</li> <li>• Non-Certified: 5,855,502 kg</li> </ul>	
	<p>b. All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated</p>	<p>Conversion rate is only applied to provide reliable estimation of CPO and PK produced for annual budget. The management of PT Inti Indosawit Subur – Ukui 1 POM has mechanism and knowledge that all volumes of CPO and PK delivered are deducted from the material accounting system.</p>	<p>Yes</p>
	<p>c. The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a site is allowed to sell short. (i.e. product can be sold before it is in stock.) For further details refer to Module C.</p>	<p>PT Inti Indosawit Subur – Ukui 1 POM only deliver certified CPO and PK sales from a positive stock. The volume of certified CPO and PK are deducted on three-monthly basis. Audit team verified there was no short-selling and/or negative stock at the end of three-monthly period.</p>	<p>Yes</p>

**Supply Chain Declaration** *(Applicable For Appendix E)*

<b>A. Monthly Records of Certified and Uncertified FFB Received since the last audit</b>				
<b>No.</b>	<b>Month - Year</b>	<b>Volume of FFB from certified supply bases (mt)</b>	<b>Volume of FFB from uncertified supply bases (mt)</b>	<b>Total FFB/Month (mt)</b>
1	December – 2017	17,061.12	10,349.14	27,410.26
2	January – 2018	15,535.43	8,130.99	23,666.42
3	February - 2018	14,206.37	6,685.22	20,891.59
4	March – 2018	14,552.51	5,533.88	20,086.39
5	April – 2018	15,624.55	5,940.57	21,565.12
6	May – 2018	17,636.90	9,158.33	26,795.23
7	June – 2018	17,033.58	9,627.90	26,661.48
8	July – 2018	18,719.29	11,313.21	30,032.50
9	August – 2018	17,209.38	11,350.47	28,559.85
10	Sept – 2018	17,745.33	11,656.29	29,401.62
11	Oct – 2018	18,083.04	11,417.54	29,500.58
12	Nov - 2018	18,014.61	10,961.49	28,976.10
	<b>TOTAL</b>	<b>201,422.11</b>	<b>112,125.03</b>	<b>313,547.14</b>
<b>Note: period Dec 2017-Nov 2018</b>				

<b>B. Monthly Records of Certified CPO &amp; PK since the last audit</b>			
<b>No.</b>	<b>Month - Year</b>	<b>Certified CPO (mt)</b>	<b>Certified PK (mt)</b>

1	December – 2017	3,441.23	863.29
2	January – 2018	3,133.50	786.09
3	February - 2018	2,865.42	718.84
4	March – 2018	2,935.24	736.36
5	April – 2018	3,151.47	790.60
6	May – 2018	3,557.36	892.43
7	June – 2018	3,435.67	861.90
8	July – 2018	3,775.68	947.20
9	August – 2018	3,471.13	870.79
10	Sept – 2018	3,579.23	897.91
11	Oct – 2018	3,235.58	813.04
12	Nov - 2018	3,221.78	809.58
	<b>TOTAL</b>	<b>39,803.29</b>	<b>9,988.03</b>
<b>Note: period Dec 2017-Nov 2018</b>			

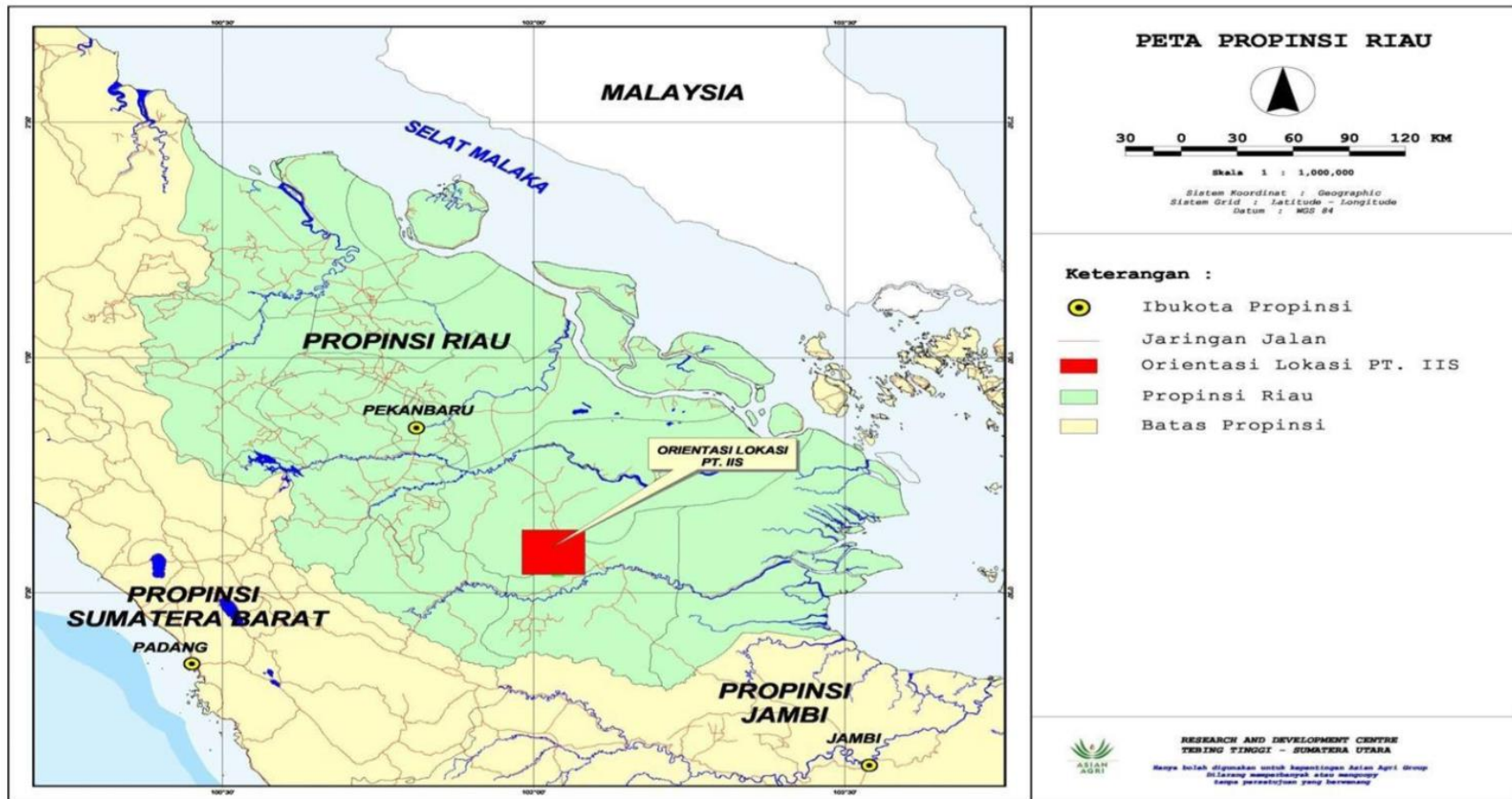
<b>C. Records of Certified CPO &amp; PK Sold under PalmTrace to Buyers since the last audit (if any)</b>				
<b>No.</b>	<b>Buyers Name</b>	<b>Palmtrace Trading License Number</b>	<b>Certified CPO Sold (mt)</b>	<b>Certified PK Sold (mt)</b>
1	KCP Ukui	-	-	10,020
	Nil	Nil	Nil	Nil
<b>Note: period Dec 2017-Nov 2018</b>				

<b>D. Records of CPO &amp; PK Sold under other schemes to Buyers since the last audit (if any)</b>				
<b>No.</b>	<b>Buyers Name</b>	<b>Scheme Name</b>	<b>CPO Sold (mt)</b>	<b>PK Sold (mt)</b>
1.	Classified	ISCC	39,021.85	-
<b>Note: period Dec 2017-Nov 2018</b>				

<b>E. Records of CPO &amp; PK Sold as conventional to Buyers since the last audit (if any)</b>			
<b>No.</b>	<b>Buyers Name</b>	<b>CPO Sold (mt)</b>	<b>PK Sold (mt)</b>
	Nil	Nil	Nil
<b>Note: period Dec 2017-Nov 2018</b>			

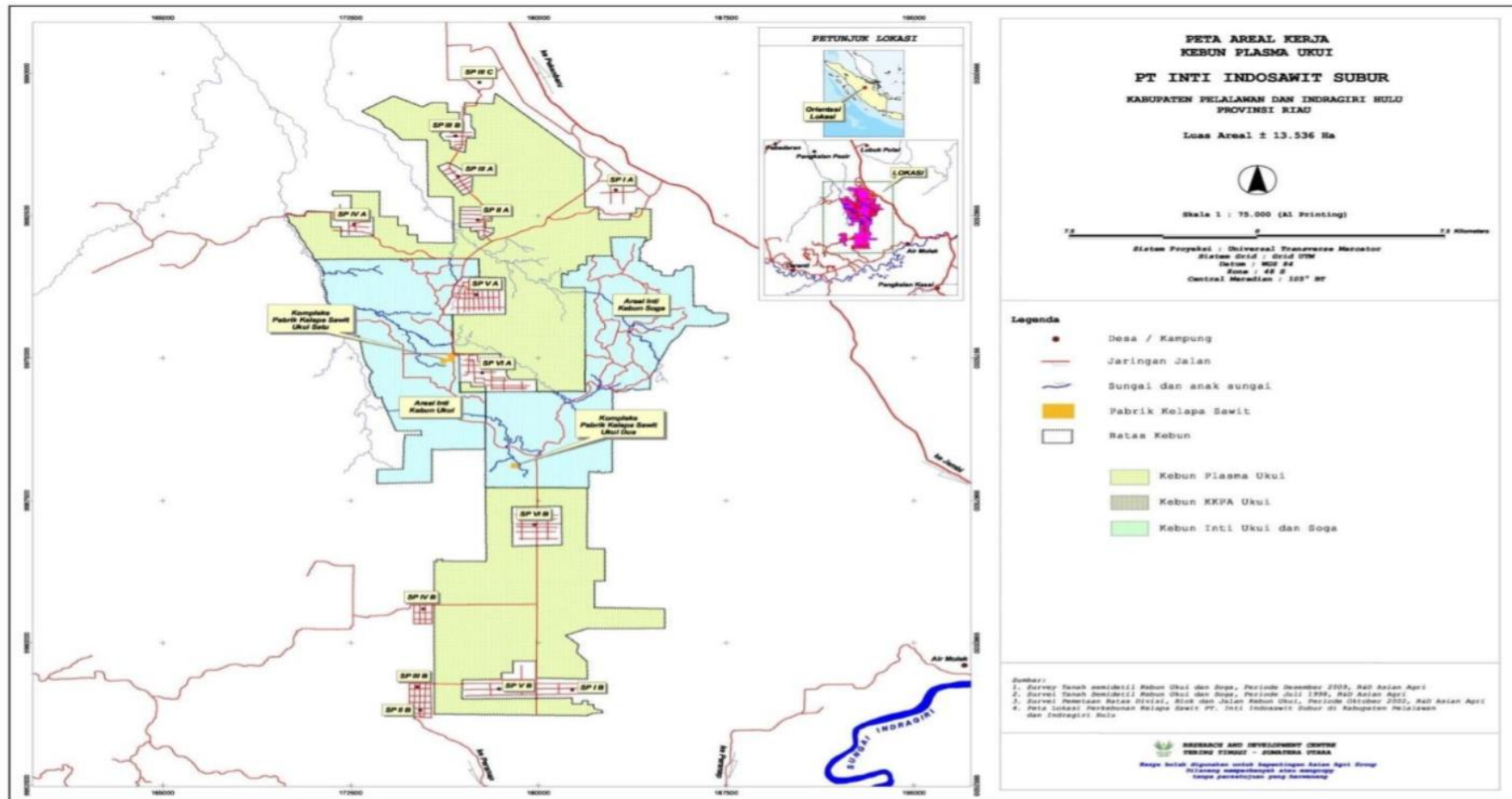
<b>F. Records of Certified CPO Sold under RSPO Credits to Buyers since the last audit (if any)</b>			
<b>No.</b>	<b>Buyers Name</b>	<b>PalmTrace Trading License Number</b>	<b>RSPO Credits of Certified CPO Sold (mt)</b>
	Nil	Nil	Nil
<b>Note: period Dec 2017-Nov 2018</b>			

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





Appendix G: Estate Field Map



**Appendix H: List of Smallholder Sampled** *(If applicable – scheme/associated/group certification)*

KUD SUMBER MAKMUR				
No	Hamp.	Kav. No.	Pemilik Awal	Pemilik Saat Ini
1	197	5232	RINDA	RINDA
2	197	5233	WARSONO	WARSONO
3	197	5234	MARUHUM. M	MASDURI
4	197	5235	AHMAD JAWAHIR	AHMAD
5	198	5237	SUWARDI BIN RAD	JHONI K
6	198	5239	NIMAT	NIMAT
7	198	5241	TUMPUK	UJANG IDRUS
8	199	5290	ENDI B.WAJAN	ENDI B.WAJAN
9	199	5337	JRWANTO.B KASA	PAINO B
10	199	5341	NGORIP	NGORIP
11	200	5294	MADNUR A.	MADNUR A.
12	200	5330	M.SARIP D.	M.SARIP D.
13	200	5336	M.TAHER	M.TAHER
14	200	5359	MUHAMMAD RAPI	DANA
15	204	5418	GIMAN	GIMAN
16	204	5448	UNDANG	UNDANG
17	204	5457	SUTOYO BASIR	TUGIMAN
18	205	5401	MUHARJO/MUSLIM	MUHARJO/MUSL
19	205	5404	SUKIRNO	MULIADI
20	205	5405	SUJIAN BIN NGAD	SUHARDI
21	206	5437	ENJEH	KUNTADI
22	206	5440	KAJAN	KAJAN
23	206	5442	SANGUDI	SAKUR
24	206	5444	NIJA	NIJA
25	283	5451	ASRAN	SYAMSUL
26	283	5452	HODDAN	LONHADI
27	283	5453	RAHMAT TAUFIK	SUPRAPTO

KUD BAKTI				
No	Hamp.	Kav. No.	Pemilik Awal	Pemilik Saat Ini
1	37	446	ISMAIL	LARNI
2	37	470	SISWOTO NARDI	SISWOTO
3	37	443	SUDIO MARSUDI S	SUDIYO
4	37	431	NGADIMIN	NGADIMIN
5	38	354	MUSTADI	MUSTADI
6	38	356	T. SALA	ALIMIN
7	38	363	SUKTAR	SUKTAR
8	38	369	YAKOP	YAKUB
9	38	374	SAWIN	JUBAIDAH
10	39	316	AWALUDIN	NUR HALIMAH
11	39	317	SUADI	SUHADI
12	39	338	SUBIAT	SUBIAT
13	39	340	TATA	SUGITO SARINI
14	39	344	SUKARI	SUKARI

KUD BUKIT POTALO				
No	Hamp.	Kav. No.	Pemilik Awal	Pemilik Saat Ini
1	292	6175	ZAINAL	ZAINAL
2	292	6176	KUAT SUKRIATIN	KUAT
3	292	6150	HAMID. AB	HAMID. AB
4	297	6250	JANI	AHMAD
5	297	6485	FARIDA	FARIDA HANIM
6	297	6490	HADI. P	ABASRI
7	297	6254	BEJA MUKLIS	KARSIDAH
8	298	6502	RAMLI	RAMLI
9	298	6463	BIDIN	BIDIN
10	298	6522	MANI	PITUS
11	298	6522	SAMSUAR	SAMSUAR
12	299	6494	SYAMSIR. BF	SUPARTINI
13	299	6505	DAWO ALIP	HJ. IJAN
14	299	6493	LAHAP	LAHAP
15	299	6495	M. YANIS	SELAMAT
16	299	6503	DASRIL	LUTAN

**Appendix I: List of Abbreviations**

a.i	Active Ingredient
BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CSPO	Certified Sustainable Palm Oil
CSPKO	Certified Sustainable Palm Kernel Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
IP	Identity Preserved
IS - CSPO	Independent Smallholder Certified Sustainable Palm Oil
IS – CSPKO	Independent Smallholder Certified Sustainable Palm Kernel Oil
IS – CSPKE	Independent Smallholder Certified Sustainable Palm Kernel Expeller
ISCC	International Sustainable Carbon Certification
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