

RSPO – INITIAL ASSESSMENT

PT. Rigunas Agri Utama
Head Office: Jl. M.H Thamrin No. 31 Jakarta 10230, Indonesia
Certification Unit: PT. Rigunas Agri Utama – Bungo Tebo

TABLE of CONTENTS

Page N°

SECTION 1: Scope of the Recertification Assessment.....	3
1. Company Details.....	3
2. RSPO Certification Information & Other Certifications.....	3
3. Location(s) of Mill & Supply Base.....	3
4. Description of Supply Base.....	3
5. Plantings & Cycle.....	4
6. Certified Tonnage.....	4
SECTION 2: Assessment Process.....	5
Certification Body.....	5
Assessment Methodology, Programme, Site Visits.....	6
Assessment Program.....	6
Tentative Date of Next Visit.....	6
Total No. of Mandays.....	6
BSI Assessment Team.....	6
Accompanying Person.....	6
SECTION 3: Assessment Findings.....	7
3.1 Details of audit results.....	7
3.2 Progress against Time Bound Plan.....	7
3.3 Details of Findings.....	7
Non-Conformity.....	8
Observation.....	21
Positive Findings.....	21
Issues raised by Stakeholders.....	21
3.3.1 Status of Non-Conformities Previously Identified and Observations.....	23
3.3.2 Summary of the Nonconformities and Status.....	24
Assessment Conclusion and Recommendation.....	25
Acknowledgement of Assessment Findings.....	25

List of Appendices

- A. Summary of Findings
- B. PT. Inti Indosawit Subur. Time bound Plan
- C. PT Rigunas Agri Utama – Bungo Tebo Certification Unit RSPO Certificate Details
- D. Assessment Plan
- E. Stakeholders Contacted
- F. Bungo Tebo Palm Oil Mill Supply Chain Assessment (Module – CPO Mills: Mass Balance)
- G. PT Rigunas Agri Utama (Bungo Tebo Estate) and surrounding entities
- H. List of Abbreviations Used

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Section 1 Scope of the Recertification Assessment

1. Company Details			
RSPO Membership Number	1-0022-06-000-00	Membership Approval Date	6 February 2006
Company Name	PT. Rigunas Agri Utama – Bungo Tebo		
Address	Head Office: Jl. M.H Thamrin No. 31 Jakarta 10230, Indonesia Site location: Tuo Sumay and Sungai Rambai Village, PWK Sumay and Tebo Ulu Sub-district, Bungo Tebo Regency, Jambi Province - Indonesia		
Subsidiary of (if applicable)	PT. Inti Indosawit Subur		
Contact Name	Asrini Subrata		
Website	www.asianagri.co.id	E-mail	asrini_subrata@asianagri.com
Telephone	+62 21 2301119	Facsimile	+62 21 2301120

2. RSPO Certification Information			
Certificate Number	SPO 620917	Originally Registered Date	03/12/2015
		Expiry Date	02/12/2020
Scope of Certification	Production of CPO and PK at Bungo Tebo Palm Oil Mill and FFB supplied from one (1) company owned estate namely Bungo Tebo Estate.		
Palm Oil Mill Capacity	30 tons FFB/hour		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
ID05/65250	ISO 14001:2004	SGS	10 June 2017
EU-ISCC-Cert-DE100-20152337	ISCC EU	SGS	08 July 2016

3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Easting	Northing
Bungo Tebo Palm Oil Mill	Tuo Sumay and Sungai Rambai village, PWK Sumay and Tebo Ulu Sub-district, Bungo Tebo Regency, Jambi Province	E 102° 27' 22"	S 01° 20' 48"
Bungo Tebo Estate	Tuo Sumay and Sungai Rambai village, PWK Sumay and Tebo Ulu Sub-district, Bungo Tebo Regency, Jambi Province	E 102° 21' 39" – E 102° 29' 08"	S 01° 15' 13" – S 01° 21' 51"

4a. Description of Own Certificate Supply Base								
Estate	Mature (ha)	Immature (ha)	Total Planted (ha)	HCV Area (ha)	Conservation Area (ha)	Infrastructure & Other (ha)	Total Hectarage	% of Planted
Bungo Tebo Estate	1,840	0	1,840	17.59	0	83.41	1,941	94
TOTAL	1,840	0	1,840	17.59	0	83.41	1,941	94

RSPO Public Summary Report

Revision 1 (Sept/2014)

5. Plantings & Cycle									
Estate	Age (Years) & %						Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Total	Estimated (Jan-Dec 2014)	Actual (Jan-Dec 2014)	Forecast (Jan-Dec 2015)
Bungo Tebo Estate	0	256	1,150	434	0	1,840	-	-	36,811
Total Certified FFB	0	256	1,150	434	0	1,840	-	-	36,811
Scheme Smallholder (18 cooperatives, 2,957 members)*	-	-	-	-	-	5,914	-	-	119,426
Supply FFB from third party/middlemen**	-	-	-	-	-	-	-	-	60,140
Total Non-Certified FFB	-	-	-	-	-	-	-	-	179,566
Total Supply FFB							-	-	216,377

*) Supply base is non-certified FFB, currently excluded from scope of certification. Scheme smallholders is part of time bound plan, will be certified in 2016;

**) Supply base FFB from third party/middlemen is excluded from scope of certification;

6. Certified Tonnage									
Mill	Estimated (Jan-Dec 2014)			Actual (Jan-Dec 2014)			Forecast (Jan-Dec 2015)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Bungo Tebo Mill	-	-	-	-	-	-	36,811	8,835	1,951
Total	-	-	-	-	-	-	36,811	8,835	1,951

7. Actual Certified Palm Production (Jan-Dec 2014)			
MILL	CAPACITY (mt/hr)	CPO (mt)*	PK (mt)*
Bungo Tebo	30 tons FFB/hour	-	-

8. Actual Sales of Certified Palm Products (Jan-Dec 2014)			
MILL	Certified CPO Sold (mt)	Certified PK Sold (mt)	Remarks
Bungo Tebo	-	-	-

9. Actual Certified FFB Received Monthly – (Jan-Dec 2014)			
Month	Certified Supply Base & weight (MT)		
	Bungo Tebo	Bungo Tebo Smallholders	Total FFB/Month (MT)
Jan – Dec 2014	-	-	-
Total	-	-	-

Section 2 Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: RSPO-ACC-19)
B08-01 (East), Level 8, Block B, PJ 8, No.23,
Jalan Barat, Seksyen 8, Petaling Jaya,
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BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (RSPO-ACC-19) since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Singapore, Jakarta, Bangkok and Australia which involve in RSPO Certification Program.

Assessment Methodology, Programme, Site Visits

The on-site recertification assessment was conducted from 29 July – 1 August 2015. 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 methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO P&C 2013 was used as Checklists and questionnaires were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

Public Stakeholder Notification was made on 15 November 2015, 30 days prior to the recertification assessment. No written feedback received at the end of the 30 days period. Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone and email to arrange meetings at a location convenient to them to discuss Bungo Tebo Certification Unit's environmental and social performance.

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 Appendix E.

The assessment findings for the recertification are detailed in Section 3.3.

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

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This report was internally reviewed by Mr. Sabar Kembaren and externally by independent peer reviewer prior to certification decision by BSI.

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

Assessment Program					
Name (Mill / Supply Base)	Year 1	Year 2	Year 3	Year 4	Year 5
Bungo Tebo Palm Oil Mill	X	X	X	X	X
Bungo Tebo Estate	X	X	X	X	X

Tentative Date of Next Visit: not less than 9 months and not later than 12 months after certificate issuance.

Total No. of Mandays: 8 mandays

BSI Assessment Team comprises of:

Pratama Sedayu– Lead Auditor

He graduated from University of Jenderal Soedirman on 2008, majoring in Social Economic of Agriculture. He involved in RSPO certification since 2009 as a team member subsequently as a Lead Auditor, covering assessment against RSPO P&C in Indonesia, Malaysia, Thailand, Papua New Guinea, and Liberia. He completed the ISO 9001, ISO 14001, OHSAS 18001 Lead Auditor Course, HCV Identification and Management; ISPO Lead Auditor endorsed Course and RSPO P&C and RSPO SCCS Lead Auditor endorsed Courses. During this assessment, he assessed on the aspects of estate best practices, environment, OHS, and Smallholder audits. He is fluently speaking in English and Bahasa Indonesia.

Aryo Gustomo – Auditor (Team member)

Aryo Gustomo – He holds degree in Agriculture science and graduated from Bogor Agriculture University. He is a specialist in oil palm plantation with Agronomy background. He had more than 5 (five) years working experienced related to oil palm industries i.e. as a Plant breeder/agronomist in the one of Malaysian oil palm seed producer, and as a field assistant in oil palm Plantation Company in Indonesia. Several relevant Training he has completed include ISO 9001 and 14001 Lead Auditor, RSPO P&C Lead auditor endorsed courses as well as RSPO SCCS and RSPO RED, Sustainability Report Assurance and Standard training, ISCC Auditor course, ISPO auditor training, and training on HCV identification and management. Currently he works for BSI Group based in Jakarta office. He is one of the BSI qualified RSPO lead auditor. He had been involved in several RSPO certification audits including New Planting Procedure assessment as a lead auditor/auditor with geographical audit experiences cover Indonesia, Malaysia, Thailand, Papua New Guinea, and Liberia. During this assessment, he mainly focused on the aspect of Legal, mill and estate best practices, environment, Supply Chain for CPO Mills, and Smallholder audits. He is fluently speaking in English and Bahasa Indonesia.

Warsito – Auditor (Team member)

He graduated from Universitas Nusa Bangsa on 1999, Forestry Faculty. He involved in RSPO & ISPO certification since 2013 as a team member covering assessment against RSPO P&C in Indonesia. Warsito have extensive experience in forestry assessment. He completed the ISPO Lead Auditor Training, Training for HCV Assessment. During this assessment, he assessed on the aspects of social.

Accompanying Persons: None.

Section 3 Assessment Findings

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

- RSPO P&C 2013 Summary of the Assessment – Appendix A
- PT. Inti Indosawit Subur Time Bound Plan – Appendix B
- RSPO Supply Chain Certification Assessment – Appendix F

3.2 Progress against Time Bound Plan

PT. Inti Indosawit Subur comprises of 19 mills, 27 estates, 6 scheme smallholders of PIR-Trans and 5 scheme smallholders of KKPA in its entity. The time bound plan has been submitted to the certification body at the first initial assessment. This plan is considered challenging, practical, and realistic based on the fact that the company operates one of the largest scheme smallholders (Plasma-PIR TRANS and KKPA) in Sumatera. The company currently utilises the experience obtains during the main assessment to implement the RSPO P&C in other estates and mill. The time bound plan has been spread over 9 years mainly due to the fact that they have 11 scheme smallholders as part of their operations which covers about 60,000 ha. This is a positive approach from the company complying towards RSPO P&C.

The company presented a table showing how the certification audits are planned to fit into the period ending 2017. There are slight changes in the time bound plan for some Plasma and KKPA Schemes and the changes has been addressed in the time bound plan.

The company has been assessed through interview with management representative at the office and they are complying the partial certification for the following issues:

- a) There is no replacement of primary forest or any area containing HCV's since November 2005 for its entities.
- b) No evidence of non-compliance with the applicable law
- c) No legal issues Compensation payments
- d) No negative social relations
- e) No Burning
- f) No Labour disputes

3.3 Details of findings

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

During the initial certification assessment there was sixteen (16) major nonconformity and eighteen (18) minor nonconformities raised at Bungo Tebo certification unit. The certification unit submitted Corrective Action Plans for the nonconformity. Correction was carried out by management. 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 subsequent surveillance assessment. Additional 1 day visit over and above continuing assessment plan has been done to verify that the planned corrective action has been effectively implemented. This visit was done on 16/06/2015. The latest NCR Close out carried out on 02/10/2015.

Non-Conformity		
NCR #	Description	Category (Major/Minor)
1137714M1	<p>Requirements Indicator 1.1.1 There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.</p>	Major
	<p>Evidence of Nonconformity PT Rigunas Agri Utama has not reported the "Laporan Kinerja Penanaman Modal" to "Badan Koordinasi Penanaman Modal".</p>	
	<p>Statement of Nonconformity There is inadequate evidence that PT Rigunas Agri Utama provide information on company performance to relevant stakeholders.</p>	
	<p>Action taken: Company has re-arranged the administrative system to ensure the reporting obligation is in good order. Public relation officer is responsible to monitor the report submission for all office. Finance and accounting staff at Jambi Office is responsible to prepare the report of "Laporan Kegiatan Penanaman Modal". Public relation officer is able to demonstrate "Laporan Kegiatan Penanaman Modal Tahap Pembangunan" third quarter July-September 2014, consist of investment for plantation and palm oil mill including manpower use. The report prepared and sends on 16th October 2014. Public relation officer is able to demonstrate "Laporan Kegiatan Penanaman Modal Tahap Pembangunan" fourth quarter October-December 2014, consist of investment for plantation and palm oil mill including manpower use. The report prepared and sends on 14th January 2015. Public relation officer is able to demonstrate "Laporan Kegiatan Penanaman Modal Tahap Pembangunan" first quarter January-March 2015, consist of investment for plantation and palm oil mill including manpower use. The report prepared and sends on 16th April 2015. The report sent for Sekretariat Daerah Kabupaten Tebo, with copy carbon to BPKM Pusat Jakarta and BKPM Jambi with letter No.028/FA-RO3/Ext/4/15 dated 20th April 2015 by regional office PT Rigunas Agri Utama. (This NC was closed out on 17/06/2015)</p>	
1137714M2	<p>Requirements Indicator 1.1.2 Records of requests for information and responses shall be maintained.</p>	Major
	<p>Evidence of Nonconformity During course of audit, a letter from "Badan Lingkungan Hidup Provinsi Jambi" related to - "administrative sanction due to hazardous waste storage" dated 1st April 2014, responded on 23rd June 2014.</p>	
	<p>Statement of Nonconformity It is found the response upon information request was not provided within 14 days, as regulated in the company procedure.</p>	

	<p>Action taken: Company has re-arranged the administrative and recording system for incoming and outgoing correspondence with relevant stakeholders. Public Relation officer is responsible to records and sending information under "Logbook Permintaan Informasi dan Respon terhadap Permintaan Informasi PT RAU tahun 2015". Plasma officer is responsible to record and sending out information under "Buku Ekspedisi Surat – KLO". Information available under the information request logbook titled "Logbook Permintaan Informasi dan Respon terhadap Permintaan Informasi PT RAU tahun 2015": Report of hazardous waste management for second quarter 2014 "Pengiriman Laporan Limbah B3 kuartal II (April – Juni 2014)", sent for Ministry of Environment Jakarta on 5th January 2015. Transmittal record is available. Report of hazardous waste management for third quarter 2014 "Pengiriman Laporan Limbah B3 kuartal III (Juli – September 2014)", sent for PPLH Region Sumatera dated 6th January 2015. Transmittal record is available. A letter received "Surat No.308/SPT/BLHD-4/2015 tentang Surat Pelaksanaan Pembinaan dan Pengawasan Limbah B3 pada Kegiatan Pengelolaan B3 dan Limbah B3 di PT Rigunas Agri Utama Kabupaten Tebo" dated 3rd March 2015. Company demonstrate response under "Berita Acara Pengawasan Limbah Bahan Berbahaya dan Beracun" dated 5th March 2015. Company respond less than 14 days – as per procedure. Information available under "Buku Ekspedisi Surat Masuk KLO": Incoming letter from KUD SSM in Pingan Belai "No.01.KSM-PB/I/2015" related to request for help in providing heavy machinery (grader) for road SP1, dated 17th January 2015. Letter received on 18th January 2015. Company responded through letter No.015/ES-KLO/EXT/01/2015 related Approval for Grader work in SP1 on date 23-25th January 2015, letter sent on 20th January 2015. Company respond less than 14 days – as per procedure. Incoming letter "Dipenda Kabupaten Tebo No.970/22/Dipenda/2015 tentang permohonan penyampaian informasi pemutakhiran data PBB-P2 untuk petani plasma" dated 26th January 2015, received on 27th January 2015. Company responded through letter No.024/ES-KLO/EXT/01/2015 dated 29th January 2015. Company respond less than 14 days – as per procedure. (This NC was closed out on 17/06/2015)</p>	
<p>1137714M3</p>	<p>Requirements Indicator 1.2.1 Publicly available documents shall include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). <p>Evidence of Nonconformity Memorandum Group Manager No.226/ES-KBT/Memo/XII/2014 dated 15 December 2014 show the list of publicly available documents; but not including land use title (HGU), Izin Usaha Perkebunan (Plantation Business Permit) and FFB price for scheme smallholder.</p> <p>Statement of Nonconformity PT Rigunas Agri Utama is able to show the list of publicly available documents - under Memorandum Group Manager No.226/ES-KBT/Memo/XII/2014 dated 15th December 2014; however a number of document required by RSPO has not being included in the list: land use title (HGU), (Plantation Business Permit (Izin Usaha Perkebunan) and FFB price for scheme smallholder.</p>	<p>Major</p>

	<p>Action taken: PT Rigunas Agri Utama has made correction for list of publicly available document. The list of publicly available document has completed with access to land use title (HGU), Izin Usaha Perkebunan (Plantation Business Permit) and FFB price for scheme smallholder. Document such as land use title (HGU), Izin Usaha Perkebunan (Plantation Business Permit) is available for public with management approval. FFB price for scheme smallholder is available for public as provided in notice board. <i>(This NC was closed out on 17/06/2015)</i></p>	
1137714M4	<p>Requirements Indicator 2.1.1 Evidence of compliance with relevant legal requirements shall be available.</p> <p>Evidence of Nonconformity Some evidences of incompliance with relevant regulation were found during the assessment, e.g.: -> First aid kit at the mill workshop was found incomplete in accordance to Labour law No.15/2008, for example: there was no Guide Book for first aid, Record book, List of first aid medicine, Distilled water, and scissor. -> Water quality test from monitoring well was insufficient in accordance to Environment Ministry Act No.28 and 29 Year 2003: System Requirement of License of Palm Oil mill waste water utilization for land irrigation. Some of parameters were found to be insufficiently tested during June 2014, e.g. DO, NO3, NH3, Cl, and SO4. -> Several environmental impacts identified in ANDAL and RKL-RPL documents were not monitored and implemented according to Environment Monitoring and Management plan, e.g. water quality test of river that retrieve waste water from the mill is not conducted three times a year while in actual mill waste water is applied for land application; Monitoring on the dust level at community residence was conducted twice a year instead of 3 times a year; The noise level test at mill engine rooms was conducted twice a year instead of once in a month; soil sampling test was done once in 6 year instead of twice a year.</p> <p>Statement of Nonconformity It was found inconsistencies implementation to demonstrate compliance with relevant regulation.</p> <p>Action taken: Management of PT Rigunas Agri Utama is able to demonstrate the compliance against all relevant regulations: -> First aid kit at the mill workshop has found to be completed, referring to Labour law No.15/2008; -> Water quality test from monitoring well was in accordance to Environment Ministry Act No.28 and 29 Year 2003: System Requirement of License of Palm Oil mill waste water utilization for land irrigation. Some of parameters has been tested and includes DO, NO3, NH3, Cl, and SO4. -> Environmental impacts identified in ANDAL and RKL-RPL documents has been started to monitored and implemented according to Environment Monitoring and Management plan, e.g. water quality test of river that received waste water from the mill is not applicable; because POM is applied for land application; Monitoring on the dust level at community residence started to be conducted 3 times a year; The noise level test at mill engine rooms was conducted twice a year with justification from local manpower office and environmental service; soil sampling test was done once in a year instead of twice a year. <i>(This NC was closed out on 02/10/2015)</i></p>	Major
1137714M5	<p>Requirements Indicator 2.2.1 Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.</p> <p>Evidence of Nonconformity During course of audit, the shape of plantation map is differs from land title (HGU) map.</p> <p>Statement of Nonconformity PT Rigunas Agri Utama cannot demonstrate overlay of plantation map against land title (HGU) map, to provide clarification and verification against indication of planting outside land title.</p>	Major

	<p>Action taken: PT Rigunas Agri Utama has performed overlay of planting map against HGU map. Company found the planted area is dislocated compared to legal HGU (land title) map, as far as 710.9Ha. PT Rigunas Agri Utama demonstrate letter from management No.668/JKT/RAU-ISPO/VI/2015 dated 1st June 2015 signed by company's director. The letter indicating the area of 711 Ha is excluded from the scope of certification due to in process for HGU permit. Management explained that exclusion taken to ensure all of the certified area shall have legal basis. Audit team accepts this decision. <i>(This NC was closed out on 02/10/2015)</i></p>	
1137714M6	<p>Requirements Indicator 4.7.1 A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.</p> <p>Evidence of Nonconformity A number of Health and Safety Management System has not been fully implemented and monitored, for instance: - During course of audit, welding operator working on sterilizer station in Bungo Tebo mill on 16th December 2014 is not using appropriate PPE; - During course of audit, the content of first aid kit in Bungo Tebo mill workshop and available with FFB transporter found to be incomplete as per regulation PerMeNaKer No.15 tahun 2008; - During course of audit, electrical cable is open and not protected is utilized for welding near sterilizer station of Bungo Tebo mill; - During course of audit, worker in boiler station is not equipped with safety goggle, as per hazard identification and risk assessment; - During course of audit, it is found water hydrant located near condensation pond is not maintained and not ready to use for fire emergency; - During course of audit, Bungo Tebo mill and Bungo Tebo estate, annual medical check is yet to be completed. The annual medical check up for most of estate worker has not been completed for the year 2014, to be in line with "Peraturan Menteri Tenaga Kerja dan Transmigrasi No.2 tahun 1980 tentang Pemeriksaan Kesehatan Tenaga Kerja dan Penyelenggaraan Keselamatan Kerja"; - During course of audit, the medical clinic has not granted with license (in progress); - During course of audit, found expired infuse bottle and stored in medical clinic</p> <p>Statement of Nonconformity A number of Health and Safety Management System is not in line with relevant regulations.</p>	Major

	<p>Action taken: Verification from Stage 2 findings: - Welding operator at mill workshop has been provided with double gloves, apron, long sleeve overall, face shield and safety shoes; - First aid kit at mill workshop and FFB transport supervisor completed as per regulation, Permenaker No.15 Tahun 2008; - Electrical connection near sterilizer station has been fixed; - Boiler operator has been provided and wearing eye protector as per risk analysis; - Hydrant at condensation pool has been relocate. Safety officer performed maintenance and monitoring; - Company has been able to obtain permit for the medical clinic as per "Surat Izin Penyelenggaraan Klinik Rawat Jalan Pelayanan Medik Dasar" from "Kantor Penanaman Modal Daerah dan Pelayanan Perizinan Terpadu Kabupaten Tebo" Letter No.445/01/SIK/KPMD-PPT dated 16th February 2015, valid for 5 years; - The medical check up process for mill and estate worker has been completed. PT Rigunas Agri Utama has prepared a new medical check up plan for 2015.</p> <p>The nonconformity has been closed out after overall health and safety implementation is effective: - PT Rigunas Agri Utama has appointed licensed first aider; - Expired medicine at Bungo Tebo medical clinic has been disposed off. Company doctor has prepared a system to ensure no expired medicine at clinic. Verification found no more expired medicine onsite; - PT Rigunas Agri Utama has revised the HIRADC document. HIRADC for plantation has analyze all risk from activity at land application area, frequency determination from HCV monitoring exercise improved; - Control over contractor has been improved. Control over contractor's welder performing welding equipped with PPE such as face shield, hand glove and apron. Found to be sufficient; - Control over abnormal material around the premises has been improved; - Communication over abnormal condition/unsafe condition such as digging holes, material at height, new constructions have been improved. Safety talk evident; - Control over use of working tools improved. Oxygen and acetylene tank for welding prepared with safety measure, flashback arrestor, etc.;</p> <p>Correction and corrective action found to be sufficient. <i>(This NC was closed out on 02/10/2015)</i></p>	
1137714M7	<p>Requirements Indicator 4.7.2 All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>Evidence of Nonconformity HIRADC Bungo Tebo Estate: 1. HIRADC has not identified location and activities at workshop area (traksi) including hazardous waste management and handling; 2. HIRADC has not identify activities related to HCV monitoring; HIRADC Bungo Tebo Mill: 3.. The valuation of consequence in HIRADC is inconsistent thus risk assessment is not accurate;</p> <p>Statement of Nonconformity System cannot ensure hazard identification and risk assessment covers all activities, location and risk is identified; furthermore the risk level calculation is not accurate.</p>	Major

	<p>Action taken: Verification from Stage 2 findings: - PT Rigunas Agri Utama reviewed the HIRADC on 10th January 2015. HIRADC for plantation identified the location and activity from estate workshop, hazardous waste storage and HCV monitoring exercise on the field; - The determination/calculation of frequency and severity at Bungo Tebo POM HIRADC is consistent;</p> <p>PT Rigunas Agri Utama has revised the HIRADC document. HIRADC for plantation has analyze all risk from activity at land application area, frequency determination from HCV monitoring exercise improved; Correction and corrective action found to be sufficient. <i>(This NC was closed out on 02/10/2015)</i></p>	
1137714M8	<p>Requirements Indicator 4.8.1 A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme.</p> <p>Evidence of Nonconformity Based on document review during course of audit, the training need assessment record is not available.</p> <p>Statement of Nonconformity There is not adequate evidence the formal training programme prepared includes regular assessment of training needs.</p> <p>Action taken: PT Rigunas Agri Utama prepared a competence matrix for each worker based on job description. Competence evaluation carried out by line managers, to evaluate competence level of each worker for relevant position. Competence gap identified is considered to be trained for worker. Record seen: "Kompetensi Mekanik – Bengkel Traksi Kebun Bungo Tebo" identified the competence/skill related to hydraulic, electrical, welding, tire repair and civil work. "Klinik Kerja Mandor – Kebun Bungo Tebo untuk" Harvesting overseer, indicator reviewed including harvesting rotation, production output, FFB quality and crop projection accuracy. <i>(This NC was closed out on 17/06/2015)</i></p>	Major
1137714M9	<p>Requirements Indicator 5.6.2 Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented.</p> <p>Evidence of Nonconformity Document review upon Environmental Aspect Impact ISO14001 EMS, AA-431-001-LT R8 dated 15 January 2014 against Program Manajemen Energi dan Emisi.</p> <p>Statement of Nonconformity PT Rigunas Agri Utama has identified the significant pollution and greenhouse gas emission source, however plan to reduce significant greenhouse gas emission source is not available and implemented for Estates.</p>	Major

	<p>Action taken: PT Rigunas Agri Utama has prepared GHG emission reduction plan for Bungo Tebo Plantation. The plan indicating the significant impact identified, target, programme, person in charge/responsibility and timeframe. Example: Significant impact: Use of Fertilizer; Target: Efficiency in chemical fertilizer; Programme: Substitute the use of chemical fertilizer with POME and EFB; PIC/timeframe: estate manager/ongoing Mitigation record: EFB application programme 2015 for Bungo Tebo Estate 2.292,57 ton in January 2015; 2,324.94 ton in February 2015; 3,475.62 ton in March 2015; 2,989.43 ton in April 2015; 2,829.32 ton in May 2015 – for application in 1,326 Ha. Monthly report palm oil mill effluent "Laporan Bulanan Limbah Cair Maret 2015", as per March 2015, effluent production 12,223 m3, sent for land application 13,732 m3 in area of 485 Ha.</p> <p>Significant impact: Use of chemical pesticide; Target: Reduce the use of pesticide from 5,428 litres (2014) into 5,200 litres (2015); Programme: Improve spraying planning in accordance to weed condition, To maintain the spraying rotation as planned; PIC/timeframe: Chief Assistant Bungo Tebo Estate/December 2015; Mitigation record: Use of chemical up to May 2015 is 1,092 litre.</p> <p>Significant impact: Use of fuel for FFB transport; Target: Fuel use > 3,5 km per litre fuel; Programme: Run test and periodic maintenance; PIC/timeframe: Assistant Traksi/ongoing Mitigation record: Record on use of fuel for FFB transport with 12 unit dump trucks up to May 2015 shows 27,215 liters to cover distance of 84,711 km. Average use of fuel is 3.11 km per litre. (This NC was closed out on 17/06/2015)</p>	
1137714M10	<p>Requirements Indicator 5.2.2 Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan.</p> <p>Evidence of Nonconformity Company has a HCV assessment report, carried out by IPB April 2013. The report identifies the presence of RTE species in the location, Sumatran elephant. Based on the information presented, the elephant comes near to plantation every 6 month - where a number of oil palm plantation blocks come into elephant range. A number of elephant incursion and damage to oil palms is recorded. The recent conservation management plan does not include any measure to maintain and/or enhance elephant habitat.</p> <p>Statement of Nonconformity PT Rigunas Agri Utama cannot demonstrate HCV management plan and appropriate measure to maintain and/or enhance these RTE species, this to include avoiding damage to and deterioration of HCV habitats by conservation of corridor, coordination with relevant government official (Dinas Kehutanan, BKSDA) and conservation NGO.</p>	Major

	<p>Action taken: PT Rigunas Agri Utama has coordinated with BKSDA Provinsi Jambi to discuss management of Sumatran Elephant in plantation. The meeting documented, dated 18th March 2015. The attendance list shows 4 representatives from PT Rigunas Agri Utama, 5 representatives from PT LAJ (neighbouring company) and from BKSDA Jambi, BLHD Jambi. PT Rigunas Agri Utama has reviewed and prepared Conservation Management Plan. The plan including programme to maintain elephant moat, elephant patrol and diversion plan (in the case of elephant presence). This plan is as per guidance by BKSDA team. Company is able to demonstrate record of elephant patrol, period of January – June 2015. Based on the record and interview with workers, there is no elephant sighted since early 2015. <i>(This NC was closed out on 17/06/2015)</i></p>	
1137714M11	<p>Requirements Indicator 6.1.3 Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation.</p> <p>Evidence of Nonconformity Based on document review against ANDAL, RKL/RPL document, plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, which developed in consultation with the affected parties is not available.</p> <p>Statement of Nonconformity There is inadequate evidence that company has prepared a plan to avoid or mitigate negative impacts and promoting positive impacts, and monitoring of impacts identified, and be developed in consultation with the affected parties.</p> <p>Action taken: PT Rigunas Agri Utama has carried out review of the ANDAL, RKL/RPL documents. Based on review process, management decided to revise the documents. <i>(This NC was closed out on 17/06/2015)</i></p>	Major
1137714M12	<p>Requirements Indicator 6.4.1 A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place.</p> <p>Evidence of Nonconformity Document review cannot found evidence that company has prepared a procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation.</p> <p>Statement of Nonconformity There is inadequate evidence that company has prepared a procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation.</p> <p>Action taken: PT Rigunas Agri Utama shows "SOP AA-GL-5003.1-R1 Penanganan Konflik Lahan". The standard operating procedure explains the mechanism to identify legal, customary or user rights is through document review and gathering information from trusted and independent source. The mechanism to identify people entitled to compensation is through document review and legal review from the claimant. <i>(This NC was closed out on 17/06/2015)</i></p>	Major
1137714M13	<p>Requirements Indicator 6.4.2 A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land.</p> <p>Evidence of Nonconformity Document review cannot found evidence that company has prepared a procedure for calculating and distributing fair compensation (monetary or otherwise).</p>	Major

	<p>Statement of Nonconformity There is inadequate evidence that company has prepared a procedure for calculating and distributing fair compensation (monetary or otherwise). The procedure shall be implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land.</p> <p>Action taken: PT Rigunas Agri Utama shows "SOP AA-GL-5003.1-R1 Penanganan Konflik Lahan". In addition, Group Manager PT Rigunas Agri Utama demonstrate memorandum No.RAU-KBT/GM/MEMO/12/14 related to Land claim from community, dated December 2014. The memorandum specifically mentioned "...in the case of claim reported for the loss of legal right and claim from individual, group, community or other interested party, company do not discriminate gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic/tribe groups' proof of legal versus communal ownership of land." The memorandum is used as basic for fair calculation and fair compensation distribution. The memorandum has been communicated to public relation officer. <i>(This NC was closed out on 17/06/2015)</i></p>	
1137714M14	<p>Requirements Indicator 6.13.1 A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1).</p> <p>Evidence of Nonconformity Based on document review, inadequate evidence that company has prepared a documented policy to respect human rights and further communicated to all levels of the workforce and operations.</p> <p>Statement of Nonconformity There is inadequate evidence that company has prepared a documented policy to respect human rights and further communicated to all levels of the workforce and operations.</p> <p>Action taken: PT Rigunas Agri Utama has a new company policy, signed 1st December 2014. A policy to respect human rights referred in chapter 13, indicating "...respecting human right trough equal and fair treatment, in recruitment, evaluation, work condition and work environment, and representation without discrimination over tribe/ethnic, caste, nationality, religion/belief, disability, sexual orientation, trade union, political affiliation, and/or age. PT Rigunas Agri Utama has conducted the new company policy dissemination to all workers on 4-5th February 2015. <i>(This NC was closed out on 17/06/2015)</i></p>	Major
1137714M15	<p>Requirements Indicator 6.3.2 Documentation of both the process by which a dispute was resolved and the outcome shall be available.</p> <p>Evidence of Nonconformity During course of audit, it is found complaint letter from cooperative chairperson dated 28 October 2014 related to long queue at palm oil mill, queue recording at security gate is not transparent, no prior information of the palm oil mill is on holiday. Company stated the letter has been responded. Verification with the relevant stakeholder, the response letter has not been received.</p> <p>Statement of Nonconformity Response for complaint is not well-recorded.</p>	Major

	<p>Action taken: PT Rigunas Agri Utama has appointed public relation officer to reform the complaint and respond administrative system. Public relation officer is responsible to record any complaint, provide respond for complaint and record the resolution process; should any complaint come from external stakeholder. Assistant Traksi is responsible to record and follow up complaint from internal stakeholder. PT Rigunas Agri Utama is able to demonstrate complaint/dispute register under "Logbook Keluhan Stakeholder". From the record, there is no complaint received since January 2015. PT Rigunas Agri Utama is able to demonstrate internal complaint/dispute register "Logbook Keluhan Internal". Record shows from January – June 2015, 10 internal inquiries occurred, all of them related to request to repair employee housing facility. Further review found all request have been responded and actioned up. <i>(This NC was closed out on 17/06/2015)</i></p>	
1137714M16	<p>Requirements Indicator 6.7.1 There shall be documentary evidence that minimum age requirements are met.</p> <p>Evidence of Nonconformity During course of audit, it was found a number of employee joined with age less than 18 year old, example: Mr. A, Mr. R and Mr. BK.</p> <p>Statement of Nonconformity Company cannot demonstrate control over minimum age requirement, inconsistent with company policy.</p> <p>Action taken: Audit team verifies the employee database for Bungo Tebo estate and Bungo Tebo Palm Oil Mill. Verification for new recruitment for new worker on January 2015. PT Rigunas Agri Utama is able to demonstrate all relevant records including copy of identity cards, database and copy of signed working agreements. No recruitment for worker under 18 years old. <i>(This NC was closed out on 17/06/2015)</i></p>	Major
1137714N1	<p>Requirements Indicator 1.3.1 There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p> <p>Evidence of Nonconformity Based on document review and interview with a number of workers (sprayers, fertilizer applicator, harvester and FFB transporter); documented policy to a code of ethical conduct and integrity in all operations and transactions has not been made available, furthermore communicated to worker.</p> <p>Statement of Nonconformity PT Rigunas Agri Utama cannot demonstrate be a written and communicated policy committing to a code of ethical conduct and integrity in all operations and transactions.</p>	Minor
1137714N2	<p>Requirements Indicator 2.1.2 A documented system, which includes written information on legal requirements, shall be maintained.</p> <p>Evidence of Nonconformity During course of audit, based on document review (ANDAL), governor decree - "Surat Keputusan Gubernur Jambi No.84 tahun1996 tentang Baku Mutu Limbah Cair dan Emisi Udara" act as regulation for waste water and air emission standard parameter is not available in the list of regulation.</p> <p>Statement of Nonconformity A documented system and list of legal requirements is available, however the list was found to be incomplete.</p>	Minor
1137714N3	<p>Requirements Indicator 2.1.3 A mechanism for ensuring compliance shall be implemented.</p>	Minor

	<p>Evidence of Nonconformity Evidence observed that company has not owned a mechanism to check and ensure all relevant regulation are implemented in daily operation of mill and plantation. During the assessment some of incompliance with regulations were found (linked to indicator 2.1.1)</p> <p>Statement of Nonconformity Company has a procedure to evaluate compliance with relevant regulations under SOP-AA-GL-5001.1-R0, however there is no a mechanism for ensuring compliance to relevant regulation.</p>	
1137714N4	<p>Requirements Indicator 2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained.</p> <p>Evidence of Nonconformity "Peta Hasil Survey Patok HGU" shows some of boundary poles are identified while most of the poles are not in place in particularly at the border area with smallholder plots and community land. Based on field visit boundary poles No.6, No.7, and No.3 were available, However, No action plan and/or report whatsoever to maintain area demarcation.</p> <p>Statement of Nonconformity Company performs the monitoring of boundary stones, however company has not prepared an action plan when a number of boundary poles was found missing or broken.</p>	Minor
1137714N5	<p>Requirements Indicator 3.1.2 An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available.</p> <p>Evidence of Nonconformity Based on document review, the replanting programme for 2016-2026 is available; however the yearly review for the replanting programme is not available.</p> <p>Statement of Nonconformity PT Rigunas Agri Utama has not prepared a yearly review for the replanting programme; for replanting programme planned to commence in 2016.</p>	Minor
1137714N6	<p>Requirements Indicator 4.7.5 Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p>Evidence of Nonconformity Based on document review, the only emergency procedure covers fire and spillage as in "Penanganan Keadaan Darurat Kebakaran dan Tumpahan" for estate.</p> <p>Statement of Nonconformity Bungo Tebo Estate cannot demonstrate accident procedures.</p>	Minor
1137714N7	<p>Requirements Indicator 4.8.2 Records of training for each employee shall be maintained.</p> <p>Evidence of Nonconformity Based on sample for several workers sampled, Bungo Tebo Mill and Bungo Tebo estate cannot demonstrate the complete records of training for each employee. There is only 23 employee training records available in Bungo Tebo Estate.</p> <p>Statement of Nonconformity There is inadequate evidence the records of training for each employee are available.</p>	Minor
1137714N8	<p>Requirements Indicator 4.1.2 A mechanism to check consistent implementation of procedures shall be in place.</p>	Minor

	<p>Evidence of Nonconformity FFB grading carried out through visual observation only; and not based on FFB sample. This was found during grading for scheme smallholder's FFB.</p> <p>Statement of Nonconformity System cannot ensure consistent implementation of grading procedure at loading ramp.</p>	
1137714N9	<p>Requirements Indicator 5.1.2 Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons.</p> <p>Evidence of Nonconformity "Program Manajemen Lingkungan" and "Dokumen RKL/RPL", however it has not been incorporated.</p> <p>Statement of Nonconformity The documents of "Rencana Kelola Lingkungan – Rencana Pemantauan Lingkungan" are available and in line with ANDAL document. Company is also demonstrating environmental management plan as part of environment management system. However the company has not incorporates "Rencana Kelola Lingkungan – Rencana Pemantauan Lingkungan" into environmental management plan.</p>	Minor
1137714N10	<p>Requirements Indicator 5.1.3 This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p> <p>Evidence of Nonconformity Document review on "Rencana Kelola Lingkungan – Rencana Pemantauan Lingkungan" and Environmental Management Plan.</p> <p>Statement of Nonconformity PT Rigunas Agri Utama cannot demonstrate environmental plan has incorporating a monitoring protocol, implemented to monitor the effectiveness of the mitigation measures.</p>	Minor
1137714N11	<p>Requirements Indicator 5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</p> <p>Evidence of Nonconformity During course of audit, it was found: 1. Medical waste from clinic was stored in temporary hazardous waste store for more than 1 (one) year, while applicable permit allows only 90 days (or 180 days with written permit from environment office). The latest disposal of medical waste recorded was July 2012; 2. The record of hazardous waste found to be inaccurate, a number of hazardous waste handover from Bungo Tebo mill is not traceable in the balance record sheet. Example: "Berita Acara Serah Terima Limbah B3" dated 16th September 2014 from Bungo Tebo mill for 40 liters used oil, 90 ex chemical bags, 6 ex chemical pile and 11 kg contaminated fiber is not recorded under "Neraca Limbah B3"; 3. The maximum storage time (Maksimal penyimpanan) was never recorded in the balance sheet (Neraca limbah B3);</p> <p>Statement of Nonconformity The management of hazardous waste (limbah B3) is not in line with relevant regulation and permit.</p>	Minor
1137714N12	<p>Requirements Indicator 5.2.3 There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.</p>	Minor

	<p>Evidence of Nonconformity The available training programme does cover HCV training, lack of evidence these training plan include status of RTE species such as Sumatran elephant. Furthermore, no HCV training commenced to date.</p> <p>Statement of Nonconformity Company cannot demonstrate programme to regularly educate workforce about the status of RTE species, such as Sumatran elephant.</p>	
1137714N13	<p>Requirements Indicator 5.2.4 Where a management plan has been created there shall be ongoing monitoring:</p> <ul style="list-style-type: none"> • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. <p>Evidence of Nonconformity HCV management plan has just recently established and does not reflect appropriate measure to maintain and/or enhance these RTE species, as identified in HCV assessment report (such as Sumatran elephant).</p> <p>Statement of Nonconformity Monitoring of wildlife is available; however it was not based on comprehensive HCV management plan with appropriate measure to maintain and/or enhance these RTE species.</p>	Minor
1137714N14	<p>Requirements Indicator 6.1.4 The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties.</p> <p>Evidence of Nonconformity Document review</p> <p>Statement of Nonconformity There is inadequate evidence that company has prepared a plan for social impact and be reviewed as minimum once every two years and updated as necessary.</p>	Minor
1137714N15	<p>Requirements Indicator 6.2.3 A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained.</p> <p>Evidence of Nonconformity The stakeholder list does not cover cultural leader of Tuo Sumay. The stakeholder list does not cover BKSDA, Dinas Kehutanan and/or conservation NGO to consult with in relation to presence of RTE species and to avoid human-wildlife conflicts.</p> <p>Statement of Nonconformity Company has a list of stakeholders, however cultural leader of Tuo Sumay, BKSDA, Dinas Kehutanan and/or conservation NGO is not on the list - as a stakeholder to consult with, in relation to plantation operation.</p>	Minor
1137714N16	<p>Requirements Indicator 6.10.1 Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.</p> <p>Evidence of Nonconformity During the course of audit, the notice board is not updating the current FFB price.</p> <p>Statement of Nonconformity Company updated the FFB price through short message and notice board in Bungo Tebo mill. During the course of audit, the notice board is not updating the current FFB price.</p>	Minor
1137714N17	<p>Requirements Indicator 6.10.4 Agreed payments shall be made in a timely manner.</p>	Minor

	<p>Evidence of Nonconformity Company has a payment procedure. Provision of service with second and third party is based on contract. Based on payment procedure, invoice prior to 15th day of every month will be paid by the end of the month. While invoice after 15th day will be paid on the subsequent month. The payment after 15th day is not done in timely manner.</p> <p>Statement of Nonconformity Payment upon service is not in line with contract.</p>	
1137714N18	<p>Requirements Indicator 6.11.1 Contributions to local development that are based on the results of consultation with local communities shall be demonstrated.</p> <p>Evidence of Nonconformity There is inadequate evidence that company able to demonstrate contributions to local development that are based on the results of consultation with local communities.</p> <p>Statement of Nonconformity Company cannot provide sufficient evidence the consultation with local communities to identify the local community needs as basic process in preparing CSR programme.</p>	Minor

Observation	
Obs #	Description
	None

Positive Findings	
PF #	Description
01	Company has prepared management system and organisation structure to monitor the implementation of RSPO requirements in every level of operation. Internal audit conducted once a year by head office personnel for each single site (Mill and company-owned estate).
02	Company has built good relationship with stakeholder in the location including local government, community, NGO, and worker union representative.

Issues raised by Stakeholders	
<p>Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss Bungo Tebo Certification Unit's environmental and social performance, legal and any known dispute issues.</p> <p>Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. These have been incorporated into the assessment findings.</p> <p>Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix E.</p>	
IS #	Description
1	<p>Issues Department of Plantation – Tebo Regency</p> <ul style="list-style-type: none"> - If there are changes in hectarage of HGU/land title, the AMDAL document needs to be revised. - There is an official report from company to plantation services, that 500 Ha under HGU/titled area being attacked by elephants.

	<p>Management Responses</p> <ul style="list-style-type: none"> - If there is discrepancies in hectarage between AMDAL, HGU and Plasma, and if the discrepancy occurred without being covered by AMDAL study; company will review and revise the AMDAL document. <p>Audit Team Findings</p> <p>Auditor has considered this comment into assessment and found there is no noncompliance against RSPO standard.</p>
2	<p>Issues</p> <p>Department of Labour and Transmigration – Tebo Regency</p> <ul style="list-style-type: none"> - Company has routinely sent their progress report of manpower status - For overtime worker, company must provide worker’s rights. If the overtime is more than 3 hours than company must provide extra fooding. - Contract for temporary worker must be acknowledged by Department of Labour, as effort to monitor worker’s right. <p>Management Responses</p> <ul style="list-style-type: none"> - Company provide extra fooding for overtime work more than 3 hours in accordance with legal requirements. - Company will shows continuous effort to make temporary worker’s contract acknowledged by Department of Labour. <p>Audit Team Findings</p> <p>Auditor has considered this comment into assessment and found there is no noncompliance against RSPO standard.</p>
3	<p>Issues</p> <p>Environmental Department - Pelalawan District.</p> <ul style="list-style-type: none"> - Company has routinely sent Environmental Management and Monitoring Report (“Laporan RKL-RPL”) to the government including Hazardous management report, Land Application report, hazardous waste management, etc. - If there are changes in hectarage of HGU/land title, the AMDAL document needs to be revised. <p>Management Responses</p> <p>Company agreed with Environmental Department and will always reporting the environmental management activity to relevant parties.</p> <p>Audit Team Findings</p> <p>Auditor has considered this comments into assessment and found there is no noncompliance against RSPO standard regarding this comment, particularly against Principle 5 (Environmental Responsibility And Conservation Of Natural Resources And Biodiversity) and Principle 2 (Compliance With Applicable Laws and Regulations).</p>
4	<p>Issues</p> <p>National Land Agency – Tebo Regency</p> <ul style="list-style-type: none"> - If there are changes in hectarage of HGU/land title, the HGU needs to be revised. - Land office will overlay the HGU map with company’s operational map. - In relation with missing boundary poles, company need to perform re-construction, so the boundary is clear. <p>Management Responses</p> <ul style="list-style-type: none"> - Company agreed to conduct overlay and consulted land agency. - Company will conduct boundary reconstruction, in consultation with land agency. <p>Audit Team Findings</p> <p>Auditor has considered this comments into assessment and found there is no noncompliance against RSPO standard regarding this comment, particularly against Criterion 2.2.</p>
5	<p>Issues</p> <p>Tuo Sumay Village</p> <ul style="list-style-type: none"> - Company provide several donations for the village: bore well, road maintenance, mosque renovation, etc. - Village wants to be more involved during CSR program planning. - There is a long queue for smallholders FFB to enter palm oil mill, as a consequence struggling between farmers. - Company has developed 184 Ha plasma plantation under KUD Sumay Mandiri – Tuo Sumay Village. - There is a cultural organization “Lembaga adat Tuo Sumay”, with official structure and acknowledge by sub-district leader. In daily live, local culture is still being practiced. Cultural sanction is practised. - Village request to have incentive for teacher and cultural head. <p>Management Responses</p> <ul style="list-style-type: none"> - Incentive for teacher and cultural head will be discussed with regional office management. - The CSR program planning has involving head of village, but not documented. Company will document the process of CSR planning, in the future. - Long queue occurs because farmer does not follows company direction. Company will continue to improve, in order to minimize the queue. - Company will prepare a program to empower local cultural community.

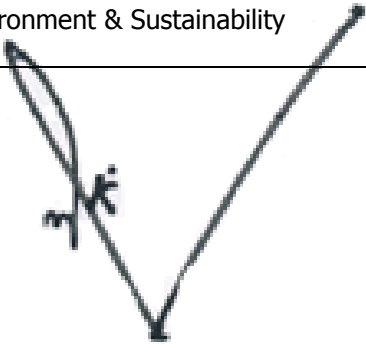

	<p>Audit Team Findings Auditor has considered this comments into assessment and found there is no noncompliance against RSPO standard regarding this comment, particularly against Principle 6</p>
6	<p>Issues Sungai Rambai Village - Company has implemented the CSR program for the village. TH CSR program: road repair and maintenance, trash can, etc.</p> <p>Management Responses - CSR Program has been implemented as per 2014 planning.</p> <p>Audit Team Findings Auditor has considered this comments into assessment and found there is no noncompliance against RSPO standard regarding this comment, particularly against Principle 6.</p>
7	<p>Issues KUD Sumay Jaya - Cooperation with company since 2002, when company build oil palm plantation of 190 Ha with plasma system for KUD Sumay Jaya. - There is a long queue for smallholders FFB to enter palm oil mill. KUD has made an official complaint letter, but there has been no response from company. - Aid from company: fertilizer aid, spraying aid, capacity building for group.</p> <p>Management Responses - Long queue because large amount of FFB coming into mill. - Mill capacity is limited. - In relation to complaint from KUD, company has sent an official response. The official respond does not reach KUD, due to wrong handling.</p> <p>Audit Team Findings Auditor has considered this comments into assessment and issued noncompliance against RSPO standard regarding this comment, particularly against Criterion 1.1 and 1.2.</p>
8	<p>Issues KUD Tunas Mandiri - Aid from company: fertilizer aid, spraying aid, and road maintenance - The FFB price communicated through SMS and official letter from Plantation Department into KUD.</p> <p>Management Responses - Mechanism to communicating the price changes through SMS/phonecall and information board at mill weighbridge. - Another effort is through sending the letter from Plantation department to KUD.</p> <p>Audit Team Findings Auditor has considered this comments into assessment and found there is a noncompliance against RSPO standard regarding this comment, particularly against Criterion 6.10.</p>
10	<p>Issues Ketua Adat/Cultural leader Tuo Sumay - There is a cultural organization "Lembaga adat Tuo Sumay", with official structure and acknowledge by sub-district leader. In daily live, local culture is still being practiced. Cultural sanction is practised. The leader wants company to provide aid in term of operational fund for the organization.</p> <p>Management Responses - Company has developed oil palm planation for Tuo Sumay village, hoping that a part of the revenue will be allocated for cultural organization. - Company will discuss with regional office management.</p> <p>Audit Team Findings Auditor has considered this comments into assessment and found there is no noncompliance against RSPO standard regarding this comment, particularly against Criterion 6.5, and 6.6.</p>

3.3.1 Status of Nonconformities Previously Identified and Observations

There were none nonconformity raised during previous assessment as this is initial assessment.

3.3.2 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
1137714M1	Major	19/12/2014	Closed 17/06/2015
1222272M2	Major	19/12/2014	Closed 17/06/2015
1137714M3	Major	19/12/2014	Closed 17/06/2015
1137714M4	Major	19/12/2014	Closed 02/10/2015
1137714M5	Major	19/12/2014	Closed 02/10/2015
1137714M6	Major	19/12/2014	Closed 02/10/2015
1137714M7	Major	19/12/2014	Closed 02/10/2015
1137714M8	Major	19/12/2014	Closed 17/06/2015
1137714M9	Major	19/12/2014	Closed 17/06/2015
1137714M10	Major	19/12/2014	Closed 17/06/2015
1137714M11	Major	19/12/2014	Closed 17/06/2015
1137714M12	Major	19/12/2014	Closed 17/06/2015
1137714M13	Major	19/12/2014	Closed 17/06/2015
1137714M14	Major	19/12/2014	Closed 17/06/2015
1137714M15	Major	19/12/2014	Closed 17/06/2015
1137714M16	Major	19/12/2014	Closed 17/06/2015
1137714N1	Minor	19/12/2014	"open"
1137714N2	Minor	19/12/2014	"open"
1137714N3	Minor	19/12/2014	"open"
1137714N4	Minor	19/12/2014	"open"
1137714N5	Minor	19/12/2014	"open"
1137714N6	Minor	19/12/2014	"open"
1137714N7	Minor	19/12/2014	"open"
1137714N8	Minor	19/12/2014	"open"
1137714N9	Minor	19/12/2014	"open"
1137714N10	Minor	19/12/2014	"open"
1137714N11	Minor	19/12/2014	"open"
1137714N12	Minor	19/12/2014	"open"
1137714N13	Minor	19/12/2014	"open"
1137714N14	Minor	19/12/2014	"open"
1137714N15	Minor	19/12/2014	"open"
1137714N16	Minor	19/12/2014	"open"
1137714N17	Minor	19/12/2014	"open"
1137714N18	Minor	19/12/2014	"open"

<p>Assessment Conclusion and Recommendation</p> <p>It is concluded that Bungo Tebo Certification Unit and supply base complies with the RSPO P&C 2013 and RSPO Supply Chain Certification Standard (Nov 2014) for CPO Mill. It is recommended that the initial certification of Bungo Tebo Certification Unit is approved.</p>	
<p>Acknowledgement of Assessment Findings by Bungo Tebo Certification Unit</p>	
<p>Name : Welly Pardede</p>	<p>Report prepared by BSI</p>
<p>Company name :</p> <p>PT Rigunas Agri Utama (Bungo Tebo Palm Oil Mill)</p>	<p>Name : Pratama A Sedayu</p>
<p>Title :</p> <p>Head of Environment & Sustainability</p>	<p>Company name :</p> <p>BSI Malaysia Services Sdn Bhd</p>
<p>Signature :</p> 	<p>Title :</p> <p>Lead auditor</p>
<p>Signature :</p> 	<p>Signature :</p>

Appendix A: Summary of Findings (P&C 2013)

Criterion / Indicator	Assessment Findings	Compliance
Principle 1: Commitment to Transparency		
Criterion 1.1:		
Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.		
1.1.1	<p>There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.</p> <p>- Minor compliance -</p> <p>The company has provided list of information can access by stakeholders. List of information can access by stakeholders, such as legal documents, environment Documents, social activity documents, etc. The last updated for list informatin on 2nd March 2015. The company has a mechanism for request information no.: AA-GL-5008.1-R1 dated on 22nd August 2011. Person in Charge for providing and updating information is "Humas Department" and Plantation Manager. Based on interview with stakeholder, they understood the company's procedur and mecahnism related request information.</p> <p>Public relation officer is able to demonstrate "Laporan Kegiatan Penanaman Modal Tahap Pembangunan" third quarter July-September 2014, consist of investment for plantation and palm oil mill including manpower use. The report prepared and sends on 16th October 2014.</p> <p>Public relation officer is able to demonstrate "Laporan Kegiatan Penanaman Modal Tahap Pembangunan" fourth quarter October-December 2014, consist of investment for plantation and palm oil mill including manpower use. The report prepared and sends on 14th January 2015.</p>	Complied

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
<p>1.1.2</p> <p>Records of requests for information and responses shall be maintained. -Major compliance</p>	<p>Company provides procedure for information request from stakeholder i.e. SOP "Penanganan Permintaan Informasi Stakeholders" (SOP. AA-GL5008.1-R1). All information request recorded in dedicated Log Book in each company operational unit. All response should be provided by community relation officer within 14 days after reception of requests. The retention time of all information request records is 3 years. Review of Log Book and relevant records confirmed all information request was made responded in timely manner.</p> <p>Example: A letter received "Surat No.308/SPT/BLHD-4/2015 tentang Surat Pelaksanaan Pembinaan dan Pengawasan Limbah B3 pada Kegiatan Pengelolaan B3 dan Limbah B3 di PT Rigunas Agri Utama Kabupaten Tebo" dated 3rd March 2015. Company demonstrates response under "Berita Acara Pengawasan Limbah Bahan Berbahaya dan Beracun" dated 5th March 2015. Company responds less than 14 days – as per procedure.</p> <p>Information available under "Buku Ekspedisi Surat Masuk KLO": Incoming letter from KUD SSM in Pinang Belai "No.01.KSM-PB/I/2015" related to request for help in providing heavy machinery (grader) for road SP1, dated 17th January 2015. Letter received on 18th January 2015. Company responded through letter No.015/ES-KLO/EXT/01/2015 related Approval for Grader work in SP1 on date 23-25th January 2015, letter sent on 20th January 2015. Company responds less than 14 days – as per procedure.</p> <p>Incoming letter "Dipenda Kabupaten Tebo No.970/22/Dipenda/2015 tentang permohonan penyampaian informasi pemutakhiran data PBB-P2 untuk petani plasma" dated 26th January 2015, received on 27th January 2015. Company responded through letter No.024/ES-KLO/EXT/01/2015 dated 29th January 2015. Company responded less than 14 days – as per procedure.</p>	<p>Complied</p>

Criterion 1.2:
 Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.

Criterion / Indicator	Assessment Findings	Compliance	
1.2.1	Publicly available documents shall include, but are not necessary limited to: <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). - Major compliance –	Company has determined publicly available documents for each stakeholder interest, such as: Impact Assessment (AMDAL and Laporan RKL/RPL), Social Impact Assessment, HCV Identification report, Permits (e.g. Location permit, Principle Permit, Land Title/HGU, Environmental permit, Mil's Machinery permit), Routine Reports (e.g. Health & Safety report, Plantation Progress Report, river water usage report, POME Land application report, Hazardous waste management report, Labour progress report, river water quality test, land compensation report), conservation management plan, Environment management plan, CSR Program and report, FFB price for smallholder, Company Policies, continuous improvement program, and public summary report from certification body.	Complied
Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.			
1.3.1	There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations. -Minor compliance	NC Minor: PT Rigunas Agri Utama cannot demonstrate be a written and communicated policy committing to a code of ethical conduct and integrity in all operations and transactions.	NC Minor
Principle 2: Compliance with applicable laws and regulations			
Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.			

RSP0 Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
<p>2.1.1 Evidence of compliance with relevant legal requirements shall be available. - Major compliance -</p>	<p>Evidence of compliance to regulation found e.g.:</p> <ol style="list-style-type: none"> 1) Land title decree based on "Keputusan menteri Agraria/Kepala BPN No.51/HGU/BPN/96 tentang pemerian HGU atas nama PT Rigunas Agri Utama" dated 27th November 1996. Land title (HGU certificate) number 1/Year 1993, issued date 3rd May 1994, totalling 4,388.50 Ha. The land title valid thru 1st May 2032 with two separated map: <ul style="list-style-type: none"> • No.1 (Daftar Isian 208 No.397/1997-Daftar Isian 307 No.175/1997-06.03.12.03.2.00001) Situation map No.160/1994 dated 3rd May 1994 with 2,070 Ha. • No.1 (Daftar Isian 208 No.396/1997-Daftar Isian 307 No.173/1997-06.03.12.03.2.00001) Situation map No.160/1994 dated 3rd May 1994 with 2,316.5 Ha. 2) Plantation Business Permit/"Surat Pendaftaran Usaha Perkebunan" issued by Ministry of Agriculture No. No.87/Mentanhut-VII/2000, dated 9th October 2000, for palm oil mill capacity 60 ton/hour. 3) Environmental documents approved by Jambi Governor dated 11th July 2003 (permit number: 273THN2003), document name "ANDAL & RKL-RPL Perkebunan Kelapa Sawit Pola PIR-TRANS dan Pabrik pengolahan Minyak Sawit PT Rigunas Agri Utama". 4) Permit for Temporary Hazardous storage issued by Head of Tebo Regency, based on "Keputusan Bupati Tebo No.421 tahun 2014 tentang Izin Tempat Penyimpanan Sementara Limbah Bahan Berbahaya dan Beracun (B3) Perkebunan dan Pabrik Kelapa Sawit PT Rigunas Agri Utama", dated 24th June 2014 valid for 5 years. Permit given for storage of used lubricant oil, ex-chemical containers, used batteries, used oil filter, expired chemical. 5.) Bungo Tebo Palm Oil Mill is able to demonstrate all relevant permit to operate the boilers and other machines: <ul style="list-style-type: none"> - Permit for boiler as "Akte Izin No.05/KU/2007 untuk penggunaan Ketel Uap (boiler) dengan tekanan 22.5 kg/cm2 dan kapasitas uap 20 ton/jam" issued by Kepala Disnakertrans Kabupaten Tebo, dated 18th June 2007. Routine inspection from "Tim Pengawas Keselamatan Kerja Disnakertrans" has been carried out every 2 years from 2007, 2009, 2011, and 2013; - Permit for steam turbine as "Izin No.05/TU/2007 untuk Pemakaian Turbin Uap dengan kapasitas daya maximum 1200 KW" issued by Kepala Disnakertrans Kabupaten Tebo, dated 8th June 2007. Routine inspection from "Pengawas Keselamatan Kerja Uap dari Disnakertrans" carried out once a year, with the latest visit dated 14th March 2014; - Permit for sterilizer "Akte Izin No.12/BU/2007 dan 13/BU/2007 untuk penggunaan 2 unit Bejana Uap (Sterilizer) dengan tekanan 3 kg/cm2", issued by Kepala Disnakertrans Kabupaten Tebo, dated 12th July 2007. Two yearly inspection with the latest visit on 20th April 2013; - Permit for diesel generator as "Izin Pengesahan Nomor: 07/MD/VI/2007 dan 08/MD/VI/2007 untuk pemakaian 2 unit motor diesel sebagai pembangkit tenaga listrik" issued by Kepala Disnakertrans Kabupaten Tebo, dated 8th June 2007. Annual onsppection by Pengawas Keselamatan Kerja Uap dari Disnakertrans latest carried out on 14th March 2014; 	<p>Complied</p>

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
	<p>The mill operators and technician also holds valid operating license. Sampled license: SIO (Surat Izin Operator) for 1st shift: "Lisensi Operator Pesawat Uap Kelas II" under name Yamo Teroma Zebua No.653-OPK3-PUBT-B II/VI/2013 valid up to 24th June 2018. Operator from 2nd shift: "Lisensi Operator Pesawat Uap Kelas I" under name Jimmer Hutagalung No.P.08.690-OPK3-PUBT-B.I/VI/2013 valid up to 7th June 2018.</p>	
<p>2.1.2 A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -</p>	<p>There is a list of legal requirements in term of "Evaluasi Kepatuhan Hukum PT Rigunas Agri Utama untuk Pabrik/Kebun Bungo Tebo", updated January 2014. Review of document showed all legal requirements had been identified and evaluated, for instance:</p> <ul style="list-style-type: none"> - Occupational Health and Safety Act number 1/1970 - Plantation Act number 18/2004 - Environmental Impact Assessment Act number 5/2012 - Land title Act number 5/1960 <p>Procedure for compliance to regulation is in place in term of SOP AA-GL-5001.1-R0 "Pemenuhan Peraturan Perundang-Undangan dan Perubahannya", approved on 5 November 2009.</p> <p>However, a minor NC issued.</p> <p>NC Minor: A documented system and list of legal requirements is available, however the list was found to be incomplete.</p>	<p>NC Minor</p>
<p>2.1.3 A mechanism for ensuring compliance shall be implemented. - Minor compliance -</p>	<p>Company has a procedure to evaluate compliance with relevant regulations under Procedure for compliance to regulation is in place in term of SOP AA-GL-5001.1-R0 "Pemenuhan Peraturan Perundang-Undangan dan Perubahannya", approved on 5 November 2009. NC Minor issued.</p> <p>NC Minor: Company has a procedure to evaluate compliance with relevant regulations under SOP-AA-GL-5001.1-R0, however there is no a mechanism for ensuring compliance to relevant regulation.</p>	<p>NC Minor</p>
<p>2.1.4 A system for tracking any changes in the law shall be implemented. - Minor compliance -</p>	<p>A system for tracking any changes of regulation conducted by Public Relation officer through searching in internet and/or communication with local government. This has been explained in SOP AA-GL-5001.1-R0 "Pemenuhan Peraturan Perundang-Undangan dan Perubahannya", approved on 5 November 2009.</p>	<p>Complied</p>
<p>Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</p>		

Criterion / Indicator	Assessment Findings	Compliance
2.2.1 Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	<p>Company has complete proof of land ownership and their historical land tenure, i.e.:</p> <ol style="list-style-type: none"> 2) Area direction based on "Keputusan Gubernur Jambi No.90 Tahun 1989 tentang Pencadangan Tanah PT Rigunas Agri Utama lokasi Batang Sumay Kecamatan Tebo Tengah dan Tebo Ulu Kabupaten Daerah Tingkat II Bungo Tebo", dated 15th March 1989. The letter is directing for plantation area in Bungo Tebo district. 3) Forest Land release permits issued by Ministry of Forestry, letter number: 771/Kpts-II/93 for PT Rigunas Agri Utama. The permit released for forest area (± 22,710 Ha). 4) Land title decree based on "Keputusan menteri Agraria/Kepala BPN No.51/HGU/BPN/96 tentang pemerian HGU atas nama PT Rigunas Agri Utama" dated 27th November 1996. 5) Land title (HGU certificate) number 1/Year 1993, issued date 3rd May 1994, totalling 4,388.50 Ha. The land title valid thru 1st May 2032 with two separated map: <ul style="list-style-type: none"> • No.1 (Daftar Isian 208 No.397/1997-Daftar Isian 307 No.175/1997-06.03.12.03.2.00001) Situation map No.160/1994 dated 3rd May 1994 with 2,070 Ha. • No.1 (Daftar Isian 208 No.396/1997-Daftar Isian 307 No.173/1997-06.03.12.03.2.00001) Situation map No.160/1994 dated 3rd May 1994 with 2,316.5 Ha. <p>There are a number of changes in the land title noted:</p> <ol style="list-style-type: none"> 6) Changes for area of 2,070 Ha based on "Keputusan Menteri Negara Agraria No.3-V-2002 tentang Pemberian Ijin Pelepasan Sebagian HGU atas tanah di Kabupaten Tebo Propinsi Jambi seluas 465.7 Ha", dated 28th May 2002. Valid with revised map dated 19th July 2002. The area reduced from 2,070 Ha into 1.604,7 Ha. 7) Changes for area of 2,316.5 Ha based on "Keputusan Menteri Negara Agraria No.5-VIII-1999 tentang Pemberian Ijin Pelepasan Sebagian HGU atas tanah di Kabupaten Tebo Propinsi Jambi seluas 636,6 Ha", dated 3rd August 1999. The area decreased from 2,316.5 ha into 1,682.2 Ha. 8) Changes for area of 2,316.5 Ha based on "Keputusan Menteri Negara Agraria No.3-V-2002 tentang Pemberian Ijin Pelepasan Sebagian HGU atas tanah di Kabupaten Tebo Propinsi Jambi seluas 634,846 Ha", dated 28th May 2002. The area decreased further, from 1,682.2 into 1,047.354 Ha. <p>The total area based on latest land title is 2,193.85 Ha for PT Rigunas Agri Utama. Another 8,173.70 Ha for the scheme smallholders.</p>	Complied

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	Legal boundaries is monitored regularly and mapped. The company has provided legal boundary map included monitoring of legal boundary map. "Peta Hasil Survey Patok HGU" shows some of boundary poles are identified while most of the poles are not in place in particularly at the border area with smallholder plots and community land. Based on field visit boundary poles No.6, No.7, and No.3 were available, However, No action plan and/or report whatsoever to maintain area demarcation. A Minor NC issued. NC Minor: Company performs the monitoring of boundary stones, however company has not prepared an action plan when a number of boundary poles was found missing or broken.	NC Minor
2.2.3 Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). - Minor compliance -	The company and scheme smallholder area was a government project back on 1990's. The project was initiated as PIR-Trans of Community Transmigration Plantation Programme. On this programme the land was prepared by government and selected company involved in this programme. The government was the only entities who can grant a company with the permit. Company was assigned as the mother company for scheme smallholder and granted by the land title as well as communities were granted with the land certificate. The FFB produced from smallholder are supplying the FFBs to the mill company. According to that, there is no land dispute within company and scheme smallholder concession areas. This has been confirmed as well during interview with stakeholders (Local community villagers and local government).	Complied
2.2.4 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. -Major compliance	See indicator 2.2.3. No land conflict	Complied
2.2.5 For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). -Minor compliance	See indicator 2.2.3. No land conflict	Complied
2.2.6 To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance	See indicator 2.2.3. No land conflict	Complied
Criterion 2.3: Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.		

Criterion / Indicator		Assessment Findings	Compliance
2.3.1	Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).. - Major compliance -	See indicator 2.2.3. There was no land disputed within company and scheme smallholder concession areas.	Complied
2.3.2	Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. - Minor compliance -	See indicator 2.2.3. There was no land disputed within company and scheme smallholder concession areas.	Complied
2.3.3	All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. -Minor compliance	See indicator 2.2.3. There was no land disputed within company and scheme smallholder concession areas.	Complied
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	See indicator 2.2.3. There was no land disputed within company and scheme smallholder concession areas.	Complied
Principle 3: Commitment to long-term economic and financial viability			
Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.			

Criterion / Indicator	Assessment Findings	Compliance	
3.1.1	<p>A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders.</p> <p>- Major compliance -</p>	<p>PT Rigunas Agri Utama – Bungo Tebo has 3 Year working plan for Productivity per planting year of the estate, under “Rencana Kerja 3 tahunan, Pengelolaan Minimum 3 tahun Kebun Bungo Tebo”. The plan indicates the target for 2014/2015 (current), as well as 2016, 2017, 2018 and 2019. The estimation based on actual production realization from 2013 and 2014. The estimation including OER average, KER average, Production cost (Rupiah/tonne CPO) divided between estate cost and mill cost, e.g. The crop projection for Bungo Tebo Estate 2015 projection 51,036 tons; 2016 projection 50,504 tons; 2017 projection 56,377 tons;</p> <p>PT Rigunas’s Bungo Tebo POM has 5 years working plan 2015 – 2020. The working plan documented under “Rencana Kerja Produksi dan Biaya 5 Tahun ke depan” – which indicated the FFB processed, CPO production, kernel production, OER, KER and production cost (Rp/ton CPO). The projection based on 2013 – 2014 performance. Projection in 2015: FFB process 216,377 tons; CPO production 47,078 tons; Kernel production 11,221 tons; OER sets at 20.58% and KER sets at 5.10%. Cost of production sets at Rp.205,145/ton CPO.</p>	Complied
3.1.2	<p>An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available.</p> <p>- Minor compliance -</p>	<p>Replanting program is documented in the budget plan. The latest replanting plan as follow: Replanting in 2016 for 376 Ha, replanting in 2017 for 441 Ha, replanting in 2018 for 494 Ha, replanting in 2019 for 429 Ha, replanting in 2020 for 299 Ha and latest replanting in 2026 for 512 Ha.</p> <p>However, NC Minor issued: PT Rigunas Agri Utama has not prepared a yearly review for the replanting programme; for replanting programme planned to commence in 2016.</p>	NC Minor
<p>Principle 4: Use of appropriate best practices by growers and millers</p>			
<p>Criterion 4.1: Operating procedures are appropriately documented, consistently implemented and monitored.</p>			

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
<p>4.1.1 Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -</p>	<p>PT Rigunas Agri Utama has a set of procedure for plantation operations; consist of procedure for land clearing, road network system, nursery, planting, fertilizer application, integrated weed control, integrated pest management, up to harvesting. The procedures are complemented with work instructions detailing requirement of each activities. All of SOP are collated inside Agricultural Policy Manual ASIAN AGRI Group dated 1st February 2013, consist of 20 types of SOP.</p> <p>Bungo Tebo POM capacity is 30 tons FFB per hour. PT Rigunas Agri Utama – Bungo Tebo mill has a set of procedure for mill/FFB processing operations under Mill Policy Manual. The procedure comprise of FFB receiving and grading, FFB processing from receiving up to dispatch of CPO, as well as maintenance of mill machineries. PT Rigunas Agri Utama is also demonstrates a set of specific procedures for supply chain in the mill.</p> <p>The procedure complemented with work instructions indicating specific parameter/requirement for each process/activities.</p> <p>SOP for Supply Chain: Traceability AA-MPM-OP-1400.17-R3, dated 23rd October 2013;</p>	<p>Complied</p>
<p>4.1.2 A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -</p>	<p>PT Rigunas Agri Utama has a mechanism to conduct internal audit. Standar Operating Procedures – Audit Internal No.SOP AA-SOP-ES-6001-R2 dated 15th August 2014. The procedures include the corrective action and continuous improvement. However, NC Minor issued related to grading process. FFB grading carried out through visual observation only; and not based on FFB sample. This was found during grading for scheme smallholder's FFB.</p> <p>NC Minor: System cannot ensure consistent implementation of grading procedure at loading ramp.</p>	<p>NC Minor</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>4.1.3</p> <p>Records of monitoring and any actions taken shall be maintained and available, as appropriate.</p> <p>- Minor compliance -</p>	<p>PT RAU maintains record of all plantation and mill monitoring activities. The records covers wide range of plantation activities from replanting, palm upkeep, fertilizer application, pest and disease monitoring and control, weed control, harvesting performance, etc. Bungo Tebo demonstrate records of FFB receiving and grading, FFB processing result, mill machineries monitoring and maintenance result, processing quality, CPO dispatches, etc.</p> <p>A number of internal inspection to maintain FFB quality has been consistently performed:</p> <ul style="list-style-type: none"> • "Pemeriksaan Kualitas Pemupukan Kebun Bungo Tebo Afdeling I", Fertilizer application check dated 11th November 2014, checks the consistency in application dosage, spreading quality, application deviation, etc.; • "Rekapitulasi Pemeriksaan Ancak dan Mutu Buah", inspection of FFB quality dated 1st November 2014, on block C96l, unripe bunches 11, ripe bunches 248; • R&D P&D Visit report PT Rigunas Agri Utama – Kebun Bungo Tebo No.KBT/R&D-P&D/02-14 date of visit 24th November 2014, date reported 8th December 2014. The findings based on report is followed up in recommendation action plan (under closing meeting minute): application of EFB is not good, not all palm applied; action plan to improve inspection, drop sanction, • R&D Agronomic Visit Report PT Rigunas Agri Utama – Kebun Bungo Tebo No.KBT/R&D-AGRO/01-14 date of visit 8-10th May 2014. • Action plan against VA Visit dated 9th May 2014 is available, indicates all action plan for each problem identified. <p>Bungo Tebo POM shows record of operation:</p> <ul style="list-style-type: none"> • Weighbrodge ticket No.A114105472 for 298 bunches from block C95e, nett weight 6,540 kg. 	<p>Complied</p>
<p>4.1.4</p> <p>The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB).</p> <p>- Major compliance -</p>	<p>FFB incoming from third parties is recorded daily basis and incorporated into the Monthly Report. PT Rigunas Agri Utama – Bungo Tebo POM keeps list of third party supplier.</p>	<p>Complied</p>
<p>Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>		
<p>4.2.1</p> <p>There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible.</p> <p>- Minor compliance -</p>	<p>PT Rigunas Agri Utama has procedures to maintain soil fertility in general. The procedures comprise of fertilizer application and cover crop planting. PT RAU follows these procedures; leaf samplings are taken annually to accurately capture palm nutrient requirement (both macro and micro nutrient) and serve as source for fertilizer recommendation – fertilizer application (anorganic, compost, POME application, empty fruit bunch) follows fertilizer recommendation. Another effort is to plant legume cover crop.</p> <p>Soil analysis is conducted once every 7 years. Fertilizer recommendation 2015 approved by Head R&D Laboratorium ASIAN AGRICULTURE Group on December 2014.</p>	<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance																																																												
<p>4.2.2 Records of fertiliser inputs shall be maintained. - Minor compliance -</p>	<p>Fertilizer recommendation and actual implementation is recorded under "Rekomendasi Pemupukan (Revisi) Rigunas Agri Utama – Bungo Tebo Semester I & II tahun 2015". The fertilizer recommendation defines the fertilizer recommendation per afdeling, type of fertilizer, dosage per palm, total tonnage, time/month of application.</p> <p>Block A95a, division I, planting year 1995, 74 Ha, mineral soil, rolling/hilly area. Recommendation ZA 2.25kg/palm; total applied 12,719 kg in 14th October 2014.</p> <p>Block D08b, division II, planting year 2008, 30 Ha, mineral soil, flat/undulating area. Recommendation for Rock Phospate 2 kg/palm; total application 5,320 kg for 8th September 2014.</p> <p>EFB application planned for Division I, to be applied with 999 tons at 85 Ha. Actual application 1,070 tons for 70.84 Ha; planned for Division III, to be applied with 13,603 tons at 329 Ha. Actual application 15,479 tons at 322 Ha.</p> <p>POME is applied as liquid nutrient for land application. POME application in Division II:</p> <table border="1" data-bbox="671 1025 1289 1451"> <thead> <tr> <th>Block</th> <th>Ha</th> <th>Number of line/flatbed</th> <th>Capacity</th> <th>Implemented</th> </tr> </thead> <tbody> <tr> <td>B95g</td> <td>33</td> <td>154/4,537m3</td> <td>6029</td> <td>80/14,364m3</td> </tr> <tr> <td>B95h</td> <td>8.4</td> <td>35/1,890m3</td> <td>1535</td> <td>40/7363m3</td> </tr> <tr> <td>B95i</td> <td>44</td> <td>58/990m3</td> <td>8039</td> <td>222/57,956m3</td> </tr> <tr> <td>B95j</td> <td>13</td> <td>35/2832m3</td> <td>2375</td> <td>55/10049m3</td> </tr> <tr> <td>B95k</td> <td>12</td> <td>55/2,349m3</td> <td>2192</td> <td>53/9683m3</td> </tr> <tr> <td>B95l</td> <td>12</td> <td>44/1,368m3</td> <td>2192</td> <td>29/5298m3</td> </tr> <tr> <td>B96u</td> <td>3</td> <td>12/450m3</td> <td>548</td> <td>12/2192m3</td> </tr> <tr> <td>B96t</td> <td>3</td> <td>14/225m3</td> <td>548</td> <td>15/2741m3</td> </tr> <tr> <td>C96x</td> <td>22</td> <td>164/1,950m3</td> <td>4019</td> <td>31/5682m3</td> </tr> <tr> <td>C96m</td> <td>3</td> <td>17/576m3</td> <td>548</td> <td>14/2558m3</td> </tr> <tr> <td>Total</td> <td>153.4</td> <td>588/26,077m3</td> <td></td> <td>551/118,156m3</td> </tr> </tbody> </table>	Block	Ha	Number of line/flatbed	Capacity	Implemented	B95g	33	154/4,537m3	6029	80/14,364m3	B95h	8.4	35/1,890m3	1535	40/7363m3	B95i	44	58/990m3	8039	222/57,956m3	B95j	13	35/2832m3	2375	55/10049m3	B95k	12	55/2,349m3	2192	53/9683m3	B95l	12	44/1,368m3	2192	29/5298m3	B96u	3	12/450m3	548	12/2192m3	B96t	3	14/225m3	548	15/2741m3	C96x	22	164/1,950m3	4019	31/5682m3	C96m	3	17/576m3	548	14/2558m3	Total	153.4	588/26,077m3		551/118,156m3	<p>Complied</p>
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<p>4.2.3 There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -</p>	<p>Foliar analysis carried out by PT Nusa Pusaka Kencana Analytical & QC Laboratory. The foliar analysis result indicating the major element such as N, P, K, Mg, C and minor element such as B, Cu, Zn, Mn and Fe.</p> <p>Oil Palm Leaf Nutrient Analysis (frond 17) – Afdeling I, II, III, IV in 2011 and 2012.</p> <p>Foliar Analysis Report Kebun Bungo Tebo afdeling I, II, III and IV dated 14th June 2013, analysis report sent on 29th July 2013.</p> <p>Foliar Analysis Report Kebun Bungo Tebo afdeling I, II, III and IV dated 24th June 2014, analysis report sent on 14th August 2014.</p> <p>Soil Analysis carried out in Bungo Tebo divisi I, III, IV, dated 4 – 5th February 2013. The report indicating the particle type, pH, N, Organic C, P (in ppm), CEC, etc.</p>	<p>Complied</p>																																																												

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<p>4.2.4 A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance -</p>	<p>Record is available e.g.: EFB application planned for Division I, to be applied with 999 tons at 85 Ha. Actual application 1,070 tons for 70.84 Ha; planned for Division III, to be applied with 13,603 tons at 329 Ha. Actual application 15,479 tons at 322 Ha.</p> <p>POME is applied as liquid nutrient for land application. POME application in Division II:</p> <table border="1" data-bbox="671 622 1289 1048"> <thead> <tr> <th>Block</th> <th>Ha</th> <th>Number of line/flatbed</th> <th>Capacity</th> <th>Implemented</th> </tr> </thead> <tbody> <tr><td>B95g</td><td>33</td><td>154/4,537m3</td><td>6029</td><td>80/14,364m3</td></tr> <tr><td>B95h</td><td>8.4</td><td>35/1,890m3</td><td>1535</td><td>40/7363m3</td></tr> <tr><td>B95i</td><td>44</td><td>58/990m3</td><td>8039</td><td>222/57,956m3</td></tr> <tr><td>B95j</td><td>13</td><td>35/2832m3</td><td>2375</td><td>55/10049m3</td></tr> <tr><td>B95k</td><td>12</td><td>55/2,349m3</td><td>2192</td><td>53/9683m3</td></tr> <tr><td>B95l</td><td>12</td><td>44/1,368m3</td><td>2192</td><td>29/5298m3</td></tr> <tr><td>B96u</td><td>3</td><td>12/450m3</td><td>548</td><td>12/2192m3</td></tr> <tr><td>B96t</td><td>3</td><td>14/225m3</td><td>548</td><td>15/2741m3</td></tr> <tr><td>C96x</td><td>22</td><td>164/1,950m3</td><td>4019</td><td>31/5682m3</td></tr> <tr><td>C96m</td><td>3</td><td>17/576m3</td><td>548</td><td>14/2558m3</td></tr> <tr><td>Total</td><td>153.4</td><td>588/26,077m3</td><td></td><td>551/118,156m3</td></tr> </tbody> </table>	Block	Ha	Number of line/flatbed	Capacity	Implemented	B95g	33	154/4,537m3	6029	80/14,364m3	B95h	8.4	35/1,890m3	1535	40/7363m3	B95i	44	58/990m3	8039	222/57,956m3	B95j	13	35/2832m3	2375	55/10049m3	B95k	12	55/2,349m3	2192	53/9683m3	B95l	12	44/1,368m3	2192	29/5298m3	B96u	3	12/450m3	548	12/2192m3	B96t	3	14/225m3	548	15/2741m3	C96x	22	164/1,950m3	4019	31/5682m3	C96m	3	17/576m3	548	14/2558m3	Total	153.4	588/26,077m3		551/118,156m3	<p>Complied</p>
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<p>Criterion 4.3: Practices minimise and control erosion and degradation of soils.</p>																																																														
<p>4.3.1 Maps of any fragile soils shall be available. - Major compliance -</p>	<p>Soil Analysis carried out in 2013. Reported under "Laporan Survey Tanah Semidetil Area Perkebunan Kelapa Sawit PT Rigunas Agri Utama Kebun Bungo Tebo". Maps of fragile soil is available.</p> <p>The dominant soil type is:</p> <table border="1" data-bbox="671 1339 1331 1518"> <thead> <tr> <th>Type</th> <th>Slope (%)</th> <th>Area</th> </tr> </thead> <tbody> <tr><td>Aquic dystrodepts</td><td>0 – 8</td><td>142.7 Ha</td></tr> <tr><td>Typic endoaquults</td><td>0 – 8</td><td>146.1 Ha</td></tr> <tr><td>Typic hapludults</td><td>8 – 15</td><td>13.8 Ha</td></tr> <tr><td>Typic hapludults</td><td>15 – 30</td><td>753.9 Ha</td></tr> <tr><td>Typic hapludults</td><td>>30</td><td>1,574.5 Ha</td></tr> </tbody> </table> <p>The limiting factors is steep slope of more that 30% in half of the concession. Soil suitability: suitable area 1,056.5 ha, Area non suitable with limiting factors identified 1,574.5 Ha.</p>	Type	Slope (%)	Area	Aquic dystrodepts	0 – 8	142.7 Ha	Typic endoaquults	0 – 8	146.1 Ha	Typic hapludults	8 – 15	13.8 Ha	Typic hapludults	15 – 30	753.9 Ha	Typic hapludults	>30	1,574.5 Ha	<p>Complied</p>																																										
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Criterion / Indicator	Assessment Findings	Compliance
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). - Minor compliance -	<p>The recommendation from soil survey is to have fertilizer application, on time, with correct dosage, with correct type; terrace and silt pit as soil conservation; application of EFB and; drain maintenance.</p> <p>“Continuous Improvement Plan Kebun Bungo Tebo” is to have continuous terrace, road drainage, drain maintenance. Planning for silt pit for Division I was 18 units, implemented 18 units as of June 2015. Planning for continuous terrace maintenance for Division I 1,876 meters – implemented up to June 2015 were 568 meters. Division III planned 550 meters – implemented up to June 2015 were 512 meters.</p> <p>Drain maintenance Culvert installation plan Division I: 14 units – installed as of June 2015 was 14 units. Culvert installation plan Division II: 25 units – installed as of June 2015 was 25 units.</p> <p>Evidence of implementation was sighted during field inspection such as:</p> <ul style="list-style-type: none"> - U-shape to prevent erosion in slope areas - Maintaining <i>Neprolepis sp</i> inside plot as natural soil cover vegetation. 	Complied
4.3.3 A road maintenance programme shall be in place. - Minor compliance -	<p>Bungo Tebo estate shows the road maintenance plan: Road maintenance manual: Division I plan 15,401 meters; Division II 21,530 meters; Division III 10,737 meters; Division IV 11,725 meter. Road maintenance fortification: Division I implemented 1,876 meters; Division II implemented 2955 meters; Division III 568 meters; Road maintenance grading: Division I grading 11,200 meters; Division II grading 13,400 meters; Division III grading 6961 meters; Division IV grading 3,800 meters.</p>	Complied
4.3.4 Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	Based on semi-detailed soil survey, there is no peat soil.	N/A
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-detailed soil survey, there is no peat soil.	N/A

Criterion / Indicator	Assessment Findings	Compliance
<p>4.3.6</p> <p>A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils).</p> <p>- Minor compliance -</p>	<p>Management of low lying area: Management low land block B96q, with issues: number of palms on edge of ravine 192, high losses (left bunches/left loose fruit), fertilizer output low, etc. Improvement plan in form of frond stacking 13 Ha in February 2015, drainage cleaning 865 meter in March 2015, installation of 20 unit platforms in March and April April, and manual terrace of 3,048 meters di April 2015.</p> <p>Recommendation for area with steep slope (>30%) is not to open. Area dengan steep slope: Manual terrace rehabilitation: to reinstate the bench terrace manually. Division I of 647 Ha, terrace rehabilitation 34,156 meters up to November 2014; Division II of 749 Ha, terrace rehabilitation 22,220 meters up to November 2014; Division III of 643 Ha, terrace rehabilitation 113,885 meters up to November 2014.</p>	<p>Complied</p>
<p>Criterion 4.4: Practices maintain the quality and availability of surface and ground water.</p>		
<p>4.4.1</p> <p>An implemented water management plan shall be in place.</p> <p>- Minor compliance -</p>	<p>The company has a water management plan as documented in "Water management Kebun Buatan – Praktek Praktek Mempertahankan Kualitas dan ketersediaan Air permukaan dan Air Tanah – Water Sustainable"</p> <p>Water Management Plan, covering: identification water need as regulated in "Peraturan Menteri PU No.14/PRT/M/2010 (domestic consumption is 60 liters/person/day and water needed for mill processing, Ground and surface water resources and its permit, management and monitoring waste water, included domestic waste water, etc.</p> <p>The company has conducted measurement of water quality regularly and consistent, the result shown that water quality is complies with national regulation.</p> <p>Regular monitoring of water quality has been conducted. Water sample was taken from Observing well within land application and non land application area, upstream and downstream of Pemuatan River, Lalo River, Belangkai River water (downstream and upstream). Sample taken every six month.</p> <p>Review of record show all parameter tested were in accordance with relevant regulation i.e. Permenkes 416/1990 and PP 82/2001.</p> <p>Company has test result of TSS for 2014: January: 1,850 mg/L; February 250 mg/L; March: 1,800 mg/L; April: 227.5 mg/L; May: 420 mg/L and June: 460 mg/L.</p> <p>No chemical applied nearby water sources and protected riparian zones this has been confirmed during field visit to estate block area and interview with chemical sprayers.</p>	<p>Complied</p>

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance	
4.4.2	<p>Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated.</p> <p>- Major compliance -</p>	<p>The water used for domestic purposes comes from the surface water then pumped into the tank and supplied to employee housing. To maintain the water source, the company have been planted the native trees around riparian rivers.</p> <p>The company has demarcated left and rights side along the river and serves as riparian zones and no any spraying in those areas to prevent chemical contamination into the river water.</p> <p>SOP for maintaining riparian zone is under SOP AA-APM-OP-1100.05. R1 "Konservasi Tanah dan Air", it is stated that at during land clearing area along the river shall be conserved.</p>	Complied
4.4.3	<p>Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6).</p> <p>- Minor compliance -</p>	<p>Bungo Tebo Mill has effluent treatment through treated ponds system. There were a number of ponds consist of Cooling Pond, Primary Anaerobic pond, Secondary Anaerobic pond, Acidification pond, and buffer pond.</p> <p>There was regular monitoring for discharge effluent conducted every month. The result showed it was within allowable limits for land application (i.e 5,000 mg/l).</p> <p>For year 2014, the test result for effluent quality for January – December 2014 shows BOD parameter was under 5,000 ppm, this is in compliance with Peraturan Menteri Lingkungan Hidup No.28 and 29/2003.</p> <p>PT RAU - Bungo Tebo holds a licence to discharge waste water into land application, as per "Keputusan Bupati Tebo No.313 tahun 2013 tentang Ijin Pemanfaatan Air Limbah Pabrik kelapa Sawit pada Tanah di Perkebunan Kelapa Sawit milik PT Rigunas Agri Utama", issued on 17th May 2013. The application of POME permitted to area of 160 Ha.</p>	Complied
4.4.4	<p>Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored.</p> <p>- Minor compliance -</p>	<p>Mill monitors the use of water includes monitoring of water usage for mill processing and domestic usage. Result of water usage monitoring is recorded under "Mill Operation Summary 2014". Review on record confirmed met with the approved budget for processing and domestic water.</p> <p>Record of water usage for FFB processed is recorded in "Data Monitoring Pemakaian Air PBS", e.g. average water usage in 2014 is 1.1 M³/tonnes TBS.</p>	Complied
<p>Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.</p>			

Criterion / Indicator	Assessment Findings	Compliance
4.5.1 Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	<p>Company has a procedure for integrated pest management. The IPM Plan includes early warning system and the planting of beneficial plants. Records of bagworm census and black bunch census from each estate are available. From these records no infestation above economic threshold.</p> <p>PT Rigunas Agri Utama has a integrated Pest Management, available under "Rencana Program Kerja – Sensus Hama dan Penyakit, Sensus Kandang Burung Hantu, Rehab Kandang Burung Hantu, Sensus Ganoderma, Pengendalian Hama Lain".</p> <p>Pest and disease reported under "Laporan Hama dan Penyakit 2015" is available. Census carried out for nettle caterpillar and bagworm: No sign of infestation above threshold.</p> <p>Record seen: Leaf eating pest census: "Rencana Pengendalian Serangan Hama Ulat Pemakan Daun Bungo Tebo Estate": shows no planning for control of leaf eating caterpillar with chemical use. Pest census November 2014: Division II attack on 31 Ha, attack intensity 1-5%. Integrated Management Plan of barn owl boxes: 25 boxes in Division I, 25 boxes in Division II, 18 boxes in Division III, 14 boxes in Division IV.</p>	Complied
4.5.2 Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	<p>PT Rigunas Agri Utama provides training for Integrated Pesta Management for field officers. Refreshment training on IPM dated 7th March 2014, attended by 38 officers from Bungo Tebo estate.</p>	Complied
Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment		
4.6.1 Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. - Major compliance -	<p>The justification of pesticide used is explained under company procedure. PT Inti Indosawit Subur shows "SOP Pengendalian Gulma No.AA-APM-OP-11100.08-R1" dated 1st November 2008. Chapter IV explains the weed control program for woody, grass, fern, caladium, wild banana (<i>Musa spp</i>), <i>Ayastasia</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.</p> <p>Interview with herbicide sprayer, they understand the target species and active ingredients to control them. Sprayer shows knowledge on minimizing chemical impact on beneficial weed.</p>	Complied

Criterion / Indicator	Assessment Findings	Compliance																																													
<p>4.6.2 Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. - Major compliance -</p>	<p>Company does not use pesticide. Company maintain record of herbicide use:</p> <table border="1" data-bbox="667 479 1283 1048"> <thead> <tr> <th>Chemical</th> <th>Active ingredient</th> <th>Application up to Nov 2014 (liter or kg)</th> <th>A.i. used</th> <th>a.i per Ha applied (2,551 Ha)</th> </tr> </thead> <tbody> <tr> <td>Metsulindo</td> <td>Metil metsulfuron 20%</td> <td>123.23 kg</td> <td>24,646 g</td> <td>9.661 g/Ha</td> </tr> <tr> <td>Meta Prima</td> <td>Metil Metsulfuron</td> <td>112.71 liter</td> <td>22,542 g</td> <td>8.836 g/Ha</td> </tr> <tr> <td>Gramoxone</td> <td>Ion paraquat</td> <td>499 liters</td> <td>137,724 g</td> <td>53.988 g/Ha</td> </tr> <tr> <td>Bionasa 480 AS</td> <td>Isopropyl amina glifosat</td> <td>1,765 liters</td> <td>847,200 g</td> <td>332.10 g/Ha</td> </tr> <tr> <td>Elang</td> <td>Isopropil Amina Glifosat</td> <td>1,231 liters</td> <td>598,266 g</td> <td>234.52 g/Ha</td> </tr> <tr> <td>Kenrane 288 EC</td> <td>Fluorokspir 288gr/liter</td> <td>620 liters</td> <td>178,560 g</td> <td>69.996 g/Ha</td> </tr> <tr> <td>Solusi</td> <td>2,4 Dimetil Amina</td> <td>2 liters</td> <td>1,730 g</td> <td>0.6789 g/Ha</td> </tr> <tr> <td>Kenlon</td> <td>Triklpir</td> <td>118 liters</td> <td>56,640 g</td> <td>21.419 g/Ha</td> </tr> </tbody> </table>	Chemical	Active ingredient	Application up to Nov 2014 (liter or kg)	A.i. used	a.i per Ha applied (2,551 Ha)	Metsulindo	Metil metsulfuron 20%	123.23 kg	24,646 g	9.661 g/Ha	Meta Prima	Metil Metsulfuron	112.71 liter	22,542 g	8.836 g/Ha	Gramoxone	Ion paraquat	499 liters	137,724 g	53.988 g/Ha	Bionasa 480 AS	Isopropyl amina glifosat	1,765 liters	847,200 g	332.10 g/Ha	Elang	Isopropil Amina Glifosat	1,231 liters	598,266 g	234.52 g/Ha	Kenrane 288 EC	Fluorokspir 288gr/liter	620 liters	178,560 g	69.996 g/Ha	Solusi	2,4 Dimetil Amina	2 liters	1,730 g	0.6789 g/Ha	Kenlon	Triklpir	118 liters	56,640 g	21.419 g/Ha	<p>Complied</p>
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<p>4.6.3 Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. - Major compliance -</p>	<p>Based on the company SOP, there is no prophylactic use of pesticide (not allowed). Estate conduct annual census to monitor the pest infestation, prior to application of pesticide to control the outbreak. Estate carried out monthly pest monitoring through pest census on rats and <i>tirathaba</i>, leaf eating caterpillar and bagworm, and other type of pest. Based on record review and interview with manager, there has been no application of pesticide throughout 2014. Pest such as rat – controlled through natural predator, barn owl; leaf eating caterpillar and bagworm is under control – through natural predator, nurtured and maintained the host plant such as <i>Turnera subulata</i>, <i>Antigonon</i>, etc.</p>	<p>Complied</p>																																													
<p>4.6.4 Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances. - Minor compliance -</p>	<p>Paraquat is not banned in Indonesia. PT Rigunas Agri Utama is starting to record the use of paraquat. However, company has committed to reduce the use of Paraquat year to year.</p>	<p>Complied</p>																																													

Criterion / Indicator	Assessment Findings	Compliance
<p>4.6.5 Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). - Major compliance -</p>	<p>Company provides training on pesticide handling. Type of training "Pelatihan Pestisida Terbatas" dated 20th May 2013, attended by 13 sprayers. Sample: Mr. Arianto, Mr. Aris, etc.; certificate No.004/KP3/V/2013 – valid for 5 years.</p> <p>Agrochemical is only handled, used and applied by trained personnel. Based on field visit to chemical store, and interview with the storekeeper, they admit to have proper training. The chemical store equipped with MSDS, appropriate PPE (face shield, respirator, apron, gloves and rubber boot) and emergency equipment – in the case of spillage or exposure.</p> <p>Based on record review and interview with sampled employees, chemical storekeeper in Bungo Tebo Estate as well as sprayers in Bungo Tebo estate have participated in Limited pesticide training.</p>	<p>Complied</p>
<p>4.6.6 Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). - Major compliance -</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. The company has temporary hazardous waste storage with license, where all hazardous waste from all estates and mills collected. Storage keeper maintains the balance of incoming and outgoing hazardous waste. Hazardous wastes were sent for licensed contractor for appropriate disposal.</p>	<p>Complied</p>
<p>4.6.7 Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance -</p>	<p>Pesticides had been applied using the Best Management Practices that minimize risk and impacts. The agrochemical storekeepers, supervisors and sprayers found to understand use of the correct pesticide type, dosage, nozzle, spray factor, spray quality and spray techniques.</p>	<p>Complied</p>
<p>4.6.8 Pesticides shall be applied aurally only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. - Major compliance -</p>	<p>There is no aerial application in the whole estate operation.</p>	<p>Complied</p>
<p>4.6.9 Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance -</p>	<p>Company provides training on pesticide handling. Type of training "Pelatihan Pestisida Terbatas" dated 20th May 2013, attended by 13 sprayers. Sample: Mr. Arianto, Mr. Aris, etc.; certificate No.004/KP3/V/2013 – valid for 5 years.</p>	<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance
4.6.10	<p>Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -</p> <p>Company has procedure for chemical handling under "SOP Pestisida dan Pengelolaannya" AA-APM-OP-1100.11-R1 explaining pesticide classification, safety direction in pesticide use, intoxication symptoms and first aid for intoxication case. The procedure also explaining the safe and proper disposal of pesticide container. Hazardous waste storekeeper understands the procedure for proper disposal of empty agrochemical from chemical store. Visit to hazardous waste storage, empty agrochemical container has been triple rinsed and pressed and/or cut into small pieces before sending to licensed transporter.</p>	Complied
4.6.11	<p>Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -</p> <p>Company provided specific medical check up for all sprayers, comprise of blood test, urinal test, rontgen and spirometric test. The medical check up carried out on annual basis. Specific Medical Surveillance for sprayer, fertilizer and maintenance: Mrs. Rina and Nuryati (Sprayers), Yati and Sumiyati (Fertilizer),</p>	Complied
4.6.12	<p>No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -</p> <p>Record of pregnancy test is sited for period January – May 2015. Berita Acara Tes Kehamilan dated 26th July 2015. Sample verified Mrs. Rina and Nuryati (Sprayers), Yati and Sumiyati (Fertilizer),</p>	Complied
<p>Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:</p>		
4.7.1	<p>A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. - Major compliance -</p> <p>The health and safety policy is cited from "Kebijakan Perusahaan" signed by top management 1st December 2014 – written in Bahasa Indonesia. 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." The safety report has been sent to Labour Department office on monthly basis. Safety reports for period April – June 2014 sent to Labour Department. PPE checklist to monitor the use of PPE for each work activity. Example: Provision of masker and hand gloves to 18 fertilizer applicators on 2nd April 2014. Provision of helmet to 10 harvesters from Afdeling III on 21-25th April 2015. Objective Target Programme 2014 is available. Internal audit for health and safety performed on 5th September 2014, where a number of findings require immediate action. PT RAU provides annual medical check up for all employees, in accordance with Permenaker No.02 tahun 1980.</p>	Complied

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.2</p> <p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>- Major compliance -</p>	<p>HIRADC is updated on 10th January 2015. HIRADC has identified all activity and location within estate operation. Company provides PPE for workers. HIRADC for plantation has analyze all risk from activity at land application area, frequency determination from HCV monitoring exercise improved</p> <p>Based on field visit, sprayer gangs using appropriate PPE, as per risk assessment (hat, goggle, masker, apron, long sleeve, hand glove and rubber boot).</p> <p>HIRADC is updated regularly as well in the Mill, documented in "Hazard identification & Risk Assessment and Control / Analisa Resiko" for each station – latest review dated 10th January 2015.</p> <p>A number of warning signs placed at mill to communicate the hazard condition such as hot surface, moving parts, work at height, hot work, etc. Safety talk performed for specific work requiring supervision such as welding, wrok at height, confined space, etc.</p> <p>Control over contractor has been improved. Control over contractor's welder performing welding equipped with PPE such as face shield, hand glove and apron.</p>	<p>Complied</p>
<p>4.7.3</p> <p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Major compliance -</p>	<p>PT Rigunas Agri Utama has prepared fire fighting team in mill and estate. The structure is current.</p> <p>Training Basic Fire conducted 19th June 2014 attended by 35 workers.</p> <p>Bungo Tebo Mill: Emergency procedure training dated 22nd October 2014 for Ikhsan Madi, L Galinggng, Sofianto, Muhsin, Jito, Reza Febrian, Walden Wiro; Basic Fire training dated 19th June 2014 for Rajuanta Ginting, Mustaji.</p> <p>Bungo Tebo Estate: Training Basic Safety dated 1st October 2014, attended by all field personnel; Basic Fire training dated 28th October 2014, led by fire fighting commander Heri Purwanto, Dian A, Company provides training on pesticide handling. Type of training "Pelatihan Pestisida Terbatas" dated 20th May 2013, attended by 13 sprayers. Sample: Mr. Arianto, Mr. Aris, etc.; Certificate No.004/KP3/V/2013 – valid for 5 years.</p>	<p>Complied</p>

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.4</p> <p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p> <p>- Major compliance -</p>	<p>Safety committee structure is available for mill and estate. Safety committee for mill has been approved through "Surat Keputusan Kepala Dinas Tenaga Kerja dan Transmigrasi Kabupaten Tebo No.560/090/PK/SosnakerTrans/2014 tentang Pembentukan dan Pengesahan Panitia Pembina Keselamatan dan Kesehatan Kerja (P2K3) PT Rigunas Agri Utama" dated 24th September 2014. Safety committee for estate has been approved through "Surat Keputusan Kepala Dinas Tenaga Kerja dan Transmigrasi Kabupaten Tebo No.560/106/PK/SosnakerTrans/2014 tentang Pembentukan dan Pengesahan Panitia Pembina Keselamatan dan Kesehatan Kerja (P2K3) PT Rigunas Agri Utama" dated 22nd July 2014.</p> <p>PPE inspection for all workers carried out on regular basis. The inspection for all mill workers carried out 8th June 2015.</p> <p>The responsible person for health and safety is Mr. Bobby Donny P Siallagan, appointed through Keputusan Menteri Tenaga Kerja dan Transmigrasi RI No.KEP.3530/DJPPK/XII/2011 tentang Penunjukan Ahli K3" dated 20th December 2011, in process for extension.</p> <p>Safety meeting dated 12th November 2014 and 12th December 2014, discussing the health and safety programme, monitoring of PPE use, accident occurrence and result of internal audit.</p> <p>Health and safety report to manpower service period of January – March 2014, dated 30th May 2014.</p>	<p>Complied</p>
<p>4.7.5</p> <p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>Accident and emergency procedure is available in Bungo Tebo Mill.</p> <p>NC Minor: Bungo Tebo Estate cannot demonstrate accident procedures.</p>	<p>NC Minor</p>
<p>4.7.6</p> <p>All workers shall be provided with medical care, and covered by accident insurance.</p> <p>- Minor compliance -</p>	<p>PT Rigunas Agri Utama provided medical care for workers. If worker want to have medicine, company clinic is available inside the estate and mill area. Thus its helps workers to access the clinic. Furthermore, all mill and estate workers are covered by JAMSOSTEK/BPJS for accident insurance. Records of JAMSOSTEK/BPJS member list are available.</p> <p>Medical check up provided for all workers, and conducted on annual basis. Medical check-up results are consulted with company doctor.</p> <p>Medical check for mill worker and operator includes auditometry and spirometry tests. The latest test carried out for 18 workers from 1st shift and 16 workers from 2nd shift, in December 2014 – January 2015. Records are kept.</p>	<p>Complied</p>

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance	
4.7.7	<p>Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics</p> <p>- Minor compliance -</p>	<p>Review of Record of "Performance Keselamatan Kebun Bungo Tebo 2014" – stating the LTA metrics from January – December 2014. In the estate, 42 days lost time and 20 days of medical aid were recorded.</p> <p>Record shows most of the incident involving harvester.</p> <p>The company maintained all of the records regarding the works accident included nearmiss and lost time accident (LTA) in some documents, such as:</p> <ul style="list-style-type: none"> a. Incident Log; contains the victim data, employees grade, works, incident information (time, date, month, year, and location), part of bodies injured, incident description, actions taken, incident categories, numbers of absences and etc. b. Nearmiss Log; contains names, areas, dates, reporter, incident description, causes, categories, preventive actions, PIC, targets and preventive actions status. 	Complied
<p>Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.</p>			

Criterion / Indicator	Assessment Findings	Compliance
<p>4.8.1 A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme.</p> <p>- Major compliance -</p>	<p>The company has its own training institution assigned to arrange its training programmes. Asian Agri Learning Institute in Buatan estate assessing all the training need for each personnel – based on job description. The training plan prepared annually.</p> <p>PT Rigunas Agri Utama prepared a competence matrix for each worker based on job description. Competence evaluation carried out by line managers, to evaluate competence level of each worker for relevant position. Competence gap identified is considered to be trained for worker. The matrix training is updated by HRD Medan and AAA Learning Institute annually. Based on minimum training requirement, AAA Learning Institute, detailing training program in type of training, participants, PIC, number of participants, training schedule.</p> <p>Record seen:</p> <p>“Kompetensi Mekanik – Bengkel Traksi Kebun Bungo Tebo” identified the competence/skill related to hydraulic, electrical, welding, tire repair and civil work.</p> <p>“Klinik Kerja Mandor – Kebun Bungo Tebo untuk” Harvesting overseer, indicator reviewed including harvesting rotation, production output, FFB quality and crop projection accuracy.</p> <p>Training program in 2015 specific for estate: Sustainability awareness, HCV, Basic safety/K3, Basic fire, First aider, Penanganan limbah B3 dan bahan kimia, Safety use herbicide and chemical, operator air, evaluasi aspek dampak lingkungan, Habit & Behaviour planter & sharing moment, workshop awareness, sharing moment planter habit, workshop agribisnis, workshop agribisnis, SOP and PMS kepala Gudang, SOP dan PMS Kerani pembukuan, Hama dan penyakit tanaman – HPT, Backhoe, operator genset, and managerial skill.</p> <p>Training program in 2015 specific for Mill: Sustainability awareness, HCV, Basic safety/K3, Basic fire, First aider, Penanganan limbah B3 dan bahan kimia, operator air, operator genset, managerial skill.</p> <p>Training programs in 2015 in “Program Pelatihan Environmental and Sustainability – 2015 Bungo Tebo group”, such as:</p> <ul style="list-style-type: none"> - Sustainability Awareness training for RSPO, ISPO and ISSC planned on 25th February 2015; - HCV Training planned for 13th February 2015; - Environmental aspect-impact planned for 20th January 2015; actual implementation on 27th January 2015; - Basic Fire planned for 8th May 2015; actual implementation on 6th June 2015, attended by 41 personnels; - First Aider planned for 12th April 2015, actual implementation on 14th April 2015. - Operator genset planned for 11th May 2015; actual implementation on 12th May 2015, attended by 22 operators and personnels; - Pelatihan Teknis dan Managerial 	<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance	
4.8.2	<p>Records of training for each employee shall be maintained.</p> <p>- Minor compliance -</p>	<p>Based on sample for several workers sampled, Bungo Tebo Mill and Bungo Tebo estate cannot demonstrate the complete records of training for each employees. There are only 23 employee training records available in Bungo Tebo Estate.</p> <p>NC Minor: There is inadequate evidence the records of training for each employee is available.</p>	NC Minor
<p>Principle 5: Environmental responsibility and conservation of natural resources and biodiversity</p>			
<p>Criterion 5.1: Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>			
5.1.1	<p>An environmental impact assessment (EIA) shall be documented.</p> <p>- Major compliance -</p>	<p>The latest SEIA was in place in term of "ANDAL (Analisa Dampak Lingkungan) & RKL-RPL (Rencana Pengelolaan Lingkungan – Rencana Pemantauan Lingkungan Perkebunan Kelapa Sawit Pola PIR-TRANS dan Pabrik Pengolahan Minyak Sawit PT Rigunas Agri Utama" datum 2003. The documents have been approved based on "Persetujuan Komisi AMDAL Propinsi Jambi No.273 Tahun 2003" dated 11th July 2003.</p> <p>This documents covers the area of 10,367.55 Ha (2,193.85 planted for nucleus estate and 8,173.70 Ha planted for scheme smallholders), with palm oil mill capacity 60 tons FFB/hour, the area of study covers Tuo Sumai village, Sungai Rambai village, Pinang Belai village (SP1), Sekuntum Jayo village (SP2), Bukit Pemuatan village (SP5) and Napal Putih village (SP6) – Sumai sub-district, Tebo Regency, Jambi Province, date of study 2003.</p> <p>All significant impacts have been identified i.e. reduction of soil and water quality, reduction of air quality, impact to socio-economic of local community, impact to occupational health and safety, work and road traffic accident, land fire, and disturbance of natural water balance. Plan to monitor and manage of each identified environment impact have been provided and documented.</p>	Complied

Criterion / Indicator	Assessment Findings	Compliance
5.1.2	<p>Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons.</p> <p>- Minor compliance -</p> <p>Company has implemented environmental management system to manage impact from plantation and milling operations. The documents of "Rencana Kelola Lingkungan – Rencana Pemantauan Lingkungan" are available and in line with ANDAL document. Company is also demonstrating environmental management plan as part of environment management system.</p> <p>However the company has not incorporates "Rencana Kelola Lingkungan – Rencana Pemantauan Lingkungan" into environmental management plan.</p> <p>NC Minor: The documents of "Rencana Kelola Lingkungan – Rencana Pemantauan Lingkungan" are available and in line with ANDAL document. Company is also demonstrating environmental management plan as part of environment management system.</p> <p>However the company has not incorporates "Rencana Kelola Lingkungan – Rencana Pemantauan Lingkungan" into environmental management plan.</p>	NC Minor
5.1.3	<p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p> <p>- Minor compliance -</p> <p>Company has implemented environmental management system to manage impact from plantation and milling operations. The documents of "Rencana Kelola Lingkungan – Rencana Pemantauan Lingkungan" are available and in line with ANDAL document. Company is also demonstrating environmental management plan as part of environment management system.</p> <p>NC Minor: PT Rigunas Agri Utama cannot demonstrate environmental plan has incorporating a monitoring protocol, implemented to monitor the effectiveness of the mitigation measures.</p>	NC Minor
<p>Criterion 5.2: The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and and operations managed to best ensure that they are maintained and/or enhanced.</p>		

Criterion / Indicator	Assessment Findings	Compliance																																											
5.2.1	<p>Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). - Major compliance -</p>	Complied																																											
<p>HCV was conducted by Bogor Agriculture University (IPB) in 2013 refer to the HCV Indonesian-Toolkit 2008. The HCV assessors have been endorsed by RSPO. The field assessment carried out in 23rd – 27th April 2013. The HCV assessment has been peer reviewed by Jarnadi Budi Hernowo on 16th December 2013.</p> <p>Based on HCV identification in Bungo Tebo Estate and scheme smallholders area, the total HCV area identified is 17.59 Ha.</p> <table border="1" data-bbox="671 680 1286 1283"> <thead> <tr> <th>HCV</th> <th>Area</th> <th>Hectare</th> </tr> </thead> <tbody> <tr> <td colspan="3">Bungo Tebo Estate HCV assessment dated 23rd – 27th April 2013.</td> </tr> <tr> <td colspan="3">Peer review by Dr. Jarwadi Budi Hernowo on 16th Desember 2013.</td> </tr> <tr> <td>1.2</td> <td>Block D08j, D08k, D08l - Division II</td> <td>-</td> </tr> <tr> <td rowspan="12">4.1</td> <td>Riparian Anak Lalo River</td> <td>1,76</td> </tr> <tr> <td>Riparian Anak Pinang River</td> <td>0,38</td> </tr> <tr> <td>Riparian Belangkai Purun River</td> <td>1,18</td> </tr> <tr> <td>Riparian Anak Rotan River</td> <td>1,23</td> </tr> <tr> <td>Riparian Benanai River</td> <td>2,02</td> </tr> <tr> <td>Riparian Belangkai River</td> <td>1,66</td> </tr> <tr> <td>Riparian Belangkai Purun River</td> <td>2,17</td> </tr> <tr> <td>Riparian Benanai Bul River</td> <td>0,65</td> </tr> <tr> <td>Riparian Lalo River</td> <td>3,28</td> </tr> <tr> <td>Riparian Rotan River</td> <td>1,57</td> </tr> <tr> <td>Riparian Salak Sekilan River</td> <td>0,94</td> </tr> <tr> <td>Riparian Lawan River</td> <td>0,70</td> </tr> <tr> <td>6</td> <td>Cemetery Division II</td> <td>0,05</td> </tr> <tr> <td colspan="2">Total</td> <td>17,59</td> </tr> </tbody> </table> <p>HCV identification has been consulted to the relevant stakeholder. Record was available. All HCV areas were mapped and available in place.</p>			HCV	Area	Hectare	Bungo Tebo Estate HCV assessment dated 23rd – 27th April 2013.			Peer review by Dr. Jarwadi Budi Hernowo on 16th Desember 2013.			1.2	Block D08j, D08k, D08l - Division II	-	4.1	Riparian Anak Lalo River	1,76	Riparian Anak Pinang River	0,38	Riparian Belangkai Purun River	1,18	Riparian Anak Rotan River	1,23	Riparian Benanai River	2,02	Riparian Belangkai River	1,66	Riparian Belangkai Purun River	2,17	Riparian Benanai Bul River	0,65	Riparian Lalo River	3,28	Riparian Rotan River	1,57	Riparian Salak Sekilan River	0,94	Riparian Lawan River	0,70	6	Cemetery Division II	0,05	Total		17,59
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Criterion / Indicator	Assessment Findings	Compliance	
5.2.2	<p>Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan.</p> <p>- Major compliance -</p>	<p>PT Rigunas Agri Utama has coordinated with BKSDA Provinsi Jambi to discuss management of Sumatran Elephant in plantation. The meeting documented, dated 18th March 2015. The attendance list shows 4 representatives from PT Rigunas Agri Utama, 5 representatives from PT LAJ (neighbouring company) and from BKSDA Jambi, BLHD Jambi.</p> <p>PT Rigunas Agri Utama has reviewed and prepared Conservation Management Plan. The conservation plan including programme to maintain elephant moat, elephant patrol and diversion plan (in the case of elephant presence). This plan is as per guidance by BKSDA team.</p> <p>Company is able to demonstrate record of elephant patrol, period of January – June 2015. Based on the record and interview with workers, there is no elephant sighted since early 2015. The company has erected sign-board for RTEs protection in HCV areas and public area.</p> <p>During field visit and interview with local communities, It was found that no illegal hunting allowed and/or ever happened.</p> <p>The company conducted monitoring of HCV and RTEs regularly (every six month), the last monitoring was conducted in July 2015 for period January – June 2015.</p>	Complied
5.2.3	<p>There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.</p> <p>- Minor compliance -</p>	<p>Flora and fauna precense in the management unit has been communicated to workers on 26-29th April 2013. Communication of HCV status to surrounding communities continued on 15th September 2014.</p> <p>NC Minor: Company cannot demonstrate programme to regularly educate workforce about the status of RTE species, such as Sumatran elephant.</p>	NC Minor
5.2.4	<p>Where a management plan has been created there shall be ongoing monitoring:</p> <ul style="list-style-type: none"> • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. <p>- Minor compliance -</p>	<p>HCV management plan has just recently established and does not reflect appropriate measure to maintain and/or enhance these RTE species, as identified in HCV assessment report (such as Sumatran elephant).</p> <p>NC Minor: Monitoring of wildlife is available; however it was not based on comprehensive HCV management plan with appropriate measure to maintain and/or enhance these RTE species.</p>	NC Minor
5.2.5	<p>Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights.</p> <p>- Minor compliance -</p>	All HCV areas within the PT Rigunas’s concession.	Complied
<p>Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>			

Criterion / Indicator	Assessment Findings	Compliance
<p>5.3.1 All waste products and sources of pollution shall be identified and documented. - Major compliance -</p>	<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 issued 18th June 2015.</p> <p>Company has ISO 14001 EMS – Environmental Aspect Impact register, latest update on 27th January 2015. All polluting activities has been assessed including emission from boiler and generator, effluent from mill waste water, particulate from boiler stack, noise, etc.</p> <p>The company started at the beginning this year to re-cycle anorganic waste where the company builded the waste storage.</p>	<p>Complied</p>
<p>5.3.2 All chemicals and their containers shall be disposed of responsibly. - Major compliance -</p>	<p>The company store hazardous waste in temporary storage with permit by "Keputusan Bupati Tebo No.421 tahun 2014 tentang Ijin Tempat Penyimpanan Sementara Limbahn Bahan Berbahaya dan Beracun (B3) Perkebunan dan Pabrik Kelapa Sawit kepada PT Rigunas Agri Utama di Desa Tuo Sumay", dated 26th June 2014.</p> <p>Company has a procedure to manage and disposed off hazardous waste, "No.AA-KL-06-EFP Prosedur Penanganan Limbah B3". The procedure explains the guidance to identify hazardous waste, collect hazardous waste, recording hazardous waste, safe handling of hazardous waste and disposal of hazardous waste through licensed contractors. Company has an agreement with licensed contractor, PT Elmusonsetindo to transport the hazardous waste for final disposal/treatment.</p> <p>The hazardous waste also is recorded in storage and balancing stock is maintained.</p> <p>The disposal of chemical waste is reported. Report for period April – June 2014 No.118/GM-KBT/IV/2014, records PT Rigunas disposal of hazardous waste to PT Elmuson Setindo: 1,532 liters used oil, 1,200 liters dirtyoil, 167 pieces old filters, 814 bottles ex agrochemical container. Manifest of hazardous waste No.0014740 for 3 drums of contaminated material (ex agrochemical container bottles) transported with vehicle No.B 9052 CYT on 5th April 2014.</p>	<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance
5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor 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. The management has a plan for domestic waste disposal. Segregation between organic and inorganic waste is practiced at housing compound. Organic waste is being composted. Inorganic waste with economic value is being sold, while the refuse is disposed into landfill. Records are maintained.</p> <p>The collection and storage of hazardous waste is controlled up to the temporary hazardous waste store. During course of audit, it was found:</p> <ul style="list-style-type: none"> - Medical waste from clinic was stored in temporary hazardous waste store for more than 1 (one) year, while applicable permit allows only 90 days (or 180 days with written permit from environment office). The latest disposal of medical waste recorded was July 2012; - The record of hazardous waste found to be inaccurate, a number of hazardous waste handover from Bungo Tebo mill is not traceable in the balance record sheet. Example: "Berita Acara Serah Terima Limbah B3" dated 16th September 2014 from Bungo Tebo mill for 40 liters used oil, 90 ex chemical bags, 6 ex chemical pile and 11 kg contaminated fiber is not recorded under "Neraca Limbah B3"; - The maximum storage time (Maksimal penyimpanan) was never recorded in the balance sheet (Neraca limbah B3); Therefore NC Minor raised. <p>NC Minor: The management of hazardous waste (limbah B3) is not in line with relevant regulation and permit.</p>	NC Minor
Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.		
5.4.1 A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance -	<p>All energy used in mill is monitored and recorded under document of "Data Monitoring Pemakaian Solar". Fossil fuel records are maintained and trends shown.</p> <p>Energy use records include accurate measurements of renewable energy use per tonne of FFB processed. Company already maximise the renewable energy use. All the shell and fibre is consumed internally as boiler fuel.</p>	Complied
Criterion 5.5: Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.		

Criterion / Indicator		Assessment Findings	Compliance
5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	The company has updated zero burning policy as documented in "Kebijakan Perusahaan, 01 December 2014": Melakukan praktek tanpa bakar dalam kegiatan pembangunan perkebunan dan secara aktif mendukung inisiatif mencegah dan mengawasi kebakaran hutan dan asap. There is an SOP for land preparation and replanting, which mentioned strictly on zero burning policy. Company shows record of daily fire patrol, period 10 th February – 30 th May 2015. Record shows there has been no fire break found in and around Division I-III.	Complied
5.5.2	Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	No any open burning was noted for land preparation.	Complied
Criterion 5.6:			
Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			
5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	Waste and pollution sources have been identified and documented, Record of identification was presented in "Evaluasi Aspek Dampak Lingkungan" EMS-431-003-LT. All polluting activities has been assessed including emission from boiler and generator, effluent from mill waste water, particulate from boiler stack, noise, etc. Company performs regular checks on emission sources (April 2014); the result of measurement shows all parameters are within permitted limits: - Boiler emission test with defined parameter SO ₂ , NO ₂ , NH ₃ , HCl, HF, Cl ₂ , Particulate, Opacity, and Flow is comply with Peraturan Menteri Lingkungan Hidup No.7/2007; - Emission test for 3 units of generators with parameter SO ₂ , NO ₂ , particulate, Opacity, Flow, CO, CO ₂ , and O ₂ comply with Keputusan Menteri Lingkungan Hidup No.13/2009 and Peraturan Menteri Lingkungan Hidup No.21/2008; - Odour test from POME facility with measured parameter H ₂ S, NH ₃ , <i>Methyl Mercaptane</i> , <i>Methyl Sulfide</i> , and <i>Styrene</i> comply with Keputusan Menteri Lingkungan Hidup No.50/1996; - Ambient test in area surrounding the palm oil mill with measure parameter SO ₂ , NO ₂ , H ₂ S, NH ₃ , CO, and Pb is comply with relevant regulation.	Complied

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
<p>5.6.2 Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance</p>	<p>Company has implemented and monitored a plan to reduce pollutant and emission. Emission, particulate, and noise from boiler and generator are tested and monitored every six month. Records of all monitoring are kept and documented e.g. Laporan RKL-RPL.</p> <p>PT Rigunas Agri Utama has prepared GHG emission reduction plan for Bungo Tebo Mill and Plantation. The plan indicating the significant impact identified, target, programme, person in charge/responsibility and timeframe. Example: Significant impact: Use of Fertilizer; Target: Efficiency in chemical fertilizer; Programme: Substitute the use of chemical fertilizer with POME and EFB; PIC/timeframe: estate manager/ongoing Mitigation record: EFB application programme 2015 for Bungo Tebo Estate 2.292,57 ton in January 2015; 2,324.94 ton in February 2015; 3,475.62 ton in March 2015; 2,989.43 ton in April 2015; 2,829.32 ton in May 2015 – for application in 1,326 Ha. Monthly report palm oil mill effluent “Laporan Bulanan Limbah Cair Maret 2015”, as per March 2015, effluent production 12,223 m3, sent for land application 13,732 m3 in area of 485 Ha.</p> <p>Significant impact: Use of chemical pesticide; Target: Reduce the use of pesticide from 5,428 litres (2014) into 5,200 litres (2015); Programme: Improve spraying planning in accordance to weed condition, To maintain the spraying rotation as planned; PIC/timeframe: Chief Assistant Bungo Tebo Estate/December 2015; Mitigation record: Use of chemical up to May 2015 is 1,092 litre.</p> <p>Significant impact: Use of fuel for FFB transport; Target: Fuel use > 3,5 km per litre fuel; Programme: Run test and periodic maintenance; PIC/timeframe: Assistant Traksi/ongoing Mitigation record: Record on use of fuel for FFB transport with 12 unit dump trucks up to May 2015 shows 27,215 liters to cover distance of 84,711 km. Average use of fuel is 3.11 km per litre.</p>	<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance	
5.6.3	<p>A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools.</p> <p>- Minor compliance -</p>	<p>Record of regular monitoring was in place, as part of AMDAL/SEIA and RKL-RPL. Monitoring was conducted every six month. The latest monitoring was done on May 2015, in coordination with environmental laboratory "UPT Laboratorium Lingkungan BLH Provinsi Sumatera Utara":</p> <p>Three units of boiler were tested according to PermenLH No. 7/2007. Review of record showed all parameter (Particulate, Opacity, SO₂, NO₂, NH₃, HCl, HF, Cl₂) were met requirements.</p> <p>Three units of generator were tested against PermenLH No.13/2009. Review of record showed all parameter were met requirements.</p> <p>Air ambient surrounding mill areas were tested against PP No.41/1999. Record showed all parameter were within the limits.</p> <p>Noise level monitoring in Kernel Station, Engine Room, Sterilizer, and Kernel Crushing Plant were tested against KepmenLH No.48/1996. Result showed parameter tested was above the limits. Company has provided an action of provision of adequate PPEs for all workers who work in high noise level area.</p>	Complied
<p>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers</p>			
<p>Criterion 6.1: Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>			
6.1.1	<p>A social impact assessment (SIA) including records of meetings shall be documented.</p> <p>- Major compliance -</p>	<p>Social Impact Assessment was in place in term of "ANDAL (Analisa Dampak Lingkungan) & RKL-RPL (Rencana Pengelolaan Lingkungan – Rencana Pemantauan Lingkungan Perkebunan Kelapa Sawit Pola PIR-TRANS dan Pabrik Pengolahan Minyak Sawit PT Rigunas Agri Utama" datum 2003. The documents have been approved based on "Persetujuan Komisi AMDAL Propinsi Jambi No.273 Tahun 2003" dated 11th July 2003.</p> <p>This documents covers the area of 10,367.55 Ha (2,193.85 planted for nucleus estate and 8,173.70 Ha planted for scheme smallholders), with palm oil mill capacity 60 tons FFB/hour, the area of study covers Tuo Sumai village, Sungai Rambai village, Pinang Belai village (SP1), Sekuntum Jayo village (SP2), Bukit Pemuatan village (SP5) and Napal Putih village (SP6) – Sumai sub-district, Tebo Regency, Jambi Province, date of study 2003.</p> <p>Records of consultation incorporated in the document. PT Rigunas Agri Utama able to demonstrate a series of meeting with stakeholders: 2nd February 2015 meeting with Lembaga Adat Tuo Sumay discussing local wisdom.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	The process was involving various stakeholders including impact on plasma development. During the process for the document and social impact management actively involving community participation through interview and stakeholder meeting.	Complied
6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	Within the SEIA document, the negative and positive impact of oil palm development has been explained. The environmental management and monitoring plan document has lined out effort that company should carry out in order to minimize negative impact and promote positive impact from oil palm development. The SEL document has explained the recommendation that should be done by company to minimize negative impact and promote positive impact from social impact management. Mitigation of negative impact in "Ringkasan Rencana Pengelolaan dan Pemantuan Lingkungan" which reported to the authority every six month (RKL/RPL).	Complied
6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	No any changes of practices since the SEIA document is approved, PT Rigunas Agri Utama reported social impact regularly through the RKL – RPL every six month to the government. NC Minor: There is inadequate evidence that company has prepared a plan for social impact and be reviewed as minimum once every two years and updated as necessary.	NC Minor
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	The company has developed Scheme smallholders since 1990 as part of government project, namely: "PIR-Trans", SEIA process included "PIR-TRANS project". The company on going developing scheme smallholders with supporting and manage scheme smallholder plantation.	Complied
Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.			
6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	Company has developed a communication procedure under Mekanisme Penanganan Permintaan Informasi Stakeholder "(No. SOP; AA-GL-5008.1-R1) dated 22 nd 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. Mekanisme komunikasi, konsultasi masyarakat lokal (SOP No. AA-GL-5009.1.RO). Mekanisme Konflik lahan (SOP AA-GL-5003.R.2).	Complied
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	The company has appointed officers responsible to carried out communication and consultation with local communities is Public Relations/Humas Department.	Complied

Criterion / Indicator	Assessment Findings	Compliance	
6.2.3	<p>A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained.</p> <p>- Minor compliance -</p>	<p>List stakeholders is documented in "Daftar Stakeholder Kebun Bungo Tebo", consist of contact person, address and phone number.</p> <p>However, the stakeholder list does not cover cultural leader of Tuo Sumay. The stakeholder list does not cover BKSDA, Dinas Kehutanan and/or conservation NGO to consult with in relation to presence of RTE species and to avoid human-wildlife conflicts.</p> <p>NC Minor: Company has a list of stakeholder, however cultural leader of Tuo Sumay, BKSDA, Dinas Kehutanan and/or conservation NGO is not on the list - as a stakeholder to consult with, in relation to plantation operation.</p>	NC Minor
<p>Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.</p>			
6.3.1	<p>The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested.</p> <p>- Major compliance -</p>	<p>Company has established a mechanism to handle complaint from external party, as written in "Mekanisme Penanganan Keluhan" – complaint handling mechanism (Doc. No.SOP AA-GL-5005-RO 01) while complaint from internal regulated under "Mekanisme Penyampaian Keluhan dan Penyelesaian Keluhan Karyawan" – Employee' complaint and resolution mechanism (Doc. No.SOP-AA-HR-3008-RO 05).</p> <p>These mechanisms has been communicated to external parties and disseminated to PT Rigunas employees. Based on interview with local communities and scheme smallholders, they understood the procedure and mechanism to communicating complaint and/or grievance to company.</p>	Complied
6.3.2	<p>Documentation of both the process by which a dispute was resolved and the outcome shall be available.</p> <p>- Major compliance –</p>	<p>PT Rigunas Agri Utama has appointed public relation officer to reform the complaint and respond administrative system. Public relation officer is responsible to record any complaint, provide respond for complaint and record the resolution process; should any complaint come from external stakeholder. Assistant Traksi is responsible to record and follow up complaint from internal stakeholder.</p> <p>PT Rigunas Agri Utama is able to demonstrate complaint/dispute register under "Logbook Keluhan Stakeholder". From the record, there is no complaint received since January 2015.</p> <p>PT Rigunas Agri Utama is able to demonstrate internal complaint/dispute register "Logbook Keluhan Internal". Record shows from January – June 2015, 10 internal inquiries occurred, all of them related to request to repair employee housing facility. Further review found all request have been responded and actioned up.</p>	Complied
<p>Criterion 6.4: Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>			

Criterion / Indicator	Assessment Findings	Compliance
6.4.1 A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance -	PT Rigunas Agri Utama shows "SOP AA-GL-5003.1-R1 Penanganan Konflik Lahan". The standard operating procedure explains the mechanism to identify legal, customary or user rights is through document review and gathering information from trusted and independent sources. The mechanism to identify people entitled to compensation is through document review and legal review from the claimant. Interview with local community from neighboring village; Sumay village and Sungai Rambai village as well as National Land Agency officer revealed that there is no land dispute resolution neither land compensation has been made. The company location surrounded by scheme smallholders' area. The concession was given from state land. No compensation made. Furthermore, there is no traditional land use right within company concession area.	Complied
6.4.2 A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. - Minor compliance -	PT Rigunas Agri Utama shows "SOP AA-GL-5003.1-R1 Penanganan Konflik Lahan". In addition, Group Manager PT Rigunas Agri Utama demonstrate memorandum No.RAU-KBT/GM/MEMO/12/14 related to Land claim from community, dated December 2014. The memorandum specifically mentioned "...in the case of claim reported for the loss of legal right and claim from individual, group, community or other interested party, company do not discriminate gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic/tribe groups' proof of legal versus communal ownership of land." The memorandum is used as basic for fair calculation and fair compensation distribution. The memorandum has been communicated to local community by public relation officer. Basaed on stakeholder consultation process, there is no land dispute within company and scheme smallholder areas. Furthermore, the company location surrounded by scheme smallholders' area. The concession was given from state land. No compensation made.	Complied
6.4.3 The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. - Major compliance -	See Indicator 6.4.1. Procedure is available. There is no land dispute within company and scheme smallholder areas. The company location surrounded by scheme smallholders' area. The concession was given from state land. No compensation made.	Complied
Criterion 6.5: Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.		

Criterion / Indicator	Assessment Findings	Compliance
<p>6.5.1 Documentation of pay and conditions shall be available. - Major compliance -</p>	<p>The company determines minimum wages based on the Government regulation; adjusted yearly basis. The minimum wages in 2014 as regulated in "Surat Keputusan Gubernur Jambi No.610/Kep.Gub/DisosNaKerTrans/2013 tentang Penetapan Upah Minimum Propinsi (UMP) Jambi tahun 2014" dated 23rd October 2013. Effective per 1st January 2014. The decree sets the minimum wage of Rp.1,502,230/month. In order to follow up the decree, management issued "Memorandum No.479/HR-RO3/Memo/XII/2013 tentang Upah Minimum" dated 5th December 2013. The minimum wage sets at Rp.1,502,230/25 man-days or Rp.60,090/man-day.</p> <p>For subsequent year (2015), company shows new regulation "Surat keputusan Gubernur Jambi No.554/Kep.Gub/DisSosNaKerTrans/2014" dated 30th October 2014. The minimum wage for 2015 is Rp.1,710,000/month.</p> <p>Based on review of payments slip, there is no worker paid below minimum wages, e.g. payment slip in December 2014 for:</p> <ol style="list-style-type: none"> 1. Darmawansyah (SKU-Harian) Basic Salary (Rp.1,781,000) + overtime (Rp.3,714,451) + milling premium (Rp. 25,129) - Jamsostek deduction (Rp.38,049) = Total salary (Rp.5,523,978); 2. Syaifullah (PHL/temporary worker) basic salary (Rp.1,562,340) + overtime (Rp.2,000,138) + milling premium (Rp.34,477) + other revenue (Rp.858,429) - Jamsostek deduction (Rp.30,045) = Total salary (Rp.4,425,339); 3. Rina (PHL/sprayer gang) basic salary (22 mandays x Rp.60,090 = Rp.1,321,980) + benefit (Rp. 40,500) - Jamsostek deduction (Rp.33,049) = Total salary (Rp.1,395,529) 	<p>Complied</p>
<p>6.5.2 Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official. - Major compliance -</p>	<p>Worker Agreement between company and labour union is referred into collective working agreement, between BKS-PPS (collective community of oil palm company) and PP.FSP.PP-SPSI (collective workere union organization) in Sumatra island. Collective Work Agreement (PKB) was registered as per "Surat Direktur Persyaratan Kerja, Kesejahteraan dan Analisa Diskriminasi Dirjen Pembinaan Hubungan Industrial dan Jaminan Sosial Tenaga Kerja - Kementerian Tenaga Kerja RI No.KEP.88/PHIJSK-PKKAD/PKB/VI/2015 tentang Pendaftaran PKB antara BKS-PPS dengan PP.FSP.PP-SPSI" dated 18th June 2015.</p> <p>Based on document review, it was noted that term and condition, such as working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc, are covered in PKB and contracts which have been signed by all workers.</p> <p>Contract for Mill and estate employee is available, e.g. Mr. Syaifullah (process), dated 1st January 2014, Mrs. Rina (sprayer), dated 1st June 2014.</p>	<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance
6.5.3 Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. - Minor compliance –	The company has prepared facilities for their workers, such as: Housing for mill workers (72 units), housing for estate workers (340 units), medical clinic (2 units), mosque (2 units), church (1 unit), community hall (1 unit), sport facilities, school buses, kindergarden (1 units), electricity, water supply, etc. Permanent housing for workers are provided by company. Based on field visit, worker housing is in good condition. Each house installed with water and electricity supply. Interview with worker, housing issues such as broken door, leaking roof or blocked septic tank are followed up and repaired immediately. Based on interview with sampled workers, water supply to the housing is in good quality (clean-filtered water) and sufficient for domestic use (washing, bath, cooking, etc.). This is also confirmed with worker union representative during stakeholder consultation. Monitoring of worker housing, including basic infrastructure (water and electricity) carried out by field overseer under POM.	Complied
6.5.4 Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food. - Minor compliance –	Company provided location for weekend market, within plantation premises.	Complied
Criterion 6.6:		
The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.		
6.6.1 A published statement in local languages recognising freedom of association shall be available. - Major compliance -	Freedom of association policy documented in "Kebijakan perusahaan, dated 1 st December 2014" which state that: "respect all employee to form and be part of trade union of their choice and to bargain collectively." Freedom of association policy is written in Bahasa Indonesia, so that all employees can understand. This policy has been informed to all employees and being placed into notice board in public area.	Complied
6.6.2 Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	Meeting between company management with labour union - SPSI PUK PT Rigunas Agri Utama in 16 th September 2014, attended by management and employee representatives; minutes of meeting and attendance list is available.	Complied
Criterion 6.7:		
Children are not employed or exploited.		

Criterion / Indicator	Assessment Findings	Compliance	
6.7.1	<p>There shall be documentary evidence that minimum age requirements are met.</p> <p>- Major compliance -</p>	<p>The company has own policed signed by management on 1st December 2014 that stated that: It is not allowed all children to work in every activities/processes in company.</p> <p>Audit team verifies the employee database for Bungo Tebo estate and Bungo Tebo Palm Oil Mill.</p> <p>Verification for new recruitment for new worker on January 2015. PT Rigunas Agri Utama is able to demonstrate all relevant records including copy of identity cards, database and copy of signed working agreements. No recruitment for worker under 18 years old.</p>	Complied
<p>Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.</p>			
6.8.1	<p>A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented.</p> <p>- Major compliance -</p>	<p>The company has Equal Opportunities policy as documented in Company Policy "Kebijakan Perusahaan", dated 1st December 2014 stated: "To treat equal for all employee in term of recruitment, work performance, and representative without discrimination on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age".</p>	Complied
6.8.2	<p>Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against.</p> <p>- Major compliance -</p>	<p>Company has provided a policy in relation to this indicator requirement, stated in "Kebijakan Perusahaan", dated 1st December 2014. During the audit, there is no issue has found with regards to discrimination against local communities, women, and migrant workers. This also has been confirmed during stakeholder interview with Labour Department and local community surrounding.</p>	Complied
6.8.3	<p>It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available.</p> <p>- Minor compliance -</p>	<p>The company has procedure hiring workers regulated that hiring and promotion of workers based on skill, work experiences, and job evaluation, e.g.</p> <p>The company is conduct performance evaluation of workers annually.</p>	Complied
<p>Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.</p>			
6.9.1	<p>Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce.</p> <p>- Major compliance -</p>	<p>The company has policy to prevent sexual harassment and violence against women in "Kebijakan Perusahaan dated 1 December 2014".</p> <p>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>	Complied

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance	
6.9.2	<p>A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce.</p> <p>- Major compliance -</p>	<p>Company policy signed by Managing Director (Mr. Kelvin Tio) on 1st December 2014 and one of the policies stated that: "To prevent any sexual or physical abuses happen to women as well as to protect their reproductive rights".</p> <p>There is a gender committee actively meets and discussing general agenda and other issue related to handling sexual harassment, dissemination of sexual harassment prevention. Based on interview with Gender Committee, company has implemented the protection of women reproductive rights, in form of maternal leave, period leave, and regular pregnancy check for female sprayers and strictly prohibit pregnant and/or breastfeeding female worker applying pesticides. During the audit, there is no issue found regarding sexual harassment and violence to women.</p>	Complied
6.9.3	<p>A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce.</p> <p>- Minor compliance -</p>	<p>Standard Operating Procedure, No. SOP: XX-HR-308.5-RO; dated 11th Desember 2009: Employees complaints: submission and settlement. Mechanism for complaints management where it needs to protect its confidentiality for complainer 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>	Complied
<p>Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.</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>The company has displayed the FFB price in Mill's notice board and smallholders able to access the FFB price by phone/SMS and local media as well. KUD announced update FFB pricing in KUD's notice board for all members. The company extension officer updating FFB price to the farmer group leader by SMS or call phone. FFB pricing determined based on the government price which updated weekly. However, During the course of audit, the notice board is not updating the current FFB price.</p> <p>NC Minor: Company updated the FFB price through short message and notice board in Bungo Tebo mill. During the course of audit, the notice board is not updating the current FFB price.</p>	NC Minor
6.10.2	<p>Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation).</p> <p>- Major compliance -</p>	<p>The company has provided explanation on the FFB pricing formula based on government FFB price determination. Interview with selected smallholders revealed they understood of FFB pricing mechanism and no complaint was noted regarding FFB price.</p>	Complied

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
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 -	<p>The company has signed contract of supply FFB with all KUDs under management of PT. Rigunas, e.g. contract with "Kelompok Sumber Rezeki/Kelompok Tani 76" dated 9th October 2004. The contract is signed by both of parties.</p> <p>The contract is covering technical supporting and manage plantation by PT. IIS, FFB transport, FFB supply and price, payment of FFB, document handling, <i>force majeure</i>, sanction, and dispute solving.</p> <p>The company also signed contract with others parties, e.g. Surat Perjanjian Kerja No.SPK/KBT/V/2014, dated 29th May 2014 with Mr.Misdin (scrap collector). Based on review of contract, it was seen that contract is made fairly, legal and transparent,</p>	Complied
6.10.4 Agreed payments shall be made in a timely manner. - Minor compliance -	<p>Evidence of payment is reviewed and it was seen paid timely manner.</p> <p>However, this is not consistently practiced where Company has a payment procedure. Provision of service with second and third party is based on contract. Based on payment procedure, invoice prior to 15th day of every month will be paid by the end of the month. While invoice after 15th day will be paid on the subsequent month. The payment after 15th day is not done in timely manner.</p> <p>NC Minor: Payment upon service is not in line with contract.</p>	NC Minor
<p>Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.</p>		
6.11.1 Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance -	<p>Local contribution is detailed in CSR programme, consist of Business Partnership, Economy Development, Education, Health & Donation. The company has made identification of community development needs prior making a programme.</p> <p>There was record of implementation of CSR programme for community since 2013, 2014, up to June 2015.</p> <p>Interview with prominent figure from several villages revealed that Company CSR's programme has supported the local development and increase community prosperity.</p> <p>However, there is inadequate evidence that company able to demonstrate contributions to local development that are based on the results of consultation with local communities.</p> <p>NC Minor: Company cannot provide sufficient evidence the consultation with local communities to identify the local community needs as basic process in preparing CSR programme.</p>	NC Minor

Criterion / Indicator	Assessment Findings	Compliance
6.11.2 Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance –	<p>PT. Rigunas Agri Utama is one of the companies who managed large scale of scheme smallholders of PIR-Trans in Indonesia including in Jambi region.</p> <p>Company provided a dedicated organization structure to manage scheme smallholders' areas. The structure consist of Scheme manager, Field assistant, Field mandore, production clerk, and other key function. The main job for these personnel in the structure is giving technical assistance and guidance for all Cooperative to support and increase the smallholder yield in environmental friendly such as spraying activities, manuring, harvesting, etc. Some other assistance was given to smallholder in term of management of finance, and training. This structure has been existed since long time ago when the Plasma project was started on 1990s.</p> <p>During the audit, it was confirmed that the Organisation structure for scheme smallholdet in Bungo Tebo region is well managed and performed well in term of supporting smallholder in their plots. This has been confirmed during interview with selected village community/smallholders in the field revealed that Company has been fully focus and supported scheme smallholder in every relevant activities.</p>	Complied
<p>Criterion 6.12: No forms of forced or trafficked labour are used.</p>		
6.12.1 There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	No any form of forced and trafficked labour was noted during assessment. All workers, included temporary workers has contract with the company and during interview, it was noted that they understand of term and condition of contract.	Complied
6.12.2 Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance –	Based on document review and interview with workers and labour union, confirmed that no contract substitution was noted.	Complied
6.12.3 Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	<p>The agreement for temporary workers is available, and signed by workers.</p> <p>There is no migrant worker was hired.</p>	Complied
<p>Criterion 6.13: Growers and millers respect human rights.</p>		
6.13.1 A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	<p>PT Rigunas Agri Utama has a new company policy, signed 1st December 2014. A policy to respect human rights referred in chapter 13, indicating "...respecting human right trough equal and fair treatment, in recruitment, evaluation, work condition and work environment, and representation without discrimination over tribe/ethnic, caste, nationality, religion/belief, disability, sexual orientation, trade union, political affiliation, and/or age."</p> <p>PT Rigunas Agri Utama has conducted the new company policy dissemination to all workers on 4-5th February 2015. No any human rights violation was noted during audit.</p>	Complied
<p>Principle 7: Responsible development of new plantings</p>		

Criterion / Indicator	Assessment Findings	Compliance	
Criterion 7.1: A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.			
PT Rigunas Agri Utama – Bungo Tebo Certification unit and supply base did not carry out any new plantings after Nov 2005. Therefore, the requirement of Principle 7 is not applicable during this initial certification assessment.			
Principle 8: Commitment to continual improvement in key areas of activity			
Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			
8.1.1	<p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); <ul style="list-style-type: none"> • Optimising the yield of the supply base. <p>- Major compliance -</p>	<p>Company prepared the action plan for continual improvement.</p> <p>Master Continous improvement 2015 listed down all activities planned for continual improvement programme at the mill and estate. For instance:</p> <ul style="list-style-type: none"> - Reduction of water resources usage, - Controlling the soil erosion in WTP plant area, - Increase electricity efficiency, 	<p>Complied</p>

Appendix B: PT. Inti Indosawit Subur Time Bound Plan

PT Inti Indosawit Subur demonstrates a challenging time bound plan to certify its entire mill and supply bases. Most of the palm oil mills been brought forward and audited in 2014. Audit team sees this as a strong commitment from PT Inti Indosawit Subur.

There are a number of changes noted, where KKPA Penarikan and KKPA Gunung Sahilan moved to 2016, from initial plan to be certified in 2014. PT IIS management is able to provide clear justification. PT IIS management reason was to put resources to certify company-owned estate, then only to certify the smallholders. Audit team suggest the management justification for the changes is sufficient, considering the management commitment towards RSP0 certification for the entire entities.

Audit team consider the time bound plan is challenging and still relevant to their management. BSI Audit team found that the company comply with the time bound plan.

BSI is in communication with other CB performing certification for PT Inti Indosawit Subur, to understand the partial certification status. BSI assessed PT Inti Indosawit Subur against partial certification requirement and concluded that there is no unresolved significant land disputes, no replacement of primary forest or loss of HCV, no labour disputes that are not being resolved through an agreed process and no evidence of noncompliance with law noted.

Name of Mill	Address	Time bound for certification	Status as of Sept 2015
Buatan I	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency, Riau	2010	Certified on 16 September 2010
Buatan II	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency, Riau	2010	Certified on 16 September 2010
Ukui I	Ukui Village, Ukui District, Pelalawan Regency, Riau	2010	Certified on 1 March 2011
Ukui II	Ukui Village, Ukui District, Pelalawan Regency, Riau	2010	Certified on 1 March 2011
Tungkal Ulu	Pulau Pauh / Penyabungan / Merlung Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	2011	Certified on 15 August 2012
Muara Bulian	Singoan / Bukit Sari / Bulian Jaya Village, Muara Bulian / Pematang District, Batang Hari Regency, Jambi	2011	Certified on 28 August 2012
Topaz	Petapahan Village, Tapung District, Kampar Regency, Riau	2013	Certified on 30 March 2015
Taman Raja	Lubuk Bernai / Kampung Baru / Pelabuhan Dagang / Pematang Pauh Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	2013	Certified on 20 February 2015
Segati	Langkan / Penarikan / Tambak / Soto Village, Langgam District, Pelalawan Regency, Riau	2014	Main Audit in December 2014.
Tanah Datar	Tanah Datar Petatal Village, Talawi District, Asahan Regency, North Sumatera	Brought Forward from 2015 to 2013	Certified in 18 May 2015.
Aek Nabara	S1-S3 / Sukadame Village, Bilah Hulu / Kota Pinang District, Labuhan Batu Regency, North Sumatera	Brought Forward from 2015 to 2013	Certified on 6 March 2015

RSPO Public Summary Report
Revision 1 (Sept/2014)

Teluk Panjie	Teluk Panjie Village, Kampung Rakyat District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2015 to 2013	Certified on 21 April 2015
Peranap	Simelinyang / Pauh Ranap / Sengkilo Village, Peranap District, Indragiri Hulu Regency, Riau	Brought Forward from 2016 to 2013	Certified on 7 January 2015
Bungo Tebo	Tuo Sumai / Sungai Rambai Village, PWK Sumai / Tebo Ulu District, Bungo Tebo Regency, Jambi	Brought Forward from 2016 to 2014	Main Audit in December 2014.
Tanjung Selamat	Kampung Padang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2017 to 2014	Certified in 26 May 2015.
Gunung Melayu I	Rahuning Village, Bandar Pulau District, Asahan Regency, North Sumatra	Brought Forward from 2017 to 2014	Certified in 7 September 2015.
Gunung Melayu II	Gonting Mahala Village, Bandar Pulau District, Asahan Regency, North Sumatra	Brought Forward from 2017 to 2014	Certified in 8 July 2015.
Negri Lama I	Negri Lama Seberang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2018 to 2013	Certified on 6 April 2015
Negri Lama II	Negri Lama Seberang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	2018	-

Name of Estate	Address	Time bound for certification	Status as of Sept 2015
Buatan	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency, Riau	2010	Certified on 16 September 2010
Ukui & Soga	Ukui Village, Ukui District, Pelalawan Regency, Riau	2011	Certified on 1 March 2011
Buatan (Plasma)	Kerinci Kanan, Pangkalan Kerinci, Dayun Village, Siak & Pelalawan Regency, Riau	2011	Certified on 13 March 2012
Ukui (Plasma)	Ukui & Lubuk Batu Jaya District, Pelalawan & Inhu Regency, Riau	Brought forward from 2012 to 2011	Certified on 11 June 2012
Tungkal Ulu	Pulau Pauh/Penyabungan/Merlung Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	2011	Certified on 15 August 2012
Muara Bulian	Singoan/Bukit Sari/ Bulian Jaya Village, Muara Bulian/Pemayung District, Batang Hari Regency, Jambi	2011	Certified on 28 August 2012
Buatan (KKPA)	Kerinci Kanan, Pangkalan Kerinci, Dayun District, Siak & Pelalawan Regency, Riau	2012	Certified on 17 January 2013
Tungkal Ulu (Plasma)	Renah Mendalo, Merlung, Muara Papalik District, Tanjung Jabung Barat Regency, Jambi	2012	Certified on 11 July 2013
Muara Bulian (Plasma)	Maro Sebo Iilir District, Batanghari Regency, Jambi	2012	Certified on 12 July 2013
Muara Bulian (KKPA)	Maro Sebo Iilir District, Batanghari Regency, Jambi	2012	Certified on 12 July 2013
Topaz & Seed Garden	Petapahan Village, Tapung District, Kampar Regency, Riau	2013	Certified on 30 March 2015

RSPO Public Summary Report
Revision 1 (Sept/2014)

Taman Raja & Badang	Lubuk Bernai / Kampung Baru / Pelabuhan Dagang / Pematang Pauh Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	2013	Certified on 20 February 2015
Segati	Langkan / Penarikan / Tambak / Sotol Village, Langgam District, Pelalawan Regency, Riau	2014	Public Notification conduct in October 2014. Main Audit in Dec 2014
Penarikan & Gondai	Pangkalan Sarik / Baru Village, Langgam / Siak Hulu District, Pelalawan / Kampar Regency, Riau	2014	Main Audit in December 2014
Penarikan (KKPA)	Pangkalan Sarik / Baru Village, Langgam / Siak Hulu District, Pelalawan / Kampar Regency, Riau	2014	Moved to 2016
Gunung Sahilan (KKPA)	Gunung Sahilan Village, Lipat Kain District, Pelalawan Regency, Riau	2014	Moved to 2016
Bahilang	Bahilang Village, Tebing Tinggi District, Serdang Bedagai Regency, North Sumatra	Brought Forward from 2015 to 2013	Certified on 18 May 2015
Tanah Datar	Tanah Datar Petatal Village, Talawi District, Asahan Regency, North Sumatra	Brought Forward from 2015 to 2013	Certified on 18 May 2015
Aek Nabara	S1-S3 / Sukadame Village, Bilah Hulu / Kota Pinang District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2015 to 2013	Certified on 6 March 2015
Teluk Panjie	Teluk Panjie Village, Kampung Rakyat District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2015 to 2013	Certified on 21 April 2015
Peranap	Simelinyang / Pauh Ranap / Sengkilo Village, Peranap District, Indragiri Hulu Regency, Riau	Brought Forward from 2016 to 2013	Certified on 7 January 2015
Bungo Tebo	Tuo Sumai / Sungai Rambai Village, PWK Sumai / Tebo Ulu District, Bungo Tebo Regency, Jambi	Brought Forward from 2016 to 2014	Public Notification conduct in October 2014. Main Audit in Dec 2014
Peranap (Plasma)	Simelinyang / Pauh Ranap / Sengkilo Village, Peranap District, Indragiri Hulu Regency, Riau	2016	-
Bungo Tebo (Plasma)	Tuo Sumai / Sungai Rambai Village, PWK Sumai / Tebo Ulu District, Bungo Tebo Regency, Jambi	2016	-
Tanjung Selamat	Kampung Padang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2017 to 2014	Certified in 26 May 2015.
Pangkalan	Sennah Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2017 to 2014	Certified in 26 May 2015.
Sentral & Batu Anam	Gonting Mahala Village, Bandar Pulau District, Asahan Regency, North Sumatra	Brought Forward from 2017 to 2014	Certified in 8 July 2015.
Pulau Maria	Rahuning Village, Bandar Pulau District, Asahan Regency, North Sumatra	Brought Forward from 2017 to 2014	Certified in 7 September 2015.
Negri Lama	Negri Lama Seberang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2018 to 2013	Certified on 6 April 2015
Aek Kuo	Aek Korsik Village, Aek Natas District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2016 to 2013	Certified on 6 April 2015

Appendix C: PT. Rigunas Agri Utama – Bungo Tebo Certification Unit RSPO Certificate Details

PT. Rigunas Agri Utama
 Bungo Tebo Palm Oil Mill
 Tuo Sumay and Sungai Rambai Village,
 PWK Sumay and Tebo Ulu Sub-District,
 Bungo Tebo Regency,
 Jambi Province
 INDONESIA

BSI RSPO Certificate No: SPO 620917
 Date of Initial Certificate Issued: 03/12/2015
 Date of Expiry: 02/12/2020
 RSPO membership number: 1-0022-06-000-00
 Applicable Standards: RSPO P&C 2013; RSPO Supply Chain Certification Standard November 2014 Module E - CPO
 Mills: Mass Balance

Bungo Tebo Palm Oil Mill and Supply Base						
Location Address		Tuo Sumay and Sungai Rambai Village, PWK Sumay and Tebo Ulu Sub-District, Bungo Tebo Regency, Jambi Province Indonesia				
GPS Location		102° 27' 22" E and 01° 20' 48" S				
CPO Tonnage Total		47,078 MT				
PK Tonnage Total		11,221 MT				
CPO Claimed for Certification		8,835 MT				
PK Claimed for Certification		1,951 MT				
Own estates FFB Tonnage		36,811 MT				
Scheme smallholder non-certified FFB Tonnage*		119,426 MT				
Estates	Production Area		HCV area	Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)				
Bungo Tebo Estate	1,840	0	17.59	83.41	1,941	36,811
TOTAL	1,840	0	17.59	83.41	1,941	36,811

**) Supply base is non-certified FFB from scheme smallholders. Scheme smallholders is part of time bound plan, will be certified in 2016.*

Appendix D: Assessment Plan

AUDIT AGENDA					
Date	Hour	Detail	PS	AG	W
Monday, 15/12/2014	05.35 – 07.10	Flight Jakarta – Jambi	√	√	√
	07.30 – 12.00	Travel to location	√	√	√
	12.00 – 13.00	Break	√	√	√
	13.00 – 14.00	Opening Meeting - Brief presentation from client related to management of PT. Rigunas Agri Utama. - Presentation from audit team related to audit process and scope of certification	√	√	√
	14.00 – 17.00	Document Review: Principle 4	√	-	-
		Document Review: RSPO Time bound plan; Supply Chain for CPO Mills.	-	√	-
		Document Review: RSPO P&C Indicator 1.1, 1.2 and 1.3	-	-	√
Tuesday, 16/12/2014	08.30 – 12.00	Field visit: Plantation operation: Sprayers, fertilizer application, harvesting, chemical storage, vehicle workshop, HCV areas, IPM implementation, etc.	√	-	-
		Field visit: Bungo Tebo POM operation: FFB receiving/grading, FFB processing, OHS implementation, environmental impact management and monitoring, mill workshop, mill warehouse	-	√	
		Stakeholder consultation	-	-	√
	12.00 – 14.00	Break	√	-	√
	14.00 – 17.00	Field visit (continued): Plantation operation: Sprayers, fertilizer application, harvesting, chemical storage, vehicle workshop, HCV areas, IPM implementation, etc. Interview with workers.	√	-	-
		Field visit (continued): Bungo Tebo POM operation: FFB receiving/grading, FFB processing, OHS implementation, environmental impact management and monitoring, mill workshop, mill warehouse. Interview with workers.	-	-	√
Stakeholder consultation and verification consultation result with management		-	√	-	
Wednesday 17/12/2014	08.00 – 12.00	Field visit (continued): Plantation operation: Sprayers, fertilizer application, harvesting, chemical storage, vehicle workshop, HCV areas, IPM implementation, etc.	√	-	-
		Document review: Bungo Tebo POM: RSPO P&C indicator 2.1 (2.1.1-2.1.4); RSPO P&C indicator 3.1 (3.1.1); RSPO P&C indicator 4.1 (4.1.1-4.1.4)	-	√	-
		Stakeholder consultation with worker union representative, gender committee, employee cooperative, surrounding villages, scheme smallholder, traditional leader, etc.	-	-	√

RSPO Public Summary Report

Revision 1 (Sept/2014)

AUDIT AGENDA					
Date	Hour	Detail	PS	AG	W
	12.00 – 14.00	Istirahat	√	√	√
	14.00 – 17.00	Document review: Bungo Tebo Estate: RSPO P&C indicator 3.1 (3.1.1); RSPO P&C indicator 4.1 (4.1.1-4.1.4); RSPO P&C Indicator 4.2 (4.2.1-4.2.4); RSPO P&C Indicator 4.3 (4.3.1-4.3.6);	√	-	-
		Document review: Bungo Tebo POM: RSPO P&C indicator 4.4 (4.4.1-4.4.4); RSPO P&C indicator 5.1 (5.1.1-5.1.3); RSPO P&C indicator 5.3 (5.3.1-5.3.3); RSPO P&C Indicator 5.4.1	-	√	-
		Stakeholder consultation with worker union representative, gender committee, employee cooperative, surrounding villages, scheme smallholder, traditional leader, etc. – continued. Verification consultation result with management	-	-	√
Thursday, 18/12/2014	08.00 – 12.00	Document review: Bungo Tebo Estate: RSPO P&C indicator 4.5 (4.5.1-4.5.2); RSPO P&C indicator 4.6 (4.6.1-4.6.12); RSPO P&C indicator 4.7 (4.7.1-4.7.7)	√	-	-
		Document review: Bungo Tebo POM: RSPO P&C indicator 5.6 (5.6.1-5.6.3); RSPO P&C indicator 4.7 (4.7.1-4.7.7)	-	√	-
		Document review: RSPO P&C indicator 4.8 (4.8.1-4.8.2); RSPO P&C indicator 6.1 (6.1.1-6.1.5); 6.2 (6.2.1-6.2.3); RSPO P&C indicator 6.3 (6.3.1-6.3.2); RSPO P&C 6.4 (6.4.1-6.4.3); RSPO P&C 6.5 (6.5.1-6.5.4); RSPO P&C 6.6 (6.6.1-6.6.2); RSPO P&C 6.7 (6.7.1);	-	-	√
	12.00 – 14.00	Istirahat	√	√	√
	14.00 – 17.00	Document review: Bungo Tebo Estate: RSPO P&C indicator 5.5 (5.5.1-5.5.2); RSPO P&C principle 7	√	-	-
		Document review: Bungo Tebo Estate: RSPO P&C indicator 2.1 (2.1.1-2.1.4); RSPO P&C indicator 2.2 (2.2.1-2.2.6); RSPO P&C indicator 2.3 (2.3.1-2.3.4)	-	√	-
Document review: RSPO P&C indicator 6.8 (6.8.1-6.8.3); RSPO P&C indicator 6.9 (6.9.1-6.9.3); RSPO P&C indicator 6.10 (6.10.1-6.10.4); RSPO P&C indicator 6.11 (6.11.1-6.11.2); RSPO P&C indicator 6.12 (6.12.1-6.11.3); RSPO P&C indicator 6.13.1		-	-	√	
Friday, 19/12/2014	08.00 – 12.00	Document review: RSPO P&C indicator 8.1.1	√	-	-
		Document review: RSPO P&C principle 7; RSPO P&C indicator 8.1.1	-	√	-
		Document review: RSPO P&C indicator 8.1.1	-	-	√
	12.00 – 14.00	Makan siang / istirahat	√	√	√
	14.00 – 15.00	Report preparation	√	√	√
	15.00 – 16.00	Closing Meeting	√	√	√

**RSPO Public Summary Report
Revision 1 (Sept/2014)**

AUDIT AGENDA					
Date	Hour	Detail	PS	AG	W
	16.00 – ...	Travel back to Jambi Fly to Jakarta	√	√	√

Appendix E: Stakeholders Contacted

No	List stakeholder contacted
1	Department of Labour and Transmigration – Tebo Regency
2	Environmental Department - Tebo Regency
3	National Land Agency - Tebo Regency
4	Forestry Department - Tebo Regency
5	Plantation Department - Tebo Regency
6	Head of Dusun Tuo Sumay
7	Head of Sungai Rambay
8	KUD Tunas Mandiri
9	Lembaga Adat Tuo Sumay

RSPO Public Summary Report
Revision 1 (Sept/2014)

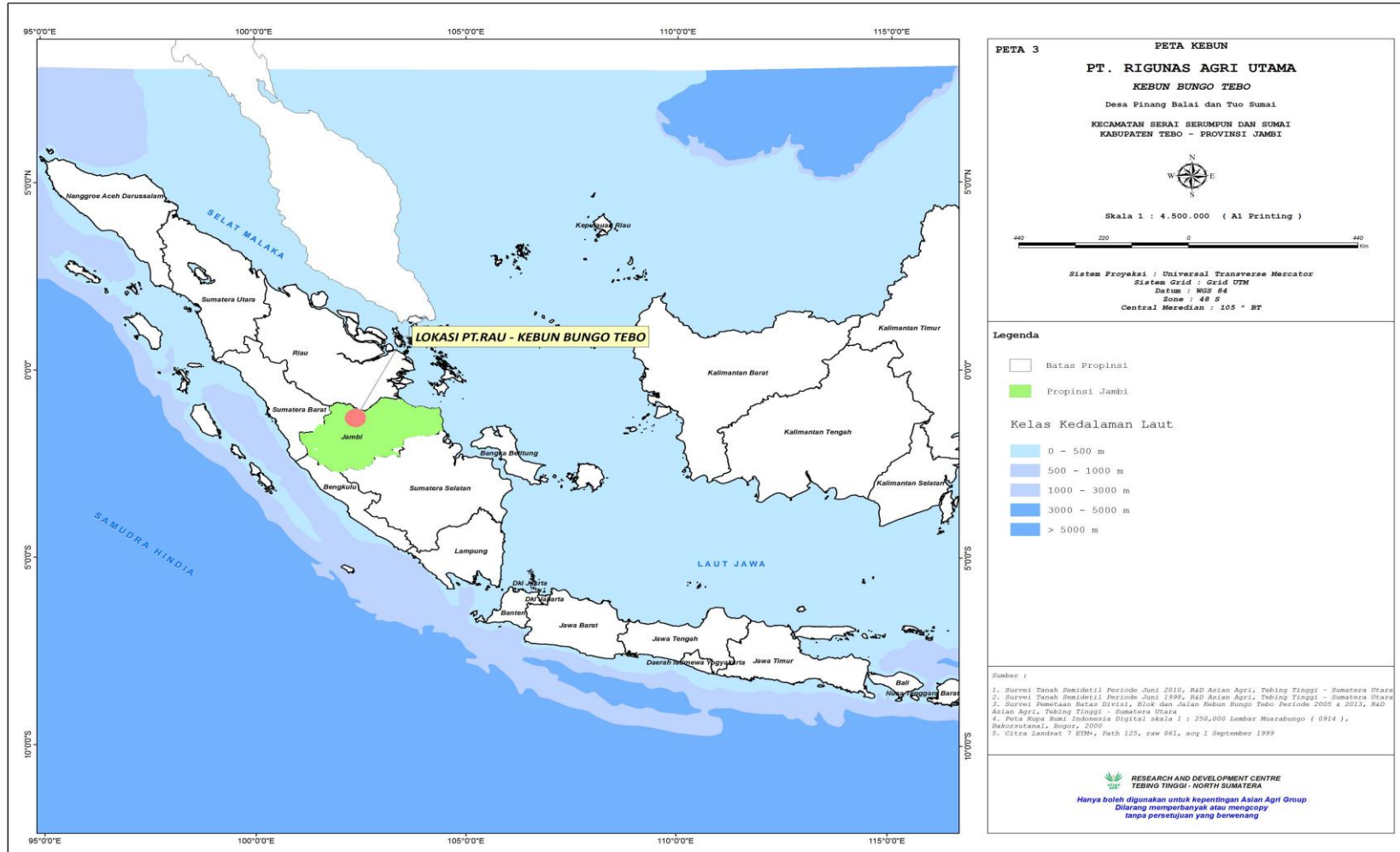
Appendix F: Bungo Tebo Palm Oil Mill Supply Chain Assessment (Module E – CPO Mills: Mass Balance)

Requirements	Compliance
E.1 Definition	
<p>E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>	<p>The certified FFB is only coming from Company own estate and scheme smallholder. The non-certified FFB is coming from outgrowers/third party traders. This can be traced in the Mill documentation and records.</p>
E.2 Explanation	
<p>E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p>	<p>The estimate annual tonnage for FFB, CSPO, and CSPK are available in the Estate and Mill annual production budget for 2014. The FFB received from each certified supply base and non-certified supply base. The certified supply base is coming only from Bungo Tebo Estate. This has been recorded in this public summary report.</p>
<p>E.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>	<p>Company will register to UTZ for eTrace registration under PT Rigunas Agri Utama – Bungo Tebo POM, once certified.</p>
E.3 Documented procedures	
<p>E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.</p>	<p>Operational procedure for supply chain elements is in place i.e. SOP AA.MPM-OP.1400.17-R4 (Traceability). Procedure covers:</p> <ul style="list-style-type: none"> - roles and responsibilities for Marketing Manager, Weight Bridge Clerk, Mill Administration Head, Mill Manager, and Environment & Sustainability Head. - Mechanism to record all FFB source, volume of CPO and PK produced, and sales goods out.
<p>E.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>Procedure has been implemented e.g.:</p> <ul style="list-style-type: none"> - information on Delivery docket has been covered Estate name, detailed with with block number, Certified or non Certified status, planting year, harvesting date, number of RSPO Certificate. Sample taken was delivery docket from Bungo Tebo Estate dated 16-17th December 2014. - Weight bridge ticket has covered RSPO Certified status, batch number with RSPO certificate number, volume of FFB (gross and netto), transportation reference. Sample taken was Weight bridge ticket for Bungo Tebo Estate dated 16-17th December 2014.
E.4 Purchasing and goods in	

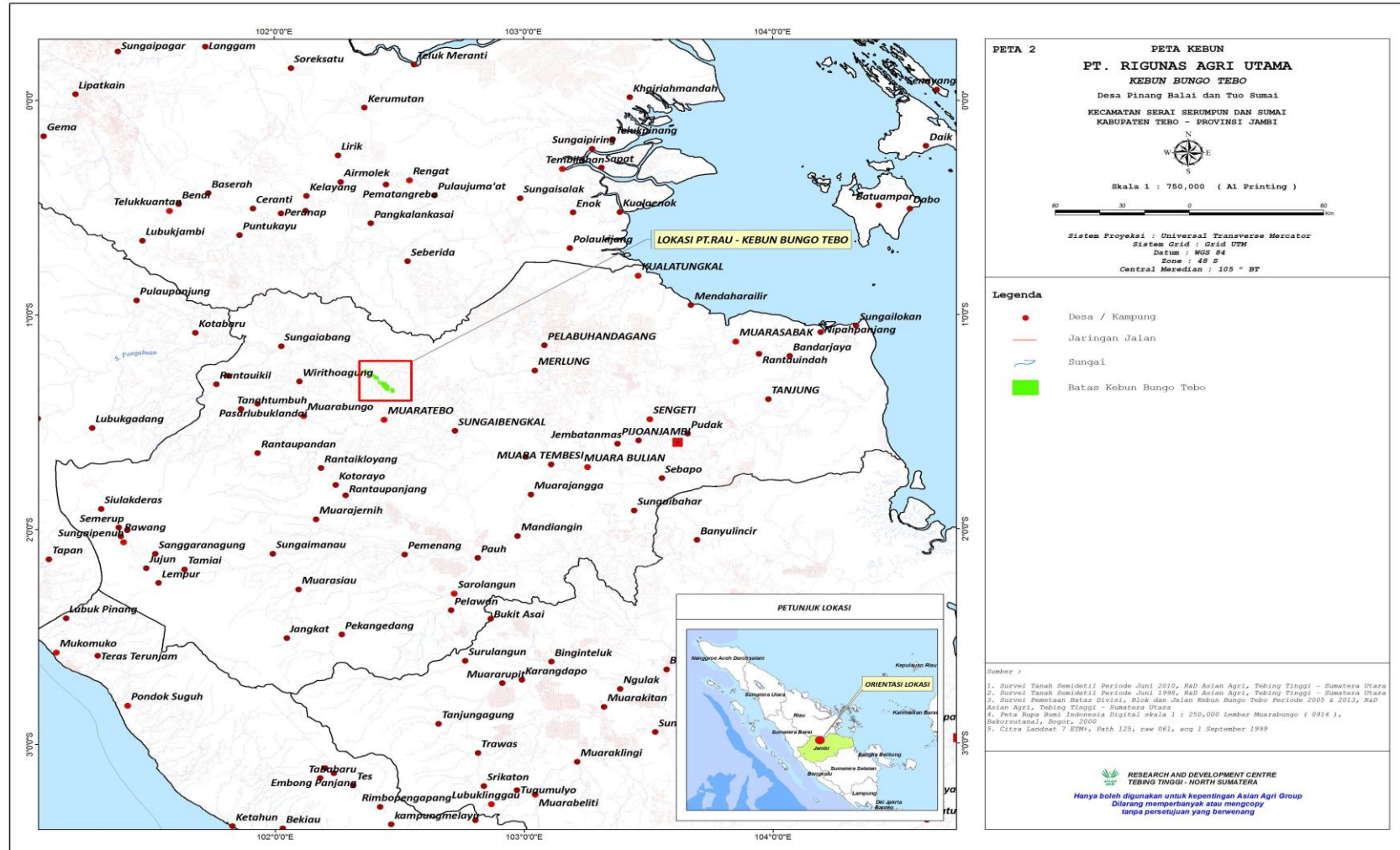
RSPO Public Summary Report
Revision 1 (Sept/2014)

<p>E.4.1 The site shall verify and document the volumes of certified and non-certified FFBs received.</p>	<p>Procedure has been implemented e.g.:</p> <ul style="list-style-type: none"> - information on Delivery docket has been covered Estate name, detailed with with block number, Certified or non Certified status, planting year, harvesting date, number of RSPO Certificate. Sample taken was delivery docket from Bungo Tebo Estate dated 16-17th December 2014. - Weight bridge ticket has covered RSPO Certified status, batch number with RSPO certificate number, volume of FFB (gross and netto), transportation reference. Sample taken was Weight bridge ticket for Bungo Tebo Estate dated 16-17th December 2014.
<p>E.4.2 The site shall inform the CB immediately if there is a projected overproduction.</p>	<p>This has been covered in the Operational procedure for supply chain elements is in place i.e. SOP AA.MPM-OP.1400.17-R4 (Traceability).</p>
<p>E.5 Record keeping</p>	
<p>E.5.1 a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis. (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.)</p>	<p>Record and report demonstrating compliance are available:</p> <ul style="list-style-type: none"> - Mill Daily Production Report - Three-Monthly Mass Balance system for CPO and PK, latest update (dummy, as there is no RSPO certificate) on July-September 2014, showing Input and output of Certified and non certified product with end balance stock. <p>The tonnage and source of certified FFB received were recorded under Daily Production Report of Bungo Tebo Mill (“Laporan Harian Pabrik”). Review of record dated 16-17th December 2014 confirmed the certified FFB received from Nucleus estate/Bungo Tebo Estate and scheme smallholder were noted with today and todate of total volumes. All figures are to be reported under Mill’s Monthly Progress Report.</p> <p>The production and sales of CSPO and CSPK are recorded under Daily Production Report of Bungo Tebo Mill (“Laporan Harian Pabrik”). This also recorded in 3-Monthly mass balance system. Review of sales record for July-September 2014. Stated no sales of RSPO certified product (no RSPO Certificate yet).</p>
<p>E.5.2 In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement</p>	<p>Bungo Tebo Mill did not perform any outsourcing activity.</p>

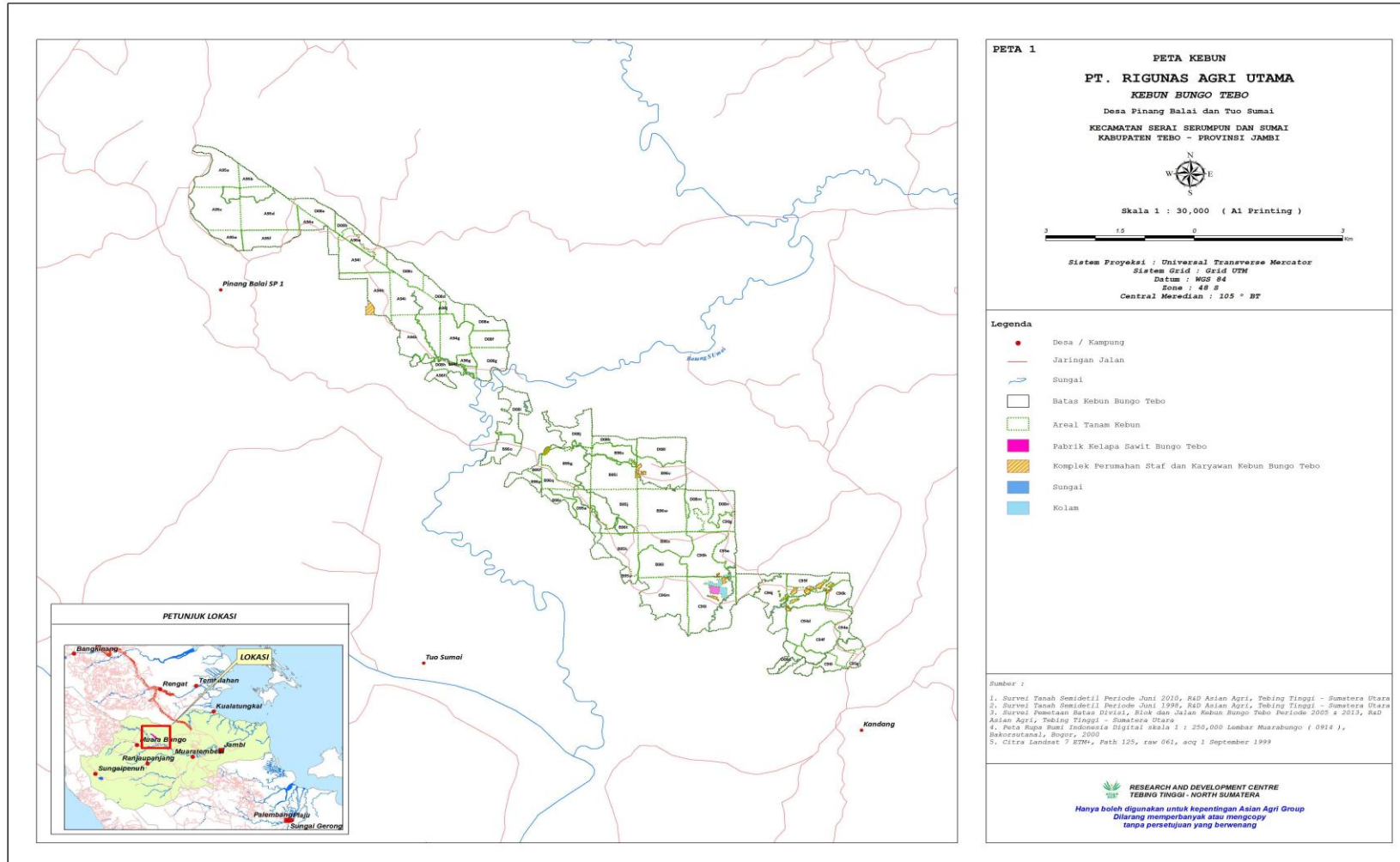
Appendix G: PT. Rigunas Agri Utama in Indonesia



Appendix G: Location PT Rigunas Agri Utama in Jambi Province



Appendix G: Location PT Rigunas Agri Utama



Appendix H: List of Abbreviations Used

AMDAL	Analisa Mengenai Dampak Lingkungan (Environmental Impact Assessment)
ASA	Annual Surveillance Assessment
BOD	Biological Oxygen Demand
CPO	Crude Palm Oil
EFB	Empty Fruit Bunch
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
HCV	High Conservation Value
IAV	Initial Assessment Visit
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
NC	Non Conformity
PK	Palm Kernel
POM	Palm Oil Mill
PPE	Personal Protective Equipment
RAU	Rigunas Agri Utama
RC	Re-Certification
RED	Renewable Energy Directive
RKL	Rencana Kelola Lingkungan (Environmental Management Plan)
RPL	Rencana Pemantauan Lingkungan (Environmental Monitoring Plan)
RSPO P&C	Roundtable on Sustainable Palm Oil Principle & Criteria
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure