

**RSPO – 3<sup>rd</sup> ANNUAL SURVEILLANCE ASSESSMENT****PT. AGRO INDOMAS  
SUNGAI PURUN PALM OIL MILL AND ITS SUPPLY BASE****Office:**

Gedung Menara Global Lt. 5  
Jl Jenderal Gatot Subroto Kav. 27, Jakarta – Indonesia

**Location:**

Km. 75 Sampit – Pangkalan Bun, Seruyan District,  
Central Kalimantan Province - Indonesia

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## Section 1. Scope of the Certification Assessment

1.1. Company Details			
<b>RSP0 Membership Number</b>	Old member: 1-0029-06-000-00 New member: 1—0175-14-000-00	<b>Date</b>	02 <sup>nd</sup> December 2014
<b>Company Name</b>	PT. Agro Indomas (Sungai Purun POM)		
<b>Address</b>	<b>Head Office:</b> Gedung Menara Global 5th Floor Jl Jenderal Gatot Subroto Kav. 27, Jakarta – Indonesia  <b>Location:</b> Km. 75 Sampit – Pangkalan Bun, Seruyan District, Central Kalimantan Province – Indonesia		
<b>Subsidiary of (if applicable)</b>	Goodhope Asia Holdings Ltd		
<b>Contact Name</b>	Mr. Wilton Simanjuntak		
<b>Website</b>	<a href="http://www.goodhopeasia.com">www.goodhopeasia.com</a>	<b>E-mail</b>	<a href="mailto:wiltons@goodhope-id.com">wiltons@goodhope-id.com</a>
<b>Telephone</b>	+62-21 52892260	<b>Facsimile</b>	-

1.2. Certification Information			
<b>Certificate Number</b>	<b>SPO 569265</b>	<b>Date</b>	18 <sup>th</sup> September 2012
<b>Scope of Certification</b>	Production of CPO and PK of PT. Agro Indomas (Sungai Purun Palm Oil Mill) and 2 (two) estates as supply base, namely Sungai Purun Estate and Sungai Rungai Estate and also 2 (two) Scheme Smallholders, namely Terawan Plasma and Bangkal Plasma. Mill capacity of Terawan POM is <b>90 tonnes FFB/hour</b> .		
Other Certifications			
<b>Certificate Number</b>	<b>Standard(s)</b>	<b>Certificate Issued by</b>	<b>Expiry Date</b>
EMS 556263	ISO 14001	BSI Indonesia	01 <sup>st</sup> October 2016
OHS 556265	OHSAS 18001	BSI Indonesia	15 <sup>th</sup> January 2018

1.3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Longitude	Latitude
Sungai Purun POM	Km. 75 Sampit – Pangkalan Bun, Seruyan District, Central Kalimantan Province - Indonesia	112° 26' 38.00" E	02° 28' 49.00" S
Sungai Purun Estate	Km 75 Sampit - Pangkalan Bun. Terawan Village, Danau Sembuluh Sub-district, Seruyan District, Central Kalimantan Province - Indonesia	112° 25' 19.078" E	2° 30' 1.195" S
Sungai Rungau Estate	Km 75 Sampit - Pangkalan Bun. Terawan Village, Danau Sembuluh Sub-district, Seruyan District, Central Kalimantan Province - Indonesia	112° 22' 20.624" E	2° 30' 0.441" S
Terawan Plasma	Terawan Village, Danau Sembuluh Sub-district, Seruyan District, Central Kalimantan Province - Indonesia	112° 25' 59.517" E	2° 32' 22.217" S
Bangkal Plasma	Bangkal, Danau Sembuluh Sub-district, Seruyan District, Central Kalimantan Province - Indonesia	112° 27' 44.759" E	2° 34' 57.504" S

1.4. Description of Supply Base						
Estate	Mature (ha)	Immature (ha)	Total Planted (ha)	Infrastructure & others (ha)	Total Hectarage	% of Planted
Sungai Purun Estate	4,110	0	4,110	691	4,801	85.60
Sungai Rungau Estate	4,055	0	4,055	283	4,338	93.47
<b>Total Estate</b>	<b>8,165</b>	<b>0</b>	<b>8,165</b>	<b>974</b>	<b>9,139</b>	
Terawan Plasma	60	310	370	0	370	100.00
Bangkal Plasma	60	0	60	0	60	100.00
<b>Total Plasma</b>	<b>120</b>	<b>310</b>	<b>430</b>	<b>0</b>	<b>430</b>	
<b>Total (Estate + Plasma)</b>	<b>8,285</b>	<b>310</b>	<b>8,595</b>	<b>974</b>	<b>9,569</b>	

1.5. Plantings & Cycle								
Estate	Age (Years)					Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	Total	Estimated (09/14 - 08/15)	Actual (09/14 - 08/15)	Forecast (09/15-08/16)
<b>I. Supply Base from own estate</b>								
S. Purun Estate	0	1,671	2,439	0	4,110	113,896	97,496	110,268
S. Rungau Estate	0	700	3,355	0	4,055	111,762	95,716	110,839
<b>Total Estate</b>	<b>0</b>	<b>2,371</b>	<b>5,794</b>	<b>0</b>	<b>8,165</b>	<b>225,658</b>	<b>193,212</b>	<b>221,107</b>
<b>II. Supply Base from Scheme Smallholders</b>								
Terawan Plasma	310	0	60	0	370	1,356	1,226	1,512
Bangkal Plasma	0	0	60	0	60	1,320	1,130	1,482
<b>Subtotal Scheme Smallholders</b>	<b>310</b>	<b>0</b>	<b>120</b>	<b>0</b>	<b>430</b>	<b>2,676</b>	<b>2,356</b>	<b>2,994</b>
<b>TOTAL CERTIFIED FFB</b>						<b>228,334</b>	<b>195,568</b>	<b>224,101</b>
<b>III. Supply Base from Independent Third/Middle Man*)</b>								21,500
<b>TOTAL SUPPLY FFB</b>								<b>245,601</b>

\*) Supply base from independent third parties/middle man is non certified FFB (Excluded from certificate scope)

<b>1.6. Certified Tonnage</b>									
<b>Mill</b>	<b>Estimated (09/14-09/15)</b>			<b>Actual (09/14-09/15)</b>			<b>Projection (09/15-09/16)</b>		
	<b>FFB</b>	<b>CPO</b>	<b>PK</b>	<b>FFB</b>	<b>CPO</b>	<b>PK</b>	<b>FFB</b>	<b>CPO</b>	<b>PK</b>
Sungai Purun POM	228,334	53,618	11,987	204,961	47,023	12,266	224,101	51,506	11,758

*Note: Projection OER (22.98 %) and KER (5.25 %)*

<b>1.7. Actual Certified Palm production</b>			
<b>MILL</b>	<b>Capacity</b>	<b>CPO (tonnes)</b>	<b>PK (tonnes)</b>
Sungai Purun POM	90 tonnes FFB/hour	47,023	12,226

<b>1.8. Actual Sales of certified Palm Product</b>			
<b>MILL</b>	<b>Certified CPO Sold</b>	<b>Certified PK Sold</b>	<b>Remarks</b>
Sungai Purun POM	22,125	0.00	Sales of certified product in GreenPalm

<b>1.9. Actual Certified FFB received Monthly (Tonnes)</b>											
<b>Month</b>	<b>Sungai Rungau Estate</b>	<b>Sungai Purun Estate</b>	<b>Terawan Plasma</b>	<b>Bangkal Plasma</b>	<b>Total from its supply base</b>	<b>Received FFB Certified from Terawan POM supply base within PT. Agro Indomas</b>					<b>Total FFB/Month</b>
						<b>Lampasa Plasma</b>	<b>Lampasa Estate</b>	<b>Terawan Estate</b>	<b>Teluk ulin Estate</b>	<b>Total</b>	
September 2014	6,400	6,039	86	89	12,614	0	238	263	230	731	13,345
Oktober 2014	6,876	6,586	94	79	13,635	8	403	298	176	885	14,520
November 2014	7,311	7,447	110	95	14,963	0	484	490	235	1,209	16,172
December 2014	9,109	8,209	110	78	17,506	0	0	0	0	0	17,506
Januari 2015	8,830	8,561	104	88	17,583	0	333	261	156	750	18,333
Pebruari 2015	7,363	7,095	67	70	14,595	0	0	0	0	0	14,595
Maret 2015	8,608	8,894	97	97	17,696	0	0	10	0	10	17,706
April 2015	8,633	9,304	107	118	18,162	0	109	81	67	257	18,149
Mei 2015	7,921	9,058	91	119	17,189	0	1,115	993	865	2,973	20,162
Juni 2015	9,875	11,274	153	123	21,425	0	623	608	459	1,690	23,115
Juli 2015	7,538	8,116	124	109	15,887	0	167	186	212	565	16,452
Agustus 2015	7,252	6,913	83	65	14,313	0	103	105	115	323	14,636
<b>TOTAL</b>	<b>95,716</b>	<b>97,496</b>	<b>1,226</b>	<b>1,130</b>	<b>195,568</b>	<b>8</b>	<b>3,575</b>	<b>3,295</b>	<b>2,514</b>	<b>9,393</b>	<b>204,961</b>

## 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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Senniah Appalamy: senniah.appalamy@bsigroup.com  
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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 surveillance assessment was conducted from 11<sup>th</sup> – 14<sup>th</sup> 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.

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. This report was internally reviewed by Mr. Sabar Kembaren.

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

Name (Mill / Supply Base)	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Sungai Purun POM</b>	X	X	X	X	X
Sungai Purun Estate	X	X	X	X	X
Sungai Rungau Estate	X	X	X	X	X
Terawan Plasma	X	X	X	X	X
Bangkal Plasma	X	X	X	X	X

**Tentative Date of Next Visit:** 01/07/2016

**Total No. of Mandays:** 8 Mandays

**BSI Assessment Team comprises of:**

**Haeruddin – Assessor (Lead Auditor)**

He holds Bachelor Degree in Forest Management, graduated from Hasanuddin University on 1994. He has 16 years of work experience in forest concession, forestry industry and the latest is within Oil Palm Plantation in Indonesia. He experiences as auditor for several sustainability standard including FSC, UTZ, Organic Farming, 4C, ISPO and RSPO. He completed the ISO 9001 Lead Auditor Course; ISPO Lead Auditor endorsed Course, RSPO Lead Auditor Course, and also completed ISCC, RSPO SCCS, RSPO RED course, etc. He had been involved in RSPO auditing since November 2010 in more than various companies in Malaysia, Thailand and Indonesia. During this assessment, he assessed on the aspects of legal and estate best practices.

**Pratama Sedayu- Team member**

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 covering assessment against RSPO P&C in Indonesia and Malaysia. He completed the ISO 9001, OHSAS 18001 Lead Auditor Course, HCV Identification and Management; ISPO Lead Auditor endorsed Course and RSPO Lead Auditor Course. During this assessment, he assessed on the aspects of legal, estate best practices, Environmental aspect and OHS.

**Doni – Team member**

He holds Master degree in Sociology and Community science, graduated from Bogor Agriculture University. He has experience in research and consultant of Social-Economy for Agriculture and Forestry between 2002 and 2006. He also has experience conducting several assesment in relation to Forestry performance indicator. Since 2011 he is actively involves in Certificatoin audit in Indonesia as Auditor/team member for Sustainable Natural Forest Management under Indonesia Forestry Department, ISPO certification under Indonesia Agriculture Department, and RSPO Certification. He completed the Auditor traning course for Sutainable Natural Forest Management (PHPL), ISPO, as well as in-house training for RSPO. During this assessment, he assessed on the aspects of social community engagement, stakeholder consultation, and Smallholder audits. He is fluently speaking in Bahasa Indonesia.

**Accompanying person: 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 Agro Indomas demonstrates a challenging time bound plan to certify its entire mill and supply bases, there is no change of time bound plan. Audit team found that the company has strong commitment to implement time bound plan and comply with the time bound plan.

BSI also assessed the requirement for partial certification and concluded that:

1. There are no unresolved significant land disputes.
2. No replacement of primary forest or loss of HCV. New land acquisition follows the RSPO NPP process including public notification of new planting.
3. No labour disputes that are not being resolved through an agreed process.
4. No evidence of noncompliance with law noted.

#### 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 surveillance assessment there was a minor nonconformity raised and one observation. The certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted. The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment.

Non-Conformity		
NCR #	Description	Category (Major/Minor)
1220771N1	<b>Requirements</b> Indicator 4.8.2 Records of training for each employee shall be maintained.	Minor
	<b>Evidence of Nonconformity</b> Based on document review upon individual training record at Training centre, training record for each employee from Sungai Purun POM, Sungai Rungau Estate and Sungai Purun Estate has not been updated. There are numbers of worker have joined training, but their training record has not being updated.	
	<b>Statement of Nonconformity</b> Training record for each employee has not been updated.	

Observation	
OBS #	Description
1220771N1	Indicator 4.7.2 The company to consider re-painting visitor walk ways.

Positive Findings	
PF #	Description
1	There was noted land disputes within this year, it was completely compensated

Issues Raised by Stakeholders	
OBS #	Description
1	<b>Issue:</b> There is no sexual harassment and violence was noted up to now
	<b>Management Response:</b> Positive comment
	<b>Auditor Team Findings:</b> Based on interview with Gender Committee and women workers, it was found that no any sexual harassment and violence was noted so far.
2	<b>Issue:</b> There are some of employees has not registered in "BPJS Kesehatan" / New Indonesian Health Insurance program for worker.
	<b>Management Response:</b> The company has proposed all workers in BPJS Kesehatan Program, some of them have not registered yet due to not fulfill the requirement of National ID-Card has not registered in Central Government yet. The company will assist them and target it the "BPJS Kesehatan" for all workers will be done at the end of August 2015.
	<b>Auditor Team Findings:</b> BPJS Kesehatan / Health Insurance is a new policy from Central Government which has just launched for workers and some company still in progress to register their workers. The company response is accepted and it will be verified in the next surveillance assessment.
3	<b>Issue:</b> No discrimination was noted so far
	<b>Management Response:</b> Positive comment
	<b>Auditor Team Findings:</b> Based on interview with Labour Union and workers, it was no noted discrimination, the company treat all workers equally.
4	<b>Issue:</b> The company has CSR program which help local community development
	<b>Management Response:</b> Positive comment
	<b>Auditor Team Findings:</b> Based on interview with Head of villages, the company's CSR Programme has delivered well.
5	<b>Issue:</b> No any land dispute was noted since last year
	<b>Management Response:</b> Positive comment
	<b>Auditor Team Findings:</b> Based on document review and interview with head of villages confirmed that no any land dispute noted since last year.
6	<b>Issue:</b> Agreement with local contractor is fair and transparent and paid timely manner
	<b>Management Response:</b> Positive comment
	<b>Auditor Team Findings:</b> Based on document review of legal contract and interview with local contractor confirmed that agreement with contractor is fairly and transparent.

**3.4. Status of Nonconformities Previously Identified and Observations**

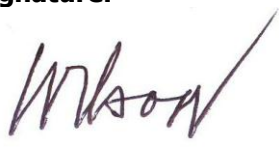
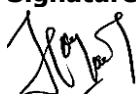
Non-Conformity		
NCR #	Description	Category (Major/Minor)
1093824N1	<b>Requirements</b> RSPO P & C INA – NIWG, 2008 - Indicator 4.7.4 Regular health examination by a doctor for workers in station or exposed to high risk work.	Minor
	<b>Evidence of Nonconformity</b> Document review upon medical check up record of sampled staff and admin in Lampasa Estate, Sungai Rungau Estate and Sungai Purun Estate	
	<b>Statement of Nonconformity</b> PT Agro Indomas has not performed a regular medical check-up for all employees, to be in compliance with Peraturan Menteri Tenaga Kerja No.2 Tahun 1980 related to "Pemeriksaan Kesehatan Tenaga Kerja dalam Penyelenggaraan Keselamatan Kerja" - Medical check up for employee for occupational safety management; in which prescribed medical check up for employee once per year at minimum (chapter 3).	
	<b>Action taken:</b> Company has programmed and implemented the annual medical check up for all workers at Sungai Purun Estate, Sungai Rungau Estate and Sungai Purun POM. Record seen and sample taken:  Sungai Purun: 297 workers have been checked up to August 2015. Mr.Miswan, Mr. Ngaturin – harvester; Sungai Rungau: 249 workers have been checked between November 2014 – August 2015, Mr.Zatmey, Mr.Agus Purwanto; Mr. Ngatimin, genset operator SRE has been checked with audiometric test on 7-8 <sup>th</sup> October 2014.	
	<b>Closed?</b> <b>YES</b>	
1093824N2	<b>Requirements</b> RSPO P & C INA – NIWG, 2008 - Indicator 4.7.9 Workers trained in first aid should be present in both field and mill operations	Minor
	<b>Evidence of Nonconformity</b> Document review upon training record and certificate on first aider.	
	<b>Statement of Nonconformity</b> PT Agro Indomas was not able to demonstrate licensed first aider from local manpower office for mill and/or estate, as requested in Peraturan Menteri Tenaga Kerja No.15 tahun 2008 related to "Pertolongan Pertama pada Kecelakaan" – First aid for accident.	
	<b>Action taken:</b> Company has trained Mr.David as trained and licensed first aider at Sungai Rungau Estate; License No.560/17/Disnakertranspar/P3K/II/2015 an Mr.Sutikno at Sungai Purun POM No.560/08/Disnakertranspar/P3K/II/2015. The license valid for 3 years	
	<b>Closed?</b> <b>YES</b>	

Observation	
OBS #	Description
1	RSPO P & C INA-NIWG, 2008 - Indicator 4.7.2 Based on field visit and interview with local community of Desa Paren and Desa Lampasa, company need to be improving local people awareness in relation to HCV area management.

	<p><b>Action taken:</b> Posters and signs indicating the presence of protected species are available on various premises. PT Agro Indomas has communicated the status of HCV in the plantation to Terawan village on 9<sup>th</sup> December 2014, in head of village office, where 20 local communities participated; minutes of meeting and attendance list evident.</p>
2	<p>RSPO P &amp; C INA-NIWG, 2008 - Indicator 5.5.4 Lampasa Estate, Sungai Rungau Estate and Sungai Purun Estate need to follow relevant regulation related to placement of fire extinguisher.</p> <p><b>Action taken:</b> The company has relocated fire extinguisher refer to relevant regulation</p>

**3.5. Status of Non Conformities**

Reference	Category	Issued	Closed
A701839/1	Minor	17/03/2012	21/09/2013
A 701839/2	Minor	17/03/2012	21/09/2013
970468M3	Major	21/09/2013	20/11/2013
970468M4	Major	21/09/2013	20/11/2013
970468M5	Major	21/09/2013	20/11/2013
970468M6	Major	21/09/2013	20/11/2013
970467N1	Minor	21/09/2013	13/09/2014
109824M1	Major	13/09/2014	22/10/2014
109824N1	Minor	13/09/2014	14/08/2015
109824N2	Minor	13/09/2014	14/08/2015
1220771N1	Minor	14/08/2015	"Open"

<b>Assessment Conclusion and Recommendation</b>	
The auditors conclude that PT. Agro indo Mas Sungai Purun POM and its supply base are complying with the RSPO certification system 2007, RSPO Generic Standard 2013 and RSPO SCCS 2014.	
Its recommend to extend the RSPO certificate for Sungai purun POM and and its supply base	
<b>Acknowledgement of Assessment Findings by PT. Agro Indomas – Sungai Purun POM</b>	<b>Report Prepared by</b>
<b>Name:</b> Wilton Simanjuntak	<b>Name:</b> Haeruddin
<b>Company name:</b> PT. Agro Indomas	<b>Company name:</b> PT. BSI Indonesia
<b>Title:</b> RSPO Manager	<b>Title:</b> Lead Auditor
<b>Signature:</b> 	<b>Signature:</b> 

*Appendix "A"*  
*Summary of Finding*

Criterion / Indicator	Assessment Findings	Compliance
<b>PRINCIPLE 1: COMMITMENT TO TRANSPARENCY</b>		
<b>Criterion 1.1:</b> Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.		
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.  - Minor compliance -	<p>The company has updated request information and response mechanism as documented in "procedure Komunikasi, Partisipasi dan Konsultasi" no. IMS. P06 Rev.01 Dated 30<sup>th</sup> January 2015, the procedures regulated that all request informations will be responded within 14 working days and retention time at least 3 years.</p> <p>Requests for information are responded by the department concerned in accordance with their authority. The company has developed a matrix describing the status of each information request and responsible/authorized department to respond into. Records of response of request information documented in the same book, consist of person handle the request, information given and acknowledgement from the person in-charge and signature. During audit found that all request information has been responded as mentioned above timely manner e.g. request information from Lampasa villagers on 31<sup>st</sup> July 2015 asking potable water supply to them and the company response it in the same day and request information from Lampasa Head of Village on 1<sup>st</sup> July 2015 related providing electrical pole in Lampasa Village and it has been responded on 6 July 2015.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
1.1.2	<p>Records of requests for information and responses shall be maintained.</p> <p>- Major compliance -</p>	<p>Information request and company response's is recorded in log book "Buku Komunikasi dan Permintaan Informasi" by each department which covers information request related to labour, corporate social responsibility (CSR) programme, social, legal, environmental and occupational health and safety. The log book records date of information, information recipient, the information/message, type of information request (with from internal or external), means of communication (letter or direct message or telephone call) and company response – including person in charge and date of response</p> <p>During audit found that all request information has been responded as mentioned above timely manner e.g, request information from Lampasa villagers on 31<sup>st</sup> July 2015 asking potable water supply to them and the company response it in the same day.</p>	Yes
<p><b>Criterion 1.2:</b>            Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p>			

Criterion / Indicator	Assessment Findings	Compliance
<p>1.2.1 Publicly available documents shall include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> <li>• Land titles/user rights (Criterion 2.2);</li> <li>• Occupational health and safety plans (Criterion 4.7);</li> <li>• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8);</li> <li>• HCV documentation (Criteria 5.2 and 7.3);</li> <li>• Pollution prevention and reduction plans (Criterion 5.6);</li> <li>• Details of complaints and grievances (Criterion 6.3);</li> <li>• Negotiation procedures (Criterion 6.4);</li> <li>• Continual improvement plans (Criterion 8.1);</li> <li>• Public summary of certification assessment report;</li> <li>• Human Rights Policy (Criterion 6.13).</li> </ul> <p>- Major compliance -</p>	<p>The company had determined that documents can be accessed by the public (Procedure control of Record), such as Legal Documents, Documents of Social and Environmental, P2K3 and Employment.</p> <p>The company holds copies of HGUs in estate and originals are in Head Office in Jakarta. PT Agro Indomas Plantation Operation Permit which are located in Estates and can be made publicly available on request. HGU documents which are publicly available in all estates were sighted during this initial certification audit. These are long term leases on Government land and therefore land use titles are readily available.</p> <p>The Company holds appropriate legal requirement for 5 (five) oil palm company estates including plasma estates and both mills of Terawan and Sungai Purun . Overall company hold nine parcels of land ranging from - the largest at 12,000 hectares to - the smallest at 4.1 hectares. List of legal requirement related to land was sighted during the audit e.g. (1) Ijin Lokasi No. 22.460.52 dated 5/9/1996 from BPN East Kotawaringin (12,000 ha), (2) No. 02.460.42 dated 3/2/1999 from BPN Kotim (3,860 ha), (3) No. 102/2005 dated 30/4/2005 from Bupati Seruyan (3,000 ha), (4) No. 4/2006 dated 17<sup>th</sup> January 2006 from Bupati Seruyan (1,300 ha), (5) No. 211.460.42 dated 5<sup>th</sup> March 2005 from Bupati Kotawaringin Timur (1,000ha), and four others site permits. PT Agro Indomas holds Plantation Business permit (Ijin Usaha Perkebunan) i.e. Surat Keputusan Bupati Seruyan No. 525/342/EK/2007 dated on 31<sup>st</sup>October 2007 covering 20.500 hectares and 2 (two) palm oil mills ,each with a capacity of 90 Tonnes FFB/hour. Currently, The company holds two HGU certificates and three HGB certificates, i.e. HGU No. 7 dated 6<sup>th</sup> August 1998 (12,104ha), HGU No. 8 dated 9<sup>th</sup> October 2003 (3,760 ha), HGB No. 1 dated 15<sup>th</sup>December 1998, HGB No. 2 dated 30<sup>th</sup>October 1999, and HGB No. 6 dated 1<sup>st</sup> September 1998. The remaining land is in the process of HGU issuance. Records available on file "RSPO P 1.2./P 2.2. Land Acquisition" – Land titles are to be made available publicly.</p> <p>The company has been providing environmental documents such as:</p> <ol style="list-style-type: none"> <li>1. AMDAL; approved on 08<sup>th</sup> June 1998 by Minister of Agriculture (Letter No. 20/ANDAL/RKL-RPL/ BA/ VI/1998 for the development of 12,000 hectares oil palm estate and a POM of capacity 60 Ton FFB per hour</li> <li>2. Revised AMDAL; No. 188.44/281/2007 dated 22 June 2007, approved by Governor of Central Kalimantan for 19,860 ha and an additional mill capacity from 60 to 90 tons FFB an hour.</li> </ol>	<p style="text-align: center;">Yes</p>



Criterion / Indicator	Assessment Findings	Compliance
	<p>3. Report of Environment Management and monitoring Plan (RKL/RPL), which is periodically reported to the Environment Agency Seruyan District, such as Report of Environment Management and Monitoring for the period of January 2013 – June 2013 which was sent to the Environment Agency Seruyan District. Identification of High Conservation Value report compiled in 2010 by Faculty of Forestry IPB.</p> <p>Records of social activities include Social impact assessment prepared by Faculty of Forestry IPB in 2011; Plan and the realization of the CSR program, e.g. capacity building; training and procurement of a motorcycle repair shop, training for farmers; and Livelihood Program; empowerment of communities through the cultivation of chicken and fish. There are records of requests for assistance which if accepted records are in place of any social activities. There is a monthly report on Social Activities including Community Development, Schools, Sporting, etc for which funding is made available at the discretion of Senior Management. Copies of such activities are available.</p> <p>The company OHS Policy is available on the website and is mounted on notice boards widely available throughout the company operations. The company had a Health and Safety Plan for the years of 2012/2013. The Plan provided details of strategic objectives, target, and an Action Plan for their implementation and achievement. The policy which is available is now widely accessible in all work areas and circulated to all employees and contractors. (1.2.5). There is a continuous improvement plan prepared as a result of all internal audits and inspections which are monitored to determine progress against set targets. All records of requests for information are kept for a minimum of three years. The Continuous Improvement Plan is documented in the ISO 14001 EMS.</p> <p>The Company has provided a list of documents that can be accessed by the public, both in the General Manager Office (GMO) or in the Estate offices..The Company has set the retention time of the document through a SOP Communication and Control of Records Procedure (EMS-P11) which was approved on 01/07/2010 with the retention time of the document specified for 3 years, except for legal documents, which is determined by related permits or regulations.</p>	
<p><b>Criterion 1.3:</b>            Growers and millers commit to ethical conduct in all business operations and transactions.</p>		

Criterion / Indicator		Assessment Findings	Compliance
1.3.1	<p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p> <p>- Minor compliance -</p>	<p>The company has "Code of ethical conduct and integrity in business, 2015", is stated: the ethical behaviour, integrity, honestly, trusted, and prohibition of all forms of corruption, bribery in the conduct or transaction of business practices.</p> <p>The company has communicate this code of conduct to employess, e.g, socialization on 11<sup>th</sup> July 2015 (attended 18 workers), on 5 - 6 August 2015 (attended 45 workers). Based on interview with workers, it was found they aware and understand this ethical code.</p>	Yes
<b>PRINCIPLE 2: COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS</b>			
<b>Criterion 2.1</b>			
There is compliance with all applicable local, national and ratified international laws and regulations.			

Criterion / Indicator		Assessment Findings	Compliance
2.1.1	<p>Evidence of compliance with relevant legal requirements shall be available.</p> <p>- Major compliance -</p>	<p>The company hold the legal permit, such as:</p> <ol style="list-style-type: none"> <li>1. Izin Lokasi (Location permit): <ul style="list-style-type: none"> <li>➤ No. 178.482, dated 12<sup>th</sup> January 1995, jo. No. 08.460.42, Dated 16<sup>th</sup> December 1996 (<b>±12.000 ha</b>), approved by by BPN Kab. Kotawaringin Timur.</li> <li>➤ No. 02.460.42, dated 3<sup>rd</sup> February 1999 (<b>± 3.860 ha</b>), approved by BPN Kotawaringin Timur.</li> <li>➤ No. 102, 2005, dated 30<sup>th</sup> April 2005 (<b>± 3,000 ha</b>), approved by BPN Kab. Kotawaringin Timur.</li> <li>➤ No. 211.460.42, dated 5<sup>th</sup> March 2005 (<b>± 1,000 ha</b>), approved by Bupati Kotawaringin Timur.</li> <li>➤ No. 04, 2005, dated 17<sup>th</sup> January 2006 (<b>± 1,300 ha</b>), approved by Bupati Kotawaringin Timur.</li> <li>➤ No 92 Tahun 2007, dated 19<sup>th</sup> April 2007, jo No. 88, dated 4<sup>th</sup> March 2013, jo No. 188.45/170/2014, dated 14<sup>th</sup> April 2014 (<b>Seluas ± 752 ha</b>), approved by Bupati Seruyan.</li> </ul> </li> <li>2. Izin Usaha Perkebunan/IUP (Operational business Permit) <ul style="list-style-type: none"> <li>➤ No. 77, 2004, dated 22<sup>nd</sup> June 2004 (<b>± 17,500 ha</b>), approved by Bupati Kotawaringin Timur, addendum IUP No. 77, Year 2014 as Decision Letter No. 525/342/EK. 2007, dated 31<sup>st</sup> October 2007 become <b>± 20,500 ha</b> with 2 Palm Oil Mill, the capacity each mill is 90 Ton FFB/hour from Bupati Seruyan (This addendum issued due to unfoldment Seruyan District from Kotawaringin District).</li> <li>➤ No. 525.26/469/VIII/EKBANG/2007, dated 28<sup>th</sup> August 2007 (<b>± 1,000 ha</b>), approved by Bupati Kotawaringin Timur.</li> </ul> </li> <li>3. Hak Guna Usaha/HGU (Land Tittles) <ul style="list-style-type: none"> <li>➤ No. 12/HGU/BPN/1998, dated 6<sup>th</sup> April 1998 "tentang Pemberian HGU atas nama PT. Agro Indomas di Kabupaten Seruyan, Prov. Kalimantan Tengah", Land Certificate no. 07 dated 6<sup>th</sup> August 1998 (12,104 ha).</li> <li>➤ No. 24/HGU/BPN.2000/A/20, dated 8<sup>th</sup> August 2003 "tentang Pemberian HGU atas nama PT. Agro Indomas di Kabupaten Seruyan, Prov. Kalimantan Tengah", Land Certificate No. 08, dated 9<sup>th</sup> October 2003 (3.760,24 ha).</li> </ul> </li> </ol>	Yes

Criterion / Indicator	Assessment Findings	Compliance
	<p>4. Izin Pelepasan Kawasan Hutan (Forest Conversion Permit) for some areas of PT. Agro Indomas which included in forest area No. 499/Kpts-II/1997 from Forestry Ministry Republic of Indonesia for ± 11,930 ha.</p> <p>5. AMDAL (SEIA); The initial Environmental Impact Assessment - AMDAL approved by Minister of Agriculture through letter No.20/ANDAL/RKL-RPL/BA/VI/1998 for the development of ± 12,000 Ha oil palm estate and a POM of capacity 60 tonnes FFB per hour. Renewal AMDAL in 2006 for areas ± 19.860 ha and increasing mill capacity from 60 tonnes FFB/ hour to 90 tonnes FFB/hour, it was approved by The Governor of Central Kalimantan through letter No.188.44/281/2007 dated 22<sup>nd</sup> June 2007 and SEIA "Dokumen Pengelolaan Lingkungan Hidup - DPLH" No.660/14/BLH/X/2011 for area of 2,052 Ha under Terawan village.</p> <p>Sungai Purun Mill:            Mill machinery permit:</p> <ul style="list-style-type: none"> <li>- Sterilizer 1, 2, 3 and 4 No. 18/KAB/H.0005A, 18/KAB/H.0006A, 18/KAB/H.0007A and 18/KAB/H.0008A, dated 10<sup>th</sup> May 2007, last inspection on 28<sup>th</sup> August 2014.</li> <li>- Bejana Uap BPV No. 18/Kab/H.003 A, dated 10 March 2007, last inspection by "Dinas Tenaga kerja, Transmigrasi dan Pariwisata Kabupaten Seruyan" on 28<sup>th</sup> August 2014.</li> <li>- Bejana Uap Steam Separator 1 and 2, No. 18/KAB/H.0009A and 18/KAB/H.00010A, dated 10<sup>th</sup> May 2007, last inspection 28<sup>th</sup> August 2014.</li> <li>- Ketel Uap No. 1 nd 2, no 18/KAB/H.0001A and 18/KAB/H.0002A, dated 10<sup>th</sup> May 20107, the last inspection on 28<sup>th</sup> August 2014.</li> <li>- Izin Pemakaian Bejana Tekan, no. 560/350/Nakertrans/V/2007, dated 10<sup>th</sup> May 2007, last inspection 28<sup>th</sup> August 2014.</li> <li>- Izin Pemakaian Turbin Uap no. 560/354/Nakertrans/V/2007, dated 10<sup>th</sup> May 2007, last inspection 28<sup>th</sup> August 2014.</li> <li>- Izin Instalasi Listrik no. 560/352/Nakertrans/V/2007, dated 10<sup>th</sup> May 2007, last inspection 28<sup>th</sup> August 2014</li> </ul> <p>Based on review of legal documents in mill, it was found that all permits still valid and it have been inspected by the local authority</p>	

Criterion / Indicator		Assessment Findings	Compliance
2.1.2	A documented system, which includes written information on legal requirements, shall be maintained.  - Minor compliance –	There is a documented system registering all relevant legal requirements to which the company must comply, and also there is a document of "Legal Register" edition April 2012 has been established, which includes relevant Environmental regulation, Plantation permit, etc. The list would be reviewed once a year by the EHS Department and all relevant department, updated as necessary.  Evaluation of compliance for all regulation and other requirement related to environment, health and safety, manpower and land tenure has been performed ("Evaluation of Compliance")	Yes
2.1.3	A mechanism for ensuring compliance shall be implemented.  - Minor compliance –	The EHS department receives regular updates of any legal changes which may affect company operation. There are staffs nominated to ensure that any changes are noted and acknowledged by management. The company receives information of changes in regulations from a number of sources. This includes company lawyers, Manpower office, Agriculture and Plantation service and Forestry service and others. This is then circulated and cascaded to relevant department within the company, which might affected by these changes	Yes
2.1.4	A system for tracking any changes in the law shall be implemented.  - Minor compliance –	There is a rigorous internal audit process which includes a review of laws and their compliance. There is no evidence of critical legal non compliance as a result of internal audit. Each department has to demonstrate evidence of compliance and/or effort in complying with these legal/regulatory requirements. This includes manpower regulation fulfilment, environmental reporting, health and safety reporting and other legal/regulatory requirements. Evidence of documented mechanism on the compliance with relevant regulation was sighted in terms of Legal Requirements and Evaluation Compliance, It was verified that list of legal requirement is updated regular!	Yes

**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.

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 -	The company has obtained land titles (Hak Guna Usaha/HGU), such as: ➤ No. 12/HGU/BPN/1998, dated 6 <sup>th</sup> April 1998 "tentang Pemberian HGU atas nama PT. Agro Indomas di Kabupaten Seruyan, Prov. Kalimantan Tengah", Land Certificate no. 07 dated 6 <sup>th</sup> August 1998 (12,104 ha). ➤ No. 24/HGU/BPN.2000/A/20, dated 8 <sup>th</sup> August 2003 "tentang Pemberian HGU atas nama PT. Agro Indomas di Kabupaten Seruyan, Prov. Kalimantan Tengah", Land Certificate No. 08, dated 9 <sup>th</sup> October 2003 (3.760,24 ha).	Yes
2.2.2	Legal boundaries shall be clearly demarcated and visibly maintained.  - Minor compliance –	The company demonstrates to ensure all legal boundaries to be clearly demarcated and maintained in the form of boundary pegs. These pegs are also mapped with the relevant marker number in each estate along with GPS tracking. The company is to ensure all operating unit consistently carry out monitoring of boundary markers regularly and this is recorded	Yes
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 –	PT Agro Indomas, through Personil Assistant (PA) is documenting all land disputes. The documentation and resolution process covers claimant document, resolution process, verification result, participative land measurement, agreement between parties (if come to consensus). The map of land disputed is available with PA and Public relation officer, inscribing the location and block location of disputed area, claimant identity, hectare claimed, etc. Record of land compensation, such as "Berita Acara Kompensasi", receipt, and photograph are available in premises. No any land disputes was noted during this year.	Yes
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 –	PT Agro Indomas has settled most of the area under HGU moments back. The company has not acquired any new land recently apart from some approaches for land of customary owners to turn their land into the plasma scheme. The company holds a copy of the land compensation paid to the landowners, including the amount paid for the commercial land (e.g. commercial-rubber tree) with the recipient and witness signatures. Since 2003, the company implements a new policy which required more detailed documents including photographs of the recipients and witnesses	Yes

Criterion / Indicator		Assessment Findings	Compliance
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 –	Land dispute resolution mechanisms and how to handle the new planting area have been developed in consideration to the law and the ongoing reconciliation process. PT Agro Indomas has developed procedures related to the land resolution such as: Land Compensation Payment process (LCD 2.4, dated 15 <sup>th</sup> August 2010), Measurement of Land for Compensation (LCD 3.1, dated 15 <sup>th</sup> August 2010), Overlapping Land (LCD 2.3, dated 15 <sup>th</sup> August 2010). The interviews with some community leaders of Lampasa villages also stated that the company has socialized to them on the procedures. Local community basically approved the compensation mechanism. Interview with stakeholder from Badan Pertanahan Nasional, currently no dispute come into attention.	Yes
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 -	No any land dispute was noted and so far, no any land conflict was noted	Yes
<b>Criterion 2.3</b>			
Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.			
2.3.1	Maps of an appropriate scale showing the extent of recognised 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 –	There was no noted any land disputes during assessment and maps of land which have been compensated is available in appropriate scale in term of GIS database.	Yes

Criterion / Indicator		Assessment Findings	Compliance
2.3.2	<p>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:</p> <ul style="list-style-type: none"> <li>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;</li> <li>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;</li> <li>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.</li> </ul> <p>- Minor compliance -</p>	<p>Copies of land compensation documents is available in GM office, the documents consist of "Berita Acara Kompensasi" receipt, and photograph are available in premises</p>	Yes
2.3.3	<p>All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p> <p>- Minor compliance -</p>	<p>All information related to oil palm development, social-economic and environmental impact assessment, HCV assessment and procedure for land compensation is available in Bahasa Indonesia.</p>	Yes



Criterion / Indicator		Assessment Findings	Compliance
2.3.4	<p>Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel.</p> <p>- Major coimpliance -</p>	<p>Land dispute resolution mechanisms and how to handle the new planting area have been developed by considering the law and the ongoing reconciliation process. the company has developed procedures related to the land resolution such as: Land Compensation Payment process (LCD 2.4, dated on 15/08/2010), Measurement of Land for Compensation (LCD 3.1, dated on 15/08/2010), Overlapping Land (LCD 2.3, dated 15/08/2010). The interviews with local communities also stated that the company has socialized to them on the procedures.</p>	Yes
<b>PRINCIPLE 3: COMMITMENT TO LONG-TERM ECONOMIC AND FINANCIAL VIABILITY</b>			
<b>Criterion 3.1</b>			
There is an implemented management plan that aims to achieve long-term economic and financial viability.			
3.1.1	<p>A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders.</p> <p>- Major compliance -</p>	<p>PT Agro Indomas holds a long term working plan for at least three years i.e. PT Agro Indomas 3 (three) year's Business Plans and Budgets, dated as at 19<sup>th</sup> January 2012; this includes crop projection for up to April 2014 – March 2015, Oil Extraction Rate, Cost of Production, Price forecasts, financial indicators, including People Engagement and Recognition cost to speed up workers housing repair and maintenance. The cost of production has been reviewed and compared against expenditure each year with projects in place for future years. This includes production costs per tonne of Crude Palm Oil. The plan is reviewed on a yearly basis at least. The plan includes: Ensuring sourcing best quality planting materials with improved yields, FFB trends taking into consideration replanting, crop maturity and future extraction rates.</p> <p>SPE:            Crop budget 2015/2016 – 2017/2018 is available. The crop budget 2015/2016 is 115,249 tons; the crop budget 2016/2017 is 101,943 tons; the crop budget for 2017/2018 is 114,281 tons.</p> <p>SRE:            Budget upkeep is available. Crop budget 2015/2016 – 2017/2018 is available. The crop budget 2015/2016 is 114,880 tons; the crop budget 2016/2017 104,085 tons; the crop budget for 2017/2018 is 115,166 tons.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
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. - Minor compliance -	The plantation age profile consists of relatively young oil palm. Replanting programme has not been prepared Sungai Rungau. The earliest planting in Sungai Rungau was back in 1998/1999, the next replanting is planned at least 2024. Wherever possible PT Agro Indomas makes attempts to improve practices based on any information on developments and improvements in the industry. This is to help improve and increase yields and ongoing viability.	Yes
<b>PRINCIPLE 4: USE OF APPROPRIATE BEST PRACTICES BY GROWERS AND MILLERS</b>			
<b>Criterion 4.1</b> Operating procedures are appropriately documented, consistently implemented and monitored.			
4.1.1	Standard Operating Procedures (SOPs) for estates and mills shall be documented.  - Major compliance -	PT Agro Indomas is referring to Agricultural Policies. These Agricultural Policies divided for policies for nursery, land clearing and development, upkeep of immature and mature palm. Each policy developed into Standard Operating Procedures for estate from land clearing to harvesting. This is in the form of a document which includes all relevant SOPs as required. The SOPs are available to all managers and assistants in the estate office, the SOPs covering nursery, land clearing, road system, water management, planting density, soil and water conservation, LCC application, planting technique, immature maintenance, ablation, yield projection, canopy management, fertilizer application, fertilizer sampling, field sampling for nutrient analysis, palm census, infilling palm, thinning out, weeding, POME application, oil palm planting on organic soil, fire prevention, terrace planting, transport FFB, harvesting, etc. All SOP also defines the safe working practices and environmentally friendly method in each activity to be performed.  There are Standard Operating Procedures (SOPs) in place with all operational areas of the mill. They are strategically placed in the specific work areas. These SOPs include all operational areas from reception of FFB to dispatch of CPO. These include reference pictures and photographs demonstrating correct techniques for each area of operations. There are mechanisms in place to ensure all SOPs are followed. With regards to mills, evidences for implementation of SOPs are provided by the completion of log books and operating records which are collected and reviewed by the Mill Engineer.	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.1.2	<p>A mechanism to check consistent implementation of procedures shall be in place.</p> <p>- Minor compliance –</p>	<p>There are specific department performing control and monitoring over field work quality and SOP implementation. Each department do focus on different aspect/activity. Agronomy department carries out daily inspection for all aspects related to oil palm plantation upkeep. Quality Control team is to monitor the quality of operational activities such as fertilizer application quality, weeding regime, harvesting quality, FFB ripeness and pruning quality. Records are maintained of all the implementation in the form of upkeep records, pruning, fertiliser application, harvesting method and all relevant applications of these SOPs. The company has EHS team to monitor the OHS and EMS performance.</p> <p>In addition, Field walk report from Plantation Manager covering harvesting ration, frond placing, FFB loses, upkeep, pruning is performed on regular basis.</p> <p>Records are maintained of any scheduled inspection to ensure each area is operating efficiently and that any breakdowns or other operating issues are reported</p> <p>Agronomy conducted daily inspection on crop quality and block inspection.</p>	Yes
4.1.3	<p>Records of monitoring and any actions taken shall be maintained and available, as appropriate.</p> <p>- Minor compliance –</p>	<p>Estate and mill keeps record of daily quality inspection.</p> <p>SPE: Agronomy conducted daily inspection on crop quality and block inspection. Sample taken: on 26<sup>th</sup> June 2015, agronomy report on block C01-C03, result stated the interrow weed needs to be controlled, etc. follow up immediately by manager.</p> <p>SRE: Agronomy conducted daily inspection on crop quality and block inspection. Sample taken: on 10<sup>th</sup> July 2015, agronomy report on block D30-D33, result stated harvesting rotation 12 days.</p>	Yes
4.1.4	<p>The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB).</p> <p>- Major compliance -</p>	<p>Record of incoming FFB from third parties is recorded daily basis and summarized monthly as documented in "Production for 2014 – 2015" FFB received from outside crops/non certified crop".</p>	Yes

**Criterion 4.2**

Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.

Criterion / Indicator		Assessment Findings	Compliance
4.2.1	<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>Company has Agricultural Policies Chapter 14 – Pemupukan (Fertilizer application). The policies including fertilizer application on immature area, EFB application (50 MT/Ha/year), fertilizer application at mature area, timing, placing, methods, etc.</p> <p>The procedure including precaution on quality and standard, environmental and health and safety concerns.</p>	Yes
4.2.2	<p>Records of fertiliser inputs shall be maintained.</p> <p>- Minor compliance –</p>	<p>Each estate managed to demonstrate Fertilizer Recommendation and Application Schedule. Fertilizer application refers to dosage and time of application lined out within the fertilizer recommendation. Estate shows records of all fertiliser application for all areas including amounts and types of fertiliser used. EFB is also applied – there are records available of where it is applied and amounts for estates near to the mill.</p> <p>SPE:  Fertilizer recommendation and application schedule 2015/2016. Fertilizer record is available for April; the application is based on fertilizer recommendation. The record seen as at August 2015: block F15, 24 Ha, planting year 2000, SPH 138 palms/Ha; is to apply Urea 1.25kg/palm on April 2015 – total applied 4,190 kg on 29<sup>th</sup> May 2015; to apply MOP 2kg/palm – total applied 6,700kg on 15<sup>th</sup> April 2015;</p> <p>SRE:  Fertilizer recommendation and application schedule 2015/2016. Fertilizer record is available for April; the application is based on fertilizer recommendation. The record seen as at August 2015: block A10, 22 Ha, planting year 1999, SPH 132 palms/Ha; to apply MOP 2kg/palm – total applied 5,760 kg on 16<sup>th</sup> April 2015;  Plasma Terawan block H03, 6 Ha, planting year 2003, SPH 125 palms/Ha; is to apply borate 0.05kg/palm on April 2015 – total application 40 tons at 21<sup>st</sup> May 2015.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.2.3	<p>There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status.</p> <p>- Minor compliance –</p>	<p>A full soil analysis was completed in May 1997, done by PARAM Agricultural Soil Survey, Malaysia. The results have been received for each estate. Maps have been produced indicating soil types on each estate in term of detail soil map.</p> <p>Agronomy Team conducted foliar and rachis sample taking to be sent for analysis in order to prepare fertilizer recommendation. Foliar and rachis sample analysis for fertilizer recommendation 2014/2015 was carried out in August 2013 and analysis carried out in September 2013. Foliar and rachis sample analysis carried out by ChemVi Laboratory Sdn Bhd. Agronomy department holds a report from ChemVi Laboratory Sdn Bhd No.LS/0913/1701 Oil Palm leaf (foliar) and rachis sample analysis year 2013. Leaf sample and rachis sample send on August 2013 from PT Agro Indomas.</p> <p>SPE: foliar sample taken from block A14 on August 2014.</p> <p>SRE: foliar sample taken from block F15, F16 on August 2014.</p>	Yes
4.2.4	<p>A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting.</p> <p>- Minor compliance –</p>	<p>Application of Empty Fruit Bunch is implemented wherever possible as additional soil nutrient.</p> <p>SPE:            Application of EFB, recommendation for block F11, 23.60 Ha; recommendation 457.50 tons for 10.40 Ha; total application of EFB is 585.35 tons, for area of 13.30 Ha.            POME application at block E10a, 33.1 Ha, flatbed length 15,344 meters – total application 28 Ha.</p> <p>SRE:            Application for Empty Fruit Bunch, recommendation for block B21; total application of EFB is 369.59 MT, for area of 7.39 Ha.</p>	Yes
<p><b>Criterion 4.3</b>            Practices minimise and control erosion and degradation of soils.</p>			

Criterion / Indicator		Assessment Findings	Compliance
4.3.1	<p>Maps of any fragile soils shall be available.</p> <p>- Major compliance -</p>	<p>PT Agro Indomas shows soil survey in the beginning of oil palm development. The soil survey report produced in May 1997. Based on the soil survey report, the main problem identified was low fertility and poor drainage. The detailed map identifying soil type is made available. Compared to the conservation status/HCV, the peat area falls under <i>Gali</i> type while heath forest falls under <i>Jambu</i> type. PT Agro Indomas shows map for each estates, all with relevant soil type, topographic condition and river/waterways location. The plantation is relatively flat.</p> <p>SRE: Estate has a copy of soil type. It was indicating the soil type comprise of mineral soil, and sandy soil.</p>	Yes
4.3.2	<p>A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific).</p> <p>- Minor compliance -</p>	<p>In general, there is no plantation sets on area with steep slope. Agronomy department made recommendation to implement silt pit and platform for estate block with certain slope.</p> <p>SRE: Silt pit to reduce the impact of erosion, as well as planting vertiver grass near water crossing.</p>	Yes
4.3.3	<p>A road maintenance programme shall be in place.</p> <p>- Minor compliance -</p>	<p>Road Maintenance Programme is available.</p> <p>SRE:</p> <p>Planning for April 2014/March 2015 is to road re-surface for 10,000 meters main road – implemented 11,454 meters and 18,000 meters collection road – implemented 2,135 meters. Planning for April 2014/March 2015 is to re-grading boundary road 11,800 meters – implemented 2,135 meters; collection road 85,200 meters – implemented 69,577 meters; main road 28,500 meters – implemented 45,938 meters.</p> <p>Planning for April 2015/March 2016 is to re-grading boundary road 11,800 meters – not implemented yet; collection road 85,200 meters – implemented 19,381 meters; main road 28,500 meters – implemented 8,800 meters. Concrete bridges in Division 4, 9 units of 5 meters bridges and 9 units of 12 meters bridges.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.3.4	<p>Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place.</p> <p>- Major compliance –</p>	<p>PT AICK: Agricultural Policy Chapter 4 – Water management at oil palm plantation No.OP/C4/06/01 dated 1<sup>st</sup> June 2006. SOP explains drainage dimension (upper x lower x depth) Main drain - 4m x 1m x 2m; Collection drain - 2,0m x 0,6m x 1,75m; Field drain - 1m x 0,3m x 1m; it is also explaining positioning of drain, intensity, maintenance and water management (to maintain water level at 60-90cm for non-acid sulphate soil and 45-60cm for acid sulphate soil).</p> <p>SRE: Estate has a copy of soil type. It does not indicate peat soil.</p>	Yes
4.3.5	<p>Drainability assessments shall be required prior to replanting on peat to determine the longterm viability of the necessary drainage for oil palm growing.</p> <p>- Minor compliance –</p>	<p>SRE: Estate has a copy of soil type. It does not indicate peat soil.</p>	Yes
4.3.6	<p>A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils).</p> <p>- Minor compliance –</p>	<p>Agronomy Department made recommendation for area with poor drainage, for instance in Mineral soil: through balanced fertilizer regime; for sandy soil: through application of empty fruit bunch.</p> <p>SPE:            Application of EFB, recommendation for block F11, 23.60 Ha; recommendation 457.50 tons for 10.40 Ha; total application of EFB is 585.35 tons, for area of 13.30 Ha.            POME application at block E10a, 33.1 Ha, flatbed length 15,344 meters – total application 28 Ha.</p> <p>SRE:            Application for Empty Fruit Bunch, recommendation for block B21; total application of EFB is 369.59 MT, for area of 7.39 Ha.</p>	Yes

**Criterion 4.4**

Practices maintain the quality and availability of surface and ground water.

Criterion / Indicator		Assessment Findings	Compliance
4.4.1	<p>An implemented water management plan shall be in place.</p> <p>- Minor compliance -</p>	<p>PT Agro Indomas demonstrate Water Management Plan OP.EHS.WMP-01 dated 1<sup>st</sup> May 2012, explains water management plan for nursery; pre-mixing of chemical spraying; prohibition of spraying in riparian zone, training for sprayer gang to minimize pollution risk; road maintenance with silt pit and planting water grass; in field water management with water dam, drainages and regular maintenance of water body, riparian management regime through conservation zone marking, rehabilitation and manual upkeep.</p> <p>Management demonstrates number of effort to monitor the water quality, erosion control practices and maintenance of water-drainage infrastructure. Monitoring and analysis result of water quality reported regularly through Environmental management and monitoring report - "Laporan Pelaksanaan RKL/RPL". The report comprises of ground water and surface water quality test, river water quality test, phyto-plankton-zooplankton-benthos analysis; all found within allowed level</p>	Yes
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 company has identified water courses as documented in "Analisis dan identifikasi Nilai Konservasi Tinggi di areal PT. Agro indomas" in 2009 by Fakultas Kehutanan IPB, that there are 2 river cross along the company's area, namely Sungai Purun (5,28 km) with riparian 50 metres (left and right side) and Sungai Rungau (9.6 km) with riparian 150 metres (left and right side)</p> <p>The company has water management plan, inparticular riparian zone with prohibited applied chemical substance, such pesticides within riparian zone and enrichment planting along the river with natural forest trees and vetivier grass.</p> <p>During fileld visit, it was observed that the company has marked riparian zone to prevent applied pesticides, planted natural forest trees and only manual up-keep applied along the riparian zone.</p>	Yes



Criterion / Indicator		Assessment Findings	Compliance
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>There is no effluent discharge into water ways, effluent is discharged to the Land Application. The company took effluent sample monthly with result showed the level is within legally allowed limits for land application (BOD below 5,000 ppm), e.g. result BOD sample in March (2,772 mg/L) , April 2015 (214 mg/L), May 2015 BOD level recorded at 2,894 mg/L and June 2015 (BOD level recorded 310 mg/L)</p>	Yes
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>The water usage report for Sungai Purun mill available under “Daily Mill Production Report”, covers: water use for FFB processing, domestic use, office use, central workshop. Data sampled: Water consumption for FFB processes from April 2014 – Maret 2015 is 191,987 MT (FFB processed 257,933 tonnes) or 0.74 litre MT/tonnes FFB.</p> <p>April 2015 up to July 2014, water consumption for FFB processed is 63,574 MT for FFB processes 84,035 tonnes (0.75 MT/tones FFB)</p>	Yes
<p><b>Criterion 4.5</b>  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	<p>Implementation of Integrated Pest Management (IPM) plans shall be monitored.</p> <p>- Major compliance -</p>	<p>The company has a procedure Pest and Disease Management under the Agronomy Manual to control the pest, "Manajemen Hama dan Penyakit" Doc.No.OP/C21/06/01. IPM plan covers the monitoring of pest attack through census on rat, leaf eating caterpillar, rhinoceros beetle and disease attack (<i>ganoderma</i>). Planting of beneficial plant such as <i>Turnera subulata</i>, <i>Antigonon leptosus</i>, <i>Cassia torra</i>.</p> <p>Agronomy gives recommendation to implement beneficial plant with composition 60% <i>Cassia cobanensis</i>, 20% <i>Turnera Subulata</i>; 20% <i>Antigonon leptopus</i> to be placed in area with history of leaf eating caterpillar. Barn owl installation to control rat attack, ratio 1:100 Ha, planned to have 12 new barn owl box; pheromone trap for rhino beetle, monthly monitoring of rhino beetle trap; Monitoring of leaf eating caterpillar.</p> <p>SPE:  Pheromone trap for <i>Oryctes</i> beetle recorded under "Monitoring penangkapan Oryctes" – 839 beetles on July 2015. Maintenance of beneficial plant – <i>Turnera subulata</i>, <i>Antigonon</i> mapped in 2015.</p> <p>SRE:  Rat damage census sighted, not above threshold. Barn owl census, 35 boxes – 10 boxes occupied. Planting beneficial plant at block A19, A22, and B22.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.5.2	<p>Training of those involved in IPM implementation shall be demonstrated.</p> <p>- Minor compliance –</p>	<p>Field assistant provide briefing to worker on pest and disease attack. Training Centre accommodates the Integrated Pest Management training for field officer. Training records made available and maintained by the Training Centre. Trained field officer performed pest and disease census as part of early warning system. Record of pest and disease census is maintained. The implementation is monitored and includes rat damage census or any beetle attack. The extent of planting of beneficial plants is also noted and recorded, continuous program in Lampasa estate. Field inspection to Lampasa Estates confirmed there has been no large/major pest and disease infestation, or other disorders at this stage.</p> <p>SPE:            Training on sterile palm dated 9<sup>th</sup> December 2014, attended by 5 staffs – tutor by estate manager.            Training on Oryctes eradication dated 3<sup>rd</sup> April 2015 – attended by 4 upkeep supervisors.</p> <p>SRE:            Pelatihan Pengendalian Hama Terpadu – 19<sup>th</sup> March 2015, for 9 upkeep personnels.            Sensus Tikus &amp; Barn Owl training dated 11<sup>th</sup> June 2015, for 10 upkeep personnels.</p>	Yes
<p><b>Criterion 4.6</b>            Pesticides are used in ways that do not endanger health or the environment.</p>			

Criterion / Indicator		Assessment Findings	Compliance
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 provided under the agricultural policy. Inspection of records confirmed only registered and approved chemical are used. Company refer to a list from Ministry of Agriculture to update the current registered and approved herbicide, along with date of registration validity. The company using approved agrochemical such as:</p> <ol style="list-style-type: none"> <li>1. Supretox 276 AS (active ingredient Paraquat dichloride) register No.RI.01030120042037 valid up to 17<sup>th</sup> October 2017;</li> <li>2. Abolisi 865 SL (active ingredient 2,4D Dimetil amina) register No.RI.01030120124196 valid up to 23<sup>rd</sup> April 2017;</li> <li>3. Best Up 480 SL (active ingredient Isopropil Amina Glifosat) register No.RI.01030120042050 valid up to 31<sup>st</sup> December 2018;</li> <li>4. Dalopir (active ingredient Triclophyr) register No.RI.0103012002256 valid up to 6<sup>th</sup> September 2015;</li> <li>5. Supremo 480 S (active ingredient Isopropil amina glyphosate 480 gr/litre) register No.RI.01030120021712, valid up to 17<sup>th</sup> October 2017.</li> </ol>	Yes

Criterion / Indicator	Assessment Findings	Compliance																																																																								
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>There is no use of pesticide. Data on herbicide usage are recorded by each estate and compiled by EHS team. All estates are now recording herbicide used including active ingredients used, area treated, amounts used per hectare and number of application for each area. These records are re-captured in the Estate Monthly Report.</p> <p>SPE: January – July 2015</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Chemical use as of July 2015</th> <th>a.i. used as of July 2015</th> <th>Pesticide toxicity unit 35,101 tons (kg/total a.i./ton FFB)</th> <th>Pesticide toxicity unit 4,866 Ha (kg/total/Ha)</th> </tr> </thead> <tbody> <tr> <td>Abolisi</td> <td>2,4 Dimetil Amina 865g/l</td> <td>21.49</td> <td>18.59</td> <td>0.0000329</td> <td>0.000238</td> </tr> <tr> <td>Ally</td> <td>Metil metsulfuron 20WG</td> <td>134.59</td> <td>2.69</td> <td>0.0014244</td> <td>0.010282</td> </tr> <tr> <td>Round up</td> <td>Isopropyl amina glyphosate 480g/l</td> <td>2,787.41</td> <td>1337.96</td> <td>0.0000593</td> <td>0.000428</td> </tr> <tr> <td>Gramoxone/sup retox</td> <td>Paraquat diklorida 276g/l</td> <td>216.44</td> <td>59.74</td> <td>0.0001032</td> <td>0.000745</td> </tr> <tr> <td>Garlon</td> <td>Triclopir 480g/l</td> <td>137.06</td> <td>65.79</td> <td>0.0000593</td> <td>0.000428</td> </tr> </tbody> </table> <p>January – December 2014</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Chemical use as of December 2014</th> <th>a.i. used as of December 2014</th> <th>Pesticide toxicity unit 104,330 tons (kg/total a.i./ton FFB)</th> <th>Pesticide toxicity unit 4,866 Ha (kg/total/Ha)</th> </tr> </thead> <tbody> <tr> <td>Abolisi</td> <td>2,4 Dimetil Amina 865g/l</td> <td>49.99</td> <td>43.24</td> <td>0.000011</td> <td>0.000238</td> </tr> <tr> <td>Ally</td> <td>Metil metsulfuron 20WG</td> <td>148.31</td> <td>2.97</td> <td>0.000478</td> <td>0.010262</td> </tr> <tr> <td>Round up</td> <td>Isopropyl amina glyphosate 480g/l</td> <td>4,736.14</td> <td>2,273.35</td> <td>0.000019</td> <td>0.000428</td> </tr> <tr> <td>Gramoxone/sup retox</td> <td>Paraquat diklorida 276g/l</td> <td>331.74</td> <td>91.56</td> <td>0.000034</td> <td>0.000745</td> </tr> <tr> <td>Garlon</td> <td>Triclopir 480g/l</td> <td>177.80</td> <td>85.34</td> <td>0.000019</td> <td>0.000428</td> </tr> </tbody> </table>			Chemical use as of July 2015	a.i. used as of July 2015	Pesticide toxicity unit 35,101 tons (kg/total a.i./ton FFB)	Pesticide toxicity unit 4,866 Ha (kg/total/Ha)	Abolisi	2,4 Dimetil Amina 865g/l	21.49	18.59	0.0000329	0.000238	Ally	Metil metsulfuron 20WG	134.59	2.69	0.0014244	0.010282	Round up	Isopropyl amina glyphosate 480g/l	2,787.41	1337.96	0.0000593	0.000428	Gramoxone/sup retox	Paraquat diklorida 276g/l	216.44	59.74	0.0001032	0.000745	Garlon	Triclopir 480g/l	137.06	65.79	0.0000593	0.000428			Chemical use as of December 2014	a.i. used as of December 2014	Pesticide toxicity unit 104,330 tons (kg/total a.i./ton FFB)	Pesticide toxicity unit 4,866 Ha (kg/total/Ha)	Abolisi	2,4 Dimetil Amina 865g/l	49.99	43.24	0.000011	0.000238	Ally	Metil metsulfuron 20WG	148.31	2.97	0.000478	0.010262	Round up	Isopropyl amina glyphosate 480g/l	4,736.14	2,273.35	0.000019	0.000428	Gramoxone/sup retox	Paraquat diklorida 276g/l	331.74	91.56	0.000034	0.000745	Garlon	Triclopir 480g/l	177.80	85.34	0.000019	0.000428	Yes
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Criterion / Indicator		Assessment Findings	Compliance									
4.6.3	<p>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.</p> <p>- Major compliance -</p>	<p>Based on record, there is no use of pesticide. The use of herbicide is generally reduced. The application each type of agrochemical for each estate is based on Agronomy Department recommendation, as lined out under Parameter budget. The parameter budget defines the time of application (round per year), targeted Ha man-day, dosage per hectare, chemical to use (including active ingredient), percentage of application and target species (to be treated). The parameter budget implemented and recorded in Daily Plantation Work Order Plan. No prophylactic use of pesticide.</p>	Yes									
4.6.4	<p>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.</p> <p>- Minor compliance -</p>	<p>Paraquat is not banned in Indonesia. The use of paraquat is reduced.</p> <table border="1"> <thead> <tr> <th>Paraquat (liter)</th> <th>2014</th> <th>2015 (as of July 2015)</th> </tr> </thead> <tbody> <tr> <td>Sungai Rungau Estate</td> <td>102.84</td> <td>67.44</td> </tr> <tr> <td>Sungai Purun Estate</td> <td>91.56</td> <td>59.74</td> </tr> </tbody> </table>	Paraquat (liter)	2014	2015 (as of July 2015)	Sungai Rungau Estate	102.84	67.44	Sungai Purun Estate	91.56	59.74	Yes
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Sungai Purun Estate	91.56	59.74										
4.6.5	<p>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).</p> <p>- Major compliance -</p>	<p>Training on limited pesticide has been provided for sprayers, supervisor and chemical storekeeper.</p> <p>SRE:            Training for Limited pesticide use for Mr.Sono Ali Muqit No.Kep.090/039.11/UM 2012, Mrs.Siti Fatimah – dated 29<sup>th</sup> February 2012 valid for 5 years.</p>	Yes									

Criterion / Indicator		Assessment Findings	Compliance
4.6.6	<p>Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3).</p> <p>- Major compliance -</p>	<p>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 regulated as per "SOP Pengelolaan Limbah" No.SOP-WM-01 rev.04 dated 21<sup>st</sup> April 2012, chapter 4. Hazardous Waste Management. LPE demonstrate hazardous waste production record – "Catatan Produksi Limbah B3". 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>SRE:  As of July 2015, there is 15 kg of empty herbicide container stored in hazardous waste store. Latest disposal to hazardous waste store at central warehouse dated 26<sup>th</sup> June 2015 where 5 kg empty herbicide containers sent for collection by licensed contractor.</p>	Yes
4.6.7	<p>Application of pesticides shall be by proven methods that minimise risk and impacts.</p> <p>- 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>	Yes
4.6.8	<p>Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.</p> <p>- Major compliance -</p>	<p>There is no aerial application of pesticides in all operating units.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
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 –	Periodic training on pesticide handling had been carried out for the workers. Information on the pesticides displayed on the agrochemical storage. SRE: Training sprayer on 10 <sup>th</sup> January 2015 for 13 sprayers of Teluk Ulin Estate.	Yes
4.6.10	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3).  - Minor compliance –	Empty pesticide containers had been used for mixing chemical for spraying in the fields. Others containers had been triple rinsed and punctured and disposed off through licensed contractor approved by Ministry of Environment. Records of hazardous waste had been verified to be satisfactory.	Yes
4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.  - Major compliance -	There are medical checks provided for pesticide sprayer and chemical handlers - this is conducted at least annually. Biomonitoring – program for pesticide exposure control in form of cholinesterase test for sprayers, fertilizer applicator and upkeep worker. SPE: Biomonitoring test performed for sprayers and fertilizer applicator. The test consists of cholinesterase test from blood sample 27-28 <sup>th</sup> May 2015. Sample taken and interviewed: Mrs.Solikatun, Mrs.Eneng Sumarni, Mrs.Miftaqul Janah. In general the medical check up states no sign of intoxication.  SRE: Biomonitoring test performed for sprayers and fertilizer applicator. The test consist of cholinesterase test from blood sample 25-27 <sup>th</sup> May 2015. Sample taken and interviewed: Mrs. Ima Culata Fidyani, Mrs.Satuni, Mrs.Eni Suparyati. In general the medical check up states no sign of intoxication.	Yes



Criterion / Indicator		Assessment Findings	Compliance
4.6.12	<p>No work with pesticides shall be undertaken by pregnant or breast-feeding women.</p> <p>- Major compliance -</p>	<p>Record of maternity check as early warning system implemented. Record show the "Form pemeriksaan Kehamilan dan Menyusui" is completed for every week. Should a female worker pregnant and/or breastfeeding, company placed the worker onto light-work area with no exposure to chemical substances. Record seen: "Form Pemeriksaan Kehamilan PT Agro Indomas" dated back since 2012.</p> <p>SPE:            Form Pemeriksaan Kehamilan dan Menyusui – period 5<sup>th</sup> January 2015 – 10<sup>th</sup> August 2015. Record shows no pregnant and/or breast-feeding female worker performing spraying and/or fertilizer application.</p> <p>SRE:            Form Pemeriksaan Kehamilan dan Menyusui – period 5<sup>th</sup> January 2015 – 10<sup>th</sup> August 2015. Record shows no pregnant and/or breast-feeding female worker performing spraying and/or fertilizer application.</p>	Yes
<p><b>Criterion 4.7</b>            An occupational health and safety plan is documented, effectively communicated and implemented.</p> <p><i>Specific Guidance for 4.7.7: The National Interpretation will define the metrics for LTA. For countries where there are no national interpretations, the growers will determine their own metrics.</i></p>			

Criterion / Indicator		Assessment Findings	Compliance
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.</p> <p>- Major compliance -</p>	<p>The company is implementing Occupational Health and Safety System - certified OHSAS 18001:2007, since 2009. Environmental, Health and Safety Policy established by Chief Operating Officer on 4<sup>th</sup> May 2015. In the policy, Company is committed to comply with applicable legal requirements, prevent injury and ill health. Company provides all relevant resources in the implementation of health and safety management system. PT Agro Indomas made available occupational health and safety system manual, health and safety procedures and work instructions, organization structure, infrastructure and emergency response tool. Health and safety tool and equipment for emergency situation was in place and in good condition. Safety briefing was provided to auditors on the first day of visit and any other new sites/location visited.</p> <p>Inspection at Sungai Purun POM, May 2015; Safety Induction for Loader SRE June 2015.</p> <p>SRE:            Internal audit EHS dated 9-14<sup>th</sup> March 2015, 3 findings identified – followed up and actioned upon.</p>	Yes
4.7.2	<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>The company has a procedure to identify hazard identification and risk assessment, and to be review on annual basis or if there is any changes. HIRADC was updated on regular basis and include all routine and non-routine activity for plantation, transportation, mill process and central workshop. The HIRADC has also incorporates emergency condition. The Risk assessment found to be satisfactory. Document seen: HIRADC for Mill review and revised on 1<sup>st</sup> March 2015. A number of adjustments identified and considered into health and safety programme.</p> <p>HIRADC for Plantation latest review and revision No.08/1<sup>st</sup> April 2015. Another HIRADC spotted for electrical engineering, construction and engineering, vehicle workshop, office compound, etc.</p> <p>Management prepared Health and safety programme with focus on decrease accident cases related to harvesting activities, transportation activities, mill and bulking activities, prevent work related illness and improve general sanitation.</p>	Yes

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.3 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>There is evidence in place that all workers have been adequately trained in safe working practices as complete records are in place for all training including pesticide workers in each estate. Personal Protective Equipment (PPE) is available for all workers in regards to pesticide applications and use of other hazardous areas and is being used correctly in most cases. In other areas all PPE is supplied and being used correctly at all times – this includes mill, estates and contractors. The contractors are inducted on all occasions and made fully aware of any OHS and PPE requirements on site.</p> <p>Records of training, such as:</p> <ol style="list-style-type: none"> <li>1. Training on safety working environment (5S) at Sungai Purun POM dated 13<sup>th</sup> June 2015;</li> <li>2. First Aid Training in Sungai Purun Estate dated 13<sup>th</sup> September 2014, for 19 harvesters and mandors;</li> <li>3. Welder training and certification for Mr.Zatmey from SRE, dated 26-27<sup>th</sup> February 2015;</li> </ol> <p>Trained first aider is available at each working location. There is an organization chart of first aid officer available on notice board at each site (estate, office, mill compound).</p>	<p style="text-align: center;">Yes</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.4 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>PT Agro Indomas has appointed safety committee, with approval from local manpower office as per "Surat Kepala Dinas Tenaga Kerja, Transmigrasi dan Pariwisata Kabupaten Seruyan No.560/255/Kep/Disankertranspar/II/2015 tentang Pengesahan Panitia Pembina Keselamatan dan Kesehatan Kerja dan Unit Penanggulangan Kebakaran PT Agro Indomas" dated 26<sup>th</sup> April 2015. Each estate and mill has appointed and trained the safety officer. PT AGRO INDOMAS recognized the P2K3 as the safety committee. Safety committee is responsible for regular inspection, monitoring and internal audit. On monthly basis, the safety committee conduct safety meeting to discuss health and safety performance – from inspection, result from monitoring and internal audit, accident record and investigation, status of non-conformities and corrective action.</p> <p>Safety meeting dated 14<sup>th</sup> March 2015, discussing all relevant health and safety issues. Management submitting regular report to manpower office. Document sighted: Report period April-June No.217/EHS/AI/VI/2015 dated 6<sup>th</sup> July 2015.</p> <p>SRE:            Safety committee structure in Sungai Rungau estate has been established. Mr.Abdul Badik is the appointed safety officer. Safety meeting on bi-monthly basis. Record seen safety meeting on February, April and June 2015 is evident.</p> <p>SPE:            Fatality investigation meeting dated 13<sup>th</sup> August 2015, for incident leading to fatality in SPE. Incident occurred on 7<sup>th</sup> August 2015, minutes of meeting and recommendation for action has been discussed during the meeting. The proposed action plan is to review and create additional steps during harvesting activities.</p>	<p style="text-align: center;">Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
4.7.5	<p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. 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 procedures had been written and communicated and/or trained to staff, workers, contractors and visitors.</p> <p>Workers trained in First Aid were present in the mill and field operations. The first aiders holds license from local manpower office. Records on all accidents had been verified to be maintained satisfactorily. Regular review on accident cases had been carried out during quarterly meeting of Environment, Safety &amp; Health (ESH).</p> <p>Company has trained Mr.David as trained and licensed first aider at Sungai Rungau Estate; License No.560/17/Disnakertranspar/P3K/II/2015 an Mr.Sutikno at Sungai Purun POM No.560/08/Disnakertranspar/P3K/II/2015. The license valid for 3 years.</p> <p>First aid kits are available in various locations in estate offices, workshops, warehouses general manager offices and mill compound. First aid kit also made available for field supervisor on all estate and other work premises. The first aid kit found to be complete and in compliance with regulation.</p>	Yes
4.7.6	<p>All workers shall be provided with medical care, and covered by accident insurance.</p> <p>- Minor compliance –</p>	<p>All workers including temporary workers are covered by Social Insurance, e.g. JAMSOSTEK and/or BPJS – this is company policy and a legal requirement. Record seen: List of medical insurance scheme Sungai Purun POM and Sungai Rungau Estate worker registered for Social Insurance – “Daftar Peserta Jamsostek” for month July 2014, as database for social insurance fee to Jamsostek.</p> <p>Company has programmed and implemented the annual medical check up for all workers at Sungai Purun Estate, Sungai Rungau Estate and Sungai Purun POM. Record seen and sample taken:</p> <p>Sungai Purun: 297 workers have been checked up to August 2015. Mr.Miswan, Mr. Ngaturin – harvester;</p> <p>Sungai Rungau: 249 workers have been checked between November 2014 – August 2015, Mr.Zatmey, Mr.Agus Purwanto;</p> <p>Mr. Ngatimin, genset operator SRE has been checked with audiometric test on 7-8<sup>th</sup> October 2014.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance																												
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics.  - Minor compliance –	Record of work accident is maintained by EHS department. The work accident record is also regularly discussed during the P2K3 meeting.  SPM, SPE, SRE: Period January – July 2015 <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Type of incident</th> <th>SPE</th> <th>SRE</th> <th>SPM</th> </tr> </thead> <tbody> <tr> <td>Near miss</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>First aid</td> <td style="text-align: center;">3</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Minor</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Major</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Fatality</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Lost time accident</td> <td style="text-align: center;">8</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> </tbody> </table>	Type of incident	SPE	SRE	SPM	Near miss	0	0	0	First aid	3	1	1	Minor	0	0	0	Major	0	0	0	Fatality	0	0	0	Lost time accident	8	2	1	Yes
Type of incident	SPE	SRE	SPM																												
Near miss	0	0	0																												
First aid	3	1	1																												
Minor	0	0	0																												
Major	0	0	0																												
Fatality	0	0	0																												
Lost time accident	8	2	1																												
<b>Criterion 4.8</b>																															
All staff, workers, smallholders and contract workers are appropriately trained.																															
4.8.1	A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme.  - Major compliance –	PT Agro Indomas has training center as learning and development center which prepare a comprehensive training program for all workers. A general training plan, in conjunction with career development is evident. Training manager has prepared training schedule for 2015/2016, cascaded into 3 monthly plan and further monthly plan. These training plans then detailed for each working unit such as estate operation, mill operation, workshop skills and managerial skills. Training program found to be comprehensive.	Yes																												

Criterion / Indicator		Assessment Findings	Compliance
4.8.2	Records of training for each employee shall be maintained.  - Minor compliance -	Training records for each individual staff and workers are in place and kept in Training Center. The training record detailed all training relevant to work activity, date of training, result/certificate and recommendation for each individual staff and worker.  NC Minor: Based on document review upon individual training record at Training center, training record for each employee from Sungai Purun POM, Sungai Rungau Estate and Sungai Purun Estate has not been updated. There are numbers of worker have joined training, but their training record has not being updated.	No
<b>PRINCIPLE 5: ENVIRONMENTAL RESPONSIBILITY AND CONSERVATION OF NATURAL RESOURCES AND BIODIVERSITY</b>			
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.			
5.1.1	An environmental impact assessment (EIA) shall be documented.  - Major compliance -	The initial Environmental Impact Assessment - AMDAL approved by Minister of Agriculture through letter No.20/ANDAL/RKL-RPL/BA/VI/1998 for the development of 12,000 Ha oil palm estate and a POM of capacity 60 tonnes FFB per hour. In 2006 new SEIA was prepared in conjunction to the expansion of the estate ± 19.860 ha and increase in mill capacity from 60 tons FFB per hour to 90 tons FFB per hour. The expansion was approved by The Governor of Central Kalimantan through letter No.188.44/281/2007 dated 22 <sup>nd</sup> June 2007 approved the SEIA. Another document seen is "Dokumen Pengelolaan Lingkungan Hidup - DPLH" No.660/14/BLH/X/2011 including area of 2,052 Ha.  PT Agro Indomas is proactive in reporting their activity and monitored impact to environment through biannual report to environmental office. Latest report demonstrated: Laporan RKL RPL period of January – June 2015. The report describe clearly all monitoring result upon all environmental aspect identified in the RKL/RPL such as air emission test, ambient air test, noise level, soil-physical test, surface water and river water quality tests, POME quality tests, phytoplankton-zooplankton and benthos analysis, three-monthly hazardous waste report. In general the monitoring and test result shows all under allowable parameter.	Yes

Criterion / Indicator		Assessment Findings	Compliance
5.1.2	Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons.  - Minor compliance -	There has been no change in PT Agro Indomas's operation, no revision made to the environment programme	Yes
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.  - Minor compliance -	The company has prepared report on Environmental Management and Monitoring implementation (Laporan RKL-RPL) and sent reports every 6 month to Government Authority, e.g RKL-RPL report semester I 2015 (Period January – June 2015), acceptance letter by officer as evidence,	Yes
<b>Criterion 5.2</b> The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.			
5.2.1	Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).  - Major compliance -	<p>The company has a HCV identification document, peer reviewed by ProForest. The company is developing the HCV management plan based on the peer review inputs.</p> <p>The area statement of HCV status in whole of PT Agro Indomas: Anak Sungai Rungau 25.9 Ha; Bapilang &amp; Telaga Ringgit 151 Ha; Landau 76.3 Ha; Parigi Bariut 93.2 Ha; Pakayung 59.2 Ha; Purun 127 Ha; Sandung 13 Ha; G106 Swamp 7.38 Ha; F106 Forest/shrub 10.65 Ha; E106 Forest/Shrub 8.74 Ha; LPE sandy area 323.98 Ha. Total HCV area identified in PT Agro Indomas is 895 Ha.</p> <p>The company appointed trained personnel, Mr. Abrar Ramlan as assistant conservation. He is responsible for monitoring of HCV areas</p>	Yes



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>The company has established a conservation status (e.g. IUCN status), legal protection, population and habitat requirements of rare, threatened or endangered species that could be significantly affected by the grower or miller where there are identified rare, threatened or endangered species. Further, PT Agro Indomas has developed a number of procedures: "Prosedur Identifikasi Perlindungan flora dan fauna" – procedures to identify flora and fauna No.EHS-PRO-E-006, "Deliniasi Tata Batas Kawasan konservasi" – Delineation in conservation area No.EHS-PRO-E-001, "Pemasangan papan nama kawasan konservasi" - placement of warning signs No.EHS-PRO-E-003. The implementation of monitoring and management of HCV in a year cycle recorded under "Laporan dan Review Pengelolaan dan Pemantauan Kawasan HCV". The monitoring of flora and fauna was conducted through 2 methods: direct sighting and transects in HCV areas.</p>	Yes
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>The company has placed a warning board to control and prevent illegal activities such as hunting, poaching and fishing at the high conservation value area. Furthermore, the conservation officer is communicating the importance of HCV conservation and protection to surrounding villages.</p> <p>Posters and signs indicating the presence of protected species are available on various premises. PT Agro Indomas has communicated the status of HCV in the plantation to Terawan village on 9<sup>th</sup> December, in head of village office, where 20 local communities participated; minutes of meeting and attendance list evident.</p> <p>Interview of local communities and workers confirmed that PT Agro Indomas had carried out awareness on HCVs to thw workers and local communities, included scheme smallholders, It was noted that they were aware of RTEs and HCV areas</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
5.2.4	Where a management plan has been created there shall be ongoing monitoring: <ul style="list-style-type: none"> <li>The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported;</li> <li>Outcomes of monitoring shall be fed back into the management plan.</li> </ul> <p>- Minor compliance -</p>	The latest flora and fauna monitoring carried out in December 2014 in around lowland forested area of Sungai Purun Estate, riparian of Telaga Ringgit river and Pekayung river	Yes
5.2.5	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>- Minor compliance -</p>	All HCV and conservation areas within the company areas.	Yes
<b>Criterion 5.3</b>			
Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.			
5.3.1	All waste products and sources of pollution shall be identified and documented. <p>- Major compliance -</p>	PT Agro Indomas has identified all waste and pollution sources, documented under "Environmental & Social Aspect and Impact Risk Register". This register is updated regularly and revised accordingly. <p>The company has a waste management plan, for both domestic and hazardous waste. The waste is segregated and sent for recycle in waste bank. Valuable and recycle material is separated from domestic waste before sent for land fill.</p>	Yes
5.3.2	All chemicals and their containers shall be disposed of responsibly. <p>- Major compliance -</p>	SRE: "Surat Pengantar Pengiriman Limbah B3 ke TPS B3" period April – June 2015, where waste oil, empty pesticide container; received by officer at CWS.	Yes

Criterion / Indicator		Assessment Findings	Compliance
5.3.3	<p>A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</p> <p>- Minor compliance -</p>	<p>The company has developed hazardous waste management plan, including infectious waste from clinic. The hazardous waste collected in temporary storage and disposed off through licensed contractor. Furthermore, company reports to Ministry of Environment on regular basis. Related record such as hazardous waste stock, manifest and hand over minutes from temporary storage to licensed contractor is maintained.</p> <p>Sungai Purun: "Keputusan Bupati Seruyan No. 116 tahun 2011 tentang Izin Penyimpanan Sementara Limbah Bahan Berbahaya dan Beracun PT Agro Indomas Unit Sungai Purun Mill". Dated 15<sup>th</sup> April 2011 – valid up to 15<sup>th</sup> April 2016.</p> <p>Hazardous waste manifests No.0006739 for 17 drums of waste oil transported by PT Nazar on 24<sup>th</sup> April 2015.</p> <p>Hazardous waste manifest No.0006740 for 554 kg solid waste (oil filter, empty chemical container, contaminated materials, etc.) transported by PT Nazar on 24<sup>th</sup> April 2015.</p> <p>Hazardous waste balance sheet for solid waste, waste oil and old battery updated.</p> <p>Report on hazardous waste management period of April – June 2015 to Kementerian Lingkungan Hidup No.214/EHS/AI/IV/2015 dated 1<sup>st</sup> July 2015.</p>	Yes
<p><b>Criterion 5.4</b>            Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>			
5.4.1	<p>A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored.</p> <p>- Minor compliance -</p>	<p>Company is using renewable energy in form of fibre and nut shell for boiler fuel. The expected efficiency is to save 60-70% diesel fuel. The use of fibre and shell is recorded in consistent manner; Fibre and shell utilized for April 2014 – March 2015 33,043 tonnes and 12,879 tonnes. The energy produced from fibre and shell recorded as 5,223,190 kWh and diesel genset 1,179,300 kWh ((81% total energy using from fibre and shell and only 19% from fossil fuel)</p>	Yes
<p><b>Criterion 5.5</b>            Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.</p>			

Criterion / Indicator		Assessment Findings	Compliance
5.5.1	<p>There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p> <p>- Major compliance -</p>	<p>PT Agro Indomas has implemented a zero burning policy since the start of the oil palm development. Burning is not allowed and there is no evidence of burning. Policy on Land clearing without burning, Reference number: OP/C2/06/01 dated 1<sup>st</sup> June 2006; this policy applies for all new planting and replanting areas.</p> <p>Fire fighting team has been established and trained. Fire fighting infrastructures/tools are in place and ready-to-use.</p> <p>Any fire incident/fire fighting activity occurred, recorded and reported to relevant authorities.</p> <p>SRE:            Fire severity sign board is available on various places. The fire rating level calculated real-time based on relative humidity, days without rain, rainfall and condition of grass/material on the field. During the course of visit, the fire rating is on extreme level; fire fighter is on standby position.</p> <p>Fire fighting report to handle fire incident. Report dated 11<sup>th</sup> August 2015, near SRE block F15. Fire fighting using 2 units of fire bowser 2,000 liters, 1 units of fire bowser 8,000 liters, 1 units of water pump, 5 rolls of fire hose, 18 personnels and securities personnel.</p>	Yes
5.5.2	<p>Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p> <p>- Minor compliance -</p>	<p>The company is using mechanical method for land clearing. Currently there is no land clearing activity on the field.</p> <p>The company has developed emergency response procedure against land burning - SOP "Tanggap Darurat Kebakaran" No.SOP.EHS.ERP-03 chapter 4.1 explains prevention of fire break through fire danger rating, updated every morning. Supervisor at Lampasa estate are trained. The company also has a fire fighter team, ready to deploy in the case of fire break. Fire patrol was done in regular basis, fire severity sign board is available on various places. During the course of visit, the fire rating is on extreme level; fire fighter is on standby position.</p> <p>A fire fighter teams, fire extinguishers and fire fighting facilities are available. The fire-fighting equipment available is: personnel PPE, transportation (patrol car, personnel transporter trucks, and fire equipment truck), communication tools (handy talkie, radio), logistic (24,000 liters capacity tank, water bowser 3,000 liters), patrol equipment (motor bike, flashlight), etc. All equipment are ready-to-use and monitored under "Form Pemeriksaan Kesiapan Peralatan Pemadam Kebakaran" dated 8<sup>th</sup> July 2014</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 5.6</b>			
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 -	Company has identified the source of pollution and emission under Environmental & Social Aspect and impact risk register rev.11/17 <sup>th</sup> September 2013.	Yes
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented.  - Major compliance -	Identification of pollutant and GHG, such as: usage of anorganic fertilizer, pesticide, fossil fuel usage, peat land, and POME.  The company also has minimized pollutant and GHG through using EFB as organic fertilizer, implementing IPM to reduce pesticides usage, using fibre and sell for boiler, etc	Yes
5.6.3	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools.  - Minor compliance -	The POME – Palm Oil Mill Effluent was utilized for Land Application. Company has consistently monitored the quality of POME produced – on monthly basis. Monitoring of BOD every month analyzed by PT. Unilab Perdana, shows the level is under allowable limit of 5000mg/litres for land application:  The results reported on three-monthly basis to environmental office	Yes
<b>PRINCIPLE 6: RESPONSIBLE CONSIDERATION OF EMPLOYEES AND OF INDIVIDUALS AND COMMUNITIES AFFECTED BY GROWERS AND MILLERS</b>			

Criterion / Indicator	Assessment Findings	Compliance
<p><b>Criterion 6.1</b>            Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>		

6.1.1	Criterion / Indicator	Assessment Findings	Compliance
	<p>A social impact assessment (SIA) including records of meetings shall be documented.</p> <p>- Major compliance -</p>	<p>Social impact assessments were undertaken by either the company or independent consultants depending on the situation. Matters which could have potential social impacts include: building of new roads, new mills, planting expansions, mill effluent disposal and clearing of natural vegetation. A social impact assessment is required of the impacts of each estate even though operations have been in place for many years. The company has completed assessments for continuing social impacts.</p> <p>The initial Environmental Impact Assessment - AMDAL approved by Minister of Agriculture through letter No.20/ANDAL/RKL-RPL/BA/VI/1998 for the development of 12,000 Ha oil palm estate and a POM of capacity 60 tonnes FFB per hour. In 2006 new SEIA was prepared in conjunction to the expansion of the estate ± 19.860 ha and increase in mill capacity from 60 tons FFB per hour to 90 tons FFB per hour. The expansion was approved by The Governor of Central Kalimantan through letter No.188.44/281/2007 dated 22<sup>nd</sup> June 2007 approved the SEIA. Another document seen is "Dokumen Pengelolaan Lingkungan Hidup - DPLH" No.660/14/BLH/X/2011 including area of 2,052 Ha under Terawan village.</p> <p>In addition, there is a specific Social Impact Assessment performed by Fakultas Kehutanan IPB and PT. Agro Indomas 2010, indicating positive and negative impact. Promoting the positive impact such as: improving welfare base local community, recruitment of local worker, education, health, scheme smallholders. Reducing negative impact through 3R (reduces, reuse and recycle) waste management; reduce water and air pollution, water facilities for local community and plantation, workers welfare, etc. The local communities was involved in SIA process and result incorporated in "Social Management Plan", consists of programme, activity, opportunity, strategic, result and timeline. Social issues and program are managed under CSR Department, An "Executive Summary has distributed copies of the SEIA and SIA documents to each estate, e.g. Sungai Rungau Estate and Sungai Purun Estate. The structure of the report complies with Environmental Minister regulation (Kepmen LH No. 45/2005). The report documents are available. The RKL/RPL is reported periodically to the Department of Environment, Seruyan District and Kotawaringin Timur District. For example, the report for the first half 2015 (January – June 2015) was sent and delivery letter and confirmation from BLH as evidence. The reports have included all the parameters as per the Social Impact Assessment Report.</p>	<p>Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
6.1.2	<p>There shall be evidence that the assessment has been done with the participation of affected parties.</p> <p>- Major compliance -</p>	<p>The company holds meetings once a month formally with the local communities surrounding plantation to Obtain input from them regarding SIA. Minutes of meeting, attendances list and photographs are available as evidence, e.g. meeting with the Lampasa and Terawan Villagers on 17<sup>th</sup> October 2012 which attended by community representatives, local government officer, Head of villages.</p>	Yes
6.1.3	<p>Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation.</p> <p>- Major compliance -</p>	<p>Following the approval of additional areas (from 12,000 to 19,860 ha) the SEIA was revised accordingly. The Governor of Central Kalimantan letter No.188.44/281/2007 dated 22<sup>nd</sup> June 2007 approved the revised SEIA, covering both positive and negative impact as the result of change of operational scope. Negative social impacts identified - social conflicts, working and employment opportunities, social values and norms, and public health. Inspection of the revised SEIA document confirmed that the social aspect have been assessed comprehensively and appropriately by the independent consultant. In addition to the formal SEIA, PT Agro Indomas also assigned Bogor Agricultural University (IPB), in August 2010 to independently assess socio-economic impact of the oil palm operations.</p> <p>Monitoring of impact is covered in RKL RPL report, such as improvement education condition, welfare, scheme smallholders with involved local communities</p>	Yes
6.1.4	<p>The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties.</p> <p>- Minor compliance –</p>	<p>Regular RKL/RPL reports are available and reported routinely to the related institution every 6 month – see detail in indicator 6.1.2.</p>	Yes
6.1.5	<p>Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).</p> <p>- Minor compliance –</p>	<p>PT Agro Indomas is continuously developing the scheme smallholders, as informed above, being part of social impact assessment study by IPB. The best management practices are applied by the company for scheme smallholders, such as: fertilizing, harvesting monitoring, payment of FFB etc as equal with company best practices.</p>	Yes
<p><b>Criterion 6.2</b>            There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.</p>			



Criterion / Indicator		Assessment Findings	Compliance
6.2.1	<p>Consultation and communication procedures shall be documented.</p> <p>- Major compliance -</p>	<p>Procedure for communication with local communities is part of SOP No.EMS-P06 on Communication, second revision dated 01st July 2010, under sub-heading of "external communications". Record of meetings is available and maintained.</p>	Yes
6.2.2	<p>A management official responsible for these issues shall be nominated.</p> <p>- Minor compliance -</p>	<p>PT Agro Indomas holds records of community aspirations/proposal and follows up action in the "CSR Dept. Environmental Report". (6.2.3)</p> <p>Company has appointed "Humas" – Public relation as dedicated person responsible for consulting and communicating with local communities, namely Usman Syah (SK. No. GMO/SK/HRD/VII/2015, dated 17<sup>th</sup> July 2015</p>	Yes
6.2.3	<p>A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained.</p> <p>- Minor compliance -</p>	<p>List of stakeholders is available and updated in July 2015, comprise of 4 members of "Kementerian Lingkungan Hidup", 7 members of "Badan Lingkungan Hidup Kabupaten" in Kabupaten Kotawaringin Timur and Kabupaten Seruyan, 2 members from academic institution, 7 persons from "BKSDA/Manggala Agni/Pemadam" – Natural resources conservation/fire-fighter, 3 members of "Dinas Tenaga Kerja Kabupaten Seruyan" – manpower office of Kabupaten Seruyan, 5 members of NGO (WWF and OFI), 5 officers from police force, 3 members from Hazardous Waste Disposal, 3 personnel of Laboratory</p>	Yes
<p><b>Criterion 6.3</b>            There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.</p>			
6.3.1	<p>The 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>The company has upadeted "Consultation and communication with local community" as described in no. IMS.P-06, rev. 01, effective 30 January 2015, the procedure is regulated consultation and communication process and method, who is responsible to handle complaints, timeline. This procedure has been communicated to the local communities.</p> <p>Based on interview with local communities, Gender committee leader and worker union leader; they understood the procedure and mechanism to communicating complaint and/or grievance to company.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
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>The complaint and grievancies, both from internal and external is documented "Buku Komunikasi", e.g. complaint Terawan head of Village on 22<sup>nd</sup> July 2015 related road maintenance and it has been response by the company timely manner and complaint from internal was received on 22<sup>nd</sup> June 2015 from Mr. Sunarji (Harvester) related PPE and the company has been response with replaced new PPE for them and Mr. AS request information related his pension fund on 22<sup>nd</sup> June 2015, it has been response to him in the same day.</p>	Yes
<p><b>Criterion 6.4</b>            Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions..</p>			
6.4.1	<p>A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place.</p> <p>- Major compliance –</p>	<p>Procedures for the identification, calculation and compensation for the loss of legal or customary rights of the land have been developed, with the involvement of local community representatives and relevant agencies are included in the SOP No. LCD 2.1 on Socialization dated 15<sup>th</sup> August 2011. The SOP provides guidance on the process of gaining community consent and payment mechanism agreed by communities and company. Company also holds SOP No. LCD 2.4 on Land Compensation Payment on technical aspect of payment to the land obtained by the company. No any changes of procedures since the last audit.</p>	Yes
6.4.2	<p>A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land.</p> <p>- Minor compliance –</p>	<p>Records of people identified and entitled to compensation are in place. Records of all compensation issues are retained. The company holds records on "Agro Indomas Land Compensation" file for all land acquired by the company since the commencement in 1996. The records include the identification of people eligible to receive compensation. All outcomes to compensation claims are fully documented. The outcomes to any settlements are not made public although information is readily available.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
6.4.3	<p>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.</p> <p>- Major compliance –</p>	<p>The documented procedure for calculating and distributing fair compensation (monetary or otherwise) is established and implemented. The compensation is calculated using government guidelines for land and crop values. This is already implemented. Details of negotiation settlements, including detail of compensation (land compensation, improvement compensation, crops compensation) are held in file "Agro Indomas Land Compensation" since the development of the estate in 1996.</p> <p>The company holds the records of all compensation payments since 1996 including amounts, statement letter, receipt, negotiation record, progress of complaint, details of witness and photograph of recipient (especially since 2008).</p> <p>Based on document review and interview with local communities, it was noted that land compensation has been done and no any land dispute since July 2014.</p>	Yes
<p><b>Criterion 6.5</b>            Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p>			
6.5.1	<p>Documentation of pay and conditions shall be available.</p> <p>- Major compliance -</p>	<p>The salary payment has been system has been regulated. Salary paid in 2014 has been adjusted as per "Keputusan Gubernur Kalimantan Tengah no. 45 tahun 2014 tanggal 6 November 2014 tentang Upah Minimum Kabupaten (UMK) dan Upah Minimum Sektoral (UMSK) tahun 2015, requiring the minimum wage of Rp.2,110,500; this further supported through internal memo No. 001/AGRO/HR/XII/2014. In addition, company gives employee with monthly allowance of rice. Based on interview and document verification, it is confirmed PT Agro Indomas pays employees with at least minimum wage. This is also supported with explanation from local manpower officer.</p> <p>List of payment to the employee is recorded monthly, e.g payment of July 2015 for Mr. D (engine room operator) Rp. 3,841,871, Mr. TS (Mechanic) Rp. 2,551,700, Mrs. S (Upkeep) Rp. 2,279,598, Mr. T (Harvester) Rp. 2,979,597</p>	Yes

6.5.2	Criterion / Indicator	Assessment Findings	Compliance
	<p>Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p> <p>- Major compliance -</p>	<p>PT Agro Indomas made available the book of company regulation under "Buku Peraturan Perusahaan" based on establishment by Dinas Tenaga Kerja, Transmigrasi dan Pariwisata Kabupaten Seruyan no.560/188/Disnakertranspar/II/2014 dated 6<sup>th</sup> February 2014 for PT. Agro Indomas and no. 560/189/Disnakertranspar/II/2014 dated 6<sup>th</sup> February 2014 for PT. Rim Capital. Detailed work rules provided in the company regulations are provided to all employees including temporary workers. The guidelines are promulgated in the early morning briefing and using bulletin boards in every barracks and housing. Contract between company and workers are available in place, consists of employees' status, pay rates, working hours, overtime, pay terms, Pay rates based on the UMP (Province Minimum Wage), housing, electricity, insurance, polyclinic, etc. Based on interview and document verification, contracts are signed by both parties. It is confirmed PT Agro Indomas comply with company regulation and contract.</p> <p>Based on the review of a copy of the letter agreement between the company and contractors, term and condition of contract require contractor to abide Indonesian laws and regulations. A number of typical requirement in the contract states working hours, housing with water and electricity, insurance, minimum age, OHS, etc.; referring to the Indonesian Labour Act (UU no. 13, year 2013) and Indonesian Working safety Act No. 1, year 1970.</p> <p>Contract for each employee also available, e.g. for Noviansyah (Attendance Store) no. GMO/PKWT PLT-AIM (HRD)/IV/2015-11810062, Triyanto (Harvester) no. 009/GMO/HRD/V/2015.</p>	<p style="text-align: center;">Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
6.5.3	<p>Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.</p> <p>- Minor compliance –</p>	<p>Based on field visits it is evident that the company has provided a good standard of housing for staff and workers. Basic need such as electricity and water supply is adequate. Other social and educational facilities such as kindergarten, elementary and middle school facilities, playground, clinic, food court, cooperatives, mosques/churches are provided. Field visit and interview with the employees is evident. The medical facilities include child delivery facilities and referred treatments to hospitals. School transportation by buses is also provided free by the company. Water quality tests confirmed the treated water supplied to housing is suitable for domestic use. Recreation facilities in the form of playing fields and community halls are available in all Estates. The company has also shown improvements in the following areas;</p> <ul style="list-style-type: none"> <li>- A system of attending to workers home and plumbing repairs</li> <li>- Separation of waste has been applied consistently, both at work and employee housing.</li> <li>- Zero burning of garbage, both in the mill and employee housing.</li> <li>- Collection of household waste which is then dumped into a final landfill.</li> <li>- Plumbing and drain repairs in employee housing.</li> </ul> <p>A number of compliant related to electricity supply is recorded; however follow up in consistent manner by company is demonstrated. Overhaul process for power generator engine is evident during the field visit.</p>	Yes
6.5.4	<p>Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance –</p>	<p>Cooperative is available and providing basic need for all employees.</p>	Yes

**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.

Criterion / Indicator		Assessment Findings	Compliance
6.6.1	A published statement in local languages recognising freedom of association shall be available.  - Major compliance –	Company respects its employee right to form and join worker union. This has been a company policy and established under “Kebijakan Sosial” dated 11 <sup>th</sup> July 2014. There is worker union “Serikat Pekerja PT Agro Indomas Sinar Fajar - SPSF”, registered under “Surat Keputusan Kepala Dinas Tenaga Kerja, Transmigrasi dan Pariwisata Kabupaten Seruyan No.560/55/Disnakertrans/I/2013 dated 16 <sup>th</sup> January 2014. Based on interview with sampled worker and representative of worker union, PT Agro Indomas was supportive to the union.  PT Agro Indomas has also demonstrate “Lembaga Kerjasama Bipartit – LKS Bipartit” to handle industrial dispute. The organization has been registered under “Surat Keputusan Kepala Dinas Tenaga Kerja, Transmigrasi dan Pariwisata Kabupaten Seruyan No.560/361/Disnakertranspar/II/2012 tentang Pengesahan Lembaga Kerjasama Bipartit PT Agro Indomas” dated 14 <sup>th</sup> February 2012.	Yes
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented.  - Minor compliance –	Representative of worker union demonstrate the meeting records between company and worker union. Example: Meeting on 6 <sup>th</sup> August 2015 related health insurance (BPJS Kesehatan) where some of workers is not registered yet, based on minutes meeting, the company target it done at the end August 2015.	Yes
<b>Criterion 6.7</b> Children are not employed or exploited.			
6.7.1	There shall be documentary evidence that minimum age requirements are met.  - Major compliance –	The company has policy as described in “Social policy” July 2014 “Melarang penggunaan pekerja anak dan atau tenaga kerja paksa” (Prohibited the use child labour and forced labour”  ID check is carried out prior to employment. The verification of employment documents and interview with workers confirmed that no worker under 18 years old employed, e.g. the youngest employee in Sungai Purun Mill is Rudi Setiawan (19 yearr and 10 months), Herdi (21 years),	Yes
<b>Criterion 6.8</b> Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented.  - Major compliance –	The company has social policy promulgated on July 2015 that includes policies on the prohibition of discrimination and ensure equal employment opportunities for stakeholders	Yes

Criterion / Indicator		Assessment Findings	Compliance
6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against.  - Major compliance –	During interview with representative of worker union, workers and document review was noted, no discrimination and all employees was treated equally by management.	Yes
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available.  - Minor compliance –	The company has procedure hiring workers regulated that hiring and promotion of workers based on skill, work experiences, and job evaluation.  The company is conduct performance evaluation of workers annually	Yes
<b>Criterion 6.9</b>			
There is no harassment or abuse in the work place, and reproductive rights are protected.			
6.9.1	A policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce.  - Major compliance –	The company has a social policy established in July 2014, which includes policy on the prohibition of sexual harassment and violence. This policy was articulated by the company in cooperation with the Gender Committee to all employees.  Based on interview with workers and gender Committee, its confirmed that no sexual harassment and violence and the company with Gender Committee has socialized sexual harassment and put banners in public area.	Yes
6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce.  - Major compliance –	The company has a policy relating to the protection of reproductive rights as documented in "Social Policy, March 2013" and also included in "Peraturan Perusahaan", section 21 of the menstrual leave, Article 22 of the Leave days of Pregnancy, childbirth and miscarriage.  The policy is "Prevent sexual harassment and all violence against women and protect their reproductive rights"	Yes

Criterion / Indicator		Assessment Findings	Compliance
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>The company has established a gender committee, responsible for monitoring implementation of "Sexual harassment" policy rev. 01, dated 6<sup>th</sup> March 2013 and socialization was conducted regularly.</p> <p>The company has established a Committee on Gender "Struktur organisasi Komite Gender PT. Agro Indomas dan Rim Capital" as a special institution that aims to fight for reproductive rights of women employees. The company also facilitates gender committee activities, to disseminate the protection of reproductive rights of women employees. The results of interviews with female employees (pesticide spraying team) indicated that they have understood the existence of gender committees, as an institution to protect their reproductive rights. Female employees have fully understood that during the period of maternity / nursing, the wages remains their right and paid by company. The interviews with employees in the field showed that they still want to continue working at another job that is lighter or have a period of leave during pregnancy. The company is giving maternity leave for 3 months with monthly wages and light work for pregnant and breast feeding women as revealed during interview with female workers. The company also has a policy prohibiting female workers who are pregnant and/or breastfeeding to work in a place that is in contact with agrochemical use. The company performs periodic inspection, pregnancy test and provides personal protective equipment adequate for female employees who work in places that come into contact with agrochemical.</p> <p>Specific grievance mechanism is available in place and put in the notice board and public facilities and the employees can make report to the "Gender Committee" if any case is happened. Based on record review, interview with gender committee members, interview with female workers; it is found that no sexual harassment, domestic violence or other case was reported to the Gender Committee. The Gender Committee has conducted regular meeting, e.g. Gender committee meeting on 03<sup>rd</sup> August 2015, attended 46 participant in Sungai Purun Estate and on 03<sup>rd</sup> August 2015, attended 112 participants in Sungai Rungau estate.</p> <p>Based on interview with workers and record review, no sexual harassment case found during audit.</p>	Yes
<p><b>Criterion 6.10</b>            Growers and millers deal fairly and transparently with smallholders and other local businesses.</p>			



Criterion / Indicator		Assessment Findings	Compliance
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.  - Minor compliance -	The past and current FFB price is announced in "Notice Board" in mill, e.g. FFB pricing on July 2015 as "Hasil Rapat Tim Penetapan Harga Pembelian TBS Kelapa Sawit Produksi Pekebun di Prop. Kalimantan Tengah" planting age 10 – 20 is Rp. 1,504.48/kg, the FFB pricing also delivered by sms to the scheme smallholders.	Yes
6.10.2	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)  - Major compliance -	Based on interviews with the Board of Farmers Group Plasma Lampasa and Terawan village, it is clear the FFB price is determined twice every month by a Committee consisting of Government, Palm Oil Producers in the Seruyan district. The pricing mechanism is follow index "K" government formula. The committee held meetings between 25 and 27 of every month. FFB price decision made is communicated to all oil palm plantation companies and cooperatives as the price standard of certain period, using letter, fax, or sms. Pricing mechanisms for FFB and inputs/services is recorded.	Yes
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.  - Minor compliance -	Based on document review, contracts are signed by contractors; work agreements with cooperatives are signed. Based on interview with stakeholders consist of cooperative administrator and contractor; all parties understand the contractual agreements they enter into. These stakeholders also reveal the contracts are fair, legal and transparent. In addition, payments made by PT Agro Indomas in general are timely.  Sample taken: 1. Contract in Sungai Purun Mill: - Contract supply FFB with Mr. Budi Martono no. MILL/GMO/TBS/VII/2014/00005, dated 02 <sup>nd</sup> July 2015. - Contract CPO Transport to Bulking Station with PT. KML no. Logistik Dept-AIM/PKS.TRM-SPM/CPO Transport/I/2015/006, dated 26 <sup>th</sup> December 2014 2. Sungai Rungau Estate: - Contract FFB and EFB Transport with Mr. Kursedy no. PLT/SPE/TRP FFB & EFB/02/15/02, - Contract FFB and EFB Transport with Mr. Noverdi no. PLT/SPE/TRP FFB & EFB/01/15/01 3. Sungai Purun Estate: Contract with CV Sikembar Putra for Rental Excavator no. PLT/Group 2/EXCV & Drain/02/2015/001.	Yes

Criterion / Indicator		Assessment Findings	Compliance
6.10.4	Agreed payments shall be made in a timely manner.  - Minor compliance -	Payment for contractor made by Finance Department, in timely manner as prescribed in the contract. For example payment for Mr. Kursedy on 4 <sup>th</sup> February 2015 is Rp. 6,500,000) and 13 <sup>th</sup> January 2015 is Rp. 13,000,000	Yes
<b>Criterion 6.11</b> Growers and millers contribute to local sustainable development where appropriate			
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated.  - Minor compliance –	The company has established a CSR programme 2013/2014 – 2015/2016 comprised of Relationship Building/Communication programme, Capacity Building for community programme, Livelihood programme, Health programme, Public Facility/Infrastructure programme, Contribution to Religious event & Culture, Contribution to National Day, Donation and Awareness programme with total value of Rp. 97,976,000 in period July 2014 – June 2015.  Particular attention was given for contribution to education e.g. additional class room, capacity building and honorary for teachers, transportation and operational cost for school. In order to nurture local economy potential, PT Agro Indomas demonstrates agreement (along with proof of service payment made) with local contractors for FFB supply and FFB transportation.	Yes
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 –	The company fully managed scheme smallholders and until now, the company has developed 310 ha in Terawan village and 60 ha in Lampasa Village and its still continue for developing scheme smallholders.	Yes
<b>Criterion 6.12</b> No forms of forced or trafficked labour are used.			
6.12.1	There shall be evidence that no forms of forced or trafficked labour are used.  - Major compliance -	No any form or trafficked labour was noted during assessment.	Yes

Criterion / Indicator		Assessment Findings	Compliance
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred.  - Major compliance -	Based on document review and interview with workers and labour union, confirmed that no contract substitution was noted.	Yes
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented.  - Minor compliance -	The agreement for temporary workers is available and signed by workers. There is no migrant worker	Yes
<b>Criterion 6.13</b>			
Growers and millers respect human rights			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1).  - Major compliance -	The company has Human Rights policy as documented in "Kebijakan Sosial", July 2014:  "Memperlakukan semua karyawan secara adil tanpa memandang gender, etnis, kebangsaan, cacat, orientasi seksual, afiliasi politik, keanggotaan serikat pekerja dan umur"  The company has communicated this policy and interview with workers confirmed that they understand and aware for this policy.  -	Yes
<b>PRINCIPLE 7: RESPONSIBLE DEVELOPMENT OF NEW PLANTINGS</b>			
<b>Criterion 7.1</b>			
A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.			
7.1.1	An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented.  - Major compliance -	The initial Environmental Impact Assessment - AMDAL approved by Minister of Agriculture through letter No.20/ANDAL/RKL-RPL/BA/VI/1998 for the development of 12,000 Ha oil palm estate and a POM of capacity 60 tonnes FFB per hour. In 2006 new SEIA was prepared in conjunction to the expansion of the estate ± 19.860 ha and increase in mill capacity from 60 tons FFB per hour to 90 tons FFB per hour. The expansion was approved by The Governor of Central Kalimantan through letter No.188.44/281/2007 dated 22 <sup>nd</sup> June 2007 approved the SEIA. Another document seen is "Dokumen Pengelolaan Lingkungan Hidup - DPLH" No.660/14/BLH/X/2011 including area of 2,052 Ha.	Yes

Criterion / Indicator		Assessment Findings	Compliance
7.1.2	<p>Appropriating and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts.</p> <p>- Minor compliance –</p>	The company has developed procedures of SEIA identification potential negative impact and implemented.	Yes
7.1.3	<p>Where the development includes an outgrower scheme, the impacts of the scheme and the implications of the way it is managed shall be given particular attention.</p> <p>- Minor compliance -</p>	The SEIA included outgrower scheme (Plasma)	Yes
<p><b>Criterion 7.2</b>            Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.</p>			
7.2.1	<p>Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations.</p> <p>- Major compliance –</p>	A full soil analysis was completed in May 1997, done by PARAM Agricultural Soil Survey, Malaysia. The results have been received for each estate. Maps have been produced indicating soil types on each estate in term of detail soil map. Based on the soil and topographic map, the company taken into account in their planning and operation.	Yes
7.2.2	<p>Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available and taken into account in plans and operations.</p> <p>- Minor compliance -</p>	<p>In general, there is no plantation sets on area with steep slope. Agronomy department made recommendation to implement silt pit and platform for estate block with certain slope.</p> <p>SRE: Silt pit to reduce the impact of erosion, as well as planting vertiver grass near water crossing.</p>	Yes
<p><b>Criterion 7.3</b>            New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.</p>			

Criterion / Indicator		Assessment Findings	Compliance
7.3.1	<p>There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2).</p> <p>- Major compliance –</p>	<p>New planting after November 2005 strictly follows HCV identification report. No replacement/conversion of primary forest and/or area containing one or more High Conservation Values. The external HCV consultants had reported that studies of satellite images and previous land use have concluded that no primary forests and no HCV areas have been cleared since November 2005 for new plantings.</p> <p>PT Agro Indomas demonstrates letter of approval by the Seruyan government has confirmed that the status of the land concessions of plantation is for other use area (<i>Kawasan Pemukiman dan Penggunaan Lainnya</i> or KKPL).</p>	Yes
7.3.2	<p>A comprehensive HCV assessment, including stakeholder consultation, shall be conducted prior to any conversion or new planting. This shall include a land use change analysis to determine changes to the vegetation since November 2005. This analysis shall be used, with proxies, to indicate changes to HCV status.</p> <p>- Major compliance –</p>	<p>The High Conservation Value (HCV) identification was conducted by the Faculty of Forestry, Institut Pertanian Bogor (IPB), the key consultants conducting these assessments are approved by the RSPO. The High Conservation Value (HCV) Assessment team consist of 5 (Five) RSPO-Approved assessors and led by Ir. Nyoto Santoso, MS. The assessment was carried out from August-September 2009</p>	Yes
7.3.3	<p>Dates of land preparation and commencement shall be recorded.</p> <p>- Minor compliance –</p>	<p>Record of land preparation is available</p>	Yes
7.3.4	<p>An action plan shall be developed that describes operational actions consequent to the findings of the HCV assessment, and that references the grower's relevant operational procedures (see Criterion 5.2).</p> <p>- Major compliance –</p>	<p>The company has conducted monitoring of HCV, i.e. monitoring of wild animal / RTEs regularly, such as.</p> <ol style="list-style-type: none"> <li>1. Monitoring of HCV regularly, e.g. report of monitoring in December 2014.</li> <li>2. Monitoring of HCV signboard.</li> <li>3. Monitoring of conservation area.</li> </ol>	Yes

Criterion / Indicator		Assessment Findings	Compliance
7.3.5	<p>Areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations, shall be identified in consultation with the communities and incorporated into HCV assessments and management plans (see Criterion 5.2).</p> <p>- Minor compliance</p>	<p>PT Agro Indomas has communicated the status of HCV in the plantation to Terawan village on 9<sup>th</sup> December 2014, in head of village office, where 20 local communities participated; minutes of meeting and attendance list evident.</p> <p>Interview of local communities and workers confirmed that PT Agro Indomas had carried out awareness on HCVs to the workers and local communities.</p>	Yes
<p><b>Criterion 7.4</b>            Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.</p>			
7.4.1	<p>Maps identifying marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided.</p> <p>- Minor compliance –</p>	<p>PT Agro Indomas shows soil survey in the beginning of oil palm development. The soil survey report produced in May 1997. Based on the soil survey report, the main problem identified was low fertility and poor drainage. The detailed map identifying soil type is made available. Compared to the conservation status/HCV, the peat area falls under <i>Gali</i> type while heath forest falls under <i>Jambu</i> type. PT Agro Indomas shows map for each estates, all with relevant soil type, topographic condition and river/waterways location. The plantation is relatively flat.</p> <p>SRE: Estate has a copy of soil type. It was indicating the soil type comprise of mineral soil, and sandy soil.</p>	Yes
7.4.2	<p>Where limited planting on fragile and marginal soils, including peat, is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts.</p> <p>- Major compliance –</p>	<p>In general, there is no plantation sets on area with steep slope. Agronomy department made recommendation to implement silt pit and platform for estate block with certain slope.</p> <p>SRE: Silt pit to reduce the impact of erosion, as well as planting vertiver grass near water crossing.</p>	Yes
<p><b>Criterion 7.5</b>            No new plantings are established on local peoples' land where it can b demonstrated that there are legal, customary or user rights, without their free, prior and informed consent. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.</p>			

Criterion / Indicator		Assessment Findings	Compliance
7.5.1	<p>Evidence shall be available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples.</p> <p>- Major compliance –</p>	<p>PT Agro Indomas manages to demonstrate the new planting after 2005 is established with FPIC approach, where progress is documented. PT Agro Indomas is communicating the plantation development in line with AMDAL preparation. Records of all compensation issues are maintained. The company holds records on "Agro Indomas Land Compensation" file for all land acquired by the company since the commencement in 1996. The records include the identification of people eligible to receive compensation. All outcomes to compensation claims are fully documented. The outcomes to any settlements are not made public although information is readily available. For 2014, there is a compensation process under name Mr.DS. All the applicable records are in place such as: Land handover letter signed by all parties; company, land owner, head of village, Kepala Adat/Demang and Camat. The record available is handover letter since land owner request for land swap instead of financial compensation.</p>	Yes
<p><b>Criterion 7.6</b>            Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</p>			
7.6.1	<p>Documented identification and assessment of demonstrable legal, customary and user rights shall be available.</p> <p>- Major compliance –</p>	<p>The land compensation documents shown that any land for new planting since 2005 which owned by local communities have been compensated and evidence such as negotiation minutes including calculation, "Berita Acara Kompensasi", receipt, and photograph are available.</p> <p>The compensation process initiated through FPIC approach in line with AMDAL document preparation</p>	Yes
7.6.2	<p>A system for identifying people entitled to compensation shall be in place.</p> <p>- Major compliance –</p>	<p>Records of people identified and entitled to compensation are in place.</p>	Yes
7.6.3	<p>A system for calculating and distributing fair compensation (monetary or otherwise) shall be in place.</p> <p>- Major compliance –</p>	<p>The documented procedure for calculating and distributing fair compensation (monetary or otherwise) is established and implemented. The compensation is calculated using government guidelines for land and crop values. This is already implemented. Details of negotiation settlements, including detail of compensation (land compensation, improvement compensation, crops compensation) are held in file "Agro Indomas Land Compensation" since the development of the estate in 1996.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
7.6.4	Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development.  - Minor compliance –	Details of negotiation settlements, including detail of compensation (land compensation, improvement compensation, crops compensation) are held in file "Agro Indomas Land Compensation" since the development of the estate in 1996.	Yes
7.6.5	The process and outcome of any compensation claims shall be documented and made publicly available.  - Minor compliance –	Records of people identified and entitled to compensation are in place. Records of all compensation issues are retained. The company holds records on "Agro Indomas Land Compensation" file for all land acquired by the company since the commencement in 1996. The records include the identification of people eligible to receive compensation. All outcomes to compensation claims are fully documented. The outcomes to any settlements are not made public although information is readily available.	Yes
7.6.6	Evidence shall be available that the affected communities and rights holders have access to information and advice that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.  - Minor compliance –	The company has developed Plasma, where involving the local communities.	Yes
<b>Criterion 7.7</b>			
No use of fire in the preparation of new plantings other than in specific situations, as identified in the ASEAN guidelines or other regional best practice			
7.7.1	There shall be no land preparation by burning, other than in specific situations, as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.  - Major compliance –	There is no fire used for land preparation. The company implements their policy of "Zero Burning" and it was noted no signs of burning for land preparation was noted during field visit.  PT Agro Indomas is using mechanical method for land clearing. Currently there is no land clearing activity on the field.	Yes



Criterion / Indicator		Assessment Findings	Compliance
7.7.2	In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.  - Minor compliance -	No use fire in land preparataion	Yes
<b>Criterion 7.8</b> New plantation developments are designed to minimise net greenhouse gas emissions. <b>For National Interpretation:</b> National Interpretation will provide guidance within the national context for national requirements (e.g. high and low carbon stock lands or emission reduction requirements).			
7.8.1	The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated.  - Major compliance -	The company has identified and estimated of GHG and the company has gone through NPP process in 2014 and the company has submitted "Carbon Stock Assessment" to the RSPO	Yes
7.8.2	There shall be a plan to minimise net GHG emissions which takes into account avoidance of land areas with high carbon stocks and/or sequestration options.  - Minor compliance -	The company has identified and estimated of GHG and the company has gone through NPP process in 2014 and the company has submitted "Carbon Stock Assessment" to the RSPO	Yes
<b>PRINCIPLE 8: COMMITMENT TO CONTINUAL IMPROVEMENT IN KEY AREAS OF ACTIVITY</b>			
<b>Criterion 8.1</b> Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			

Criterion / Indicator	Assessment Findings	Compliance
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"> <li>• Reduction in use of pesticides (Criterion 4.6);</li> <li>• Environmental impacts (Criteria 4.3, 5.1 and 5.2);</li> <li>• Waste reduction (Criterion 5.3);</li> <li>• Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);</li> <li>• Social impacts (Criterion 6.1);</li> <li>• Optimising the yield of the supply base;</li> </ul> <p>- Major compliance -</p>	<p>The company continued maintain the implementation of the environmental Management System that is certified to the ISO 14001:2004 and OHSAS 18001 standards.</p> <p>Objectives and Targets have been developed and an improvement plan prepared as referred to the ISO 14001 and OHSAS 18001 documents</p> <p>A continuous improvement plan for the daily activity (Mill and estates) has been prepared which contains a number of social and environmental activities</p> <p style="text-align: center;">Yes</p>

**Appendix "B"  
Time Bound Plan**

<b>Name of Company</b>	<b>Address</b>	<b>Time bound for certification</b>	<b>Status as of May 2015</b>
PT. Agro Indomas (Central Kalimantan)	Seruyan Regency, Central Kalimantan Province, Indonesia	2012	Certified in September 2012
PT. Agro Bukit (Central Kalimantan)	Mentaya Hilir District, Kotawaringin Timur Regency, Central Kalimantan Province, Indonesia	2015	1st stage audit just completed at end of year 2014, and the 2nd stage audit has been done by Mutu Agung Lestari from 13 – 17 April 2015. (presently waiting for certification process)  Time bound plan for PT Agro Bukit was changed from 2014 to 2015 because the company is waiting for the new Provincial - Level Spatial Plan of Central Kalimantan that effect the land status of PT Agro Bukit in Central Kalimantan.
PT. Agro Indomas (East Kalimantan)	Sepaku District, Penajam Paser Utara Regency, East Kalimantan Province, Indonesia	2017	Time bound plan to be changed from year 2015 to 2017, because of waiting for Cadastral Mapping process and recommendation from "B" Committee (Provincial Land Authority) to confirm land boundry entitlement.
PT. Agro Bukit (South Kalimantan)	Kusan hulu and Kusan Hilir District, Tanah Bumbu Regency, South Kalimantan, Indonesia	2016	Time bound plan to be changed from year 2015 to 2016, because of waiting for Cadastral Mapping process and recommendation from "B" Committee (Provincial land Authority) to confirm land boundry entitlement.
PT. Rim Capital	Hanau and Danau Sembuluh District, Kotawaringin Timur Regency, Central Kalimantan Province, Indonesia	2014	Certified in September 2014 (No mill, its supply base to Terawan Mill (PT. Agro Indomas – Central Kalimantan). Certification faster than planned (planned in 2015)
PT. Agro Wana Lestari	Mentaya Hulu and Bukit Santuai District, Kotawaringin Timur regency, Central Kalimantan Province, Indonesia	2015	Audit Stage 2 in May 2015 (waiting for certification)
PT. Karya Makmur Sejahtera	Mentaya Hulu District, Kotawaringin Timur Regency, Central Kalimantan Province, Indonesia	2016	No changes
PT. Agra Jaya Bakti	Ketapang Regency, West Kalimantan Province, Indonesia	2017	Mill is not constructed yet
PT. Batumas Sejahtera	Ketapang Regency, West Kalimantan Province, Indonesia	2018	Mill is not constructed yet
PT. Sawit Makmur Sejahtere	Ketapang Regency, West Kalimantan Province, Indonesia	2019	Mill is not constructed yet
PT. Sumber Hasil Prima	Sintang Regency, West Kalimantan Province, Indonesia	2017	Mill is not constructed yet
PT. Sinar Sawit Andalan	Sintang Regency, West Kalimantan Province, Indonesia	2018	Mill is not constructed yet

PT. Nabire Baru	West Papua Province, Indonesia	2019	Mill is not constructed yet
PT. Sariwana Adi Perkasa	West Papua Province, Indonesia	2020	Mill is not constructed yet

**Appendix "C"**  
**RSPO Certificate Details**

**PT. Agro Indomas**

Menara Global 5<sup>th</sup> Floor  
 Jl. Jenderal Gatot Subroto Kav. 27  
 Jakarta 12950  
 INDONESIA  
 Website: www.goodhopeasia.com

Registered Activities: Palm Oil Mill which produced CPO and PK

RSPO membership No. 1-0175-14-000-00, dated 02<sup>nd</sup> December 2014

Certificate Number : SPO 569265  
 Date of Certificate : 18/09/2012  
 End of certificate : 17/09/2017

Applicable Standards:

- RSPO Principles & Criteria, Generic Standard 2013
- RSPO SCCS, 2014 Supply Chain Certification requirement for CPO Mills, Module E Mass Balance

<b>Sungai Purun Palm Oil Mill and Supply Base</b>					
Location Address	Km .75 Sampit - Pangkalan Bun. Kabupaten Seruyan, Kalimantan Tengah – Indonesia				
GPS Location	112 <sup>o</sup> 26' 38" E - 2 <sup>o</sup> 28' 49" S				
CPO Tonnage Total	55,800 MT				
PK Tonnage Total	12,800 MT				
CPO Claimed for Certification	51,506 MT				
PK Claimed for Certification	11,758 MT				
Own estates FFB Tonnage	221,107 MT				
Scheme Smallholder FFB Tonnage	2,994 MT				
Non-company Suppliers FFB Tonnage	- MT				
Estates / Supply base	Production Area		Other use (Ha)	Certified Area / Total land lease (Ha)	Annual FFB Production (MT)
	Mature (Ha)	Immature (Ha)			
Sungai Purun Estate	4,110	0	691	4,801	110,268
Sungai Rungau Estate	4,055	0	283	4,338	110,839
Terawan Plasma	60	310	0	370	1,512
Bangkal Plasma	60	0	0	60	1,482
<b>Total</b>	<b>8,285</b>	<b>310</b>	<b>974</b>	<b>9,569</b>	<b>224,101</b>

*Appendix "D"*  
**Assessment Plan**

Date	Time	Subjects	HR	Pratama Sedayu	Doni
			PRSP0-LA	PRSP0-OHS/EMS	PRSP0-SA
Monday, 10/08/2015		Flight by Kalstar (KD 700) from Jakarta - Sampit	√	√	√
		Travelling Sampit – Location (PT. Agro Indomas)	√	√	√
Tuesday, 11/08/2015	08.00 – 09.00	Opening Meeting	√	√	√
	09.00 – 12.00	<b>Stakeholder Interview:</b> Head of village, local community leaders, labour union, Gender Committee, contractor, etc.			√
	12.00 – 14.00	Lunch			
		<b>Stakeholder Interview:</b> Head of village, local community leaders, labour union, Gender Committee, contractor, etc. (Continued)			√
Wednesday, 12/08/2015	08.00 – 12.00	<b>Document Review (S. Purun POM):</b> Included RSP0 SCCS and Time Bound Plan	√		
	12.00 – 14.00	Lunch			
	14.00 – 17.00	<b>Field Visit (S. Purun POM):</b> OSH, PPE, safe working environment, walk ways, signs, EFB. diesel tanks, fire extinguishers, emission, first aiders and boxes, etc.	√		
Thursday, 13/08/2015	08.00 – 12.00	<b>Field Visit (S. Purun Estate):</b> Herbicide application programmes, harvesting, fertilising operations, road maintenance, water management, Boundaries inspection, social amenities, , HCV's, riparian zones, Chemical stores, fertilizer store, workshop, housing, landfill, clinic, waste, etc.	√		
		<b>Field Visit (S. Rungau Estate):</b> Herbicide application programmes, harvesting, fertilising operations, road maintenance, water management, Boundaries inspection, social amenities, , HCV's, riparian zones, Chemical stores, fertilizer store, workshop, housing, landfill, clinic, waste, etc		√	
		<b>Document Review:</b> Humas Department.			√
	12.00 – 14.00	<b>Lunch</b>			
	14.00 – 17.00	<b>Document Review (S. Purun &amp; S. Rungau Estate)</b>	√	√	√
	Friday 14/08/2015	08.00 – 11.30	<b>Document Review:</b> EHS Department	√	
<b>Document Review:</b> EHS and Training Centre				√	
<b>Document Review:</b> HRD and Humas Dept					√
11.30 – 14.00		Lunch / Jumat Pray			
14.00 – 15.00		Closing Meeting	√	√	√
Saturday		Travelling Estate – Sampit Airport	√	√	√

Date	Time	Subjects	HR	Pratama Sedayu	Doni
			PRSCO-LA	PRSCO-OHS/EMS	PRSCO-SA
15/08/2015		Flight Sampit – Jakarta by Kalstar (KD 701)	√	√	√

**Appendix "E"  
Stakeholder Contacted**

No.	Name	Institution
1	Yayang LY	Gender Committee Leader
2	Noverdi	Labour Union Leader
3	Yendri JR	Secretary of Lampasa Village
4	Asmirin	Head of Terawan Village
5.	Iberahim Nor	Local Contractor

**Appendix "F"  
RSPO SCCS – CPO Mills: Mass Balance**

Criterion E.1. Definition			
	Requirement	Evidence	Compliance
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>The company has established procedure for receiving FFB certified and non certified sources in Procedure "Ensuring Traceability of RSPO Certified Products" Ver.1/2013, 01<sup>st</sup> November 2013.</p> <p>The company has determined FFB certified and non certified source in weighbridge system and automatically will be counted as FFB certified and other hand, the FFB from non certified source/outgrowers as classified as non certified FFB.</p>	Yes

Criterion E.2. Explanation			
	Requirement	Evidence	Compliance
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	The company estimated CPO and PK production as recorded in previous Summary Report. Based on review e-trace system, the company delivered CPO and PK certified in e-trace system and actual tonnage produced as mentioned below.	Yes
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).	The company has registered and reported CPO and PK certified selling in in E-trace system and CB also register volume of CPO and PK certified annually once the certificate issued.	Yes

<b>Criterion E.3. Documented procedures.</b>			
	<b>Requirement</b>	<b>Evidence</b>	<b>Compliance</b>
3.1	The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:		
	a. Complete and up to date procedures covering the implementation of all the elements in these requirements;	"Ensuring Traceability of RSPO Certified Products" Ver.1/2013, November 2013, covering: segregation FFB certified and non certified, Identified FFB certified and non certified processed, Record of FFB certified and non certified received, CPO and PK Certified and non certified produced., the responsible person who is handling along supply chain, balancing stock certified and non certified products, Identified name of certified product, Type of Supply chain used, over-production, 3 monthly basis report, etc.	Yes
	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	"Ensuring Traceability of RSPO Certified Products" Ver.1/2013, November 2013, based on this procedure, the responsible is PM (Plantation Manager), MM (Mill Manager), IT Admin and Weigh-Bridge Personnel.	Yes
3.2	The site shall have documented procedures for receiving and processing certified and non-certified FFBs.	<p>Ensuring Traceability of RSPO Certified Products" Ver.1/2013, November 2013,</p> <p>All incoming FFB certified from certified sources to be tagged "RSPO Certified FFB/MB" and FFB non certified as treated without any tagged. Incoming FFB certified and non certified is separated in WB system and automatically counted in system, including during process.</p> <p>Document Verified:</p> <ol style="list-style-type: none"> <li>FFB Certified: <ul style="list-style-type: none"> <li>Nota Pengantar TBS dari sumber RSPO certified (Delivery Note of FFB certified sources), e.g. barcode Note: on 08/08/2015, No. ticket SP 00390154372; 278 Bunches.</li> <li>Weighbridge Ticket: Origin SP 00390154372, ticket No. 000266388, dated 08/08/2015, 7,640 kg, Tag: "RSPO Certified FFB/MB"</li> </ul> </li> <li>FFB Non Certified:</li> </ol>	Yes



		<ul style="list-style-type: none"> <li>- Delivery Note on 09/08/2015, from PT. Gading Sawit Kencana, 558 bunches, lose fruit 1,250 kg.</li> <li>- Weighbridge Ticket: ticket No. 000266433, dated 10/08/2015, 8,650 kg, Tag: None.</li> </ul> <p>3. Delivery Note CPO Certified: No any transport CPO claim as CPO certified (Selling CPO by GreenPalm)</p> <p>4. Delivery Note for CPO Non Certified:</p> <ul style="list-style-type: none"> <li>- Delivery Note: Date 07/08/15, ticket no. 000266145, quantity 8,850 kg, Destination PT. Wilmar Nabati Indonesia.</li> <li>- Delivery note for CPO Non certified: 25/07/2015, ticket no. 000266220, quantity 8,550 kg, Destination PT. Wilmar Nabati Indonesia.</li> </ul> <p>5. Delivery Note for PK Certified: none</p> <p>6. Deliver note for PK Non certified: date 07/08/2015, ticket no. 000266039, quantity 8,080 kg, Destination PT. Sinar Jaya Inti Mulia.</p>	
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<b>Criterion E.4. Purchasing and goods in.</b>			
	<b>Requirement</b>	<b>Evidence</b>	<b>Compliance</b>
4.1	The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received	All incoming FFB certified and non certified will be counted automatically in Weigh Bridge system.	Yes
4.2	The site shall inform the CB immediately if there is a projected overproduction of certified tonnage	The company has procedure to inform CBs if any over-projection immediately as regulated in procedure "Ensuring Traceability of RSPO Certified Products" Ver.1/2013, November 2013. "If there is over-projection of certified CPO and PK, Mill Manager shall immediately report formally to the RSPO Manager, who will then report it to the CBs.	Yes

<b>Criterion D.5. Record Keeping</b>			
	<b>Requirement</b>	<b>Evidence</b>	<b>Compliance</b>
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.	Record of three monthly basis is available.	Yes
	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.	Based on review of documents, the company has a system to deduct volume of CPO and PK delivered in system automatically	Yes
	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	Short Sell system is included in their procedure; it's clear how the system works.	Yes

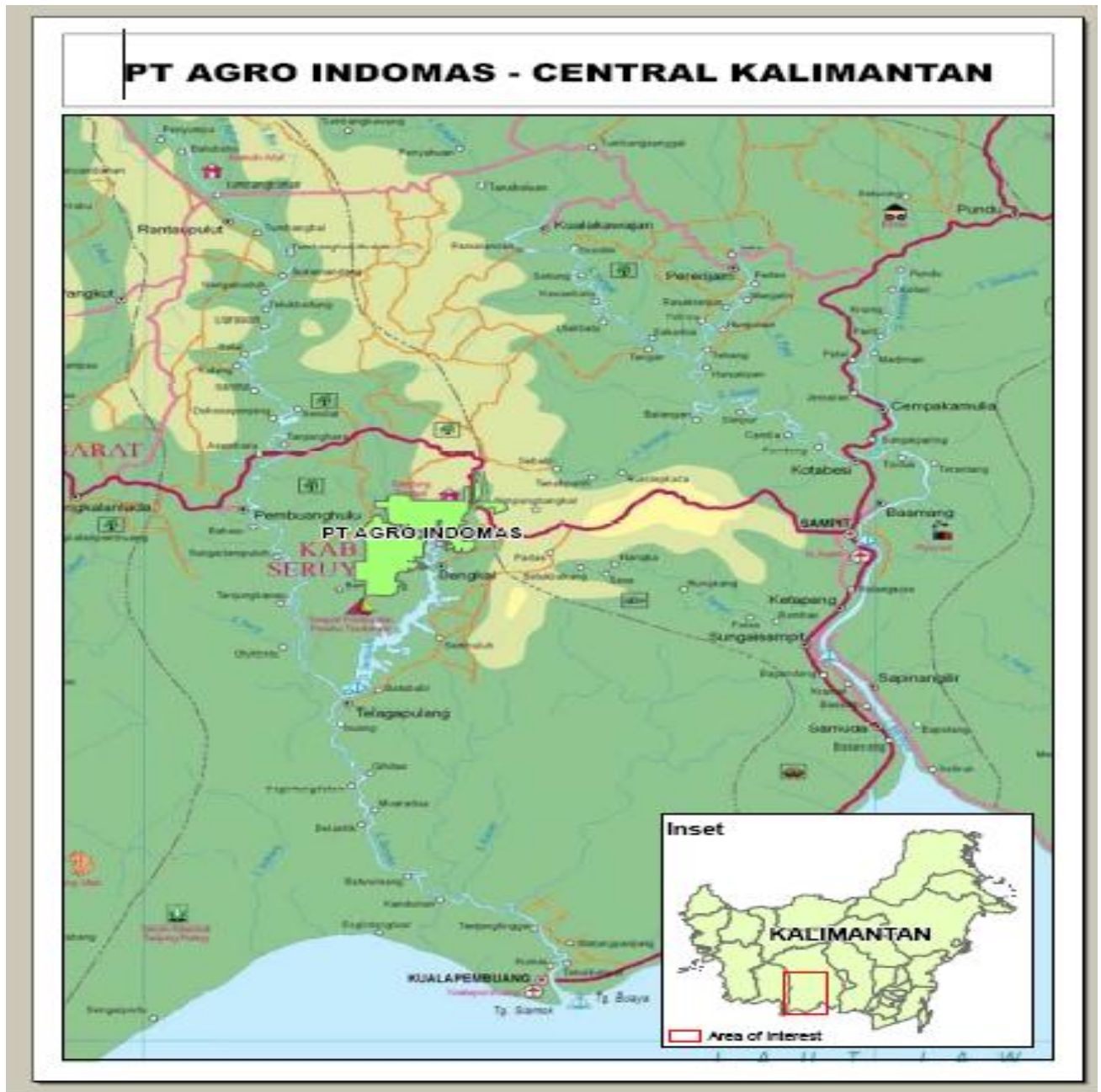
	allowed to sell short.(ie product can be sold before it is in stock.)		
5.2	In cases where a mill outsources activities to an independent (not owned by the same organization) palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement.	No out-sourced activities within this mill.	<i>Yes</i>

Appendix "G"  
Location Map of PT. Agro Indomas

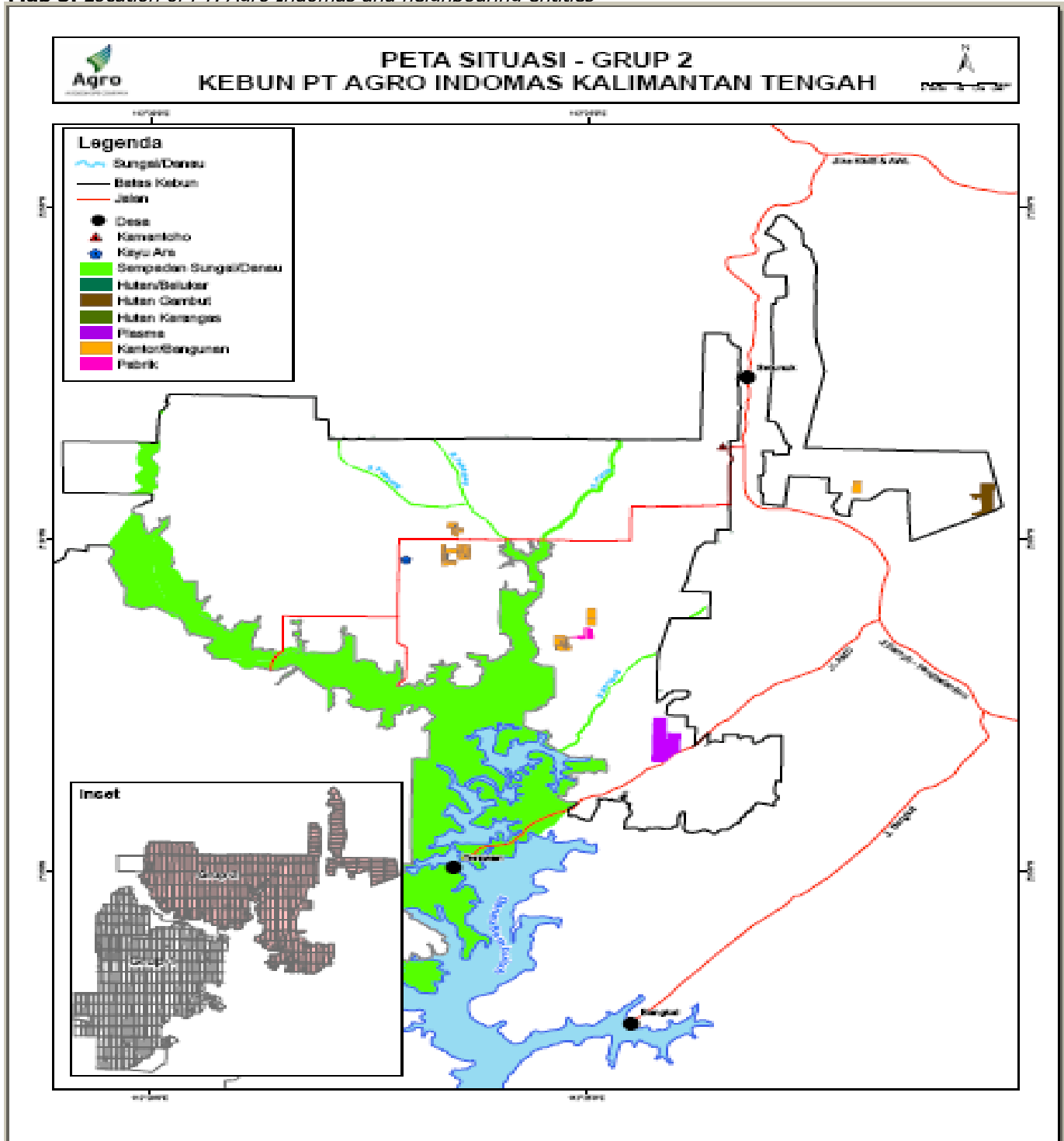
Map 1. Location of PT. Agro Indomas in Indonesia



Map 2. Location of PT. Agro Indomas in Central Kalimantan Province.



**Map 3.** Location of PT. Agro Indomas and neighbouring entities



**Appendix "H"**  
**Abbreviation used**

AMDAL	Analisis Mengenai Dampak Lingkungan (Social and Environmental Impact Assessment)
BOD	Biological Oxygen Demand
BPN	Badan Pertahanan Nasional (National Land Authority)
BSI	British Standard Institution
CPO	Crude Palm Oil
CSR	Corporate Social Responsibility
EFB	Empty Fruit Bunch
FFB	Fresh Fruit Bunch
GMO	General Manager Office
GPS	Global Positioning System
HCV	High Conservation Value
HGU	Hak Guna Usaha (Land) title for commercial use
IPM	Integrated Pest Management
ISO	International Standards Organisation
ISPO	Indonesia Sustainable Palm Oil Foundation
ISCC	International Carbon Certification System
IUP	Izin Usaha Perkebunan (Plantation Licence)
KER	Kernel Extract Ratio
MB	Mass Balance
OER	Oil Extract Ratio
OHS	Occupational Health and Safety
P2K3	Panitia Pembina Kesehatan dan Keselamatan Kerja
PK	Palm Kernel
PKO	Palm Kernel Oil
PKB	Perjanjian Kerja Bersama (Worker Agreement)
POM	Palm Oil Mill
PPE	Personal Protective Equipment
PT	Perseroan Terbatas (Limited Company)
RKL	Rencana Pengelolaan Lingkungan (Environmental Management Plan)
RPL	Rencana Pemantauan Lingkungan (Environmental Monitoring Plan)
RSPO	Rountable Sustainable Palm Oil
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SPE	Sungai Purun Estate
SPM	Sungai Purun Mill
SRE	Sungai Rungai Estate
SCCS	Supply Chain Certification System
SOP	Standard Operation Procedure