

RSPO RE-CERTIFICATION ASSESSMENT

PT. AGRO MUKO MUKOMUKO PALM OIL MILL AND ITS SUPPLY BASE

Office: Bank Sumut 7th Floor Jl. Imam Bonjol No. 18, Medan – 20152, North Sumatera – Indonesia

Location: Mukomuko District, Bengkulu Province - Indonesia

TABLE OF CONTENTS		Page No.
Section 1	Scope of the certification Assessment	3
	1.1 Company Detail	3
	1.2 RSPO Certification Information & Others Certification.....	3
	1.3 Location(s) of Mill and Supply Bases	3
	1.4 Description of Supply Base	4
	1.5 Planting and Cycle	5
	1.6 Certified Tonnages	5
	1.7 Actual certified Palm production	6
	1.8 Actual Sales of Certified Palm product	6
	1.9 Actual Certified FFB Received Monthly	7
Section 2	Assessment Process	8
	Certification Body	8
	Assessment Methodology, Programme, Site Visit	8
	Tentative Date of Next Audit	9
	Total No. Of Mandays	9
	BSI Assessment team	9
	Accompanying Person	9
Section 3	Assessment Finding	10
	3.1 Detail of Audit Result	10
	3.2 Progress Against Time Bound Plan	10
	3.3 Detail of Finding	10
	Non-Conformity	10
	Observation	10
	Positive Finding	10
	Issues raised by stakeholders	11
	3.4 Status of Non Conformities Previously Identified and Observations	12
	3.5 Summary of the Nonconformities and Status	13
	Assessment Conclusion and recommendation	14
	Acknowledgement of Assessment Findings	14
Appendix A	Summary of Finding	15
Appendix B	Time Bound Plan.....	85
Appendix C	Certification Unit RSPO Certification Detail	87
Appendix D	Assessment Plan	88
Appendix E	Stakeholder Contacted	91
Appendix F	RSPO SCCS (CPO Mill: Mass Balance)	92
Appendix G	The Company's Map Location	98
Appendix H	List of Abbrevation Used	101

Section 1 Scope of the Certification Assessment

1.1. Company Details			
RSP0 Membership Number	1-0021-05-000-00	7 th December 2005	
Company Name	PT. Agro Muko (Muko Muko POM)		
Address	Head Office: Bank Sumut 7th Floor, Jl. Imam Bonjol No. 18 Medan – 20152, North Sumatra – Indonesia Location Address: Mukomuko District, Bengkulu Province - Indonesia		
Subsidiary of (if applicable)	Sipef Group		
Contact Name	Mr. Olivier Tichit		
Website	www.tolantiga.co.id	E-mail	ortichit@sipef.com
Telephone	+ 62 61 415 2043	Facsimile	+62 61 452 0908

1.2. Certification Information			
Certificate Number	RSP0 556042	Date	22 nd February 2011
Scope of Certification	Production of CPO and PK at: Mukomuko Palm Oil Mill and 6 estates as supply base, namely: Muko Muko estate, Sei Betung estate, Tanah Rekah estate, Talang Petai estate, Sei Kiang estate, Air Manjunto estate and one KMD. KMD is owned by villages and fully managed by company. Mill capacity of Muko Muko POM is 60 MT FFB/hour and Bunga Tanjung POM is 60 MT FFB/hour.		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
01 100 106313	ISO 9001:2008	TUV Rheinland GmbH	21.06.2013-13.06.2016
01 104 106313	ISO 14001:2004	TUV Rheinland GmbH	21.06.2013-13.06.2016

1.3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location	GPS	
		Longitude	Latitude
Muko Muko POM	Desa Teruntung, Kec. Teras Terunjam, Kab. Mukomuko, Provinsi Bengkulu, Indonesia	E101°16'00"	S02°36'00"
1. Muko Muko estate	Desa Air Dikit, Desa Pondok Lunang, Desa Air Kasai, Desa Dusun Baru, Sari Bulan, Sumber, Teruntung, Talang Kuning, Kec. Air Dikit dan Kec. Teras Terunjam, Kab. Mukomuko, Provinsi Bengkulu, Indonesia	E101°11'41" E101°20'3"	S02°33'58" S02°41'10"

2. Sei Betung estate	Desa Sidomylyyo, Penarik, Lubuk Sahung, Talang Medan, Suryan Bungkal, Sei Jerinjing, Talang Buai Kec. Penarik dan Selagan Raya Kab. Mukomuko, Provinsi Bengkulu, Indonesia	E101°19'24" E101°25'31"	S02°32'13" S02°38'26"
3. Tanah Rekah estate	Desa Tanah Harapan, Tanah Rekah, Air Dikit, Setia Budi/SP-IV, Kec. Kota Mukomuko, Air dikit dan teras Terunjam. Kab. Mukomuko, Provisni Bengkulu, Indonesia	E101° 7' 5" E101° 15' 3"	S02° 34' 48" S02° 41' 10"
4. Talang Petai estate	Desa Talang Petai, Talang Sepakat, Talang Sakti, Sungai Lintang, Sungai Rengas, Tunggal Jaya Kec. V-Koto dan Kec. Teras terunjam Kab. Mukomuko, Provinsi Bengkulu, Indonesia	E101° 13' 30" E101° 20' 29"	S02° 24' 46" S02° 32' 37"
5. Sei Kiang estate	Desa Lubuk Cabau, Kec. V-koto, Kab. Mukomuko, Provisni Bengkulu, Indonesia	E101° 10' 11" E101° 18' 9"	S02° 22' 18" S02° 27' 31"
6. Air Manjuntto estate	Desa Talang Petai dan Desa Talang Sepakat, Kec. V-koto, Kab. Mukomuko, Provinsi Bengkulu, Indonesia	E101° 15' 1" E101° 20' 32"	S02° 23' 27" S02° 28' 2"
7. KMD (Managed by PT. Agro Muko)	Kabupaten Mukomuko; Propinsi Bengkulu; Indonesia	E101° 8' 31" E101° 21' 49"	S02° 23' 16" S02° 41' 28"

1.4. Description of Supply Base						
Estate	Mature (ha)	Immature (ha)	Total Planted (ha)	Infrastructure & others (ha)	Total Hectarage	% of Planted
1. Muko Muko estate	2,494.57	1,191.71	3,686.28	414.92	4,101.20	23.33
2. Sungai Betung estate	712.00	580.16	1,292.16	317.96	1,610.12	8.18
3. Tanah Rekah estate	2,985.98	74.37	3,060.35	788.65	3,849.00	19.37
4. Talang Petai estate	2,103.00	12.00	2,115.00	155.00	2,270.00	13.38
5. Sungai Kiang estate	1,926.99	29.69	1,956.68	214.35	2,171.03	12.38
6. Air Majuntto estate	290.00	325.00	615.00	1,185.00	1,800.00	3.89
<i>Sub Total</i>	10,512.54	2,212.93	12,725.47	3,075.88	15,801.35	80.53
7. KMD	281.00	119.00	400.00	-	400.00	100.00
Total	10,793.54	2,331.93	13,125.47	3,075.88	16,201.35	

1.5. Plantings & Cycle									
Estate	Age (Years) in Ha						Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - up	Total	Estimated (2015)	Actual (2015)	Forecast (2016)
1. Muko Muko estate	1,191.71	410.24	635.15	1,414.24	34.94	3,686.28	38,312	45,631	40,369
2. Sungai Betung estate	580.16	435.45	276.55	-	-	1,292.16	10,830	11,654	15,744
3. Tanah Rekah estate	74.37	9.89	712.69	1,892.15	371.25	3,060.35	72,759	69,875	70,647
4. Talang Petai estate	12.00	1,078.00	1,025.00	-	-	2,115.00	42,308	41,096	45,663
5. Sungai Kiang estate	29.69	269.43	1,657.56	-	-	1,956.68	36,707	38,139	37,757
6. Air Majunto estate	325.00	290.00	-	-	-	615.00	1,166	1,206	4,521
Sub Total	2,212.93	2,493.01	4,306.95	3,306.95	406.19	12,725.47	202,082	207,601	214,701
7. KMD	119.00	160.00	121.00	-	-	400	4,889	4,571	7,106
Total	2,331.93	2,653.01	4,427.95	3,306.95	406.19	13,125.47	206,971	212,172	221,807

1.6. Certified Tonnage									
Mill	Estimated (2015)			Actual (2015)			Projection (2016)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Muko Muko POM	206,971	47,686	10,574	212,172	47,771	10,688	221,807	51,016	11,467

Note: - Actual OER (22.51%) and KER (5.04%) in 2015
 - Projection OER (23.00%) and KER (5.17%) in 2016

1.7. Actual Certified Palm production			
MILL*)	Capacity	CPO (tonnes)	PK (tonnes)
Muko Muko Palm POM	60 tonnes FFB/hour	47,686	10,688
Bunga Tanjung POM	60 tonnes FFB/hour	32,503	8,910
Total		80,189	18,878

**) RSPO still approved combine 2 mill under one certificate until Annual Surveillance 4 (ASA-4)*

1.8. Actual Sales of certified Palm Product			
MILL	Certified CPO Sold	Certified PK Sold	Remarks
Muko Muko and Bunga Tanjung POM	36,378.47	18,707.82	Sales of certified product in E-Trace

**)Extension volume during certification period: 1600MT and 2,164MT*

1.9. Certified FFB received monthly in previous year (Tonnes)								
Month	Muko Muko Estate	Sei Betung Estate	Tanah Rekah Estate	Talang Petai Estate	Sei Kiang Estate	Air Majunto Estate	KMD	Total FFB Certified Received
Januari 2015	3,796.04	790,58	4,996.58	3,517,43	2,973.99	-	344.83	16,419.45
Pebruari 2015	2,746.83	642.32	4,445.44	2,719.54	2,717.03	-	306.55	13,577.71
Maret 2015	3,052.55	756.11	5,061.64	3,039.98	2,924.03	-	298.60	15,132.91
April 2015	3,269.87	810.10	5,621.89	3,157.49	2,913.95	-	347.33	16,120.63
Mei 2015	3,257.46	766.60	5,109.18	3,119.62	2,995.74	142.31	380.31	15,771.22
Juni 2015	4,003.26	1,071.93	6,362.01	3,853.70	3,651.86	120.11	472.30	19,535.17
Juli 2015	3,661.05	1,123.24	5,623.44	3,279.43	2,924.73	79.29	417.93	17,109.11
Agustus 2015	4,740.98	1,230.73	7,818.45	4,378.01	4,208.15	135.93	539.53	23,052.78
September 2015	4,621.63	1,232.39	7,064.20	3,585.32	3,463.86	198.14	442.06	20,607.60
October 2015	4,548.94	1,168.51	7,087.58	4,157.61	3,572.43	255.81	332.68	21,123.56
November 2015	4,005.64	1,148.77	5,661.34	3,428.24	2,957.69	163.97	336.44	17,702.09
December 2015	3,927.09	913.68	5,023.68	2,859.62	2,835.18	110.03	352.29	16,021.57
TOTAL	45,631.34	11,654.96	69875.43	41,095.99	38138.64	1,205.59	4,570.85	212,172.80

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,
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BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (RSPO-ACC-19) since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Singapore, Jakarta, Bangkok and Australia which involve in RSPO Certification Program.

Assessment Methodology, Programme, Site Visits

The on-site recertification assessment was conducted from 14th – 19th December 2015. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

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

Public Stakeholder Notification was made on 19th October 2015, 30 days prior to the recertification assessment. No written feedback received at the end of the 30 days period. Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by email to arrange meetings at a location convenient to them to discuss Muko Muko POM Certification Unit's environmental and social performance.

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

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

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

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

This report was internally reviewed by Mr. Sabar Kembaren (He is one of the BSI Qualified RSPO Lead Auditor and Internal Reviewer); and reviewed externally by independent peer reviewer prior to certification decision by BSI.

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

Name (Mill / Supply Base)	Year 1	Year 2	Year 3	Year 4	Year 5
Muko Muko POM	X	X	X	X	X
1. Muko Muko estate	X			X	
2. Sungai Betung estate	X				X
3. Tanah Rekah estate		X		X	
4. Talang Petai estate		X			
5. Sungai Kiang estate			X		
6. Air Majunto estate			X		X
7. KMD	X	X	X	X	X

Tentative Date of Next Visit: 01/12/2016

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.

Nanang Muallib - Team member

He graduated from Bogor Agriculture University on 1999, Forestry Faculty. He involved in RSPO certification since 2010 as a team member covering assessment against RSPO P&C in Indonesia. He completed the ISO 9001 Lead Auditor Course, Technical Training of HCV Assessment; ISPO Lead Auditor endorsed Course. During this assessment, he assessed on the aspects of social, stakeholder consultation and smallholders.

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. Agro Muko Time Bound Plan – Appendix B
- RSPO Supply Chain Certification Assessment – Appendix F

3.2. Progress against Time Bound Plan

PT Agro Muko 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

During this re-certification (RAV-1) assessment there was no nonconformity identified and 3 (three) observation were identified.

Non-Conformity		
NCR #	Description	Category (Major/Minor)
	NIL	

Observation was identified during this re-certification:

Observation	
OBS #	Description
1	Indicator 4.6.9: Care should be taken to consistently provide pesticide training for workers whom performing spraying activities in KMD areas.
2	Indicator 6.8.3: It is nice to be considered consistently of promotion evaluation for workers.
3	Indicator 6.10.1: It is need to be paid attention for KMD's FFB payment is timely manner.

Positive Findings	
PF #	Description
1	Good performance for improvement in all areas
2	Positive comments from local communities for the company operation.

Issues Raised by Stakeholders	
Issues #	Description
1	<p>Social issues:</p> <ul style="list-style-type: none"> - CSR program needed consider to improve CSR program, e.g. CSR program into location poverty still exist, such as: "Kampung Nelayan and Pertanian" - It is need to consider scholarship for students from local communities, not only for employees children. - The company has developed scheme smallholders <p>Management Response: The company will consider it to improve CSR Program.</p> <p>Auditor Team Findings: Company response is accepted</p>
2	<p>Labour issues:</p> <ul style="list-style-type: none"> - The Company has provided job opportunity for local workforce and there is no report logged in related to discriminative act. - Company has announced the workforce/job. - There is no labour dispute. - The company has fulfilled requirement to reported labour condition to the Labour Department Mukomuko District. - Medical check up is conducted regularly. - The company has provided social and health insurance to all workers. - There is no forced labour, human rights violation, sexual harrassment was noted. - The company has provided facilities to all workers, such housing, water, electricity, school, bus school, etc. - The company paid to all workers based on minimum wages and more than minimum wages as regulated by National Regulation. - The company has communicated their policies and it was noted that the employees understand the company policies <p>Management Response: Positive comments</p> <p>Auditor Team Findings: Positive comments</p>
3	<p>Environmental issues:</p> <ul style="list-style-type: none"> - There is perception difference between company and local community related to conservation area. Local community thinks conservation area is marginal area that is not utilized by company. - Company has fire fighting equipment, including fire monitoring tower. <p>Management Response: The company has communicated HCV areas and socialized to local communities ensure that no misunderstanding related HCV management and monitoring by company, and its continouing process.</p> <p>Auditor Team Findings: Company response is accepted</p>
4	<p>Legal issues:</p> <ul style="list-style-type: none"> - The whole area under HGU permit of PT Agro Muko and PT Mukomuko Agro Sejahtera is "Area Penggunaan Lain/APL" - Area for other use, and no forest area as per "Peta Penunjukan Kawasan Hutan Provinsi Bengkulu". - The company has checked mill machineries conducted by local government regularly. - There is no land dispute was noted. <p>Management Response: Positive comment</p> <p>Auditor Team Findings: Positive comments</p>
5	<p>Operational issues:</p> <p>The plantation management by PT Agro Muko and PT Muko muko Agro Sejahtera has done well.</p> <p>Management Response: Positive comment</p> <p>Auditor Team Findings:</p>

Positive comment

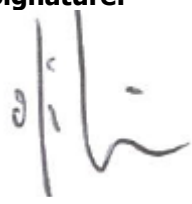
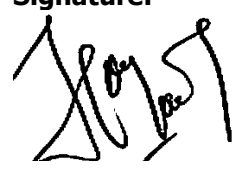
3.4. Status of Nonconformities Previously Identified and Observations

Non-Conformity		
NCR #	Description	Category (Major/Minor)
	NIL	

Observation	
OBS #	Description
1	<p>Company could consider a number of prevention of pollution effort: 1.To ensure all control valve connected to HSD oil tank – second containment in Talang Petai is in "closed" condition. 2.To review and re-consider current design of oil trap/triple interceptor and monitoring in order to prevention oil pollution in Workshop Air Bikuk Estate and Engine Room Sungai Kiang Estate</p> <p>Action taken: Control valve on secondary containment of HSD oil in Talang Petai Estate is in closed condition. EDB civil department reviewed and changed the under-flow system for oil traps. Air Bikuk Estate has reviewed and re-constructs the oil trap to prevent oil pollution in estate workshop.</p> <p>Verification to Muko muko Estate, the control valve connected to HSD oil tank of secondary containment puts on locked position. Monitoring carried out to ensure it is always closed.</p> <p>Verification to Muko muko Estate, the oil trap has improved; to minimize oil pollution to waterways;</p>
2	<p>Company need to ensure installation of alarm in the hazardous waste storage Talang Petai Estate.</p> <p>Action taken: Company has installed alarm in hazardous waste storage in Talang Petai Estate. Tested and found functioning in the case of emergency. Verification in Muko muko Estate, the alarm in hazardous waste storage is fully functioning. The alarm is standing by in the case of emergency situation.</p>
3	<p>It is nice to record the domestic waste produced from line site/housing to estimate adequate landfill in Talang Petai Estate.</p> <p>Action taken: Company corrective action plan is to monitor land fill for domestic waste.</p>
4	<p>The company has policy and specific grievance mechanism to prevent violence and abuse sexual, however care should be taken to improve the awareness to women workers related function of "Gender Committee" to resolve if any sexual violence or abuse.</p> <p>Action taken: The Gender Committee has communicated grievance mechanism if any sexual violence and abuse regularly in "Gender Committee Meeting" and based on interview with Gender Committee and women workers, they understand the grievance mechanism.</p>
5	<p>It is nice to consider the company clinic in Talang Petai with legal permit.</p> <p>Action taken: Currently all clinic under PT Agro Muko act as Klinik BPJS as per Surat Keputusan Kepala Dinas Kesehatan Muko muko No.440/01/D.2/11/2015 tentang Izin Penyelenggaraan Operasional Sementara Klinik PT Agro Muko valid through 24/02/2015, as per requirement of BPJS.</p>

3.5. Status of Non Conformities

Reference	Category	Issued	Closed
CR01	Minor	01/10/2010	10/02/2012
CR02	Minor	01/10/2010	10/02/2012
A675812/1	Major	10/02/2012	10/02/2012
A675812/1	Minor	10/02/2012	01/02/2013
A675812/2	Minor	10/02/2012	01/02/2013
A675812/3	Minor	10/02/2012	01/02/2013
A675812/4	Minor	10/02/2012	01/02/2013
A675812/5	Minor	10/02/2012	01/02/2013
463917-1	Minor	01/02/2013	08/01/2014
463917-2	Minor	01/02/2013	08/01/2014
1010903M3	Major	08/01/2014	06/03/2014
1010903M7	Major	08/01/2014	06/03/2014
1010903M10	Major	08/01/2014	06/03/2014
1010903M16	Major	08/01/2014	06/03/2014
1010903M18	Major	08/01/2014	06/03/2014
1010903N1	Minor	08/01/2014	25/11/2014
1010903N6	Minor	08/01/2014	25/11/2014
1010903N8	Minor	08/01/2014	25/11/2014
1010903N9	Minor	08/01/2014	25/11/2014
1010903N13	Minor	08/01/2014	25/11/2014
1010903N15	Minor	08/01/2014	25/11/2014

Assessment Conclusion and Recommendation	
<p>The auditors conclude that PT. Agro Muko – Muko Muko POM and its supply base are complying with the RSPO certification system 2007, RSPO Generic Standard 2013 and RSPO SCCS 2014.</p> <p>Its recommend to extend the RSPO certificate for Muko Muko POM and and its supply base</p>	
Acknowledgement of Assessment Findings by PT. Agro Muko – Muko Muko POM	Report Prepared by
Name: Mr. Olivier Tichit	Name: Haeruddin
Company name: PT. Agro Muko	Company name: PT. BSI Indonesia
Title: Director	Title: Lead Auditor
Signature: 	Signature: 

Appendix "A"
Summary of Finding

Criterion / Indicator	Assessment Findings	Compliance
PRINCIPLE 1: COMMITMENT TO TRANSPARENCY		
Criterion 1.1: Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.		
1.1.1 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 a list of stakeholders, updated when changes occurred. Latest update 30/11/2015, classifying stakeholders into:</p> <ul style="list-style-type: none"> - Government office: Consist of 10 offices under Kabupaten Muko muko; - Muspika: 5 offices under Kecamatan Air Dikit including Puskesmas; - Head of Village: 7 surrounding villages; - Non Government Organization: 3 NGOs; - Worker union: 3 Committees of Serikat Pekerja Agromuko Mandiri (SPAM); - Local contractors: 4 Contractors; - Kebun Masyarakat Desa: 4 cooperatives; <p>Based on interview with community of Air Dikit Villages, Government Offices, Worker unions, and other parties, the communication with company is going well. Access to information is relative easy. Muko muko estate has appointed an officer to communicate with stakeholders by Estate manager, Office Assisstant and Field Head Assisstant. Latest update shows communication with stakeholders dated 01/12/2015.</p> <p>The company has provided information related to the environmental, social and legal. This information is publicly, such as: Izin Usaha Budidaya Perkebunan (<i>Operational Plantation Permit</i>), Izin Lokasi (<i>Location Permit</i>), HGU (<i>Land Title Rights</i>), Dokumen Lingkungan/AMDAL (<i>SEIA</i>), Program Keselamatan dan Kesehatan Kerja (<i>OHS</i>), Laporan Pelaksanaan RKL/RPL (<i>Environmental Management and Monitoring Report</i>), Penilaian Nilai Konservasi Tinggi (<i>HCV</i>), Prosedur Ganti Rugi Lahan (<i>Land Compensation Mechanism</i>), Rencana Pengelolaan Limbah (<i>Waste Management Plan</i>), complaint and grienaceis from internal dan exsternal parties, and continous improvement.</p>	Yes

1.1.2	Criterion / Indicator	Assessment Findings	Compliance
	<p>Records of requests for information and responses shall be maintained.</p> <p>- Major compliance -</p>	<p>The company has established procedure related information request in No. ENC/SOP/08 dated 20/12/2013. Request informations were recorded in log book "Rekaman Informasi dan Jawaban". In the procedure, information request and response provision including timeframe upon information request sets at 25 working days (director level). Response upon information request provided by appointed officer as per the authority, e.g.</p> <p>Mukomuko Estate: Based on document verification, throughout 2015, there are 75 types information request:</p> <ul style="list-style-type: none"> - Information request from Mr. Armansyar Zulpani on 18/05/2015 related to OP seeds for communities. Responded by management on 18/05/2015 stated PT Agro Muko in 2015 no longer provides oil palm seeds; but for 2016 there are 35,000 oil palm seeds allocated for local communities; - Information request sent by KMD Air Dikit Committee, verbally on 22/09/2015 related to plan to borrow KMD's 2014 invoice document. Verbal response provided from OA-MME on 22/09/2015, stated the KMD incoive cannot be borrowed, but copy can be provided; - Information request by Air Dikit Youth Committee on 12/10/2015 requesting help for grass cutting. Response from OA-MME dated 13/10/2015 stated proposal letter has been approved, and can continued. <p>Sei Betung Estate: Based on document verification, throughout 2015, there are 7 types information request:</p> <ul style="list-style-type: none"> - Information request from Mr. KMD Surian Bungkal on 07/09/2015 related to KMD committee changes and followed up through GMO to Estate Manager on 07/09/2015. - Information request from Mr. Rinto (Pondok Kopi village), verbally on 30/09/2015 – has been verbally responded by Estate Manager on same date. The statement provided is that job vacancy available on 01/10/2015. <p>Based on interview with Committee of Kebun Masyarakat Desa Air Dikit, Leaders of Air Dikit village, local contractors and communities of Pondok Baru village – stated communication with company is good. Company always responded information request, both verbal and written inquiries.</p>	<p style="text-align: center;">Yes</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p>		
<p>1.2.1 Publicly available documents shall include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). <p>- Major compliance -</p>	<p>The company has provided information related to the environmental, social and legal. This information is publicly, updated 16/11/2015 such as: Company Establishment Act, Izin Usaha Perkebunan (Operational Plantation Permit), Izin Usaha Tetap (Permit), SK HGU (Land Title Rights Decree), Land Title Certificate, Dokumen Lingkungan/AMDAL (SEIA), Environmental Management and Monitoring report, CSR Annual report, Occupational Health and Safety programme, Social Impact Assessment, HCV Assessment, Social and Environmental Impact Assessment by YASBI, Internal and external grievance record, Land Compensation Procedure, etc.</p>	<p style="text-align: center;">Yes</p>

Criterion 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.			
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>All of subsidiaries under SIPEF (PT Tolan Tiga Indonesia) is referring to Code of Conduct PT Tolan Tiga Indonesia, signed by President Director PT Tolan Tiga Indonesia on 17/11/2014. The code of conduct regulates prohibition to give present, souvenir, donation, commission and bribe. Other part regulates the insider information, confidentiality, conflict of interest, etc. The policy have been communicated:</p> <ul style="list-style-type: none"> - Communication to employee on 04/09/2015 in Muko muko Estate attended by 48 participants consist of spraying, manuring and weeding employees; - Communication to employee on 03/03/2015 in Muko muko Estate attended by 52 participants consist of spraying, harvesters and manuring employees; - Communication to employees on 02/03/2015 in Sei Betung Estate attended 68 participants consist of field sanitation workers; - Communication to contractor along with health and safety briefing on 30/05/2015 in Muko muko Estate attended by contractors and the manpower; - Communication to contractor on 16/01/2015 in Muko muko Estate, attended by 2 contractors in replanting area (CV Ari Putri and CV MPUM) – along with their heavy machinery operators; <p>Based on interview with worker union, they have understood the company’s code of conduct.</p> <p>Besides the code of conduct policy, in 2013 company has established policies related to:</p> <ol style="list-style-type: none"> a. Human Right policy, signed by President Director on 23/10/2013; b. Company policy on forced labour and human trafficking, signed by President Director on 23/10/2013; 	Yes
PRINCIPLE 2: COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS			
Criterion 2.1 There is compliance with all applicable local, national and ratified international laws and regulations.			

2.1.1	<p>Evidence of compliance with relevant legal requirements shall be available.</p> <p>- Major compliance –</p>	<p>Estate:</p> <p>The company documented all relevant legal requirements, it was reviewed and comply with regulation, such as:</p> <p>1. PT. Agro Muko</p> <p>a. Izin Lokasi (Location permit).</p> <ul style="list-style-type: none"> - No. 245, dated 7th July 1989 from Bengkulu Governor for \pm 10,000 ha. - No. 156, dated 23rd April 1991 from Bengkulu Governor for \pm 3,740 ha. - No. 199, dated 12th June 1989 from Bengkulu Governor for \pm 6,000 ha. - No. 347/II/ BKPMD/1990, dated 30th January 1990 from Bengkulu Governor for \pm 2,500 ha. <p>b. Izin Usaha Perkebunan (Operational Plantation Permit).</p> <ul style="list-style-type: none"> - No HK 350/E.4.900/11.89, dated 8th November 1989 for \pm 10,000 ha. - No.HK. 350/E.4.247/06.88, adeted 7th June 1988, for \pm 5,500 ha. - No. HK. 350/E.4.447/07.92, dated 10 July 1992 for \pm 2,000 ha for oil palm plantation and \pm1.800 ha for rubber plantation. - No. HK. 350/E.4.297/06.88, dated 7th June 1988 for \pm 3,600 ha untuk perkebunan kelapa sawit from "Dirjen Perkebunan". - Revised SPUP No. 571/T/ Pertanian/1996, dated 17 September 1996 for mill capacity 40,000 ton CPO and No.709/2012, dated 13th December 2012 from Bupati Mukomuko for \pm 22,914 ha and mill capacity 60 ton FFB/hour. <p>c. Based on over-lapping with "Rencana Tata Ruang Wilayah Kabupaten Muko – Muko tahun 2012 – 2032" location of PT. Agro Muko and PT. MMAS in plantation purpose areas.</p> <p>d. HGU (Land Title Rights):</p> <ul style="list-style-type: none"> - No. 31/HGU/BPN/89, dated 27th June 1989 (10,000 ha) - No. 4/HGU/BPN 1994, dated 2nd Pebruary 1994 (4,313 ha) - No. 09/HGU/BPN/93, dated 8th March 1993 (5,786.03 ha) - No. 07/HGU/1990, dated 03rd May 1990 (2,500 ha). - Hak Guna Bangunan No. 02/HG/BPN-RI/2011, dated 26th April 2011 (seluas 315 ha) for mill. - IMB No. FP. 015/5/13/C/TBS- 04, dated 30th November 2004. 	Yes
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		<ul style="list-style-type: none"> - Ijin Bulking Station from Pelindo No. HK-56/2/12/ CTBS-2002 for 25 years. - Izin AMDAL (SEIA) No. AMDAL document is available and approved by Governor of Bengkulu no. 425, year 2005 <p>2. PT. Muko Muko Agro Sejahtera</p> <p>a. Izin prinsip (Principle permit) for PT. MMAS and Plasma KKPA from Bupati Mukomuko:</p> <ul style="list-style-type: none"> - No. 154, dated 30th April 2010 (\pm 2,783 ha). - No. 171, dated 4th May 2010 (\pm 3,656 ha). - No. 172, dated 4th May 2010 (\pm 1,613 ha) <p>b. Renewal Izin Lokasi (Location permit) for PT. MMAS and Plasma KKPA from Bupati Mukomuko:</p> <ul style="list-style-type: none"> - Renewal Izin lokasi No. 700-212, dated 18th March 2014 (\pm 1,800 ha) for "Inti" - Renewal Izin Lokasi No. 700-2124, dated 18th March 2014 (\pm 1,167 ha) for "Inti". - No. 700-215, dated 18th March 2014 (\pm 656 ha) for Plasma KKPA - No. 700-213, dated 18th March 2014 (\pm 291 ha) for Plasma KKPA. <p>c. Izin Usaha Perkebunan – IUP (Plantation Operational permit) from Bupati Mukomuko:</p> <ul style="list-style-type: none"> - No. 525/535/D.7/VIII/2014, dated 7th December 2011 (\pm 1,464 ha and \pm 1,167 ha). - Renewal IUP No.. 503/2/KPTSP/IUP/IX/2014, dated 15 September 2014 (Location I: \pm 1,800 ha and Location II: \pm 1,167 ha) for "Inti". - No. 374, dated 7th December 2011 (\pm 656 ha) for Plasma KKPA. - No. 375, dated 7th December 2011 (\pm 291 ha) for Plasma KKPA. <p>d. Izin Lingkungan (SEIA Permit) No. M.288, dated 09th September 2011, included Plasma (Scheme Smallholders)</p>	
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		<p>Mill:</p> <ul style="list-style-type: none"> - Izin Penyimpanan limbah B3 (<i>Hazardous waste temporary storage</i>) from "Kantor Pelayanan Terpadu Satu Pintu (KPTSP) Kab. Mukomuko" no. 503/08/KPTSP/PLB3/VII/2015, dated 23 July 2015 (valid 2 years) - Izin Pembuangan limbah POME (<i>Effluent Discharge permit</i>) from Kantor Pelayanan Terpadu Satu Pintu (KPTSP) Kab. Mukomuko no. 503/4/KPTSP/IPAL/XII/2014, dated 31 December 2014 (valid 2 year) - Izin penggunaan Air Permukaan (<i>Ground Water Usage Permit</i>) from Kemen PU no. 210/KPTS/M/2013, dated 14 May 2013 23 July 2015 (valid 5 year). - IMB mill no. 002/IB/II/BKPMMD, dated 04 July 1992. - Surat pendaftaran P2K3 di Dinsosnakertrans Kab. Mukomuko no. 556/003/D.3IV/2014, dated 21st January 2015. - Izin Poliklinik (<i>Policlinic permit</i>) dari Dinas Kesehatan Kab. Mukomuko no. 440/10/D.2/II/2015, dated 24th February 2015 (Valid 1 years). - Pendaftaran LKS Bipartit dari Dinsosnakertrans no. 019, year 2015, dated 11th May 2015 (Valid 2 years) 	
2.1.2	A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance –	The company has updated the regulations that must be complied provided in Indonesian Legislation relating RSPO Principles and its ratification. This document was monthly, the last updated in November 2015, e.g. regulations relating to Permen LH No. 04/2014, 1995 "Baku Mutu Sumber Tidak bergerak".	Yes
2.1.3	A mechanism for ensuring compliance shall be implemented. - Minor compliance –	A mechanism to ensure to track the changes in law is available and the company has updated evaluation of regulation which must comply with regularly as regulated in procedure no. CAP/SOP/01, dated 01 st November 2011.	Yes
2.1.4	A system for tracking any changes in the law shall be implemented. - Minor compliance –	The company has established mechanism to track if any change of regulation and evaluation will be made accordingly.	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.

2.2.1	<p>Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.</p> <p>- Major compliance -</p>	<p>The company has obtained land titles (Hak Guna Usaha/HGU), such as:</p> <ul style="list-style-type: none"> - No. 31/HGU/BPN/89, dated 27th June 1989 (10,000 ha) - No. 4/HGU/BPN 1994, dated 2nd February 1994 (4,313 ha) - No. 09/HGU/BPN/93, dated 8th March 1993 (5,786.03 ha) - No. 07/HGU/1990, dated 03rd May 1990 (2,500 ha). 	Yes
2.2.2	<p>Legal boundaries shall be clearly demarcated and visibly maintained.</p> <p>- Minor compliance –</p>	<p>PT Agro Muko and PT Mukomuko Agro Sejahtera carried out monitoring of boundary poles on regular basis. Mukomuko Estate has monitored the boundary poles monthly basis and reported under “Daftar Pemeriksaan Patok Batas Kebun (HGU)”.. Boundary poles found to be in good condition. Based on field visit, the boundary poles found to be in good condition and visibly maintained, the boundary identity is also clear.</p> <p>Boundary poles monitoring is conducted monthly, based on review document, it was seen that 43 pegs in good condition, monitoring was conducted by “Ranger”.</p>	Yes
2.2.3	<p>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).</p> <p>- Minor compliance –</p>	<p>Up to re-certification of PT Agro Muko, there is no new development in Mukomuko Estate. However, company has land compensation mechanism under SOP/CA/02; regulating the compensation mechanism through FPIC process, document verification, proof on land ownership/tenure, land measurement, participatory mapping, and compensation price negotiation. The compensation evidence is as follows: Measurement proposal document, minutes on land measurement, Land ownership (Surat Keterangan Tanah), No dispute statement letter, etc.</p> <p>Based on document verification, Mukomuko Estate demonstrated no dispute between company and other party – including local community. Based on interview with Air Dikit village and Pondok Baru village, PT Agro Muko obtained the land use right from government (state land). For those land controlled by individuals, PT Agro Muko compensating as per both party agreement.</p> <p>Based on interview with traditional leader in Air Dikit village, Pondok Baru leader and NGOs, it is known that up to this moment, there is no land dispute between company and local community.</p>	Yes

2.2.4	<p>There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</p> <p>- Major compliance –</p>	<p>Based on document review and stakeholder consultation, there was no noted land dispute in PT Agro Muko and PT. Muko Muko Agro Sejahtera plantation areas.</p>	Yes
2.2.5	<p>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).</p> <p>- Minor compliance –</p>	<p>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. Currently no dispute comes into attention.</p>	Yes
2.2.6	<p>To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations.</p> <p>- Major compliance -</p>	<p>No any land dispute was noted.</p>	Yes
<p>Criterion 2.3 Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.</p>			
2.3.1	<p>Maps 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).</p> <p>- Major compliance –</p>	<p>Based on document review and stakeholder consultation, there was no noted land dispute in PT Agro Muko and PT. Muko Muko Agro Sejahtera plantation areas.</p>	Yes

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"> a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. <p>- Minor compliance -</p>	<p>Based on document review and stakeholder consultation, there was no noted land dispute in PT Agro Muko and PT. Muko Muko Agro Sejahtera plantation areas.</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
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 compliance -</p>	<p>The company is able to demonstrate that local communities are represented and participated during the meeting with stakeholder, discussing the social-economic and environmental planning. The meeting involving all relevant stakeholders, institution and representative of surrounding communities.</p>	Yes

PRINCIPLE 3: COMMITMENT TO LONG-TERM ECONOMIC AND FINANCIAL VIABILITY			
Criterion 3.1			
There is an implemented management plan that aims to achieve long-term economic and financial viability.			
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>Mill: The company has prepared budget plan for 11 year (2012 – 2022) and reviewed annually. Budget plan is consist of FFB Production OER, KER, cost, expenditure.</p> <p>Monitoring of yield and expenses for 2013 and 2014 is available. Muko Muko Mill and its supply base</p> <p>2015:</p> <ul style="list-style-type: none"> - Estimated FFB received: 208,918 tonnes (actual up to November 196,160 tonnes). - OER estimated: 22.98 % (actual: 22.55 %) - KER estimated: 5.09 % (actual 5.21 %) <p>Projected sampled: 2016: FFB (218,462 MT), OER (75,794 MT), KER (16,540 MT) 2017: FFB (229,512 MT), OER (74,372 MT), KER (16,230 MT) 2018: FFB (236,937 MT), OER (74,009 MT), KER (16,151 MT)</p> <p>Sei Betung Estate: 2014:</p> <ul style="list-style-type: none"> - Estimated FFB received: 9,226 tonnes (actual: 11,025 tonnes). - Estimated FFB received: 10,754 tonnes (actual up to November 10,741 tonnes) = estimated December 2015: 855 (total 11,596 MT) <p>Projected sampled: 2016: projection of FFB (15,744 MT). 2017: projection of FFB (16,072 MT). 2016: projection of FFB (17,423 MT).</p>	Yes

<p>3.1.2</p>	<p>An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance –</p>	<p>The company has replanting programme for each estate, e.g.</p> <p>Mukomuko Estate: A replanting programme for each year is available under “Replanting program” 2012 – 2019.</p> <table border="1" data-bbox="875 421 1485 724"> <thead> <tr> <th>Year</th> <th>Planning (Ha)</th> <th>Actual (Ha)</th> </tr> </thead> <tbody> <tr><td>2012</td><td>616.37</td><td>616.37</td></tr> <tr><td>2013</td><td>540.45</td><td>552.03</td></tr> <tr><td>2014</td><td>403.88</td><td>408.48</td></tr> <tr><td>2015</td><td>423.71</td><td>423.71</td></tr> <tr><td>2016</td><td>397.31</td><td></td></tr> <tr><td>2017</td><td>489.41</td><td></td></tr> <tr><td>2018</td><td>419.82</td><td></td></tr> <tr><td>2019</td><td>417.18</td><td></td></tr> </tbody> </table> <p>Sei Betung: A replanting programme for each year is available under “Replanting program” 2012 – 2019.</p> <table border="1" data-bbox="875 823 1485 1225"> <thead> <tr> <th>Year</th> <th>Planning (Ha)</th> <th>Actual (Ha)</th> </tr> </thead> <tbody> <tr><td>2012</td><td>150</td><td>233,37</td></tr> <tr><td>2013</td><td>312</td><td>305,40</td></tr> <tr><td>2014</td><td>306</td><td>274.00</td></tr> <tr><td>2015</td><td>0</td><td>0</td></tr> <tr><td>2016</td><td>0</td><td>0</td></tr> <tr><td>2017</td><td>0</td><td>0</td></tr> <tr><td>2018</td><td>0</td><td>0</td></tr> <tr><td>2019</td><td>0</td><td>0</td></tr> <tr><td>2020</td><td>0</td><td>0</td></tr> <tr><td>2021</td><td>0</td><td>0</td></tr> <tr><td>2022</td><td>276</td><td></td></tr> </tbody> </table>	Year	Planning (Ha)	Actual (Ha)	2012	616.37	616.37	2013	540.45	552.03	2014	403.88	408.48	2015	423.71	423.71	2016	397.31		2017	489.41		2018	419.82		2019	417.18		Year	Planning (Ha)	Actual (Ha)	2012	150	233,37	2013	312	305,40	2014	306	274.00	2015	0	0	2016	0	0	2017	0	0	2018	0	0	2019	0	0	2020	0	0	2021	0	0	2022	276		<p>Yes</p>
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PRINCIPLE 4: USE OF APPROPRIATE BEST PRACTICES BY GROWERS AND MILLERS			
Criterion 4.1			
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 -	Estates: The procedures documented in "Agricultural Manual Oil Palm", where it contains all sub section of the process, such as: Nursery, land clearing, planting in peat soil and mineral soil with zero burning, planting legume cover crops, terracing, upkeep, water level management, harvesting, replanting and FFB transport. Mill: There are Standard Operating Procedures (SOP's) in place within all operational areas of the mills, consist of receiving FFB to dispatch of CPO. These are no changes or amendment of SOPs since the last audit	Yes
4.1.2	A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	Estates: The company conduct internal audit and regular inspection by Agronomist to monitoring Operational performance, documented in QC Agro Muko. Mill: The company conduct internal audit and regular inspection by Engineering to monitoring Operational performance, e.g. Visit Report on 07 th December 2015 as documented in "Action Plan – Kunjungan STM – AM (Senior Technical manager – Agro Muko).	Yes

<p>4.1.3</p>	<p>Records of monitoring and any actions taken shall be maintained and available, as appropriate.</p> <p>- Minor compliance –</p>	<p>Estates: The company has recorded operational activities based on procedures in computerized system, namely: LMD – Lintra Max Director, covering: FFB received, CPO and PK production, Dispatch CPO and PK, Mill throughput, employment, FFB processed, FFB Grading, FFB and Shell usage, OER. KER.</p> <p>LMD computerized system is implementation of paper less company policy.</p> <p>Muko muko Estate: Inspeksi Pohon Immature Oil Palm, for Division F3/block P14Q07, inspection date 07/12/2015 – Socfindo, circle sprayed; flat area is OK; block P14Q07 9.27 Ha, SPH 128. Inspeksi Pemupukan block OP14N07 15.81 Ha; 2,160 palms; fertilizer urea 1,000 gram/palm; fertilizer application is 2,400 kg; circle has been sprayed – inspection date 14/12/2015.</p> <p>Sei Betung Estate: Laporan Kunjungan Visit Report ENC AM Section – GMO dated 28-29/08/2015, where internal audit carried out, relevant to RSPO P&C 2013. 18 findings identified, but management has prepare the action plan and carried out the corrective action as of December 2015. Buku Visit Estate manager Sei Betung as form of monitoring and control of action plan, during field inspection. On 19/08/2015 – estate manager request for sanitation pruning to OP 2012 and OP 2013. The pruning carried out, and status noted as on progress. Buku Kunjungan Estate Manager ke KMD Sungai Ipuh, dated 21/08/2015 – progress pruning need to be maintained. Circle spraying need to be done, grass spraying needs to be done – September 2015.</p> <p>Mill: The company has recorded operational activities based on procedures in computerized system, namely: LMD – Lintra Max Mill Director and LPD – Lintra Max Plantation Director, covering: FFB received, CPO and PK production, Dispatch CPO and PK, Mill throughput, employment, FFB processed, FFB Grading, FFB and Shell usage, OER. KER.</p> <p>LMD computerized system is implementation of paper less company policy.</p>	<p>Yes</p>
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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 KMD (Kebun Masyarakat Desa) is recorded daily basis and summarized monthly as documented in "Detailed of FFB Received from Estate", e.g FFB received from KMD in:</p> <ul style="list-style-type: none"> - August 2015 (539,530 tonnes) - September 2015 (442,060 tonnes) - October 2015 (332,680) - November 2015 (336,440) 	Yes
<p>Criterion 4.2 Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>			
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 a procedure for good agriculture practices to maintain soil fertility, as available under SOP Fertilizer Placement and Frond Pruning.</p> <p>The procedures consist of manual fertilizer application, fertilizer application with spreader, compost application, bunch ash application, EFB application and POME application (Land Application), frond pruning.</p>	Yes

<p>4.2.2</p>	<p>Records of fertiliser inputs shall be maintained.</p> <p>- Minor compliance –</p>	<p>Each estate maintains a complete record of fertilizer inputs – both organic and in-organic. The fertilizer application based on annual fertilizer recommendation, cascaded and detailed up to nutrition requirement (and fertilizer type per planting year, per palm) per plantation block for each semester.</p> <p>Muko Muko Estate: Fertilizer recommendation for oil palm semester II year 2015 – Muko muko Estate block 95I12, 10.41 Ha – 1,136 palms. Dosage NPK 4 kg/palm – total 4,544 kg. Application finished on 18/08/2015.</p> <p>Fertilizer recommendations for oil palm year 2015 – Muko muko estate block 13M07, 17.04 Ha progeny SOCFIN – 2,279 palms. Dosage Urea 0.4 kg/palm – applied 912 kg in February 2015; TSP MAP 18 dosage 1 kg/palm – applied 2,279 kg in March 2015; Kieserite dosage 350 gram/palm – applied 798 kg in February 2015; EFB Application 2015: September 2015 569.9 tons; October 2015 324.9 tons; November 2015 1,424.4 tons.</p> <p>Monitoring mulching palm by EFB dan chipping (up to 13/12/2015), sample: block 15Q08, 11.07 Ha, progeny Topaz 3, total 1,259 palms – mulching by EFB 138,490 kg; block 15Y08, 12.67 Ha, progeny Dami Mas, total 1,624 palms – mulching by EFB 165,720 kg – mulching by chipping 243 palm, equal to 1.9 Ha; Despatch slip No.JJK15002265W date 01/08/2015, weight 8,100 kg to block 15A03.</p> <p>Sei Betung Estate: Fertilizer recommendation for oil palm semester II year 2015 – Sei Betung Estate Division I, block 13E01, 15.87 Ha – 1,962 palms, planting year 2013 with progeny Socfindo. Recommendation to apply 0.75 kg/palm urea – total application 1,472 kg in September 2015; 1 kg/palm MOP – total application 1,962 kg, applied in July 2015; 0.5 kg/palm kieserite – total application 981 kg in August 2015.</p> <p>Sei Betung Estate block 00I09, 9.09 Ha – 994 palms, planting year 2000 with progeny BLRS. Recommendation to apply 1.25 kg/palm NPK16.10.19.6 in July 2015 – total application 1,243 kg in September 2015;</p>	<p>Yes</p>
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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>Muko muko Estate: PT Agro Muko shows record of leaf sampling under "Oil palm Fertiliser Recommendation for PT Agro Muko – Muko muko Estate 2nd Semester 2015 and 1st Semester 2016" by Verdant Bioscience and soil survey result under "Semi detail soil survey report PT Agro Muko" dated back March and June 2010. The records shows result of analysis for each estate. Section IV. Plant Tissue Analysis Results shows nutrient deficiencies.</p> <p>Sei Betung Estate: PT Agro Muko shows record of leaf sampling under "Oil palm Fertiliser Recommendation for PT Agro Muko – Sei Betung Estate 2nd Semester 2015 and 1st Semester 2016" by Verdant Bioscience. Report shows a slight P deficiency levels. Rate of Urea is ranging from 1-1,5 kg/palm/year. Recommend to apply 1-1,5kg/palm/year rock phosphate. MOP recommend to 1-1,5kg/palm/year. Kieserite application is not recommended.</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>Nutrient recycling strategy is present. Companies are using all palm by-products for soil nutrient. For estates located near to palm oil mill, EFB is applied to palm, frond stacking and application of compost.</p> <p>For area with peat soil, boiler ash applied. EFB Application 2015: September 2015 569.9 tons; October 2015 324.9 tons; November 2015 1,424.4 tons.</p> <p>Monitoring mulching palm by EFB dan chipping (up to 13/12/2015), sample: block 15Q08, 11.07 Ha, progeny Topaz 3, total 1,259 palms – mulching by EFB 138,490 kg; block 15Y08, 12.67 Ha, progeny Dami Mas, total 1,624 palms – mulching by EFB 165,720 kg – mulching by chipping 243 palm, equal to 1.9 Ha; Despatch slip No.JJK15002265W date 01/08/2015, weight 8,100 kg to block 15A03.</p>	Yes
<p>Criterion 4.3 Practices minimise and control erosion and degradation of soils.</p>			

<p>4.3.1</p>	<p>Maps of any fragile soils shall be available.</p> <p>- Major compliance -</p>	<p>PT Agro Muko has a semi detail soil map with scale 1:60.000. The map consists of different information such as soil type, soil texture identification, elevation and slope percentage; for each estate. The soil map indicates areas with steep slope and peat soil.</p> <p>Muko Muko Estate: Soil survey result under "Semi detail soil survey report PT Agro Muko" dated back March and June 2010. Total area surveyed was 14,741 Ha, topography ranges from flat to very steep hill. Estimated 10,332 Ha (70%) of the area are undulating to hilly and 1,114 Ha (8%) are steep to very steep. The dominant soil series are Berlian Jaya (BJA) series of 5,753 Ha; Berlian Jaya and Mukomuko (MMK) series of 3,867 Ha and Sangai (SGI) series of 3,157 Ha. From the soil analysis, it is estimated 2,120 Ha of the surveyed area are hilly to steep slope between 12 to 25° and 1,114 Ha are steep to very steep, with slope more than 20° – are considered major limitation to oil palm performance.</p> <p>Sei Betung Estate: Soil classes PT Agro Muko shows the dominant series is Berlian Jaya, Muko muko and Sangai series. Slope between 2-12° is 1,449 Ha; 6-20° is 1,218 Ha; 12-25° is 1,071 Ha; slope 20 up to more than 25° is 216 Ha.</p> <p>PT Mukomuko Agro Sejahtera is able to presented map, consist of information related to soil type and topographic condition of Air Majunto Estate Estate. Based on identified soil type, the plantation located on mineral soil – limiting factor identified was steep slope.</p>	<p>Yes</p>
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<p>4.3.2</p>	<p>A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific).</p> <p>- Minor compliance –</p>	<p>From the soil analysis, it is estimated 2,120 Ha of the surveyed area are hilly to steep slope between 12 to 25° and 1,114 Ha are steep to very steep, with slope more than 20° – are considered major limitation to oil palm performance. The solution offered is establishment of vigorous legume ground cover such as Mucuna bracteata is effective in the conservation of top soil, improve organic matters and reduce surface run off of applied fertilizer. To overcome the limitation, construct soil and water conservation terrace or planting terrace to control soil erosion.</p> <p>It is a company policy to stop land clearing for area with slope more than 25°. Based on field visit and document review, the current management for area with slope up to 25° is to apply terrace contour and/or platform.</p> <p>Management strategy for replanting plan is to take into consideration the current planting map, soil type map, topographic map, HCV map, rainfall data and activity schedule.</p> <p>PT Mukomuko Agro Sejahtera is not opening up area with slope more than 25°.</p>	<p>Yes</p>
<p>4.3.3</p>	<p>A road maintenance programme shall be in place.</p> <p>- Minor compliance –</p>	<p>PT Agro Muko able to demonstrate a road maintenance programme – along with the progress.</p> <p>Muko muko Estate: Grading and compacting, Divisi I Muko muko Estate, road maintenance planned for 15,000 meters in February 2015, actual implementation 12,200 meters in February 2015; 13,730 meters in March 2015 and 2,800 meters in September 2015. In Muko muko Estate – road pruning, Division 4, road pruning planned for 2,309 meters in block 92K01, 92K02, 92K04, 92K05 – actual implemented 2,309 meters in March 2015. In Muko muko Estate – upkeep culvert, Division 5, upkeep culvert planned for 14 units in 88A01, 89C01, 89C02, 89C03, 89C04, 89C05, 89C06, 89C07 – implemented in June 2015.</p> <p>Sei Betung Estate: Plan to grading and vibrating road on Block 12B04, 12C06, 12C07, 12D01, 12D05, 13E02, 13E03, 13E04 – total implemented 2,860 meter in May 2015. Plan to grading and vibrating road on block 13F09 in May 2015. Implementation of road stoning in Division I, block 12C01, 12C02, 12C03, 12C04, 12C05 – total 4,505 meters, completed in October 2015.</p>	<p>Yes</p>

<p>4.3.4</p>	<p>Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place.</p> <p>- Major compliance –</p>	<p>PT Agro Muko has a set of procedure for water management (for peat soil), in line with Indonesia’s guideline for peat management.</p> <p>For estate with peat soil, water management is in place with establishment of main drain, collection drain, field drain and controlled through watergate. Water level pole is available to monitor the water level; piezometer is in place to monitor the water level in the soil. A part of that, a soil subsidence poles are implemented in May 2015 to monitor the subsidence level. Field visit to block 13M07, 18.67 Ha implemented with piezometer; C8.a Pemantauan Piezo Meter for 8 points in Mukomuko Estate, completed with their GPS coordinates. Records shows “Pemantauan Tinggi Permukaan Air Dalam Tanah Piezo Meter” period June 2013 – November 2015. The piezometer used to measure the water level in the plantation. Sample: November 2015, piezometers PZ05 in block 13M07 record shows measurement 75 cm on 04/11/2015, 60 cm on 18/11/2015 and 80 cm on 28/11/2015.</p> <p>Field visit to block 13E09, 13.23 Ha implemented with water gate and water level pole; C8.a Pemantauan Water Level, where 8 water levels are established in Muko muko Estate to monitors the water level at collection drain. “Pemantauan Tinggi Permukaan Air Dalam Parit Water Level” period June 2013 – November 2015. Sample seen November 2015, water level WL02 in block 13E06 shows 75 cm on 04/11/2015, 72 cm on 18/11/2015 and 73 cm on 28/11/2015. Average water level in May 53 cm, June 68 cm, July 65 cm, August 64 cm, September 83 cm, October 65 cm, November 74 cm.</p> <p>Field visit to block 13M07 implemented with soil subsidence pole. C8.c Pemantauan Subsidential Tanah, where 3 soil subsidence poles are established in Muko muko estate. Sample seen on block 13M07, installation 11/05/2015, measurement on May subsidence 1 cm, June subsidence 1.2 cm, July 1.2 cm, August 1.5 cm, October 1.7 cm, November 1.5 cm.</p>	<p>Yes</p>
<p>4.3.5</p>	<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>A replanting review is carried out prior to replanting, taking into consideration the FFB production trends, soil suitability, HCV assessment, etc. The soil suitability (for area with peat soil) does cover peat soil best practices, in line with company procedures.</p> <p>The area of Sei Betung Estate of PT Agro Muko is located on mineral soil.</p>	<p>Yes</p>

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>PT Agro Muko has prepares all necessary procedures to maintain area with fragile soil. These procedures and guidelines then implemented on the field.</p>	Yes
<p>Criterion 4.4 Practices maintain the quality and availability of surface and ground water.</p>			
4.4.1	<p>An implemented plan shall be in place.</p> <p>- Minor compliance –</p>	<p>Mukomuko Estate: The company has water management plan “Water Management Plan-2015, it has been implemented, such as:</p> <ol style="list-style-type: none"> 1. Prevent contamination in water river water: planting vitever, install dam, upkeep “Bronjong”. 2. Maintain water level and piezo meter in peat areas. 3. Monitoring of water quality by independent laboratory regularly, e.g. water sampling test by “Labkesda of Prov. Bengkulu” on 3rd December 2015. 4. Eficiency of water usage in mill and estate, included water usage for FFB process. 	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>Mill and Estate: The company has “Pengelolaan Sempadan Sungai, Danau dan Waduk Doc.No.16 SOP/Oil Palm/ESD rev.0, adted 1st October 2009 for riparian zone management</p> <p>The company has reserved riparian zone, based on field visit, it was seen that riparian zones is maintained well and no chemical applied along the riparian zones.</p>	Yes

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>The company discharge effluent to water course, water sampling is taken regularly every month by independent third party by "Binalab", e.g. water sample in "Effluent Final Dscharge Pond" by Binalab in April 2015 (47.5 mg/L), May 2015 (BOD level 52.6 mg/L), June 2015 (62.2 mg/L).</p> <p>BOD level standard less than 100 mg/L as regulated in Kepmen LH No. 05 Tahun 2014.</p> <p>Mukomuko POM conduct monitoring of water quality in Sei Betung where effluent discharged, the monitoring was conducted every 6 (six) month, e.g. the last monitoring on 08 June 2015 by Binalab with result all parameters (pH, BOD, COD, TSS, NH3-N, Minyak dan lemak, N-Total is comply with national regulation PP no. 82, year 2001.</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>Record of water consumption for processing in Muko Muko Mill is updated monthly, record in 2015 is shown that average water usage is 1.06 MT/ton FFB processed. Record shown in 2012 (0.99 MT/ton FFB), 2013 (0.96 MT/ton FFB), 2014 (0.83 ton/ton FFB).</p> <p>Water consumption is monitored monthly in the "Rekapitulasi Pemakaian Air dan Solar terhadap FFB Produksi</p>	Yes
<p>Criterion 4.5 Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.</p>			

<p>4.5.1</p>	<p>Implementation of Integrated Pest Management (IPM) plans shall be monitored.</p> <p>- Major compliance -</p>	<p>The company is able to demonstrate Integrated Pest Management under "Program Pengendalian Hama Terpadu 2015". These plans comprise of biological, physical and chemical treatment to control pest attack. The plans are monitoring of barn owl boxes, Ganoderma census, Turnera, Antigonon and Cassia tora planting.</p> <p>Muko Muko Estate: "Sensus Hama Tikus" – rat census on block 90Q24, 13.39 Ha, date of census 10/11/2015, rat attack is low; control is through barn owl boxes. Rat census on block 14C24, 6.77 Ha, date of census 04/05/2015, rat attack is low; control is through barn owl boxes.</p> <p>"Jumlah Hasil Buru Babi 2015" – boar hunting report, Division II, 56 boars in 14-17/05/2015 and 45 boars in 08-28/08/2015.</p> <p>"Pembuatan Tenggeran Burung" - ... in Division II, block Y04, Y05, Y06, Y07, implemented on March 2015.</p> <p>Turnera planting: 200 trees in division VI, block U01 – October 2015; 76 trees in division III, block N05, C10, C13, C21 – May 2015, completed with map; Antigonon planting: 8 trees in division VIIa, block 12F15 – June 2015 and 42 trees in division II, block X1, Q11, Q12 – November 2015, completed with map; Cassia tora planting: 20 trees in division III, block N05 – October 2015 and 32 trees in division II, block Q10, Q11 – November 2015, completed with map; Census Ganoderma October 2015, division VI, block 90U02, 15.47 Ha, dead palm 2 palms, stadium III: 1 palm, stadium IV: 2 palms, total healthy palms 1,618 palm. Census palm Ganoderma in Replanting area 2015, Muko muko Estate, dated 10/07/2014 in block C02 14.49 Ha, progeny Marihat, falling palm 5, remains of palm 4 palms. Owl monitoring on 17/11/2015, block 95T04 – inactive, block 91R06 – inactive. Owl monitoring on 27/12/2015, block 89C01 – active, block 94D08 – active. Owl monitoring Division I, 91R05 – active (faeces and feather);</p>	<p>Yes</p>
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		<p>PT Agro Muko and PT Mukomuko Agro Sejahtera were implementing early warning system through regular pest monitoring (and census) for rat and boar attack, leaf eating pest, etc. Reports are produced and maintained. Chemical (pesticide) will only used if the pests attack above the economic threshold. Once implemented, management performs monitoring to re-check the program effectiveness.</p> <p>Sei Betung Estate: Sei Betung Estate demonstrate Integrated Pest Management under "Program Pengendalian Hama Terpadu 2015". These plans comprise of biological, physical and chemical treatment to control pest attack. The plans are monitoring of barn owl boxes, identification of beneficial weed, Ganoderma census, Turnera, Antigonon and Cassia tora planting. Implementation of IPM is recorded. Owl monitoring recorded under "Census Burung Hantu Tyto Alba" on 18/08/2015, for total 6 barn owl boxes. Barn owl boxes in block 00I09 – inactive. Planting of Mucuna bracteata in September 2015 to block 14F17, 14G03, 14G05 planted with 26,941 trees. Planting Vertiver in block 01J03 for 3,200 trees, for block 01J04 with 1,200 trees – period September 2015. Planting Cassia tora in block 14G01 with 96 trees and 14G02 with 99 trees.</p>	
4.5.2	<p>Training of those involved in IPM implementation shall be demonstrated.</p> <p>- Minor compliance –</p>	<p>PT Agro Muko and PT Mukomuko Agro Sejahtera train all workers and supervisors involved in IPM implementation, this covers the pest census officer, sprayer gang, supervisors and field assistant. Record seen:</p> <p>Muko Muko Estate: Training staff PT Agro Muko dan PT Mukomuko Agro Sejahtera 2015 dated 28/04/2015, where 6 assisstants from Muko muko Estate attended the training.</p> <p>Sei Betung Estate: Training staff PT Agro Muko dan PT Mukomuko Agro Sejahtera 2015 dated 28/04/2015, where Mr. Heriyanto, Mr. Hermanto W, Mr. Syahrul; manager and assisstants from Sei Betung Estate attended the training. The training comprised of best management practices, replanting of oil palm and rubber, Integrated pest management by Pak Sukardi (Agronomist)</p>	Yes
<p>Criterion 4.6 Pesticides are used in ways that do not endanger health or the environment.</p>			

4.6.1	<p>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.</p> <p>- Major compliance -</p>	<p>The use of pesticide is under strict requirement, only in the case of pest attack past the economic threshold. The justification of pesticide used is explained under Agricultural Manual General Section 12 Pest and Disease – and use of herbicide under Section 17 Weed Controls. The procedures explain the identification of target species, agrochemical to be used, and dosage and area per application in general. A further dosage reduction controlled through budget.</p> <p>Visit to chemical store and record review shows company chemical product for specific target species (weed).</p>	Yes																				
4.6.2	<p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided.</p> <p>- Major compliance -</p>	<p>The company has records of herbicide use, available and maintained at each Estate. The records shows the total chemical used (in kg and/or liters), the active ingredients used, total area treated (in Ha), and active ingredients used per area treated and per ton FFB produced.</p> <p>Record of herbicide and pesticide application:</p> <table border="1" data-bbox="875 743 1487 1137"> <thead> <tr> <th>Description</th> <th>2015 (up to November 2015)</th> </tr> </thead> <tbody> <tr> <td>SMART (Isopropil amina glyphosate)</td> <td>13,971.54 liter</td> </tr> <tr> <td>Gramoxone (Paraquat)</td> <td>1053.98 liter</td> </tr> <tr> <td>Garlon (Triclophyr)</td> <td>143.1 liter</td> </tr> <tr> <td>Kenlon (Triclophyr)</td> <td>-</td> </tr> <tr> <td>Vulgar (2,4 Dimetil Amina)</td> <td>26.2 liter</td> </tr> <tr> <td>Metsul 24 WP (Metil Metsulfuron)</td> <td>366.74 kg</td> </tr> <tr> <td>Decis (Deltametrin)</td> <td>50 liter</td> </tr> <tr> <td>Dithane (Mankozeb)</td> <td>-</td> </tr> <tr> <td>Marathon 500 SL (Dimehipo)</td> <td>18.70 liter</td> </tr> </tbody> </table> <p>PT Agro Muko is calculating the active ingredients per block on monthly basis.</p> <p>Mukomuko Estate: "Rekaman Penggunaan Pestisida" for month November 2015: block 15Y06 total application for Isopropil Amina Glifosat a.i used 660 gram – a.i/Ha is 87.48 gram/Ha, Metil Metsulfuron a.i used 3.6 gram – a.i/Ha is 0.24 gram/Ha, Paraquat diklorida a.i used 374.8 gram – a.i 49.68 gram/Ha.</p>	Description	2015 (up to November 2015)	SMART (Isopropil amina glyphosate)	13,971.54 liter	Gramoxone (Paraquat)	1053.98 liter	Garlon (Triclophyr)	143.1 liter	Kenlon (Triclophyr)	-	Vulgar (2,4 Dimetil Amina)	26.2 liter	Metsul 24 WP (Metil Metsulfuron)	366.74 kg	Decis (Deltametrin)	50 liter	Dithane (Mankozeb)	-	Marathon 500 SL (Dimehipo)	18.70 liter	Yes
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Metsul 24 WP (Metil Metsulfuron)	133.09 kg														
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>There is no used of prophylactic use of pesticides throughout PT Agro Muko and PT Mukomuko Agro Sejahtera. In general there is no use of pesticide to control pest in PT Agro Muko and PT Mukomuko Agro Sejahtera.</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>The company not using pesticide Class I and Class II, only using Paraquat where it is not prohibited in Indonesia, Based on record of Paraquat usage, from 2013 to 2015 (up to November 2015) is decrease, there is increase in Sei Betung Estate.</p> <p>The company has commitment to eliminated using Paraquat on 1st January 2017 based on General Manager letter no. 35/GMAM-Est/XII/2015, dated 08th December 2015.</p>	Yes												

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>Agrochemicals are only handled, used and applied by trained personnel. Based on field visit to chemical store, and interview with the storekeeper, they admit to have proper training. The chemical store equipped with MSDS, appropriate PPE (face shield, respirator, apron, gloves and rubber boot) and emergency equipment – in the case of spillage or exposure.</p> <p>Muko Muko Estate: Based on record review, Mr. Fatinasokhi Waruhu, Mrs. Rosida, Mr.s Eda Yusnita and other 16 sprayers from Muko muko Estate joined “Pelatihan Penggunaan Pestisida Terbatas” dated 06-07/05/2014;</p> <p>“Pelatihan Pestisida Terbatas & Cara Penggunaan Pestisida secara Aman” dated 22/10/2015, attended by Mrs. Sunarti, Mrs. Edar Y, Mrs. Suwarni, Mrs. Gantiani W, Mr. Fatinasekhi Waruhu, Mrs. Rosidah, Mrs. Edar Ermayanti – sprayer gang from Muko muko Estate.</p> <p>Sei Betung Estate: “Pelatihan Penggunaan Pestisida Terbatas” dated 06-07/05/2014, where Mr. Ponimin, chemical storekeeper, Mr. Ahmad, overseer and Mrs. Sumini, sprayers from Sei Betung Estate participated in the training.</p> <p>“Training Spraying” attended by 29 sprayers and overseer in Sei Betung Estate dated 05/11/2015, attended by Mr. Ahmad, Mr. Ismail, Mrs. Andria ningsih, Mrs. Sumini, Mrs. Rena.</p>	Yes
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>The storage for all pesticide is in good condition. A standard storage system appears to be implemented across PT Agro Muko. Double lock storage dedicated for WHO II chemical is available. The storage is equipped with sufficient air ventilation to provide air circulation. Hazard signs, emergency shower, secondary containment, spill kit, appropriate PPE (face shield, impermeable rubber gloves, apron and mask) is available and ready for use.</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>Working instruction for pre-mixing, stacking and storing pesticide is current, MSDS is also readily available.</p> <p>MSDS Ronindo 80 WP, active ingredients diuron 80%.</p>	Yes

4.6.8	<p>Pesticides shall be applied aurally only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.</p> <p>- Major compliance -</p>	<p>There is no aerial application of pesticide throughout PT Agro Muko and PT Mukomuko Agro Sejahtera.</p>	Yes
4.6.9	<p>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).</p> <p>- Minor compliance –</p>	<p>Company is providing training for pesticide storekeepers in limited pesticide use, MSDS and emergency procedures. Mr.Ponimin and Mr.A.F. Simanjuntak – chemical storekeeper has been trained with limited pesticide use and understands the procedure for emergency situation such as leak and spillage. MSDS is available at premise.</p> <p>Based on record review: Muko muko Estate: “Pelatihan Pestisida Terbatas & Cara Penggunaan Pestisida secara Aman” dated 22/10/2015, attended by Mrs. Sunarti, Mrs. Edar Y, Mrs. Suwarni, Mrs. Gantiani W, Mr. Fatinasekhi Waruhu, Mrs. Rosidah, Mrs. Edar Ermayanti – sprayer gang from Muko muko Estate. Sei Betung: “Pelatihan Penggunaan Pestisida Terbatas” dated 06-07/05/2014, where Mr. Ponimin, chemical storekeeper, Mr. Ahmad, overseer and Mrs. Sumini, sprayers from Sei Betung Estate participated in the training. “Training Spraying” attended by 29 sprayers and overseer in Sei Betung Estate dated 05/11/2015, attended by Mr. Ahmad, Mr. Ismail, Mrs. Andria ningsih, Mrs. Sumini, Mrs. Rena.</p>	Yes
4.6.10	<p>Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3).</p> <p>- Minor compliance –</p>	<p>Chemical storekeeper in Muko muko and Sei Betung Estate understood the procedure and re-use of ex-chemical empty container. The empty containers are triple rinsed before sent to hazardous waste storage and/or re-use as pre-mixed water container to the field.</p>	Yes

<p>4.6.11</p>	<p>Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.</p> <p>- Major compliance -</p>	<p>PT Agro Muko is able to demonstrate programmed medical checkup for chemical storekeeper, spraying mandors, sprayer gangs, fertilizer mandors and fertilizer applicators. The medical checkup provided covers blood test, urine test and spirometric test.</p> <p>Record seen:</p> <p>Muko Muko Estate:</p> <ul style="list-style-type: none"> - Pemeriksaan medis hasil pekerja pemakai pestisida (Bahan Kimia): dated 21/09/2015 for Mrs. Suwarni, Mrs. Sunarti, Mrs. Rosida Nasution, Mrs. Gantiani, Mr. Fatinasekhi W, Mrs. Edar Ermayanti; dated 22/09/2015 for Mrs.Eda Yusnita; - Formulir Pemeriksaan Medis Pekerja Pemakai Pestisida (Bahan Kimia): dated 16/11/2015 Mrs. Edar, Mrs. Rosnida Nasution, Mrs. Suwarni, Mrs. Gantiani, Mrs. Sunarti, Mr. Fathinasekhi; <p>Based on record review on sampled workers, doctor concluded there is no worker with signs of intoxication detected.</p> <p>Sei Betung Estate:</p> <p>Mr. Ponimin, chemical storekeeper; Mr. Ahmad, spraying overseer; Mr. Ismail, Mrs.Andria ningsih, Mrs. Rena, Mrs. Saminah, Mrs. Sumini received general medical check up on 11/06/2015. The general medical check up covers blood test, urine test, thorax X-ray, and cholinesterase test. Test and analysis result shows there is no worker identified with intoxication.</p>	<p>Yes</p>
<p>4.6.12</p>	<p>No work with pesticides shall be undertaken by pregnant or breast-feeding women.</p> <p>- Major compliance –</p>	<p>Monthly absence under “Absensi Tenaga Spraying dan Manuring per bulan”, records the interview with female worker to verify they are not pregnant and/or breast-feeding before conducting agrochemical work.</p> <p>Muko muko Estate:</p> <p>Absensi Tenaga Spraying August – November 2015 shows no pregnant. Surat Pemberian hak Kerja Ringan for spraying in Muko muko Estate dated 25/07/2014 for Mrs.Giarti. Maternal leave application for Mrs. Giarti, dated 31/12/2014 – signed by midwife.</p> <p>Sei Betung:</p> <p>There is no pregnant or breast-feeding female worker performing chemical work.</p>	<p>Yes</p>

Criterion 4.7			
An occupational health and safety plan is documented, effectively communicated and implemented.			
<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>			
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>PT Agro Muko and PT Mukomuko Agro Sejahtera have an Occupational Health and Safety Policy, signed by President Director 1st March 2013. PT Agro Muko has a safety committee with annual health and safety program, monitored on regular basis through internal audit.</p> <p>Health and safety programme is available under "Program P2K3 LHS", consist of health and safety meeting, regular reporting to Dinas Tenaga Kerja, Risk assessment, Social – Environmental impact communication, fire extinguisher training, emergency response simulation, regular health examination, general medical check up for all workers.</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 safety committee at each Estate and Mill produced a HIRADC register, regularly reviewed and update as necessary.</p> <p>Mill: Mukomuko Mill is able to demonstrate a risk assessment for all mill operations, HIRADC is updated regularly based on accident, additional engine/equipment, changes of process, review regular, the last updated on 11th September 2015.</p> <p>Estate: Company has prepared a risk assessment, latest review dated 12/08/2015, where all activities and all aspects of plantation operation have been reviewed and planned. Control of risk found to be appropriate, as no risk calculation is intolerable. PPE are provided for harvester, sprayer and manuring workers.</p>	Yes

<p>4.7.3</p>	<p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Major compliance -</p>	<p>The company provides safe working practices training for all workers at estates and mills, including sprayer gangs, fertilizer applicators, harvesters, FFB loading crew and upkeep workers. Company provided adequate and appropriate protective equipment for all workers at place of works, in line with the risk assessment. Example: SOP 17. Pengendalian Gulma Terpadu Doc.No.17 SOP/Oil Palm/ESD rev.1 tanggal 1 Oktober 2009, sprayer gangs using goggles, respirators, apron, overall suit, gloves, rubber boot; engine room operator wears helmet, ear plugs, mask, and safety shoes.</p> <p>The operator also has license, e.g. Surat Izin Operator (SIO) for</p> <ul style="list-style-type: none"> - Mr. Nova Yusri; Boiler Operator (SIO no. 6136.OPK3-PUBT-B.I/IV/2014, dated 12 November 2014, valid 5 years). - Mr. Antoni; Genset operator (SIO no. 14.618-OPMK3-PTP/IV/2014, dated 29th April 2014, valid 5 years). - Mr. Kasdi; Crane Operator (SIO no. 12.12850.OPK3-PAA/XII/2012, dated 18 december 2012 (valid 5 years) 	<p>Yes</p>
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4.7.4	<p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p> <p>- Major compliance -</p>	<p>The company has a safety committee and Safety officer at each Estate and Mill. The committee holds a monthly meeting to discuss the health and safety performance, including health and safety programme, monthly performance, accident records and investigation, as well as risk assessment review.</p> <p>Mill: Mukomuko POM has a safety committee and Safety officer (P2K3), registered in Dinas Sosial, Tenaga Kerja dan Transmigrasi Kab. Mukomuko. The committee holds a monthly meeting to discuss the health and safety performance, including health and safety programme, monthly performance, accident records and investigation, as well as risk assessment review. Example: In Mukomuko POM:</p> <ul style="list-style-type: none"> - P2K3LHS (Safety and Health – Environmental – Social Relationship Committee is registered in Dinsosnakertrans kab. Mukomuko. - Safety officer Mr. Mervin Roy Tua Aritonsng – appointed by Pembinaan Pengawas tenaga kerja – Labour and Transmigration Ministry no. KEP. P585/M/DJPPK/III/2014, dated 17 May 2014. - Safety meeting is conducted monthly, the last meeting was conducted on 30th November 2015, attended 7 participants (Minutes meeting and Attendance list is verified and available). - Fire Mitigation Organizational Chart (Struktur Organisasai bakortiba) is updated on 2nd December 2015, led by Mill Manager Mr. Mervin Aritonang (Secretary) and 15 members. 	Yes
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		<p>Muko Muko Estate: The safety committee through "Surat Keterangan Pendaftaran No.566/019/D.3/IV/2014" dated 16/09/2014 and in process for extention. The extention process through "Surat Perpanjangan Keterangan Pendaftaran P2K3LHS Muko muko Estate". Mr.Mugiyono, safety officer is appointed based on Keputusan Menteri Tenaga dan "Transmigrasi RI No.KEP.6195/M/DJPPK/IV/2014 tentang Penunjukan Ahli keselamatan dan Kesehatan Kerja Umum memberikan Penunjukan Ahli Keselamatan dan Kesehatan Kerja Umum" dated 02/04/2014 valid for 3 years. Equipped with Kartu Tanda Kewenangan Ahli K3 No.Reg.13102/PK3/AJ/12/2014/P0 valid up to 02/04/2017.</p> <p>Laporan Bulanan (Monthly report) of P2K3LHS period July – September 2015. Minutes of meeting for safety committee dated 03/12/2015.</p> <p>Checklist for office, material warehouse, hazardous waste store, workshop, policlinic, housing, (facility, pollution prevention, housekeeping, health and safety, emergency first response, electricity equipment),</p> <p>Sei Betung Estate: The safety committee through "Surat Keterangan Pendaftaran No.560/02/D.3/IV/2014" dated 02/01/2015, expired in 31/12/2015. Due to changes in management, Sei Betung Estate proposed for re-application through Letter No.03/SBE-Disnaker/XII/15 dated 16/12/2015. Mr.Dadiyanto, safety officer is appointed based on Keputusan Menteri Tenaga dan "Transmigrasi RI No.KEP.6193/M/DJPPK/IV/2014 tentang Penunjukan Ahli keselamatan dan Kesehatan Kerja Umum memberikan Penunjukan Ahli Keselamatan dan Kesehatan Kerja Umum" dated 02/04/2014 valid for 3 years.</p> <p>Checklist for office, material warehouse, hazardous waste store, workshop, policlinic, housing, (facility, pollution prevention, housekeeping, health and safety, emergency first response, electricity equipment),</p>	
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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>Mill: Mukomuko POM has a set of emergency procedures for FFB transport/car accident, pesticide/herbicide spill, fire, earthquake, tsunami, etc. The procedures have been communicated to all level of workforce.</p> <p>Mukomuko POM has also appointed trained first aider in the case of accident. Example: Training of first aider in Mukomuko POM dated 6th – 7th March 2015, conducted by Dinsosnakertrans Kab. Mukomuko collaborated with CV. Wjaya Bina Sakti, attended Mr. Rasulyadi, Daniel Silalahi, Feridensi, Mariana Purba, D. Bambang TH, Idris, etc.</p> <p>Surat Izin Operator (SIO) for</p> <ul style="list-style-type: none"> - Mr. Nova Yusri; Boiler Operator (SIO no. 6136.OPK3-PUBT-B.I/IV/2014, dated 12 November 2014, valid 5 years). - Mr. Antoni; Genset operator (SIO no. 14.618-OPMK3-PTP/IV/2014, dated 29th April 2014, valid 5 years). - Mr. Kasdi; Crane Operator (SIO no. 12.12850.OPK3-PAA/XII/2012, dated 18 december 2012 (valid 5 years) <p>There is one minor accident and no major accident in Mukomuko POM during 2015, The company has investigated the accident and reported in "Laporan Peneyelidikan Kecelakaan Kerja oleh Supervisor". The victim is Mr. D. Erikson W.</p> <p>Records of accident is available and reviewed during safety committee meeting,</p> <p>Estate: The company has a set of emergency procedures for FFB transport/car accident, pesticide/herbicide spill, fire, earthquake, tsunami, etc. The procedures have been communicated to all level of workforce, the company also appointed trained first aider in the case of accident.</p> <p>First aid training for 11 workers from Muko muko Estate dated 06-07/03/2015, Mr. Johan, harvester overseer has attended the training and certified No.560/049/D.3/IV/P3K/2015 .</p> <p>Records of accident are available and reviewed during safety committee meeting.</p>	Yes
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4.7.6	<p>All workers shall be provided with medical care, and covered by accident insurance.</p> <p>- Minor compliance –</p>	<p>Mill and Estate: The company has provided clinic for all workers. Referral are made to nearest hospital should the case is severe in Mukomuko Region Hospital based on new regulation in Indonesia (BPJS kesehatan). The company also providing social and accident insurance in form of Jamsostek (BPJS Ketenagakerjaan) for all workers, e.g. BPJS Kesehatan card for Mr. Mariana Purba (No. 0001489960574), Mr. Agus Santoso (0001490363965), Jamsostek Card Sugio (02B00131692).</p> <p>Medical check up is conducted annually, e.g. for Mr. Welly Sinaga (Engine Room); audimetri test "Normal", Mr. Armaidi (Engine Room), the result test "Normal", Mr. Milal (Engine Room) by "Klinik Anugerah Ibu".</p>	Yes
4.7.7	<p>Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics.</p> <p>- Minor compliance –</p>	<p>The accident records are compiled under "Rekapitulasi Laporan Kehilangan Waktu" loss time injury on monthly basis, indicating the Lost Time Accident information.</p> <p>Sei Betung Estate: Sample: 5 accidents occurred in November 2015, the total lost time recorded is 8 mandays.</p> <p>Mill: Total LTA in 2015 is 3 days as recorded in February 2015.</p>	Yes
<p>Criterion 4.8 All staff, workers, smallholders and contract workers are appropriately trained.</p>			

<p>4.8.1</p>	<p>A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme.</p> <p>- Major compliance –</p>	<p>Mill: Mukomuko POM is able to demonstrate a training programme. The training programme is prepared with consideration of training need assessment – tailored to meet regulation, audit reports, competence level and career path.</p> <p>Training program and Actual in 2015 is documented in "Schedule Training Plan 2015". There are 18 items training plan were noted, e.g.</p> <ul style="list-style-type: none"> - K3 - HIRA, Environmental Aspect and Impact. - Manajemen Mill - PropeISCC, - ISPO, POM Maintenance for Mechanic, - Electrical Knowledge - Mill processing - Biogas Plant - EFB Plant - Office administration - Pengenalan Material - RSPO - ISO 9001, 14001 - RSPO SCCS, - Manajemen Limbah Pabrik. - Manajemen Mill <p>All training program is conducted completely in 2015, e.g.</p> <ul style="list-style-type: none"> - K3 Training was conducted on 31st January 2015, attended 15 workers, - RSPO SCCS, 2014 training on 22nd August 2015, attended 20 staff (Attendance list, photograph and training material is available) 	<p>Yes</p>
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		<p>Mukomuko Estate:</p> <ol style="list-style-type: none"> 1. Harvesting, Mutu Buah, dan Management Panen. 2. OHS for Spraying 3. OHS for Manuring 4. Safety Transport 5. Pengoperasian Kendaraan, Alat Berat dan Genset 6. Pestisida dan MSDS <p>Progress training:</p> <ol style="list-style-type: none"> 1. Harvesting training was conducted on 4 November 2015, attended 46 harvesters. 2. OHS for spraying was conducted on 28th February 2015, attended 81 sprayers. 3. Pesticide and MSDS training was conducted 28th May 2015, attended 15 workers <p>Attendance list, training material and photograph as evidences.</p> <p>Sei Betung Estate:</p> <ol style="list-style-type: none"> 1. Harvesting, Mutu Buah, dan Management Panen. 2. OHS an calibration equipment for Spraying 3. OHS for Manuring 4. P3k (First Aider) 5. Ketenagakerjaan (Labour) 6. Pengoperasian Kendaraan, alat berat dan genset. 7. MSDS and NFPA hazard label. 8. Tanggap Darurat Kebakaran Lahan (Emergerncy preparedness and land fire). 9. IPM. <p>All Training plan has been progressed during this year, e.g.</p> <ol style="list-style-type: none"> 1. First Aider training was conducted by Disnakertrans Bengkulu Province on 07th March 2015, attended all estates, Sei Betung estate represented 6 workers. 2. Tanggap Darurat Kebakaran Lahan was conducted on 12th March 2015, attended 20 personnil "Bakortiba" and employees. (Attendance list, training material and photograph as evidences). 	
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4.8.2	Records of training for each employee shall be maintained. - Minor compliance –	The company is able to demonstrate records of training for each employee. Mukomuko Estate: - Mrs. M. Alfajri (Ranger), he has been attended 11 training since joined in the company on February 2008, e.g. Pelatihan SMART (Spatial Monitoring and reporting Tool) on 8 – 11 April 2013 by ZSL. - Dalimin (Driver), he has attended 3 training since joined in the company on 01 June 2003.	Yes
PRINCIPLE 5: ENVIRONMENTAL RESPONSIBILITY AND CONSERVATION OF NATURAL RESOURCES AND BIODIVERSITY			
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 -	AMDAL document is available and approved by Bengkulu Governor No. no. 425, year 2005 for PT. Agro Muko and Izin Lingkungan (SEIA Permit) No. M.288, dated 09 th September 2011, included Plasma (Scheme Smallholders) for PT. MMAS.	Yes
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 Muko’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 –	Company has prepared report on Environmental Management and Monitoring implementation (Laporan RKL-RPL) and sent report every 6 month to local government, e.g RKL-RPL report semester I 2015 (Period January - June 2014), acceptance letter by BLH Kab. Mukomuko by officer Vita (Government stamped). Management and monitoring plan based on AMDAL have been covered in regular report of RKL / RPL.	Yes

Criterion 5.2		
The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.		
5.2.1	<p>Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).</p> <p>- Major compliance -</p>	<p>PT. Agro Muko: HCV Identification was conducted by "Yayasan Kelapa Sawit Berkelanjutan" in January 2010, referring "Indonesian HCV Toolkit, 2008". Total HCV areas was identified is 2,170.82 ha, consist of HCV 1, HCV 3, HCV 4 (2,169.47 ha) and HCV 6 (1.56 ha)</p> <p>PT. MMAS: HCV Identification was conducted by "Yayasan Kelapa Sawit Berkelanjutan" in January 2010. Total HCV areas was identified is 196.09 ha, consist of HCV 1, HCV 3, and HCV 4.</p> <p>Those HCV identification assessments were consulted to the the stakeholders, such as: public consultation in sub-district V-Koto on 9th July 2010, attended 49 stakeholders.</p> <p>The company has a computized system to mentoring their HCV, namely "SMART" (Spatial Monitoring and Reporting Tool) and installed "Camera Trap" to monitor RTEs.</p>
		Yes

<p>5.2.2</p>	<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>Management plans and monitoring plan as documented in "Program pengelolaan dan pemantauan Areal Nilai Konservasi Tinggi-2014". Its developed based on the HCV recommendations and review regularly.</p> <p>The management and monitoring plan, covering monitoring of HCV area, socialization to the internal and local communities, restoration and displayed sign board.</p> <p>Record of monitoring activities is recorded, e.g. monitoring HCV on 24th March 2014 and 9th September 2014.</p> <p>Ssocialization to the local communities surrounding company, attended 9 local communities representative and socialization to the internal on 15 April 2015, attended 18 workers (Attendance list and photograph asevidence).</p> <p>Responsible person to HCV monitoring under Ranger Department, e.g. Mr. Fajri (Ranger in Mukomuko Estate).</p> <p>Ranger is trained by internal and external parties (ZSL – Zoological Society of London).</p> <p>Based on camera trap monitoring in 2015, it was found RTs, such as:</p> <ol style="list-style-type: none"> 1. Beruk (<i>Macaca nemestrina</i>), 2. Musang Belang (<i>Diplogale derbyanus</i>), 3. Monyet Ekor Panjang (<i>Macaca fascicularis</i>), 4. Landak (<i>Hystrix brachyuran</i>). 5. Beruang Madu (<i>Helarctos Malayanus</i>) 6. Harimau Sumatera (<i>Panthera tigris sumatrae</i>) 7. Siamang (<i>Symphalangus syndacylus</i>) 8. Kijang Muncak (<i>Muntiacusmuntjak</i>) 9. Kucing Hutan (<i>Prionailurus bengalensis</i>) 10. Lutung Simpai (<i>Prsbytis melalophos</i>) 11. Ayam Hutan Merah (<i>Gallus gallus</i>) 12. Tapir Asia (<i>Tapirus indicus</i>) 13. Babi Berjanggut (<i>Sus barbatus</i>) 	<p>Yes</p>
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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>It was not found RTEs species captured, harmed, collected and killed by workers, the company has conducted socialization of RTEs, e.g. socialization to the workers related HCV on 20th October 2015, attended 33 workers and socialization to the local communities was conducted on 21st October 2015, attended 9 local community representatives (Attendance list, socialization material and photograph as evidence)</p> <p>The company has policy forbid capture, harm, collect and kill RTE’s species as regulated in the Company’s Memorandum dated 08th February 2013.</p>	Yes
5.2.4	<p>Where a management plan has been created there shall be ongoing monitoring:</p> <ul style="list-style-type: none"> • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. <p>- Minor compliance –</p>	<p>The company has conducted monitoring of HCV, i.e. monitoring of wild animal / RTEs regularly, the last monitoring was conducted 1st December 2015.</p> <p>The company usage computerized system for recording monitoring of HCV, namely “SMART – Spatial Monitoring and Tools program” and also installed camera-trap.</p>	Yes
5.2.5	<p>Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights.</p> <p>- Minor compliance –</p>	No local communities rights in HCV areas.	Yes
<p>Criterion 5.3 Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>			

<p>5.3.1</p>	<p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance –</p>	<p>The company has a waste management plan, identifying type and source of waste which documented in "Daftar Aspek dan Pengaruh Lingkungan".</p> <p>Muko muko Estate: In order to prevent pollution from hydrocarbon material, company has invested in preparing secondary containment for HSD oil tank, lubricant store and petroleum storage. The secondary containment capacity is designed to support the maximum capacity of the fuel and/or lubricant tank. tank capacity 24,000 liters, maximum capacity 15,000 liters, secondary containment 24.64 m³.</p>	<p>Yes</p>
<p>5.3.2</p>	<p>All chemicals and their containers shall be disposed of responsibly.</p> <p>- Major compliance -</p>	<p>The company store hazardous waste in temporary storage with permit, The hazardous waste is sent to the registered collector which approved by Environmental Ministry, namely CV. Amindy Barokah.</p> <p>Muko muko Estate: "Rekapitulasi Lembar Neraca Limbah B3" period November 2015, waste oil 352 liters, oil filter 10 kg, fuel filter 7.5 kg, contaminated waste 4 kg, empty container metil metsulfuron 304 pieces, triclophyr 5 pieces, 2,4 dimethyl amina 17 pieces, other empty container 124 pieces. Berita Acara Serah Terima Eksekusi Limbah B3 No.04/MME/LB3/04/XII/2015 dated 16/09/2015. The waste transported 400 liters waste oil, 11 kg oil filter, 7.5 kg fuel filter, 4 kg contaminated waste, 35 kg chemical container – manifest No.ZF0007641 for 35 kg empty container dated 04/12/2015. Manifest No.ZF0007639 for 4 kg used filter by CV Amindy Barokah dated 04/12/2015. Manifest No.ZF0007638 for 400 liters waste oil by CV Amindy Barokah dated 04/12/2015.</p> <p>Sei Betung Estate: "Rekapitulasi Lembar Neraca Limbah B3 period November 2015", waste oil 352 liters, oil filter 10 kg, fuel filter 7.5 kg, contaminated waste 4 kg, empty container metil metsulfuron 304 pieces, triclophyr 5 pieces, 2,4 dimethyl amina 17 pieces, other empty container 124 pieces. "Berita Acara Serah Terima Limbah B3" No.04/LB3-SBE/XII/2015 dated 08/12/2015. The waste transported 145 liters waste oil, 7.5 kg oil filter, 3.25 kg contaminated waste, 8.25 kg empty chemical container. Manifest No.ZF0007631 for 145 kg empty container dated 08/12/2015. Manifest No.ZF0007634 for 8.25 kg used filter by CV Amindy Barokah dated 08/12/2015.</p>	<p>Yes</p>

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>Waste management plan is documented in procedure “Pengelolaan Sampah” and “Rencana Pengelolaan Limbah”. Waste management consists of domestic waste, to reduce pollution to the environment.</p> <p>Organic and inorganic waste sent to landfill and then covered with soil. For medical waste, and other type hazardous waste (waste oil, empty chemical container, contaminated material, battery, etc) regulated as per procedure “Penyimpanan Limbah Bahan Berbahaya dan Beracun (Limbah B3) dan Tanggap Darurat”. The hazardous waste stored in a dedicated storage completed with alarm, spill kit, secondary containment and PPE for operator.</p> <p>Medical waste sent to RSUD Muko muko for incineration.</p>	Yes
<p>Criterion 5.4 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>Mill: Fossil fuel usage for Genset is decreasing significantly due to Biogas Plant, e.g. in November 2015: source of energy in Mill (Genset 4.37 % : Steam Turbine 95.63 %). Fossil fuel usage in 2014 is 608,000 litres and in 2015 up to November 2015 is 443,633 litres.</p> <p>Using Methane Capture for boiler. Total renewable energy use/ton CPO from Biogas plant is recorded monthly, the average total energy usage in 2015, e.g. November 2015 is 3,814 Kcal/ton CPO.</p> <p>EFB Fibre, FFB Fibre and shell also use for boiler is recorded in “Rekaman Monitoring Penggunaan Energi Terbarukan”. The record is Monthly basis. E.g, November 2015:</p> <ul style="list-style-type: none"> - FFB process: 16,141 ton - EFB process in EFB Plant 2,971 ton - Fibre: 2,287 ton - Shell: 806 ton - Total renewable energy 3,814 Kcal/ton CPO equivalent 1.412 litres fossil fuel. 	Yes
<p>Criterion 5.5 Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.</p>			

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>No open burning was noted during field visit and interviewed with local communities and workers. "Prosedur Pencegahan dan Pengendalian Kebakaran Lahan" No.ENC/SOP/10 dated 01/02/2014 for prevention and control of fire. PT Agro Muko is using fire danger rating; risk differed by number of rainy day, rain fall, and or occurrence of fire at boundary. Muko muko Estate: Laporan Patroli Ranger November 2015, shows no fire.</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>No open burning was noted for Replanting.</p>	Yes
<p>Criterion 5.6 Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>			
5.6.1	<p>An assessment of all polluting activities shall be conducted, including gaseous emissions; particulate/soot emissions and effluent (see Criterion 4.4).</p> <p>- Major compliance -</p>	<p>The company has conducted assessment of polluting activities as documented in "Mitigasi GRK" and "Environmental Aspect & Impact List (Daftar Aspek & Pengaruh Lingkungan)</p>	Yes

5.6.2	<p>Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented.</p> <p>- Major compliance -</p>	<p>Identification of pollutant and mitigation plan, included GHG is documented in "Rencana Pengurangan Emsi Gas Rumah Kaca (GHG Emmission).</p> <table border="1" data-bbox="875 389 1986 751"> <thead> <tr> <th data-bbox="875 389 1256 421">Source</th> <th data-bbox="1256 389 1986 421">Mitigation</th> </tr> </thead> <tbody> <tr> <td data-bbox="875 421 1256 521">Effluent</td> <td data-bbox="1256 421 1986 521"> <ul style="list-style-type: none"> - Biogas Plant is commenced in August 2013 - Biogas is used in Steam Boiler. - Monitoring of renewable energy use. </td> </tr> <tr> <td data-bbox="875 521 1256 620">Fossil Fuel</td> <td data-bbox="1256 521 1986 620"> <ul style="list-style-type: none"> - Biogas Plant - EFB Plant - Plan to use biogas for electricity </td> </tr> <tr> <td data-bbox="875 620 1256 652">Fertilizer</td> <td data-bbox="1256 620 1986 652"> <ul style="list-style-type: none"> - Increasing using EFB for fertilizer </td> </tr> <tr> <td data-bbox="875 652 1256 716">Peat Land</td> <td data-bbox="1256 652 1986 716"> <ul style="list-style-type: none"> - Maintain water level in 50 – 70 cm - Prevent fire in peat area. </td> </tr> <tr> <td data-bbox="875 716 1256 751">Land Clearing</td> <td data-bbox="1256 716 1986 751"> <ul style="list-style-type: none"> - No planted in HCV area. </td> </tr> </tbody> </table>	Source	Mitigation	Effluent	<ul style="list-style-type: none"> - Biogas Plant is commenced in August 2013 - Biogas is used in Steam Boiler. - Monitoring of renewable energy use. 	Fossil Fuel	<ul style="list-style-type: none"> - Biogas Plant - EFB Plant - Plan to use biogas for electricity 	Fertilizer	<ul style="list-style-type: none"> - Increasing using EFB for fertilizer 	Peat Land	<ul style="list-style-type: none"> - Maintain water level in 50 – 70 cm - Prevent fire in peat area. 	Land Clearing	<ul style="list-style-type: none"> - No planted in HCV area. 	Yes
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5.6.3	<p>A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools.</p> <p>- Minor compliance –</p>	<p>The company has prepared a strategy in effort to reduce and mitigate pollution and emission. Monitoring of pollution and emission quality for plantation has been planned and implemented, such as:</p> <ul style="list-style-type: none"> - Monitoring water level and subsidence in pet area, - Air quality ambient for boiler and Genset, e.g. was conducted by Sky Pacific Indonesia in June 2015 with result all parameters is comply with "Peraturan pemerintah No. 41, year 1999. - Water quality test for surface and groun water, e.g. TSS is included in monitoring of waterways is conducted regularly every 6 month, the last monitoring was conducted by independent laboratory "Binalab" in June 2015, where all parameters is comply with the national regulateion PP no. 62,/2011, sample taken: TSS is 24.37 mg/L in upstream and 33.11 mg/L in downstream (National Standard is 50.00 mg/L as regulated in PP no. 62/2001). - Effluent water quality, e.g. sampling is taken regularly every month by independent third party by "Binalab", e.g. water sample in "Effluent Final Dscharge Pond" by Binalab in April 2015 (47.5 mg/L), May 2015 (BOD level 52.6 mg/L), June 2015 (62.2 mg/L). - Noise level, e.g. was conducted by Sky Pacific Indonesia in June 2015 - etc. <p>The monitoring result is incorporated in RKL / RPL and reported regularly to the government.</p>	Yes
PRINCIPLE 6: RESPONSIBLE CONSIDERATION OF EMPLOYEES AND OF INDIVIDUALS AND COMMUNITIES AFFECTED BY GROWERS AND MILLERS			

Criterion 6.1			
Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			
6.1.1	<p>A social impact assessment (SIA) including records of meetings shall be documented.</p> <p>- Major compliance -</p>	<p>The social impact study is available under environmental document, consist of:</p> <ul style="list-style-type: none"> a. AMDAL document is available and approved by Bengkulu Governor No. no. 425, year 2005 for PT. Agro Muko and Izin Lingkungan (SEIA Permit) No. M.288, dated 09th September 2011, included Plasma (Scheme Smallholders) for PT. MMAS, the social impact incorporate in these SEIA documents. b. PT Agro Muko manages more than 3,000 Ha of oil palm plantation. The Dokumen Pengelolaan Lingkungan Hidup (DPLH) for Air Buluh Estate (2,500 Ha) in Desa Semundam, Talang Baru, Talang Arah and Tanjung Jaya, Kecamatan Malin Deman and Kecamatan Ipuh, Kabupaten Mukomuko – year 2011. The approval for DPLH based on letter No.660/237.2/F.4/IX/2011 dated 29th September 2011. c. PT Agro Muko appointed Yayasan Sawit Berkelanjutan Indonesia (YASBI) for Social Impact Assessment exercise on 2010, comprise of 15 villages around company premises, including the impact on development of 524 Ha Kebun Masyarakat Desa for 38 surrounding villages. <p>PT MMAS has AMDAL document where social parameter has been assessed and reviewed. Company has also carried out Social Impact Assessment, in cooperation with Yayasan Sawit Berkelanjutan Indonesia (YASBI) for Social Impact Assessment exercise on 2010. The process was involving various stakeholders including impact on plasma development.</p>	Yes
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>PT MMAS has AMDAL document where social parameter has been assessed and reviewed. Company has also carried out Social Impact Assessment, in cooperation with Yayasan Sawit Berkelanjutan Indonesia (YASBI) for Social Impact Assessment exercise on 2010. The process was involving various stakeholders including impact on plasma development. During the process for the document and social impact management actively involving community participation through interview and questionnaires.</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>Within the AMDAL and SIA document, the negative and positive impact of oil palm development has been explained. The environmental management and monitoring plan document has lined out effort that company should carry out in order to minimize negative impact and promote positive impact from oil palm development.</p> <p>The Social Impact Assessment document has explained the recommendation that could be done by company to minimize negative impact and promote positive impact from social impact management.</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>Company has carried out social impact evaluation on annual basis through social survey. The survey was conducted by ENC-AM and being part of environment management and monitoring report - "Laporan Pelaksanaan RKL-RPL".</p> <p>The company PT Agro Muko has a form for interview with community to capture social aspects, dated 2nd January 2012.</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 Muko appointed Yayasan Sawit Berkelanjutan Indonesia (YASBI) for Social Impact Assessment exercise on 2010, comprise of 15 villages around company premises, including the impact on development of 524 Ha Kebun Masyarakat Desa for 38 surrounding villages.</p> <p>PT MMAS has AMDAL document where social parameter has been assessed and reviewed. Company has also carried out Social Impact Assessment, in cooperation with Yayasan Sawit Berkelanjutan Indonesia (YASBI) for Social Impact Assessment exercise on 2010. The process was involving various stakeholders including impact on plasma development.</p>	Yes

Criterion 6.2

There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.

<p>6.2.1</p>	<p>Consultation and communication procedures shall be documented.</p> <p>- Major compliance -</p>	<p>PT Agro Muko has a mechanism to regulates communication and consultation process with stakeholders:</p> <ul style="list-style-type: none"> - "Prosedur Pemberian Tanggapan terhadap Permintaan Informasi" No.ENC/SOP/08 dated 05/09/2014. The procedure regulates steps to communicate and providing response to information request from stakeholders. - "Prosedur Keluh Kesah dengan Pihak Internal" No.SOP/025/Dept dated 27/03/2015. The procedure explains steps to convey complaint/grievance and provide response to complaint/grievance from internal party, completed with flowchart for response upon complaint. - External complaint/grievance will be handled through, as per "Prosedur Keluh Kesah dengan Pihak Eksternal" No.SOP/026/HRA dated 27/03/2015. The procedure explains detail steps to handle complaint/grievance from external party, completed with flowchart. <p>Mukomuko Estate: Based on document verification, throughout 2015, there are 75 types information request:</p> <ul style="list-style-type: none"> - Information request from Mr. Armansyar Zulpani on 18/05/2015 related to oil palm seeds for communities. Responded by management on 18/05/2015 stated PT Agro Muko in 2015 no longer provides oil palm seeds; but for 2016 there are 35,000 oil palm seeds allocated for local communities; - Information request sent by KMD Air Dikit Committee, verbally on 22/09/2015 related to plan to borrow KMD's 2014 invoice document. Verbal response provided from OA-MME on 22/09/2015, stated the KMD incoive cannot be borrowed, but copy can be provided; - Information request by Air Dikit village Youth Committee on 12/10/2015 requesting help for grass cutting. Response from OA-MME dated 13/10/2015 stated proposal letter has been approved, and can continued. <p>Internal and External Grievance Book. In 2015, there are 6 complaints logged in:</p> <ul style="list-style-type: none"> - Complaint under name of worker union leader on 10/04/2015 related to mutation of Mr. Dim (tractor driver) verbally logged and responded by company on 10/04/2015 – stating the driver will be reinstated once the heavy machinery is redy to use. 	<p>Yes</p>
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		- External complaint verbally logged by Ketua Karang Taruna Dusun Baru village, on 20/01/2015, related to grass cutting on football field and responded by company. Company responds that the request is not being complicated, but due to machinery break down and repaired in Central workshop.	
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	As per SOP No.ENC/SOP/08 stating the organization structure responsible to accept and respond to information request, as well as receiving internal/external grievance is Manager. However, in daily operation in estate managers appointed Field Head Assistance and Office Assistant to communicate with local communities.	Yes
6.2.3	A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. - Minor compliance -	The company has list of stakeholders, updated when changes occurred. Latest update 30/11/2015, classifying stakeholders into: <ul style="list-style-type: none"> - Government office: Consist of 10 offices under Kabupaten Muko muko; - Muspika: 5 offices under Kecamatan Air Dikit including Puskesmas; - Head of Village: 7 surrounding villages; - Non Government Organization: 3 NGOs; - Worker union: 3 Committees of Serikat Pekerja Agromuko Mandiri (SPAM); - Local contractors: 4 Contractors; - Kebun Masyarakat Desa: 4 cooperatives; <p>Based on interview with community of Air Dikit Villages, Government Offices, Worker unions, and other parties, the communication with company is going well. Access to information is relative easy. Muko muko estate has appointed an officer to communicate with stakeholders by Estate manager, Office Assistant and Field Head Assistant. Latest update shows communication with stakeholders dated 01/12/2015.</p>	Yes

Criterion 6.3

There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.

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>Based on document verification, PT Agro Muko has a mechanism to resolve disputes such as "Prosedur Ganti Rugi Lahan" No.SOP/CA/02 dated 01/07/2012. The procedure shows company has prepared effective land dispute resolution mechanism: Company being transparent on permits, licenses including land title to the community; In case of claim from community, company will cater as long as valid land ownership evidence presented; Status verification – when valid land ownership evidence presented, continued with field visit/survey and measurement; Field visit/survey and measurement will involve company representative, complainant and government representatives; Based on field visit/survey and measurement, a minutes will be produced, attaching the hectare and coordinates of the claimed land – signed by all interested parties; Final verification to ensure no overlapping with other party; Once final verification can justified no overlapping occurred, company will propose land compensation/negotiation; Payment will be done once agreement between parties made.</p> <p>Internal complaint will be settled as per "Prosedur Keluh Kesah dengan Pihak Internal" No.SOP/025/Dept dated 27/03/2015.</p> <p>External complaint/grievance will be handled through, as per "Prosedur Keluh Kesah dengan Pihak Eksternal" No.SOP/026/HRA dated 27/03/2015.</p> <p>Inside these procedures, company states the commitment to protect the anonymity of complainant/whistleblower – if requested.</p>	Yes
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>Based on document verification and public stakeholder consultation with relevant authorities (Plantation service, Manpower service and Environmental Bureau), Worker union, Local contractor and Air Dikit traditional leader; shows there has been no land dispute between local community and company. Internal and external complaints are documented under "Buku Keluh Kesah Internal dan Eksternal", in 2015 there is 6 internal complaints logged, e.g. complaint under name of worker union leader on 10/04/2015 related to mutation of Mr. Dim (tractor driver) verbally logged and responded by company on 10/04/2015 – stating the driver will be reinstated once the heavy machinery is redy to use.</p>	Yes
<p>Criterion 6.4 Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions..</p>			

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>PT Agro Muko, there is no new development in Mukomuko Estate. However, company has a mechanism to settle land dispute as per “Prosedur Ganti Rugi Lahan” No.SOP/CA/02 dated 01/07/2012. Based on public stakeholder consultation with relevant stakeholders, there has been no report related to land conflict/land dispute between local community and company.</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>There is no new development in Mukomuko Estate. Based on document verification and stakeholder consultation with village leader and plantation office Kabupaten Mukomuko, no dispute between company and other party – including local community. However, company has land compensation mechanism under SOP/CA/02 dated 01/07/2012; regulating the compensation mechanism through FPIC process, document verification, proof on land ownership/tenure, land measurement, participatory mapping, and compensation price negotiation. The compensation evidence is as follows: Measurement proposal document, minutes on land measurement, Land ownership (Surat Keterangan Tanah), No dispute statement letter, etc.</p> <p>The compensation evidence required is as follows: Measurement proposal document, minutes on land measurement, Land ownership (Surat Keterangan Tanah), No dispute statement letter, Ownership statement (Surat Keterangan pengakuan Hak), Heir right statement, Release of tenure right statement letter for rented land, land compensation, etc. Record on identification and compensation process is well documented under “Dokumen GRTT”</p> <p>Based on interview with local community of Air Dikit village and Pondok Baru village, there is no land dispute with other party, including local community.</p>	Yes

<p>6.4.3</p>	<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 Muko Land Compensation" since the development of the estate in 1990s.</p> <p>The company holds the records of all compensation payments including amounts, statement letter, receipt, negotiation record, progress of complaint, details of witness and photograph of recipient.</p> <p>For PT MMAS: the land compensation for traditional owner within Izin lokasi in 2010 for 514 individuals, totaling 1102.72 Ha; in 2011 for 101 individuals, totalling 167.90 Ha; in 2012 for 181 individuals, totaling 285.93 Ha; in 2013 for 151 individuals, totaling 232.5 Ha; up to August 2014 for 1225 individuals, totaling 2142.29 Ha. Process is documented – compensation to Mr.Z, people of Desa Talang Baru, Kecamatan Malin Deman, for land of 20,000 m2 and 2,000 m2 completed with "Surat Keterangan Tanah" issued by village head. Another documents consist of "Surat Pernyataan Penguasaan Fisik Tanah"; "Peta Lokasi Lahan" – map; "Surat Keterangan Ganti Rugi Tanah Garapan" signed by Mr.Z and PT MMAS, with witnesses and acknowledge village head of Desa Air Merah dated 20th March 2013; "Surat Pelepasan Hak Menggarap atas Tanah Garapan" signed by Mr.Z and PT MMAS; "Tanda Terima Pembayaran Ganti Rugi" received by Mr.Z dated 20th March 2013. Each compensation documents completed with photograph of the process.</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 2014.</p>	<p>Yes</p>
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Criterion 6.5
 Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.

6.5.1	<p>Documentation of pay and conditions shall be available.</p> <p>- Major compliance -</p>	<p>The company determines minimum wages as regulated by Government every year, minimum wages in 2015 as "Surat keputusan Gubernur of Bengkulu No. X.475.XIV, Tahun 2014 for Minimum Wages in 2015 is Rp. 1,500,000</p> <p>Based on review of payments slip, there are no worker's salary below minimum wages, e.g.</p> <p>Mukomuko Estate: based on document review "Buku Gaji MME – November 2015", e.g.</p> <table border="1" data-bbox="875 517 1973 788"> <thead> <tr> <th>Description</th> <th>Mrs. G</th> <th>Mrs. Rs</th> <th>Mr. D</th> </tr> </thead> <tbody> <tr> <td>Basic Salary</td> <td>1,559,000</td> <td>1,500,000</td> <td>1,559,000</td> </tr> <tr> <td>Rice Allowance</td> <td>393,750</td> <td>0</td> <td>409,500</td> </tr> <tr> <td>BPJS Ketenagakerjaan</td> <td>76,526</td> <td>12,600</td> <td>76,526</td> </tr> <tr> <td>BPJS Kesehatan</td> <td>62,360</td> <td>Ikut suami</td> <td>62,360</td> </tr> <tr> <td>BPJS pensiun</td> <td>33,712</td> <td>0</td> <td>33,712</td> </tr> <tr> <td>Premi</td> <td>0</td> <td>0</td> <td>241,992</td> </tr> <tr> <td>Others</td> <td>0</td> <td>0</td> <td>177,443</td> </tr> </tbody> </table> <p>Sei betung Estate: based on document review "Buku Gaji MME – November 2015", e.g.</p> <table border="1" data-bbox="875 852 1760 1123"> <thead> <tr> <th>Description</th> <th>Mr. MA</th> <th>Mr. D</th> </tr> </thead> <tbody> <tr> <td>Basic Salary</td> <td>1,559,000</td> <td>1,559,000</td> </tr> <tr> <td>Rice Allowance</td> <td>409,500</td> <td>236,250</td> </tr> <tr> <td>BPJS Ketenagakerjaan</td> <td>77,221</td> <td>77,221</td> </tr> <tr> <td>BPJS Kesehatan</td> <td>62,360</td> <td>62,360</td> </tr> <tr> <td>BPJS pensiun</td> <td>34,018</td> <td>34,018</td> </tr> <tr> <td>Premi</td> <td>989,000</td> <td>1,245,211</td> </tr> <tr> <td>Others</td> <td></td> <td></td> </tr> </tbody> </table>	Description	Mrs. G	Mrs. Rs	Mr. D	Basic Salary	1,559,000	1,500,000	1,559,000	Rice Allowance	393,750	0	409,500	BPJS Ketenagakerjaan	76,526	12,600	76,526	BPJS Kesehatan	62,360	Ikut suami	62,360	BPJS pensiun	33,712	0	33,712	Premi	0	0	241,992	Others	0	0	177,443	Description	Mr. MA	Mr. D	Basic Salary	1,559,000	1,559,000	Rice Allowance	409,500	236,250	BPJS Ketenagakerjaan	77,221	77,221	BPJS Kesehatan	62,360	62,360	BPJS pensiun	34,018	34,018	Premi	989,000	1,245,211	Others			Yes
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<p>6.5.2</p>	<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>Worker Agreement (PKB) between company and labour union is referred in working regulation, Worker Agreement was approved by Dinas Tenaga Kerja dan Transmigrasi kab. Muko muko, dated 06th November 2014, valid until November 2016 and also contract between company and each worker are available.</p> <p>Based on document review, it was noted that all workers has signed contract, e.g. contract of Destu Afrengki Saputra, dated 01 June 2014, during interview was noted that the employee understood the contract. The contract including remuneration, salary, tax, special allowance, facilities received, leave on, working hours, etc.</p> <p>For PT. MMAS, the company has established union agreement as known "Peraturan Perusahaan" dated 02nd June 2014 (valid until 02nd June 2016), approved by Gubernur of Bengkulu no. 503/8.g/023/KP2T/2014, dated 17th June 2014.</p>	<p>Yes</p>
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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>The company has prepared facilities for their workers, such as: housing, polyclinic, mosque, sport facilities, electricity and water supply, e.g.</p> <p>Mukomuko Estate:</p> <ul style="list-style-type: none"> - Housing (584 units) - Mosque (3 units) - Kindergarden (3 units) - Madrasah (1 unit)] - Community hall (3 units) - Sport facilities - Tempat Penitipan anak/Creche (2 unit) - Koperasi (1 unit) - Poliklinik (1 unit) - School Bus (4 units0 <p>Sei Betung Estate:</p> <ul style="list-style-type: none"> - Housing (146 units) - Mosque (3 units) - Community hall (1 unit) - Sport facilities - Tempat Penitipan anak/creche (3 unit) - Polyclinic (1 unit) - School Bus (2 units) 	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>The employees able to access traditional market and also there is cooperative in each estate to providing affordable food.</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.

6.6.1	A published statement in local languages recognising freedom of association shall be available. - Major compliance –	Recognizing of freedom association in "Kebebasan Berserikat", dated 01 March 2013 which stated the company recognizes the role of lawful and independent workers and employees representative organization in creating a constructive working environment.	Yes
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance –	Meeting with the company and labour union is conducted regularly, the last meeting was held on 21 st November 2015, attended 10 Labour union and company representatives in Agro Muko Estate and on 12 th December 2015, attended 20 Labour union and company representatives in Sei Betung Estate (Attendance list, minutes meeting and photograph are available).	Yes
Criterion 6.7 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 related minimum ages, added 01 st March 2013 that stated no hiring workers under 18 years old. Based on review of List of employees, it was seen that no employees were hired under 18 years old, the youngest employee is Mr. Wandu Yusman (19 years, 8 months) and Mr. Hermantoni (29/05/1996), joined (01/07/2015), 19 years, 2 months.	Yes
Criterion 6.8 Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance –	PT Agro Muko has a equal employment opportunity policy, signed by President Director on 01/03/2014. The policy stated company will not discriminate anyone during recruitment, hiring or other business; Selection to fill in position based on qualification and experience. Violation against policy results in disciplinary action and could be legal action. The policy has been communicated to workers in form of notification board or direct briefing: <ul style="list-style-type: none"> - Briefing on 04/09/2015 in Muko muko Estate attended by 448 spraying, lining, manuring and weeding workers; - Briefing on 03/03/2015 in Muko muko Estate attended by 52 spraying harvesting and manuring workers; - Briefing on 02/03/2015 in Sei Betung Estate attended by 68 ablation and sanitation workers. 	Yes

6.8.2	<p>Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against.</p> <p>- Major compliance –</p>	<p>Based on verification upon list of workers (as of 12/2015), shows there is no indication of worker discrimination related to gender, race, religion or tribe.</p> <p>Based on interview with worker union, “Serikat Pekerja Agromuko Mandiri”, and interview with workers (sprayers, fertilizer applicator and harvesters) company does not discriminate any of the workers.</p>	Yes
6.8.3	<p>It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available.</p> <p>- Minor compliance –</p>	<p>PT Agro Muko has a equal employment opportunity policy, signed by President Director on 01/03/2014. The policy stated company will not discriminate anyone during recruitment, hiring or other business; Selection to fill in position based on qualification and experience. Violation against policy result in disciplinary action and could be legal action.</p> <p>Based on verification against employment document and interview with worker union “Serikat Pekerja Agromuko Mandiri”, it is known that recruitment, hiring and promotion are based on test, considering the job type. Promotion done through yearly worker evaluation. As example; “Form Penilaian Karyawan SKU” consist of 10 evaluation parameters done by Evaluator (FA/TA/OA) and verified by Estate Manager.</p>	Yes
<p>Criterion 6.9 There is no harassment or abuse in the work place, and reproductive rights are protected.</p>			
6.9.1	<p>A policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce.</p> <p>- Major compliance –</p>	<p>PT Agro Muko has a policy to prevent sexual harassment, signed by President director on 01/03/2015. The policy stated: PT Agro Muko uphold the laws under Republic of Indonesia related to sexual harassment; sexual harassment could occurs in form of physical contact, comments, jokes, exhibition or other behavior; All discrimination and sexual harassment complaint will be handle in good manner and confidential to achieve fair statement and reduce false accusation. There shall be no false sexual harassment accusation. Sexual harassment applies equally – both men and women. Sexual harassment accusation with solid evidence could lead to disciplinary action including termination. False report on sexual harassment, without evidence could also lead to disciplinary action including termination and legal action.</p> <p>This policy has been communicated.</p> <p>Until re-certification, there has no sexual harassment complaint received by the gender committee.</p>	Yes

6.9.2	<p>A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce.</p> <p>- Major compliance –</p>	<p>Company has a policy related to protection of reproductive rights, signed by President Dorector on 01/03/2014. The policy covers provision of counseling related to sexuality, pregnancy, contraception aid, infertility, infection and sexually-transmitted-disease; sex education and gender; prevention and medication on reproductive infection including HIV/AIDS; Provision of pregnancy, delivery and ante-natal treatment; Baby and infant health service; Encourage male participation in sharing responsibility related to sexual behavior, during maternal period, HIV/AIDS and domestic violence.</p> <p>Based on interview with gender committee, company has understood the implementation of protection on reproductive rights in form of menstruation leave issue, maternal leave, medical check up for female worker, performing jobs related to agrochemical, prevention of domestic violence, etc.</p> <p>The policy communicated through notification board and during gender committee meeting to workers.</p>	Yes
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>Based on verification upon "Pedoman Pengelolaan Gender" No.ENC/Pedoman/GC/01 dated 21/04/2011 and interview with gender committee PT Agro Muko; company has a specific mechanism to handle sexual harassment case or another gender related cases through gender committee. The procedure has covers protection of anonymity of complainants.</p> <p>Based on interview with female worker in Muko muko Estate and Sei Betung Estate (sprayers and fertilizer applicators), they understand the grievance mechanism</p>	Yes
<p>Criterion 6.10 Growers and millers deal fairly and transparently with smallholders and other local businesses.</p>			
6.10.1	<p>Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.</p> <p>- Minor compliance –</p>	<p>The company has informed the FFB proce to management of "Kebun Masyarakat Desa" – KMD, every week; recorded in expedition book "Tanda Terima Harga TBS" – FFB price receipt. Example: The</p> <ul style="list-style-type: none"> - FFB purchasing price period of 3rd February – 9th February 2015: Category A: Rp.1,720/kg – Category B: Rp.1,705/kg – Category C: Rp.1,690/kg. - FFB purchasing price period of 30th November – 6th December 2015: Category A: Rp.1,042/kg – Category B: Rp.1,027/kg – Category C: Rp.1,012/kg. - FFB purchasing price period of 07th December - 13th December 2015: Category A: Rp.1,146/kg – Category B: Rp.1,131/kg – Category C: Rp.1,116/kg. 	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 -	The price agreement for FFB coming from "Kebun Masyarakat Desa" – KMD regulated under MoU between "Pengurus Kebun Masyarakat". For example: MoU between KMD Desa Nelan Indah with PT Agro Muko available under "Perjanjian Kerjasama pembangunan dan Pemeliharaan Kebun Kelapa Sawit di Desa Nelan Indah" dated 7 th October 2014 – chapter 12 related to sales of FFB harvest with market price during receiving of FFB and loose fruit.	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 interview with local contractors confirmed that contract understood by them and made fairly, legal and transparent. Mill: Sample taken: Contract with KSU-AM no. 01/KSU-MM.POM/PPTK-FL/I/2015, dated 26 th January 2015 for Mill Housekeeping. Sei Betung: Contrat with CV. Pantang Mundur no. 014/SBE-EDB/2015, dated 11 th February 2015	Yes
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Evidence of payment is reviewed and it was seen paid timely manner, e.g. 1. Payment for KSU – AM in November 2015 Rp. 41,087,998 for employees and Management fee 10% (Rp. 4,108,799). 2. Payment for CV. Pantang Mundur is 86,882,400 on 25 September 2015.	Yes
Criterion 6.11 Growers and millers contribute to local sustainable development where appropriate			

6.11.1	<p>Contributions to local development that are based on the results of consultation with local communities shall be demonstrated.</p> <p>- Minor compliance –</p>	<p>PT Agro Muko has prepared community development program for each estate, on annual base. In Sei Betung Estate, 12 types of activities in form of road maintenance in Surian Bungkal village, Sungai Ipung village, Penarik village, and Sido Mulyo village. Donation for teacher in Penarik village, building material for Sungai Ipung village and Teruntung village. Building material donation for construction of masjid in Penarik village and Teruntung village.</p> <p>All community development activities are documented, including hand over detail and photograph files:</p> <ul style="list-style-type: none"> - Donation 30 sack of cement to "Panitia Pembangunan Masjid Al Khairi Desa Teruntung" in Teruntung village, dated 23/11/2015; - Donation 30m3 split stone for road maintenance material in Penarik village, dated 14/10/2015 from Sei Betung Estate; - Donation 20 sack of cement to dated 01/12/2015, for production road in Ipuh Satu village; - Donation of 80 pairs of shoes to traditional community leader "Ketua Kaum Sukarajo" dated 06/07/2015. 	Yes
6.11.2	<p>Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity.</p> <p>- Minor compliance –</p>	<p>The company fully managed KMD and scheme smallholders.</p>	Yes
<p>Criterion 6.12 No forms of forced or trafficked labour are used.</p>			
6.12.1	<p>There shall be evidence that no forms of forced or trafficked labour are used.</p> <p>- Major compliance -</p>	<p>Company has a policy against force labour and trafficked worker, signed by President Director 23/10/2013, which consist, among other:</p> <ul style="list-style-type: none"> - PT Agro Muko did no use force labour or trafficked labour, directly or through third party. - PT Agro Muko admitted the use of forced labour or trafficked labour is unacceptable in any form. Worker bond to industrial relation because of debt considered as forced labour. - Accusations upon use of forced labour or trafficked labour by complay employee, if proven, resulted in disciplinary action up to termination of work relation, and could cause legal action. - Company doing business with PT Agro Muko abide to this policy. Violation against the of forced labour or trafficked labour by complay employee, if proven, resulted in disciplinary action up to termination of work relation, and could cause legal action. 	Yes

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
Criterion 6.13 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 -	Company has a policy in protection of human rights, signed by President Director on 01/03/2014, consist of, among other: - PT Agro Muko acknowledges human rights are universal; thus applicable to all operation. - PT Agro Muko support implementation of human rights and ILO declaration related to principles and basic rights in working place that has been ratified by Republic of Indonesia. - Accusations against violation of human rights, if proven, resulted in disciplinary action up to termination of work relation, and could cause legal action.	Yes
PRINCIPLE 7: RESPONSIBLE DEVELOPMENT OF NEW PLANTINGS			
Criterion 7.1 A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.			
7.1.1	An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented. - Major compliance –	PT. Agro Muko: N/A PT. Muko Muko Agro Sejahtera AMDAL (SEIA) document is available and its approved by Bengkulu Governor No. no. M.288, dated 09 th September 2011, included Plasma/scheme Smallholdres for PT. MMAS.	Yes

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>	<p>PT. Agro Muko: N/A</p> <p>PT. Muko Muko Agro Sejahtera The company has developed procedures of SEIA identification potential negative impact and implemented.</p>	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>	<p>PT. Agro Muko: N/A</p> <p>PT. Muko Muko Agro Sejahtera The SEIA included outgrower scheme (KMD and Plasma KKPA scheme)</p>	Yes
<p>Criterion 7.2 Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.</p>			
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>	<p>PT. Agro Muko: N/A</p> <p>PT. Muko Muko Agro Sejahtera: PT Mukomuko Agro Sejahtera is able to presented map, consist of information related to soil type and topographic condition of Air Majunto Estate and Malin Deman Estate. Based on identified soil type, the plantation located on mineral soil – limiting factor identified steep slope.</p>	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>PT. Agro Muko: N/A</p> <p>PT. Muko Muko Agro Sejahtera It is a company policy to stop land clearing for area with slope more than 25°. Based on field visit and document review, the current management for area with slope up to 25° is to apply terrace contour, platform.</p> <p>Management strategy for replanting plan is to take into consideration the current planting map, soil type map, topographic map, HCV map, rainfall data and activity schedule.</p> <p>Based on field visit, there is no opening up area with slope more than 25°.</p>	Yes

Criterion 7.3			
New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.			
7.3.1	<p>There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2).</p> <p>- Major compliance –</p>	<p>PT. Agro Muko: HCV Identification was conducted by “Yayasan Kelapa Sawit Berkelanjutan” in January 2010. Total HCV areas was identified is 2,170.82 ha, consist of HCV 1, HCV 3, HCV 4 (2,169.47 ha) and HCV 6 (1.56 ha)</p> <p>No new planting since 2005 in PT. Agro Muko’s estate (PT. Agro Muko is old plantation, started in 1990s.).</p> <p>PT. Muko Muko Agro Sejahtera: HCV Identification was conducted by “Yayasan Kelapa Sawit Berkelanjutan” in January 2010. Total HCV areas was identified is 196.09 ha, consist of HCV 1, HCV 3, and HCV 4.</p> <p>PT. Muko Muko Agro Sejahtera has gone through NPP process in October 2010, no any planting prior NPP process and HCV assessment have been done.</p> <p>Land Compensataion and Remediation plan is not applicable (N/A)</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>PT. Agro Muko: N/A</p> <p>PT. Muko Muko Agro Sejahtera The HCV identification assessments were consulted to the the stakeholders, such as: public consultation in sub-district V-Koto on 9th July 2010, attended 49 stakeholders.</p>	Yes
7.3.3	<p>Dates of land preparation and commencement shall be recorded.</p> <p>- Minor compliance –</p>	<p>PT. Agro Muko: N/A</p> <p>PT. Muko Muko Agro Sejahtera Land preparation is available and it has been verified that no any commenced land after 2005 in PT. Agro Muko and commenced the land in PT. Muko Muko Agro Sejahtera after RSPO NPP process in completed and comprehensive HCV identification was done.</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>PT. Agro Muko: N/A</p> <p>PT. Muko Muko Agro Sejahtera The company has developed HCV Management and Monitoring plan based on HCV identification assessment.</p> <p>The company has managed and monitored the HCV areas, such as: erected sign board in each identified HCV areas, communicate the HCV areas to all workers and surrounding communities, dedicated person who are responsible to monitor HCV areas, usage computerized system for recording monitoring of HCV, namely "SMART – Spatial Monitoring and Tools program", installed camera-trap, etc.</p> <p>The company also has policy forbid capture, harm, collect and kill RTE's species as regulated in the Company's Memorandum dated 08th February 2013.</p>	Yes
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 Muko: N/A</p> <p>PT. Muko Muko Agro Sejahtera HCV Identification was conducted by "Yayasan Kelapa Sawit Berkelanjutan" in January 2010. Total HCV areas was identified is 196.09 ha, consist of HCV 1, HCV 3, and HCV 4.</p> <p>HCV identification assessments were consulted to the the stakeholders, such as: public consultation in sub-district V-Koto on 9th July 2010, attended 49 stakeholders.</p>	Yes
<p>Criterion 7.4 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 Muko: N/A</p> <p>PT. Muko Muko Agro Sejahtera No fragile soil and peat land was noted in PT. MMAS area.</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>PT. Agro Muko: N/A</p> <p>PT. Muko Muko Agro Sejahtera</p> <p>No fragile soil and peat land was noted in PT. MMAS area.</p>	Yes
<p>Criterion 7.5</p> <p>No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their free, prior and informed consent. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.</p>			
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 Muko: N/A</p> <p>PT. Muko Muko Agro Sejahtera</p> <p>PT MMAS has a procedure for land compensation No.SOP/CA/02 dated 1st July 2012 – as a guideline to identify legal, customary or user rights for land. As well as act as a guideline for land compensation. The steps in the procedures: FPIC through socialization, document and proof of rights over land-survey, field survey and measurement of land, mapping review, compensation negotiation process, completing the compensation documentation, compensation payment.</p> <p>The same procedure regulates (and applicable for) the compensation for claimed land within legal company's HGU.</p> <p>No any land dispute was noted during audit, the company has implemented FPIC prior planting.</p>	Yes
<p>Criterion 7.6</p> <p>Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</p>			

7.6.1	<p>Documented identification and assessment of demonstrable legal, customary and user rights shall be available.</p> <p>- Major compliance –</p>	<p>PT. Agro Muko: N/A</p> <p>PT. Muko Muko Agro Sejahtera PT MMAS has a procedure for land compensation No.SOP/CA/02 dated 1st July 2012 – as a guideline to identify legal, customary or user rights for land. As well as act as a guideline for land compensation. The steps in the procedures: FPIC through socialization, document and proof of rights over land-survey, field survey and measurement of land, mapping review, compensation negotiation process, completing the compensation documentation, compensation payment.</p>	Yes
7.6.2	<p>A system for identifying people entitled to compensation shall be in place.</p> <p>- Major compliance –</p>	<p>PT. Agro Muko: N/A</p> <p>PT. Muko Muko Agro Sejahtera PT MMAS has a procedure for land compensation No.SOP/CA/02 dated 1st July 2012 – as a guideline to identify legal, customary or user rights for land. As well as act as a guideline for land compensation. The steps in the procedures: FPIC through socialization, document and proof of rights over land-survey, field survey and measurement of land, mapping review, compensation negotiation process, completing the compensation documentation, compensation payment.</p> <p>The same procedure regulates (and applicable for) the compensation for claimed land within legal company’s HGU.</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>PT. Agro Muko: N/A</p> <p>PT. Muko Muko Agro Sejahtera PT MMAS has a procedure for land compensation No.SOP/CA/02 dated 1st July 2012 – as a guideline to identify legal, customary or user rights for land. As well as act as a guideline for land compensation. The steps in the procedures: FPIC through socialization, document and proof of rights over land-survey, field survey and measurement of land, mapping review, compensation negotiation process, completing the compensation documentation, compensation payment.</p>	Yes

7.6.4	<p>Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development.</p> <p>- Minor compliance –</p>	<p>PT. Agro Muko: N/A</p> <p>PT. Muko Muko Agro Sejahtera The company has developed KMD and Plasma KKPA scheme for local communities.</p>	Yes
7.6.5	<p>The process and outcome of any compensation claims shall be documented and made publicly available.</p> <p>- Minor compliance –</p>	<p>PT. Agro Muko: N/A</p> <p>PT. Muko Muko Agro Sejahtera The land compensation for traditional owner within Izin lokasi in 2010 for 514 individuals, totaling 1102.72 Ha; in 2011 for 101 individuals, totalling 167.90 Ha; in 2012 for 181 individuals, totaling 285.93 Ha; in 2013 for 151 individuals, totaling 232.5 Ha; up to August 2014 for 1225 individuals, totaling 2142.29 Ha. Process is documented – compensation to Mr.Z, people of Desa Talang Baru, Kecamatan Malin Deman, for land of 20,000 m2 and 2,000 m2 completed with "Surat Keterangan Tanah" issued by village head. Another documents consist of "Surat Pernyataan Penguasaan Fisik Tanah"; "Peta Lokasi Lahan" – map; "Surat Keterangan Ganti Rugi Tanah Garapan" signed by Mr.Z and PT MMAS, with witnesses and acknowledge village head of Desa Air Merah dated 20th March 2013; "Surat Pelepasan Hak Menggarap atas Tanah Garapan" signed by Mr.Z and PT MMAS; "Tanda Terima Pembayaran Ganti Rugi" received by Mr.Z dated 20th March 2013. Each compensation documents completed with photograph of the process</p>	Yes
7.6.6	<p>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.</p> <p>- Minor compliance –</p>	<p>PT. Agro Muko: N/A</p> <p>PT. Muko Muko Agro Sejahtera The company has developed KMD and Plasma KKPA scheme, where involving the local communities.</p>	Yes

Criterion 7.7

No use of fire in the preparation of new plantings other than in specific situations, as identified in the ASEAN guidelines or other regional best practice

7.7.1	<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 Muko: N/A</p> <p>PT. Muko Muko Agro Sejahtera 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.</p>	Yes
7.7.2	<p>In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p> <p>- Minor compliance –</p>	<p>PT. Agro Muko: N/A</p> <p>PT. Muko Muko Agro Sejahtera No use fire in land preparation</p>	Yes
<p>Criterion 7.8 New plantation developments are designed to minimise net greenhouse gas emissions. For National Interpretation: National Interpretation will provide guidance within the national context for national requirements (e.g. high and low carbon stock lands or emission reduction requirements).</p>			
7.8.1	<p>The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated.</p> <p>- Major compliance –</p>	<p>PT. Agro Muko: N/A</p> <p>PT. Muko Muko Agro Sejahtera The company has identified and estimated of GHG and the company has gone through NPP process in 2010.</p>	Yes
7.8.2	<p>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.</p> <p>- Minor compliance –</p>	<p>PT. Agro Muko: N/A</p> <p>PT. Muko Muko Agro Sejahtera No any planting in high carbon stock area, the company has gone through New Planting procedures</p>	Yes
<p>PRINCIPLE 8: COMMITMENT TO CONTINUAL IMPROVEMENT IN KEY AREAS OF ACTIVITY</p>			

Criterion 8.1 Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			
8.1.1	<p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides (Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); • Optimising the yield of the supply base; <p>- Major compliance –</p>	<p>A continuous improvement plan has been prepared and internal audit conducted to identify environmental and social activities, such as:</p> <ul style="list-style-type: none"> - CDM project (Biogas plant) for methane capture. - Applied EFB as fertilizer, fibre and shell are burned in boiler for electricity, organic and an-organic from domestic waste is separated, where an-organic wastes go through to the landfill. - Continuing dispose hazardous waste to the approval collector. - Increasing planting beneficial plant (Tunera subulata and Cassia Tora) host plant for natural predator. - Develop KMD and Plasma KKPA for local communities surrounding company area. 	Yes

Appendix "B"
Time Bound Plan

Name of company	Name of Mill	Location	Supply Base	Time Bound Plan	Target Year for RSPO
PT. Agro Muko	Muko Muko Mill	Mukomuko District, Bengkulu Province, Indonesia	Muko Muko estate, S. Betung estate, Tanah rekah estate, Talang Petai estate, S. Kiang estate and KMD	2011	Certified February 2011
	Bunga Tanjung Mill	Mukomuko District, Bengkulu Province, Indonesia	Bunga Tanjung estate, Air Bikuk estate, Air Buluh estate and KMD	2011	Certified February 2011
			PT. Mukomuko Agro Sejahtera: - Air Majunto estate - Malin Deman estate	2014	It will be certified in 2014 (it has been gone through RSPO NPP process, RSPO public notification on 10 th October 2010)
PT. Tolan Tiga	Bukit Maradja Mill	Simalungun District, North Sumatera, Indonesia	- Bukit Maradja Estate (PT. ESI) - Kerasaan Estate (PT. Kerasaan Indonesia)	2010	Certified May 2010
	Perlambian Mill	Labuhan Batu Selatan District, North Sumatera, Indonesia	Perlambian estate and Tolan estate.	2010	Certified May 2010
PT. Umbul Mas Wisesa	Umbul Mas Wisesa Mill		UMW South estate, UMW North estate and Toton Usaha Mandiri estate	2014	Audited in May 2014 Certified in March 2015
PT. Agro Kati Lama					Still developed (It has been RSPO NPP), RSPO public Notification on 31 st March 2014.
PT. Agro Rawas Ulu					Still developed (It has been RSPO NPP), RSPO public Notification on 31 st March 2014.
PT. Agro Muara Rupit					Still developed (It has been RSPO NPP), RSPO public Notification on 31 st March 2014.
Hargy Oil Palm Limited (HOPL)	Hargy Mill	East of Biialla, West New Britain Province, PNG	Hargy Estate	2009	RSPO Certified in April 2009
	Navo Mill	50 Kms East of Biialla, West	Navo Estate, Bakada Estate and	2009	RSPO Certified in April 2009

		New Britain Province, PNG	Mengen Estate		
	Barema Mill	30 km East of Biiala, West New Britain Province, PNG	Barema Estate	2014	RSPO Certified in April 2014

Appendix "C"
RSP0 Certificate Details

PT Agro Muko
 Bank Sumut 7th Floor
 Jl. Imam Bonjol No. 18
 Medan – 20152
 North Sumatra – Indonesia
 Website: www.tolantiga.co.id

Registered Activities: Palm Oil Mill which produced CPO and PK

RSP0 membership No. 1-0021-05-000-00, dated 07th December 2005

Certificate Number: RSP0 556042

Date of Certificate: 22/02/2016

End of certificate: 21/02/2021

Applicable Standards:

- RSP0 Principles & Criteria, Generic Standard 2013
- RSP0 SCCS, 2014 Supply Chain Certification requirement for CPO Mills, Module D – Identity Preserved

Muko Muko POM and Supply Base					
Location Address		Teruntung, kec.Teras Terunjam, kab.Mukomuko, Bengkulu, Indonesia			
GPS Location		E101°16' – S02°36'			
CPO Claimed for Certification		51,016 MT			
PK Claimed for Certification		11,467 MT			
Own estates FFB Tonnage		214,701 MT			
Scheme Smallholder FFB Tonnage		7,106 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)			
1. Muko Muko estate	2,494.57	1,191.71	414.92	4,101.20	40,369
2. Sungai Betung estate	712.00	580.16	317.96	1,610.12	15,744
3. Tanah Rekah estate	2,985.98	74.37	788.65	3,849.00	70,647
4. Talang Petai estate	2,103.00	12.00	155.00	2,270.00	45,663
5. Sungai Kiang estate	1,926.99	29.69	214.35	2,171.03	37,757
6. Air Majunto estate	290.00	325.00	1,185.00	1.800.00	4521
Sub Total	10,512.54	2,212.93	3,075.88	15,801.35	214,701
7. KMD	281.00	119.00	-	400.00	7,106
Grand Total	10,793.54	2,331.93	3,075.88	16,201.35	221,807

**Appendix "D"
Assessment Plan**

Date	Time	Subjects	Haeruddin	Pratama Sedayu	Nanang Muallib
			PRSPo LA	PRSPo-OHS/EMS	PRSPo-SA
Sunday, 13/12/20 15	09.15 – 11.05	Flight Jakarta – Padang (GA 148)	√	√	√
	12.00 – 18.00	Travelling Padang – Estate by Car	√	√	√
Monday, 14/12/20 15	08.00 – 09.30	Opening Meeting Presentation by PT. Agro Muko Presentation by BSI Indonesia	√	√	√
	09.30 – 12.00	Field Visit: Mukomuko POM Included interview with Mill's workers	√		
		Field Visit: Mukomuko Estate Herbicide application programmes, harvesting, fertilising operations, , water management, road maintenance, terracing, chemical stores, fertilizer store, workshops, housing, landfill, clinic, etc.		√	
		Field Visit: Mukomuko Estate HCV's, riparian zones, Boundaries inspection, worker interviews, social amenities, etc. Interview with: Labour Union and Gender Committee.			√
	12.00 – 14.00	Lunch			
	14.00 – 17.00	Document Review: Mukomuko POM RSPO SCCS	√		
		Field Visit: Mukomuko Estate (Continued)		√	
	Interview with: Local communities (KMD, Head of village, community leader), etc.			√	
Tuesday, 15/12/20 15	08.00 – 12.00	Document Review: Mukomuko POM RSPO P & C, included legal (POM + Estate)	√		
		Document review: Mukomuko Estate		√	√
	12.00 – 14.00	Lunch			
	14.00 – 17.00	Document Review: Mukomuko Estate	√	√	√
Wednesd ay, 16/12/20 15	08.00 – 12.00	Stakeholder Consultation: Local Government: BPN, Dinas Perkebunan, BLH dan Dinas Tenaga Kerja			√
		Field Visit: Malin Deman Estate Herbicide application programmes, harvesting, fertilising operations, , water management, road maintenance, terracing, chemical stores, fertilizer store, workshops, housing, landfill, clinic, etc.		√	
		Field Visit: Malin Deman Estate HCV's, riparian zones, Boundaries inspection, worker interviews, social amenities, etc.	√		
	12.00 – 14.00	Lunch			

Date	Time	Subjects	Haeruddin	Pratama Sedayu	Nanang Mualib
			PRSPo LA	PRSPo-OHS/EMS	PRSPo-SA
	14.00 – 17.00	Document Review: Malin Deman Estate	√	√	
		Stakeholder Consultation: Local Government: BPN, Dinas Perkebunan, BLH dan Dinas Tenaga kerja (Continued)			√
Thursday, 17/12/2015	08.00 – 12.00	Field Visit: Bunga Tanjung POM Included interview with Mill's workers	√		
		Field Visit: Bunga Tanjung Estate Herbicide application programmes, harvesting, fertilising operations, , water management, road maintenance, terracing, chemical stores, fertilizer store, workshops, housing, landfill, clinic, etc.		√	
		Field Visit: Bunga Tanjung Estate HCV's, riparian zones, Boundaries inspection, worker interviews, social amenities, etc. Interview with: Labour Union and Gender Committee.			√
	12.00 – 14.00	Lunch			
	14.00 – 17.00	Document Review: Bunga Tanjung POM RSPO SCCS	√		
		Field Visit: Bunga Tanjung Estate (Continued) and Document review		√	
		Interview with: Local communities (KMD, Head of village, community leader), etc.			√
Friday, 18/12/2015	08.00 – 12.00	Document Review: Mukomuko POM RSPO P & C, included legal (POM + Estate)	√		
		Document review: Bunga Tanjung Estate		√	√
	12.00 – 14.00	Lunch			
Saturday, 19/12/2015	14.00 – 17.00	Document Review: Air Buluh Estate	√	√	√
	06.00 – 12.00	Travelling Estate – Padang		√	
		Field Visit: Air Buluh Estate Herbicide application programmes, harvesting, fertilising operations, , water management, road maintenance, terracing, chemical stores, fertilizer store, workshops, housing, landfill, clinic, etc.	√		
		Field Visit: Air Buluh Estate HCV's, riparian zones, Boundaries inspection, worker interviews, social amenities, etc. Interview with: Labour Union and Gender Committee.			√
	12.00 – 14.00	Lunch			
	14.00 – 16.00	RSPO SCCS in Bulking Station - Padang		√	
Preparing report		√		√	

Date	Time	Subjects	Haeruddin	Pratama Sedayu	Nanang Muallib
			PRSP0 LA	PRSP0-OHS/EMS	PRSP0-SA
	16.00 – 17.00	Closing Meeting	√		√
	18.40 – 20.35	Flight Padang – Jakarta (GA 169)		√	
Sunday, 20/12/20 15	05.00 – 11.00	Travelling Estate - Padang	√		√
	14.00 – 15.55	Flight Padang – Jakarta (GA 165)	√		√

Appendix "E"
Stakeholder Contacted

No.	Name	Institution
1	Eddy Apriyanto and Wahyu Hidayat, S.Hut	Dinas Pekebunan Kab. Mukomuko (Plantation Department of Mukomuko District)
2	Gatot Teja P and Nur Huda A	BPN Kab. Mukomuko (National Land Department of Mukomuko District)
3	Haryanta ST and Haryadi	Dinas Tenaga Kerja Kab. Mukomuko (Labour Department of Mukomuko District)
4	Nuzuardi, Gamansyah, Seprianto	Labour union (SPAM – Mukomuko estate)
5	Agus Karyadi	Leader of KMD
6	Taufik	Local contractor (CV. Anugerah Abadi Jaya)
7	Sulistiningsih, Siti Asriani and Susiyanti	Gender Committee Board
8	M. Zul, Kamhadi Padlul Azam and Ramli	Local Community Leaders and Scheme Smallholder committee in Desa Air Merah and Air Buluh
9	Sutriyanto and Entis Sutisna	Villages Board Committee
10	Rivaldi	LSM Gerbek (Local NGO)
11	Siswandi	LSM Pejago (Local NGO)

Appendix "F"
RSPO SCCS, 2014 – FOR CPO Mills (MODULE D): IDENTITY PRESERVED

Criterion D.1. Definition			
	Requirement	Evidence	Compliance
D.1.1	A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.	<p>Based on procedure "Rantai Pasok dan Mampu Telusur" No. ENC/SCC/01, rev. 3, dated 26th March 2015 described that product received and stored in Muko Muko POM only received FFB certified source from their own estate and KMD and Agro Muko Tank Terminal received CPO in separated tank based on supply chain model.</p> <p>Agro Muko Tank Terminal is deemed as part of the palm oil mill. The control over tank terminal is under PT Agro Muko. Agro Muko Tank Terminal is only receiving CPO from certified palm oil mills, namely Muko muko POM and Bunga Tanjung POM.</p> <p>AMTT implemented the procedure as per "Prosedur Rantai Pasok dan Mampu Telusur No.ENC/SCC/01 rev.03 tanggal 26/03/2015". Procedure completed with the flow diagram of FFB acceptance, processing in POM, CPO shipping to tank terminal; Receiving and shipping of CPO from tank terminal.</p> <p>Person responsible for implementation of supply chain standard is the tank terminal manager, Mr. Subhan.</p>	Yes

Criterion D.2. Explanation			
	Requirement	Evidence	Compliance
D.2.1	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the certification body (CB) in the public summary of the P&C certification report. 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 shall then be recorded in each subsequent annual surveillance report.	The projection of CPO and PK product from Muko Muko POM is recorded by CB in the public summary report and RSPO certificate. The actual CPO and PK produced verified during each subsequent visit to ensure that certified mill only deliver the allowed tonnage for the year.	Yes
D.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 projected volume and sold out of product is registered in e-trace.	Yes

Criterion D.3. Documented procedures			
	Requirement	Evidence	Compliance
D.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:		Yes
	a) Complete and up to date procedures covering the implementation of all the elements in these requirements;	<p>The premise has implemented a supply chain and traceability procedure under “Prosedur Rantai Pasok dan Mampu Telusur No.ENC/SCC/01 rev.03 tanggal 26/03/2015”. The procedure explains in all aspects of supply chain and traceability scope in PT Agro Muko, starting from FFB harvesting, harvest recording and delivery to Palm Oil Mill; FFB receiving and processing in Palm Oil Mill, CPO and PK production and reporting; CPO and PK dispatch from Palm Oil Mill and receiving in storage tank for export, Shipping instruction and preparation, CPO stock balancing post-shipping.</p> <p>Sample: CPO dispatch from POM and receiving in storage tank: Dispatch slips Np.104/12/AM-MS/15 - CPO15005606W, dated 17/12/2015 19,360 MT from Muko muko POM with truck No.BM9518ZU – sustainable product SG. Receiving Slip No.104/12/AM-MS/15 Ticket No.CPO15008549W, dated 18/12/2015 for 19,370 MT CPO from Muko muko POM. Unloading ticket for truck No.BM9518ZU to tank 6.</p> <p>Dispatch slip Np.131/12/BT-CPO/15 - CPO15001860W, dated 17/12/2015 16,330 MT from Bunga Tanjung POM with truck No.BA8682RL – sustainable product SG. Receiving Slip No.131/12/BT-MS/15 Ticket No.CPO15008550W, dated 18/12/2015 for 16,230 MT CPO from Bunga Tanjung POM. Unloading ticket for truck No.BA8682RL to tank 6.</p> <p>Storage tank daily reporting: Daily Stock Position Report for 18/12/2015 Stock B/F: Bunga Tanjung POM: 3,197,160 MT and Muko muko POM 2,699,381. Received Bunga Tanjung POM 121,360, Muko Muko POM 414,740. Balance stock Bunga Tanjung POM 3,318,520 and Muko muko POM 3,114,121. Storage tank 1: Bunga Tanjung POM 769,883; Muko muko</p>	Yes

		<p>POM 838,050. Storage tank 2: Bunga Tanjung POM 1,536,199; Muko muko POM 1,084,129. Storage tank 6: Bunga Tanjung POM 944,271; Muko muko POM 1,260,109. Sounding Harian SStorage Tank No.6, dated 18/12/2015.</p> <p>Storage tank monthly reporting: Monthly report in form of AMTT Stock, Receiving, Despatch as at month 11/2015. Stock 31/10/2015: Muko muko POM 4,173,653 while for Bunga Tanjung POM 1,944,180 – total 6,117,833. Received in month 11/2015: Muko muko POM 3,750,900 while Bunga Tanjung POM 2,667,850 – total 6,418,750. Despatch for shipping Muko muko stock 6,999,952 (other certification scheme) and from Bunga Tanjung stock 4,000,000 (RSPO – SG). Stock per 11/2015: Muko muko POM 924,601 and Bunga Tanjung POM 612,030 – total 1,536,631.</p> <p>Storage tank shipping records: Shipping instruction for contract No.PMMO-00807, PMMO-00810, PMMO-00811, PMMO-00813, PMMO-00817 for 4,000 MT Indonesian Crude Sustainable Palm Oil/SG. Notify Address AAK (UK) Ltd, King George Dock, Hull, England. Vessel MT Forest Park eta 22-28/11/2015. Port of loading Teluk Bayur Padang. Note: All documents have to state RSPO SG, RSPO Certificate SPO 556402 valid until 21/02/2016.</p> <p>Shipping instruction for contract No.PMMO-00808, PMMO-00818, PMMO-00819, PMMO-00821, PMMO-00823 for 3,994 MT Indonesian Crude Sustainable Palm Oil/SG. Notify Address AAK (UK) Ltd, King George Dock, Hull, England. Vessel MT Greenwich Park eta 19-21/11/2015. Port of loading Teluk Bayur Padang. Note: All documents have to state RSPO SG, RSPO Certificate SPO 556402 valid until 21/02/2016.</p>	
	<p>b) The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site's procedures for the implementation of this standard.</p>	<p>Based on Prosedur Rantai Pasok dan Mampu Telusur No.ENC/SCC/01 rev.03 tanggal 26/03/2015, the company has appointed the responsible person for handling supply chain along their supply chain, e.g. in estate (Estate Manager) in Mill (Mill Manager) and AMTT Bulking is Bulking Station Manager as described "Diagram alir"/Flow Chart sesuai section 6. Diagram Alir (Flow Chart)</p>	<p>Yes</p>
<p>D.3.2</p>	<p>The site shall have documented</p>	<p>Mukomuko POM only receives and</p>	<p>Yes</p>

	procedures for receiving and processing certified and non-certified FFBs.	processing certified product.	
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Criterion D.4. Purchasing and goods in

	Requirement	Evidence	Compliance
D.4.1	The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.	Mukomuko POM only received FFB certified source.	Yes
D.4.2	The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	This has been regulated in “Prosedur Rantai Pasok dan Mampu Telusur No.ENC/SCC/01 rev.03 tanggal 26/03/2015” section 4.8. In the case of projected overproduction of certified tonnage, Marketing Department will coordinates with ENC to create report to Certification Body.	Yes

Criterion D.5. Record keeping

	Requirement	Evidence	Compliance
D.5.1	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	The company recorded received RSPO FFB certified and delivered of RSPO certified CPO and PK on 3 monthly basis.	Yes

Criterion D.6. Processing

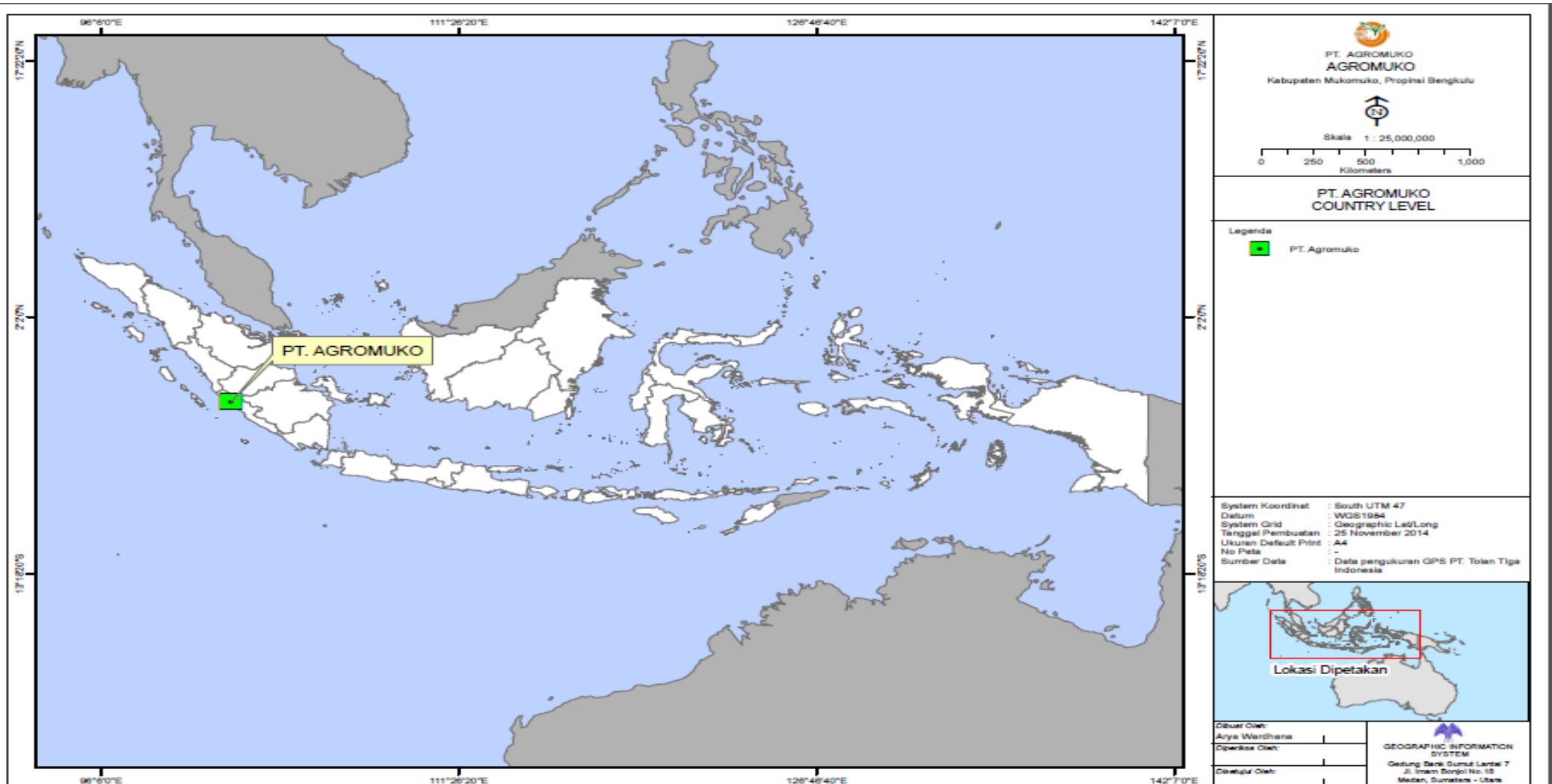
	Requirement	Evidence	Compliance
D.6.1	The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from non-certified material including during transport and storage.	<p>Mukomuko POM only received certified FFB (no any received FFB non certified sources).</p> <p>FFB Received: Sei Betung Estate:</p> <ol style="list-style-type: none"> 1. Surat Pengantar (Delivery Order of FFB from Field): <ul style="list-style-type: none"> - SP. No: 085431. - Date: 14/12/2015 - Truck: BD 8347 - Quantity: 1,487 bunches - Sustainable Product / SG - Sei Betung Estate Div. I 2. Wight Bridge: <ul style="list-style-type: none"> - Ticket No.: FFB 15028313N - Date: 14/12/2015 - Origin: Sei Betung estate - Quantity: 4,790 kg - Sustainable Product / SG - DO. No. 85431 <p>Mukomuko Estate:</p> <ol style="list-style-type: none"> 1. Surat Pengantar (Delivery Order of FFB from Field): <ul style="list-style-type: none"> - SP. No: 005040. - Date: 14/12/2015 - Truck: BD 8325 	Yes

		<ul style="list-style-type: none"> - Quantity: 164 bunches - Sustainable Product / SG - Mukomuko Estate <p>2. Wight Bridge:</p> <ul style="list-style-type: none"> - Ticket No.: FFB15028316W - Date: 14/12/2015 - Origin: Mukomuko Estate - Quantity: 3,690 kg - Sustainable Product / SG DO. No. 5040 <p>Delivered CPO Certified Product:</p> <ul style="list-style-type: none"> - Ticke no.: CPO15005557W - SP. No. 56/12/AM-MS/15 - Origin: PT. Agro Muko – Mukomuko POM - Name of product: Crude Palm Oil (CPO) - Receiver: Agro Muko Tank Terminal (AMTT) Padang - Date: 12/12/2015 - Quantity: 18,770 kg - Sustainable Product - SG <p>Delivered CPO Certified Product:</p> <ul style="list-style-type: none"> - Ticke no.: PK15001237W - SP. No. 26/12/PK-AM/15 - Origin: PT. Agro Muko – Mukomuko POM - Name of product: Palm Kernel (PK) - Receiver: PT. Wira Inno Mas (LO0506) - Date: 12/12/2015 - Quantity: 15,520 kg - Sustainable Product – SG (Stamped). <p>Agro Muko conducted Internal audit on annual basis to ensure AMTT met all requirement relevant to RSPO Supply Chain Certification Standard. Latest internal audit carried out on 26/11/2015. Record seen: Laporan Kunjungan dated 02/12/2015 by Sugio, findings related to physical segregation of CPO product from Muko muko POM and Bunga Tanjung POM.</p>	
D.6.2	The objective is for 100 % segregated material to be reached.	<p>Based on field visit and document review, Mukomuko POM only received FFB certified sources and produced 100 % CPO and PK certified.</p> <p>AMTT has three dedicated tank to received CPO from Bunga Tanjung POM and Muko muko POM. Currently tank No.1 (2,500 MT), tank No.2 (2,500 MT) and</p>	Yes

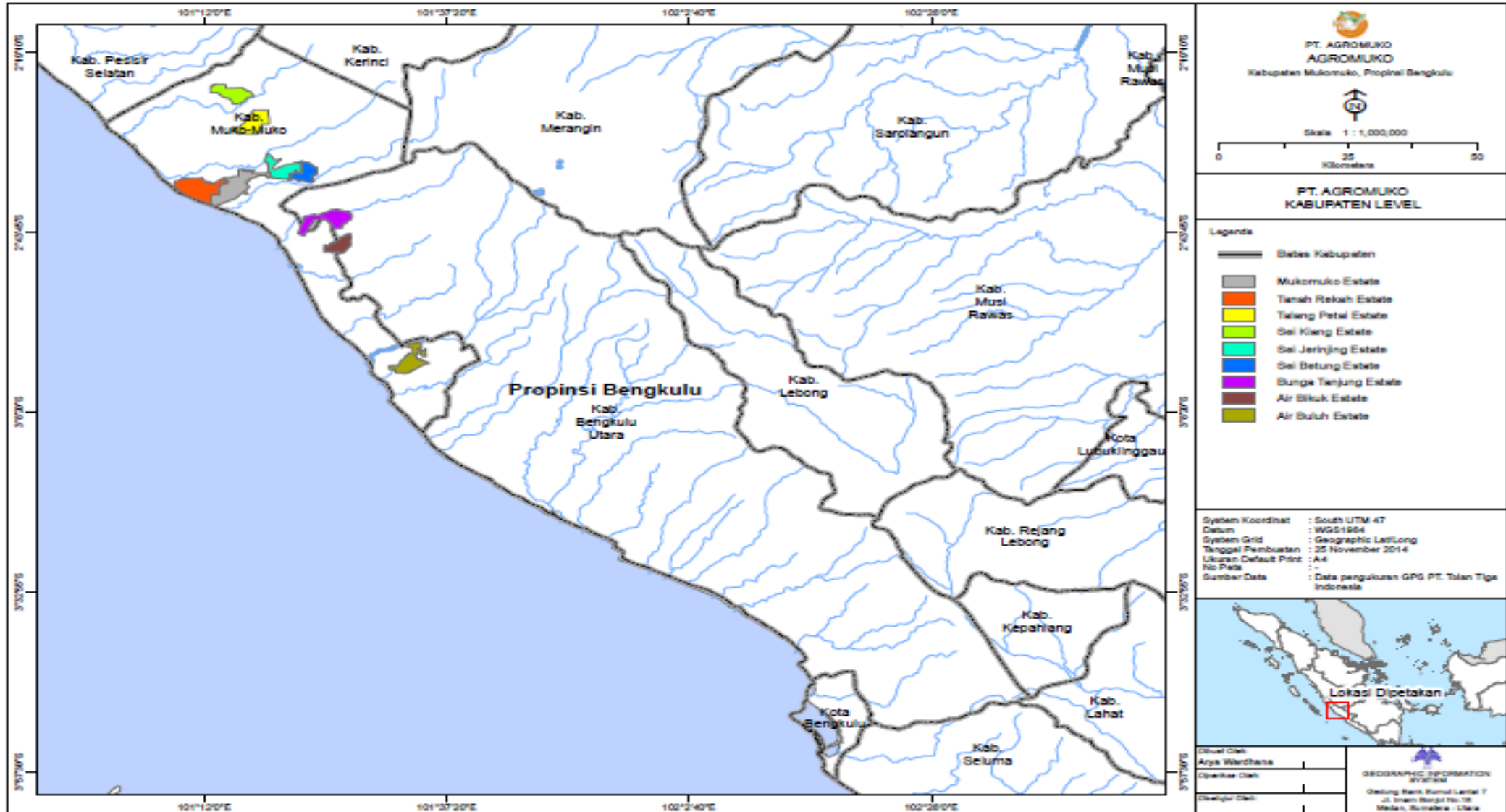
		tank No.3 (3,000 MT) is used to received CPO. To prevent commingling with CPO from other source, AMTT has a designated piping system to pump the CPO from Agro Muko to the tanks.	
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Appendix "G"
Location Map of PT. Agro Muko

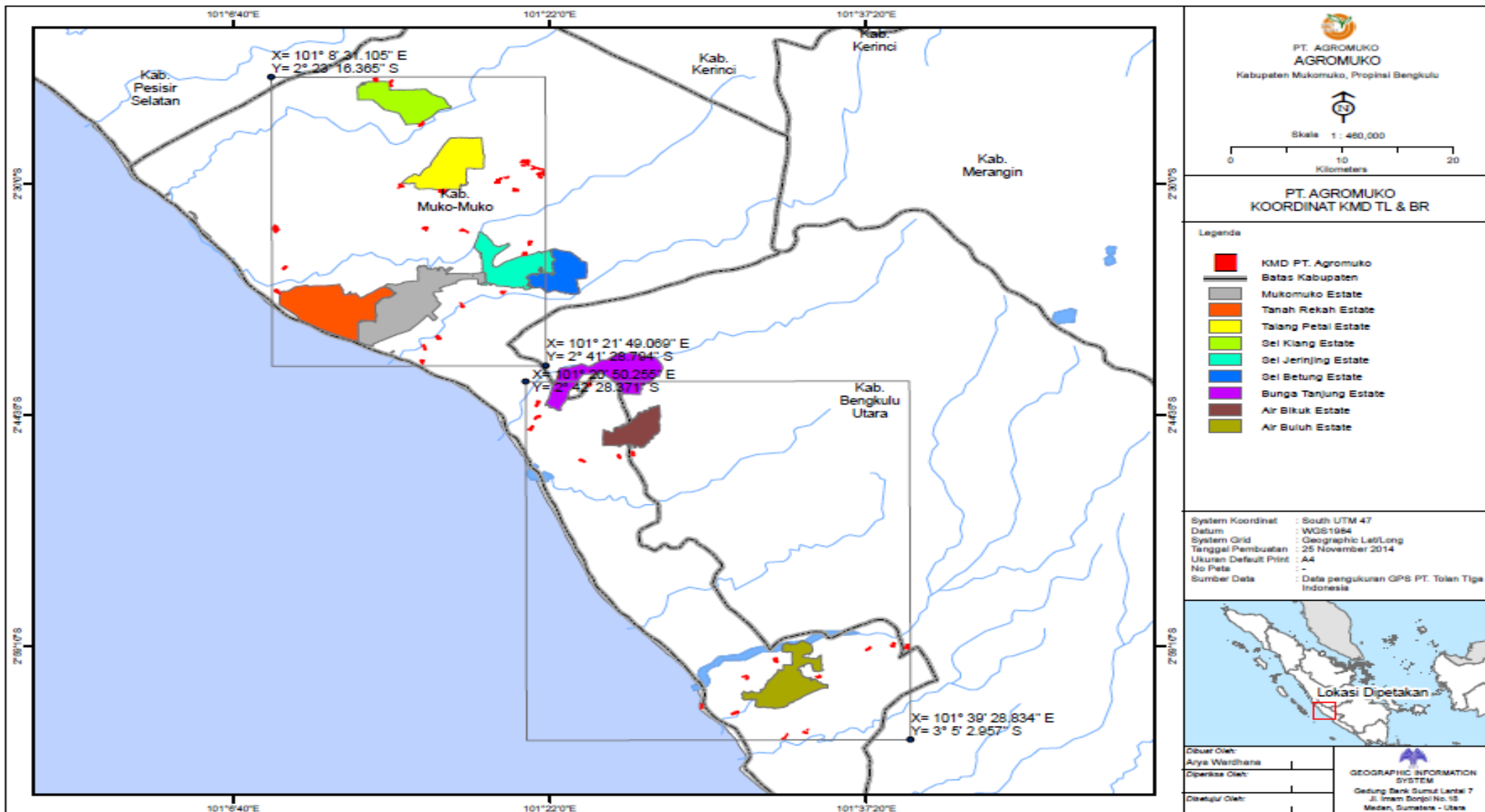
Map 1. Location of PT. Agro Muko in Indonesia



Map 2. Location of PT. Agro Muko in Bengkulu Province



Map 3. Location of PT. Agro Muko 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
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
SCCS	Supply Chain Certification System
SOP	Standard Operation Procedure