

RSP0 SURVEILLANCE ASSESSMENT (ASA – 1.1)**PERLABIAN PALM OIL MILL AND ITS SUPPLY BASE
(PT. TOLAN TIGA INDONESIA)****Office:**

**PT. Tolan Tiga Indonesia
Gedung Bank Sumut 7th Floor, Jl. Imam Bonjol No.18
Medan – 20152, North Sumatra – Indonesia**

Location:

**Desa Perkebunan Perlabian, Kec. Kampung Rakyat,
Kab. Labuhanbatu Selatan, Sumatera Utara**

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Section 1 Scope of the Certification Assessment

1.1. Company Details			
RSPO Membership Number	1-0021-05-000-00 (Sipef Group)	Date	7 th December 2005
Company Name	PT. Tolan Tiga Indonesia		
Address	Head Office: Bank Sumut 7th Floor Jln. Imam Bonjol No. 18 Medan – 20152, North Sumatera – Indonesia Location Address: Desa Perkebunan Perlabian, Kec. Kampung Rakyat, Kab. Labuhanbatu Selatan 21463, Prov. Sumatera Utara, 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	SPO 555208	Date	17 th May 2010
Scope of Certification	Production of CPO and PK at Perlabian Palm Oil Mill with 2 estates as supply base, namely Perlabian and Tolan Estate. Mill capacity of Perlabian POM is 60 MT FFB/hour.		
Referring Standard	1. RSPO P & C Generic Standard, 2013 2. RSPO Certification System June 2007 (Rev. March 2011), including Annex. 4 Surveillance audit. 3. RSPO SCCS system and standard, November 2014.		

Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
EU-ISCC-Cert-DE101-49493314	ISCC EU	DQS-UL CFS GmbH	26 th November 2015
01 100 106312	ISO 9001:2008	TUV Rheinland	07 th July 2016
01 104 106312	ISO 14001:2008	TUV Rheinland	07 th July 2016

1.3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		North	East
Perlabian Palm Oil Mill	Desa Perkebunan Perlabian, Kec. Kampung Rakyat, Kab. Labuhanbatu Selatan 21463, Prov. Sumatera Utara, Indonesia	2° 3' 40.98" N	100° 4' 57.19 E
Perlabian Estate	Kab. Labuhanbatu Selatan, Prov. Sumatera Utara, Indonesia	2° 3' 37.6" N	100° 4' 52.40 E
Tolan Estate	Kab. Labuhanbatu Selatan, Prov. Sumatera Utara, Indonesia	2° 0' 11.78" N	100° 2' 30.66 E

1.4. Description of Supply Base						
Estate	Mature (ha)	Immature (ha)	Infrastructure & Other (ha)	Total Planted (ha)	Total Hectarage	% of Planted
PERLABIAN POM						
1. Perlbian estate	3,736.38	746.00	285.38	4,482.38	4,767.76	94.01
2. Tolan estate	3,614.15	0.00	57.89	3,614.15	3,672.04	98.42
Total	7,350.53	746.00	343.27	8,096.53	8,439.80	

1.5. Plantings & Cycle									
Estate	Age (Years)						FFB Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Total	Estimated (2015)	Actual (2015)	Forecast (2016)
PERLABIAN POM									
1. Perlbian estate	746.00	1,805.80	719.51	1,211.07	0.00	4,482.38	94,556	92,775	95,000
2. Tolan estate	0.00	506.72	2,766.49	340.94	0.00	3,614.15	99,982	98,593	100,000
Total	746.00	2,312.52	3,486.00	1,552.01	0.00	8,096.53	194,538	191,363	195,000

Note: All Planting areas are replanting (2nd Cycle planting)

1.6. Certified Tonnage									
Mill	Estimated (2015)			Actual (2015)			Forecast (Next Year)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Perlbian	194,538	44,744	10,700	191,363	43,677	10,733	195,000	44,991	10,758

1.7. Actual Certified Palm Production			
MILL	Capacity	CPO (tonnes)	PK (tonnes)
Perlbian POM	60 tonnes FFB/hour	43,677	10,733

1.8. Actual Sales of certified Palm Product			
MILL	Certified CPO Sold	Certified PK Sold	Remarks
Perlbian POM	21,600	10,499	By E_Trace

1.9. Certified FFB received monthly in previous year (Tonnes)			
Month	Perlbian Estate	Tolan Estate	Total FFB Certified Received
January 2015	5,562	6,508	12,070
February 2015	5,553	5,045	10,598
March 2015	7,956	7,483	15,439
April 2015	7,309	6,945	14,254
May 2015	7,313	7,650	14,963
June 2015	7,662	8,018	15,680
July 2015	8,573	10,025	18,598
August 2015	11,834	12,390	24,224
September 2015	8,389	9,464	17,853
October 2015	9,278	10,213	19,491
November 2015	7,120	7,512	14,632
December 2015	6,221	7,340	13,561
TOTAL	92,770	98,593	191,363

Section 2 Assessment Process

2.1. Certification Body:

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

Assessment Methodology, Programme, Site Visits

The objective of the assessment is to conduct a surveillance assessment and look for positive evidence to ensure the elements of the scope of certification and the requirements of the management standard are effectively addressed by the organisation's management system and that the system is demonstrating the ability to support the achievement of statutory, regulatory and contractual requirements and the organisations specified objectives, as applicable with regard to the scope of the management standard, and to confirm the on-going achievement and applicability of the forward strategic plan. Continuing Assessment (Surveillance) was conducted from 14th – 16th March 2016.

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, Generic Standard 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.

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by visiting to the villages convenient to them to discuss Umbul Mas Wisesa 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

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).

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

2.2. Assessment Program					
Name (Mill / Supply Base)	Year 1	Year 2	Year 3	Year 4	Year 5
	09/2015	09/2016	09/2017	09/2018	09/2019
Perlabian POM.	x	x	x	x	x
Perlabian Estate	x	x	x	x	x
Tolan Estate	x	x	x	x	x

Tentative Date of Next Visit: 01/02/2017

Total No. of Mandays: 9 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 Agung Sedayu

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

Nanang Mualib - 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. Tolan Tiga Indonesia Time Bound Plan – Appendix B
- RSPO Supply Chain Certification Assessment – Appendix F

3.2. Progress against Time Bound Plan

PT Tolan Tiga 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 surveillance assessment (ASA-1.1) there was 1 (one) minor NC was identified:

Non-Conformity		
NCR #	Description	Category (Major/Minor)
1304318N1	RSPO Generic Standard, 2013 – Indicator 4.7.6: This minor nonconformity escalated from previously raised observation on same indicator. PT Tolan Tiga Indonesia has not carried out general medical checkup for all workers once a year at minimum.	Minor NC

There are 6 (six) Observation / opportunity for improvement were identified during this surveillance audit (ASA-1.1):

Observation	
OBS #	Description
1	RSPO Generic Standard, 2013 – Indicator 1.3.1: PT Tolan Tiga Indonesia has established code of ethical business conduct policy, dated 17/11/2014 and company has communicating this code of conduct policy to the workers. The current effort through notice board, morning muster and meeting. Consideration should be given to evaluate effectiveness and improve the workers understanding, including contractors.
2	RSPO Generic Standard, 2013 – Indicator 4.7.2: PT Tolan Tiga Indonesia has prepared hazard identification and risk assessment; identifying hazard and risk for all activities, location, in palm oil mill and estates. The health and safety plan has been prepared. <ul style="list-style-type: none"> - However, the risk evaluation and the proposed control needs to improve - consideration to adhere health and safety procedures; - The health and safety plan shows minimum consideration from the risk assessment, regulation evaluation and accident record.

3	RSPO Generic Standard, 2013 – Indicator 4.7.6.: It is nice to improve the Lost Time Injury record to include record of injury treated with first aid.
4	RSPO Generic Standard, 2013 – Indicator 5.6.2: PT Tolan Tiga Indonesia demonstrates plan to reduce or minimize greenhouse gas (GHG) emissions. However, it is need to consider reducing or minimizing pollution and greenhouse gas emissions with detail in target, timeline and person in charge.
5	RSPO Generic Standard, 2013 – Indicator 6.1.2.3: PT Tolan Tiga Indonesia using the service of "Koperasi Jasa Karyawan Tolan Tiga Indonesia" to perform upkeep works. It is need to be considered preparing work agreement between company and "Koperasi Jasa Karyawan Tolan Tiga Indonesia" as provider for temporary worker instead of regulated in work order - "Surat Perintah Kerja".
6	RSPO Generic Standard, 2013 – Indicator 8.1.1: Continuous Improvement Plan has been prepared by PT Tolan Tiga Indonesia, including reduction in use of pesticides; environmental impacts; pollution and greenhouse gas (GHG) emissions; social impacts; etc. However, it is need to consider provide continuous improvement plan with detail target and measurement method.

Positive Findings	
PF #	Description
1	The company is developing CDM project (Biogas Plant) to reduce GHG and emission.

Issues Raised by Stakeholders	
Issues #	Description
1	<p>Social issues:</p> <ul style="list-style-type: none"> - Company has implemented corporate social responsibility to surrounding villages. - In general, communication between PT Tolan Tiga Indonesia and Manpower Office of Labuhanatu Selatan regency is good; - There has been no report lodged related to land dispute between community and company; - During previous period, there has been a land complaint (back in 2005). Currently no more complaint about land; - Communication between village and company is in good form; - Company has communicating the protection of female rights, gender policy and specific mechanism for sexual harassment including protection of complainant. Policy dissemination in form of meeting, morning musters and provides copy of company policy in notice boards. - Until to date, there has been no report/complaint lodged from members related to sexual harassment; - Company has fulfil the female worker rights: period leave, maternal leave, medical check-up for female sprayers; - Company provided facility such as housing, clean water, electricity, school, school bus, mosque, church and sport facility. - PT Tolan Tiga Indonesia prohibit surrounding community to herd their cattle in company's land; <p>Management Response: PT. Tolan Tiga Indonesia prohibit surrounding community to heird their cattle within the company areas due to operation reason where the cattle to cause compacting the soil, spread Ganoderma, and social problem, nevertheless the company assist the cattleman to stable and feed for their livestock.</p> <p>Auditor Team Findings: The company comment is accepted</p>
2	<p>Labour issues:</p> <ul style="list-style-type: none"> - PT Tolan Tiga Indonesia has follow regulations related to manpower:

	<ul style="list-style-type: none"> - Company has registering all worker in social insurance program (BPJS Ketenagakerjaan and BPJS Kesehatan) including temporary worker; - Company has provided appropriate PPE to the worker as per procedure; - Company frequently conduct training related to health and safety, involving Manpower office; - Company has structure for safety committee and acknowledged by the manpower office; - Company has regularly reporting the mandatory worker report. - There has been no report from worker union related to industrial relationship dispute between worker and company. - Company has conducted inspection for production machineries and heavy machineries as per applicable regulation; - Regular monthly meeting with management in line with Bipartite meeting; - The company has provided facilities for employee such as housing, clean water, electricity, sport facilities, clinic, school (kindergarten and elementary school), mosque, church, etc. - All normative agreement has been incorporated into Collective Work Agreement, including but not limited to working hour, overtime, salary, leave entitlement, etc. The collective work agreement is in accordance to regulations and acknowledged by provincial manpower authority; - All wage payment currently using minimum wage standard 2015. However, company has invited all relevant party to discuss wage standard 2016, as form of implementation of collective work agreement. The discussion dated 21-24/03/2016. - Company implemented employee performance appraisal, as basic information for promotion/grade increment; - Medical check-up provided for workers, designated at high risk location/activity such as boiler operator, heavy machinery operator, laboratory operator, sprayer gang, chemical storekeeper. However, the general medical check-up has not been provided to all employees (Minor NC was raised). - The cooperative has provided work agreements for all workers; - Payment by company regularly on 10-15 each month. There has been no late payment. All payment made as per agreement. - Field supervisor equipped with first aid kit;
	<p>Management Response: Mostly comment from stakeholders are positive related labour issues, for the medical check up, the company has taken action immediately to conduct general medical check up for all workers.</p>
	<p>Auditor Team Findings: The company company accepted</p>
3	<p>Environmental issues:</p> <ul style="list-style-type: none"> - PT Tolan Tiga Indonesia has consistently send implementation report on environment management and monitoring plan on six (6) months basis; the hazardous waste management report on three (3) monthly basis; and Land Application monitoring report every three (3) months; - There was no report from stakeholder related to environment pollution – as impact from PT Tolan Tiga Indonesia operation; - The company has developed a technology to utilize palm oil mill effluent into biogas plant. Currently in environmental aspect-impact review phase by Environment Monitoring Body of Labuhanbatu Selatan regency. Field survey by the body carried out 16/03/2016. - There is no report of environmental pollution caused by company operation <p>Management Response: Positive finding</p> <p>Auditor Team Findings: Positive finding</p>
4	<p>Legal issues:</p> <ul style="list-style-type: none"> - There is discrepancy between hectares statements of managed land compare to land title data of PT Tolan Tiga Indonesia. Company managed more land compared to what is written in the land title;

	<p>- PT Tolan Tiga Indonesia operates biogas plant but has not obtain construction permit;</p> <p>Management Response:</p> <ul style="list-style-type: none"> - The company manage plantation based on land Title / HGU, There is no activities out of HGU legal boundaries. - Biogas Project in PT. Tolan Tiga Indonesia has obtained construction permit (Izin Mendirikan Bangunan/IMB) as approved by "Badan Pelayanan Perizinan Terpadu dan Penanaman Modal, Pemerintah Kabupaten Labuhan Batu Selatan no. 503/593/BPPTPM-LS/P.1/2015, dated 23rd October 2015 for CDM Project Perlabian Palm Oil Mill (Luas Bangunan 1,059.34 M2) which located in Desa Perkebunan Perlabian, Kecamatan Kampung Rakyat, Kab. Labuhan Batu Selatan.
	<p>Auditor Team Findings:</p> <p>During audit, auditor found that no any activities or plantation of PT. Tolan Tiga Indonesia out of legal boundaries or land tittle (HGU) and based on interview with local communities, also was confirmed that no any plantation of PT. Tolan Tiga Indonesia out of legal boundaries and/or HGU and Izin Mendirikan Bangunan for Biogas Project of PT. Tolan Tiga Indonesia was verified.</p>
5	<p>Operational issues:</p> <p>There is discrepancy between hectare statement of managed land compare to land title data of PT Tolan Tiga Indonesia. Company managed more land compared to what is written in the land title.</p> <p>Management Response:</p> <p>Positive finding</p> <p>Auditor Team Findings:</p> <p>Positive finding</p>

3.4. Status of nonconformities and observation previously identified.

Non-Conformity		
NCR #	Description	Category (Major/Minor)
1	<p>Requirements: RSPO P&C, Generic Standard 2013 - Indicator 1.1.2</p> <p>Based on public consultation with the Environmental Agency (BLH - Badan Lingkungan Hidup Kab. Labuhan Batu Selatan) and document review, it was found there is a request information from BLH Kab. Labuhan Batu Selatan related developing "Ruang Terbuka Hijau" (Green Zone Area) within the company area is not responded since the letter no. 660/669/BLH/I/2013, dated 21st October 2013.</p> <p>Action Taken:</p> <p>The company has determined timeframe to respons stakeholders request information as regulated in the updated procedure "Pemberian Tanggapan atas Permintaan Informasi" no. ENC/SOP/08, Rev. 2, dated 6 April 2015.</p> <p>This Major NC has been closed on 05/05/2015</p>	Major
2	<p>Requirements: RSPO P & C, Generic Standard 2013 – Indicator 6.1.4</p> <p>The company has conducted periodic evaluation of Social Impact Assessment, however impact to the local communities related replanting and maintain boundary drain activities has not evaluated yet.</p> <p>Action Taken:</p> <p>PT Tolan Tiga Indonesia has prepared and carried out social impact assessment related to replanting and boundary maintenance. The impact assessment result explained in environmental management and monitoring report - 2nd half 2015. The assessment method was done through questionnaire with 40 respondents from villages: Desa Perkebunan Perlabian, Desa Pekan Tolan, Desa Meranti, Desa Tolan</p>	Minor


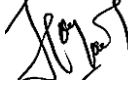
	<p>I/II, Desa Perlabian, Desa Gunung Selamat, Desa Air Merah and Desa Tanjung Selamat. The assessment has been completed with trend analysis and proposed plan to reduce negative impacts. Based on stakeholder interview with head of village Desa Meranti, it was known that company has been coordinated with surrounding villages/communities when started the boundary maintenance activities.</p> <p>This minor nonconformity closed on 16/03/2016.</p>	
<p>3</p>	<p>Requirements: RSPO P & C – Indicator 2.1.3 Mechanism of compliance to relevant regulation was not effectively implemented.</p> <p>Company has developed a mechanism for ensuring compliance to regulation as stated in document CA/SOP/1 issued date 1st November 2011 (Prosedur Informasi Perubahan Undang-Undang dan Peraturan Pemerintah).</p> <p>Procedure has regulated each of operation unit head shall be monitored and visited site location to check implementation of regulation.</p> <p>However, based on field inspection to central workshop of Perlabian Estate, it was found some activities were not consistently complied with relevant regulation, such as:</p> <ol style="list-style-type: none"> Electrical lifting crane was not fulfilled the requirements of Permenaker No.5 Year 1985 in term of Lifting and Carries Instruments (Pesawat Angkat dan Angkut) and Permenaker No.9 Year 2010 in term of Qualification for Lifting and Carries instruments operator (Operator Pesawat Angkat dan Angkut), example: formal endorsement and routine monitoring from government have not been conducted; the operator has not passed an formal examination conducted by Labour Department. Air compressor was not met the requirements of Permenaker No.1 Year 1982 in term of Pressure Vessel (Bejana Tekan), example: formal endorsement and routine monitoring from government have not been conducted. Furthermore, based on field inspection to Perlabian mill, it was found a operator who responsible for turbine has not met the requirements of Permenaker No. 1 Year 1988 in term of Qualification for Steam Machinery operator (Kualifikasi Operator Pesawat Uap), example: he has not passed an formal examination conducted by Labour Department) <p>Action Taken:</p> <ol style="list-style-type: none"> The company able to show permit "Electrical Lifting Crane "Pesawat Angkat" di Workshop Perlabian estate no. 560/04/DSTKT-PA/2016, dated 25 February 2016, approved by Dinas Sosial dan Tenaga Kerja dan Transmigrasi Kebugatan Labuhan Batu Selatan. The company able to show permit "Air Compressor "Bejana Tekan" di Workshop Perlabian estate no. 560/03/DSTKT-PA/2016, dated 22nd February 2016, approved by Dinas Sosial dan Tenaga Kerja dan Transmigrasi Kebugatan Labuhan Batu Selatan. The company has 2 operators of Turbine as qualified by "Kementerian Tenaga Kerja RI, namely: Mr. Adi Ariadan (SIO no. 14.060/OP/TU.K3/PTP/IV/2014, dated 29th April 2014, (valid 29th April 2019 and Mr. Hendra Bhakti Siahaan no. SIO 14.058.OP.TU.K3/PTP/IV/2014, dated 29th April 2014 (Valid until 29th April 2019). The company also hired "Turbine co - operator" namely: Khairul Effendi, he is acting as co-operator. <p>This Minor NC is closed out on 16th March 2016.</p>	<p>Minor</p>

Observation	
OBS #	Description
1	<p>RSPO P & C, Generic Standard – Indicator 4.7.6</p> <p>1. The company has conducted medical checkup for workers who are involved in chemical substances and others risk areas (e.g. high noise area). It's nice to be considering general medical checkup for all workers.</p> <p>2. It's need to be considered loose fruit collector (harvester's wife who is assist her husband) is registered in social insurance (Jaminan Tenaga Kerja) formally.</p> <p>Action Taken:</p> <p>1. PT Tolan Tiga Indonesia has yet to carries out the general medical checkup for all workers, once a year at minimum. This observation escalated into minor nonconformity, refer to 1304318N1.</p> <p>2. Based on interview with loose fruit collector at Perlabian Estate, the social insurance has been registered. Membership card was yet to be issued.</p>
2	<p>RSPO P & C – Indicator 4.7.3</p> <p>Attention should be taken for a operator who responsible in material store of Perlabian Estate in particular provision of appropriate PPE when handling lubricant oil according to Material Safety Data Sheet rules.</p> <p>Action taken:</p> <p>Attention should be taken for a operator who responsible in material store of Perlabian Estate in particular provision of appropriate PPE when handling lubricant oil according to Material Safety Data Sheet rules.</p>
3	<p>RSPO P & C – Indicator 4.7.5</p> <p>1. Care should taken on the mechanism of routine check for first aid equipments to ensure all medicines is appropriately available and ready to use. Some first aid kits were observed at the Mill and Estate found insufficient routine checks have been done. Furthermore, it was found during interview with material store keeper at Perlabian estate has not gained training in first aid.</p> <p>2. Evacuation signage to assembly point should be clearly provided in some locations such as Mill's site location and office areas, Estate's office workshop areas, and worker housing compounds of mill and estates</p> <p>Action taken:</p> <p>1. Mechanism to regular check for first aid kits has been improved. As of 01/2016, all first aid kits at all Perlabian POM premise as well as Perlabian and Tolan Estate have been replenished – the content has been following Peraturan Menteri Tenaga Kerja No.15 tahun 2008. First aid training has been provided for appointed first aiders. Material store keeper at Perlabian Estate has participated in first aid training.</p> <p>2. Evacuation signs to assembly points have been improved in Perlabian POM, Perlabian Estate and Tolan Estate offices, Worker housing. Workers understanding on the location of assembly points have been improved</p>
4	<p>RSPO P & C – Indicator 2.1.1</p> <p>It was observed permits of midwife and nurses were expired and still in progress for renewal. Sample taken at Policlinic of Perlabian Estate and Policlinic of Tolan Estate, the permits were expired on 18 August 2014.</p> <p>Action Taken:</p> <p>Perlabian Estate: "Surat Keterangan Dinas Kesehatan Provinsi Sumatera Utara No.8119/MTKPSU-SK/VIII/2015" dated 18/08/2015 indicated the permit for Mrs.Siti Anora under issuance process (since 2012).</p>

	<p>Tolan Estate: "Surat Izin Praktik Bidan" No.503/597-IB/BPPTPM-LS/PNI/X/2015 under name Heni Rubeka br. Hutagalung, dated 26/10/2015 until 22/10/2018.</p> <p>"Surat Izin Praktik Perawat" No.503/494-IP/BPPTPM-LS/PNI/IX/2015, under name Wildan Marpaung, dated 29/09/2015 valid until 21/09/2018. "Surat Tanda Registrasi Perawat" No.0201511150950160, under name Wildan Marpaung, dated 21/04/2015 until 24/05/2020.</p>
<p>5 (OFI)</p>	<p>RSP0 P & C – Indicator 4.6.5</p> <p>Opportunity for improvement of emergency shower and eye wash at the Mill and Estates. Field inspection to chemical storage and chemical mixing area found improper shower and eye wash tools were provided. It was observed that the tools could not be properly used if any accident happened due to chemicals caused.</p> <p>Action taken:</p> <p>Emergency shower located in Perlabian POM and Perlabian Estate has been improved. Infrastructure, accessibility and water pressure of the emergency shower have been improved in the chemical store and chemical mixing area. Tested and working properly.</p>

3.5. Status of Non Conformities

<i>Reference</i>	<i>Category</i>	<i>ISSUED</i>	<i>CLOSED</i>
032936M0	Major	15/03/2014	14/05/2014
1032936M16	Major	15/03/2014	14/05/2014
1032936M27	Major	15/03/2014	14/05/2014
1032936N1	Minor	15/03/2014	01/04/2015
1032936N11	Minor	15/03/2014	01/04/2015
1032936N25	Minor	15/03/2014	01/04/2015
1032936N26	Minor	15/03/2014	01/04/2015
1032936N28	Minor	15/03/2014	01/04/2015
1149548M1	Major	01/04/2015	05/05/2015
1174416N1	Minor	01/04/2015	16/03/2016
1149548N1	Minor	01/04/2015	16/03/2016
1304318N1	Minor	16/03/2016	"Open"

Assessment Conclusion and Recommendation	
The auditors conclude that Perlabian Palm Oil Mill and its supply base are complying with the RSPO certification system 2007, RSPO Generic Standard 2013 and RSPO SCCS 2014.	
Its recommend to extend the RSPO certificate for Perlabian Palm Oil Mill and and its supply base	
Acknowledgement of Assessment Findings by PT. Tolan Tiga Indonesia – Perlabian POM	Report Prepared by
Name: Mr. Olivier Tichit	Name: Haeruddin
Company name: PT. Tolan Tiga Indonesia (Perlabian POM)	Company name: PT. BSI Indonesia
Title: Director	Title: Lead Auditor
Signature:  Date: 04/05/2016	Signature:  Date: 17/04/2016

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	<p>There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.</p> <p>- Minor compliance -</p>	<p>The company has provided 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> <p>Documents related financial can only be shared upon discretion of General Manager, Group policies and procedures are available in public area in esates and mill.</p>	Yes

Criterion / Indicator	Assessment Findings	Compliance
	<p>Company have prepared a list of stakeholder and updated whenever changes occurred. The latest update 04/01/2016, where stakeholder list consist of:</p> <ul style="list-style-type: none"> a. Authority offices of “Kabupaten Labuhanbatu Selatan” comprise of: Kantor Bupati (Regency office), Dinas Tenaga Kerja (Manpower office), Kantor Pertanahan (Land office), Dinas Perkebunan (Plantation office), Dinas Kesehatan (Health office), Badan Lingkungan Hidup (Environment body), etc. b. Authority offices in sub-district level: Camat (Sub-district office), Polsek (Police) and Army (Danramil); c. Head of villages, covering 8 villages surrounding the estate: Desa Perlabian, Desa Tanjung Selamat, Desa Tanjung Medan, Desa Tolan Pekan, etc. d. Worker Union Tolan Tiga Mandiri. <p>PT Tolan Tiga Indonesia has a policy related to publicly available document, latest issue 04/01/2016. The list consist of 20 types of document such as land title, plantation permit, environmental management plan, continuous improvement plan, HCV identification document, public summary od certification, internal and external complaint and grievance record, land compensation procedure, etc.</p>	
	<p>Based on stakeholder consultation with Labuhanbatu Selatan Regency’s Manpower Office and Environmental Department – stated company has consistently provided reports, as required by relevant regulations. The reports in form of implementation report environmental management and monitoring plan; hazardous waste management; POME application report; Manpower report; Health and Safety performance report; Accident report; etc. Based on Information provision mechanism, the person in charge during the process: Manager is responsible, as per authority to receive and provide response, and recording under log book. General manager office/Senior Manager Administration responsible to help information/data requested by manager if needed.</p> <p>Company has prepared a mechanism for information request and information provision as per “Prosedur Pemberian Tanggapan terhadap Permintaan Informasi” Doc.No.ENC/SOP/08/dated 06/04/2015. Dissemination on type of publicly available information was done through notice board in Perlabian estate office.</p>	

Criterion / Indicator		Assessment Findings	Compliance
1.1.2	<p>Records of requests for information and responses shall be maintained.</p> <p>- Major compliance -</p>	<p>The company has established procedure related information request in No.ENC/SOP/08 dated 06/04/2015. Information requests and responses were recorded in log book "Buku Rekaman Permintaan Informasi dan Tanggapan". Based on Information provision mechanism, the person in charge during the process: Manager is responsible, as per authority to receive and provide response, and recording under log book. General manager office/Senior Manager Administration responsible to help information/data requested by manager if needed.</p> <p>Within the procedure, company has detailed the timeframe in responding information request: Direct response from manager provided seven (7) working days maximum – after information received. For response which requiring coordination, will be followed up to General Manager Office in three (3) working days maximum. General manager office will respond in seven (7) working days maximum.</p> <p>For information request, which requires coordination with Head Office, conducted in twenty five (25) working days, maximum.</p> <p>Record shows in 2016, there has been 5 information requests. Example: From Air Merah village head dated 12/01/2016 through letter No.29/KTPJ/XII/2016 related to use of land for herb and spice cultivation. Responded by company on the same date.</p>	Yes
<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>			

Criterion / Indicator		Assessment Findings	Compliance
1.2.1	<p>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 policy related public documents on 04/01/2016 where there are 20 documents related to land permit (Izin Lokasi, Izin Usaha Perkebunan), HGU/land title, RKL/RPL, SIA, policies, HCV, OSH, CSR programmes, complaint documents, waste management plan, disposed waste plan, included hazardous waste, etc. are publicly available for stakeholders. These documents are available for public through responsible officer, estate manager or office assistant.</p>	Yes
<p>Criterion 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.</p>			

Criterion / Indicator		Assessment Findings	Compliance
1.3.1	<p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p> <p>- Minor compliance -</p>	<p>The company has established code of ethical business conduct, dated 17/11/2014, which include prohibition on sending gifts, souvenir, donation, bribery, commission and conflict of interest. The policy is pavailable in Bahasa and English, appear in notice boards in both estates.</p> <p>Dissemination on code of ethical conduct policy was done in 16/03/2015, attended by 12 employees.</p> <p>Communiation on the importance of code of ethical conduct was also done through muster chit field work, 03/03/2016 in Division 3 Perlabian Estate, attended by harvester and loose fruit collector.</p> <p>Based on interview with worker union, workers and cooperative, their knowledge on code of ethical conduct understanding has been improved.</p>	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.			

Criterion / Indicator		Assessment Findings	Compliance
2.1.1	<p>Evidence of compliance with relevant legal requirements shall be available.</p> <p>- Major compliance –</p>	<p>The company has documented all relevant legal requirements, as below:</p> <ol style="list-style-type: none"> 1. Hand over Agreement between Indonesian Government and Societe Internationale de Plantations Et de Finances S.A-SIPEF (Belgium), dated 19th April 1968 for 3.000 ha and 7.031,27 ha 2. "Risalah Pemeriksaan Tanah dari Panitia "B", dated No. 40/PPT/B/69, dated 17th December 1968 dan No. 48/PPT/B/71, dated 7th December 1971. 3. "Fatwa Tata Guna Tanah" from Kepala Inspeksi Land Use Prov. North Sumatera, dated 18th April 1970. 4. The last renewal Ijin Usaha Tetap-IUT No. 394/T/Kehutanan-Perkebunan/1998, dated 21st Agustus 1998, for 8.479,06 ha. 5. Surat Pendaftaran usaha Perkebunan (Operational Business permit) No. 213/Menhutbun-VII/2000, dated 10th March 2000 for 8.479.06 ha with Mill capacity 75 tonnes FFB/hour and Mill capacity permit 60 tonnes FFBTBS/hour. 6. Land Title rights (HGU) from BPN (National land Authority) no. SK.80/HGU/DA/97, dated 16th July 1997 (6.042,44 ha), consist of 4.807,02 ha (Perlabian Estate) dan 1.235,42 ha (Tolan Estate). 7. Land title rights (HGU) from BPN (National land Authority) no. 86/HGU/BPN/97, dated 23rd July 1997 (2.436.62 ha) for Tolan Estate. 8. SEIA (Penyajian Evaluasi lingkungan/PEL) perkebunan kelapa Sawit, Karet dan kakao serta PKS dan Sheet Kebun perlabian group, Kab. Labuhan Batu, Propinsi Sumatera Utara was approved by "Menteri Pertanian RI" no. RC.220/472/B/III/1994, dated 17 March 1994. 9. Renewal SEIA (AMDAL) was approved by "Badan Pengendalian Dampak Lingkungan daerah" Kabupaten Labuhan Batu no. 660/328/BPDL-LB/Set/2006, dated 21st July 2006. 	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<p>10. Izin Pengambilan Air Bawah Tanah (ABT) no. 503/552/BPPTPM-LS/2012, dated 17 December 2012 (valid until 17 December 2015), proposed renewal to the "Badan Pelayanan Perizinan Terpadu dan Penanaman Modal – Kabupaten Labuhan Batu Selatan" no. 01/GMO-EKS/I/2016, dated 04 January 2016.</p> <p>11. Izin Pengambilan Air Permukaan no. 610/148/BPPTSU/2/XII.1/XII/ 2014, dated 22 December 2014, (Valid 22 December 2017).</p> <p>12. Izin Machineries: Perlabian Mill has list of machineries: Boiler (2 units), Hosting Cranes (4 units), Sterilizer (5 units), Genset (4 units), Turbine Steam (4 units). The list of mil machineries is documented in "Evaluasi Rekaman pemenuhan, 2016 – Perlabian POM". Akte Izin is available, e.g.</p> <ul style="list-style-type: none"> - Izin Bejana Uap (Sterilizer no. 1) no. 678/62.09/2006. - Turbine no. 1, no. 275/PTP/W2/1996. <p>13. The mil machineries inspection is conducted regularly from "Pengawas keselamatan Kerja, Disnaker Kab. Labuhan Batu Selatan, e.g.</p> <ul style="list-style-type: none"> - The last inspection of Izin Bejana Uap (Sterilizer no. 1) is conducted on 10 July 2014 (the next inspection 10 July 2018), regulation of inspection is every 4 years. - The last inspection of Turbine no. 1 is conducted on 11 July 2015, the next inspection on 11 July 2016, regulation of inspection is annually. 	
2.1.2	<p>A documented system, which includes written information on legal requirements, shall be maintained.</p> <p>- Minor compliance –</p>	<p>The company has established procedure related effort to comply with changes in the regulation as regulated in SOP No. CA/SOP/01, dated 1 November 2011, The company has update regulation and evaluated to comply with. The last updated on 15th March 2016</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
2.1.3	A mechanism for ensuring compliance shall be implemented. - Minor compliance –	Company has developed a mechanism for ensuring compliance to regulation as stated in document CA/SOP/1 issued date 1st November 2011 (Prosedur Informasi Perubahan Undang-Undang dan Peaturan Pemerintah). Procedure has regulated each of operation unit head shall be monitored and visited site location to check implementation of regulation. Company has developed a mechanism for ensuring compliance to regulation as stated in document CA/SOP/1 issued date 1st November 2011 (Prosedur Informasi Perubahan Undang-Undang dan Peaturan Pemerintah). Procedure has regulated each of operation unit head shall be monitored and visited site location to check implementation of regulation.	Yes
2.1.4	A system for tracking any changes in the law 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, the last updated 16 th March 2016. The company has updated the regulation must comply with it, e.g. <ul style="list-style-type: none"> - Keputusan Mahkamah Konsitusi (MK) related UU no. 7/2004 Tentang Sumber Daya Air is revoked and the previous Undang Undang is enacted. - PP no. 78, year 2015 related wages. - Permentan no. 11/2015 tentang ISPO. - Permenaker no. no. 26/2015 tentang Tata Cara Penyelenggaraan Jaminan Kecelakaan Kerja (JKK), Jaminan Kematian (JK) dan Jaminan Hari Tua (JHT) bagi peserta penerima upah, - Etc. 	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	Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	<ul style="list-style-type: none"> - Land Title rights (HGU) from BPN (National land Authority) no. SK.80/HGU/DA/97, dated 16th July 1997 (6.042,44 ha), consist of 4.807,02 ha (Perlabian Estate) dan 1.235,42 ha (Tolan Estate). - Land title rights (HGU) from BPN (National land Authority) no. 86/HGU/BPN/97, dated 23rd July 1997 (2.436.62 ha) for Tolan Estate. 	Yes

Criterion / Indicator		Assessment Findings	Compliance
2.2.2	<p>Legal boundaries shall be clearly demarcated and visibly maintained.</p> <p>- Minor compliance –</p>	<p>There are no changes of HGU’s since the last audit.</p> <p>All legal boundaries are clearly demarcated and maintained in the form of boundary stones, these boundary stones are photographed, mapped and GPS location is recorded.</p> <p>Field inspections confirmed that boundaries are demarcated by trenches and boundary stones, the company also conduct legal boundary stones monthly as recorded in “Blangko Cek Patok HGU” e.g. boundary inspection in Div. 5 (Perlabian Estate) in February 2015,</p> <p>There are 37 boundary stones in Perlabian Estate</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>Based on document review upon area statement Perlabian estate, there is no area is in conflict status, with other party.</p> <p>The company has a mechanism for land compensation No.SOP/CA/02 dated 01/07/2012. The mechanism has defined the compensation process through FPIC process, document/evidence of land ownership verification and participatory mapping and measurement, as well compensation negotiation. The compensation process would include: measurement application, minutes of land survey/measurement, land ownership letter, statement of no conflict, statement of ownership rights, statement from heir, statement of land owner/scheme smallholder owner (if any), statement on rights to cultivate release, compensation letter.</p> <p>Based on stakeholder consultation, with Meranti village head, there is no report from local community on land conflict between company and community.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
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 upon area statement Perlabian estate, there is no area is in conflict status, with other party.</p> <p>The company has a mechanism for land compensation No.SOP/CA/02 dated 01/07/2012. The mechanism has defined the compensation process through FPIC process, document/evidence of land ownership verification and participatory mapping and measurement, as well compensation negotiation. The compensation process would include: measurement application, minutes of land survey/measurement, land ownership letter, statement of no conflict, statement of ownership rights, statement from heir, statement of land owner/scheme smallholder owner (if any), statement on rights to cultivate release, compensation letter.</p> <p>Based on stakeholder consultation, with Meranti village head, there is no report from local community on land conflict between company and community.</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>Based on document review upon area statement Perlabian estate, there is no area is in conflict status, with other party.</p> <p>The company has a mechanism for land compensation No.SOP/CA/02 dated 01/07/2012. The mechanism has defined the compensation process through FPIC process, document/evidence of land ownership verification and participatory mapping and measurement, as well compensation negotiation. The compensation process would include: measurement application, minutes of land survey/measurement, land ownership letter, statement of no conflict, statement of ownership rights, statement from heir, statement of land owner/scheme smallholder owner (if any), statement on rights to cultivate release, compensation letter.</p> <p>Based on stakeholder consultation, with Meranti village head, there is no report from local community on land conflict between company and community.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
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>Based on document review upon area statement Perlabian estate, there is no area is in conflict status, with other party.</p> <p>The company has a mechanism for land compensation No.SOP/CA/02 dated 01/07/2012. The mechanism has defined the compensation process through FPIC process, document/evidence of land ownership verification and participatory mapping and measurement, as well compensation negotiation. The compensation process would include: measurement application, minutes of land survey/measurement, land ownership letter, statement of no conflict, statement of ownership rights, statement from heir, statement of land owner/scheme smallholder owner (if any), statement on rights to cultivate release, compensation letter.</p> <p>Based on stakeholder consultation, with Meranti village head, there is no report from local community on land conflict between company and community.</p>	Yes
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.			
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 upon area statement Perlabian estate, there is no area is in conflict status, with other party.</p> <p>The company has a mechanism for land compensation No.SOP/CA/02 dated 01/07/2012. The mechanism has defined the compensation process through FPIC process, document/evidence of land ownership verification and participatory mapping and measurement, as well compensation negotiation. The compensation process would include: measurement application, minutes of land survey/measurement, land ownership letter, statement of no conflict, statement of ownership rights, statement from heir, statement of land owner/scheme smallholder owner (if any), statement on rights to cultivate release, compensation letter.</p> <p>Based on stakeholder consultation, with Meranti village head, there is no report from local community on land conflict between company and community.</p>	Yes

Criterion / Indicator	Assessment Findings	Compliance
<p>2.3.2</p> <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 upon area statement Perlabian estate, there is no area is in conflict status, with other party.</p> <p>The company has a mechanism for land compensation No.SOP/CA/02 dated 01/07/2012. The mechanism has defined the compensation process through FPIC process, document/evidence of land ownership verification and participatory mapping and measurement, as well compensation negotiation. The compensation process would include: measurement application, minutes of land survey/measurement, land ownership letter, statement of no conflict, statement of ownership rights, statement from heir, statement of land owner/scheme smallholder owner (if any), statement on rights to cultivate release, compensation letter.</p> <p>Based on stakeholder consultation, with Meranti village head, there is no report from local community on land conflict between company and community.</p>	<p>Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
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>Based on document review upon area statement Perlabian estate, there is no area is in conflict status, with other party.</p> <p>The company has a mechanism for land compensation No.SOP/CA/02 dated 01/07/2012. The mechanism has defined the compensation process through FPIC process, document/evidence of land ownership verification and participatory mapping and measurement, as well compensation negotiation. The compensation process would include: measurement application, minutes of land survey/measurement, land ownership letter, statement of no conflict, statement of ownership rights, statement from heir, statement of land owner/scheme smallholder owner (if any), statement on rights to cultivate release, compensation letter.</p> <p>Based on stakeholder consultation, with Meranti village head, there is no report from local community on land conflict between company and community.</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 coimpliance -</p>	<p>Based on document review upon area statement Perlabian estate, there is no area is in conflict status, with other party.</p> <p>The company has a mechanism for land compensation No.SOP/CA/02 dated 01/07/2012. The mechanism has defined the compensation process through FPIC process, document/evidence of land ownership verification and participatory mapping and measurement, as well compensation negotiation. The compensation process would include: measurement application, minutes of land survey/measurement, land ownership letter, statement of no conflict, statement of ownership rights, statement from heir, statement of land owner/scheme smallholder owner (if any), statement on rights to cultivate release, compensation letter.</p> <p>Based on stakeholder consultation, with Meranti village head, there is no report from local community on land conflict between company and community.</p>	Yes
PRINCIPLE 3: COMMITMENT TO LONG-TERM ECONOMIC AND FINANCIAL VIABILITY			
<p>Criterion 3.1</p> <p>There is an implemented management plan that aims to achieve long-term economic and financial viability.</p>			

Criterion / Indicator	Assessment Findings	Compliance																		
<p>3.1.1 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 10 years (2013 – 2023) and reviewed annually. Budaget plan is consist of FFB Production OER, KER, cost, expenditure.</p> <p>The company produced detail budget annually, for 2016, projection of FFB (173,394 tonnes), CPO (39,881 tonnes) and PK (9,537 tonnes)</p> <p>Monitoring of yield and expenses for 2015 is available.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Description</th> <th style="text-align: right;">Budget (2015)</th> <th style="text-align: right;">Actual (2015)</th> </tr> </thead> <tbody> <tr> <td>FFB</td> <td style="text-align: right;">194,538</td> <td style="text-align: right;">191,363</td> </tr> <tr> <td>CPO</td> <td style="text-align: right;">44,744</td> <td style="text-align: right;">43,576</td> </tr> <tr> <td>PK</td> <td style="text-align: right;">10,700</td> <td style="text-align: right;">10,697</td> </tr> <tr> <td>OER</td> <td style="text-align: right;">23.00</td> <td style="text-align: right;">22.71</td> </tr> <tr> <td>KER</td> <td style="text-align: right;">5.50</td> <td style="text-align: right;">5.89</td> </tr> </tbody> </table> <p>The company also has detail budget for cost and expenditure each station.</p> <p>FFB, CPO and PK production is recorded in daily basis as “Perlabian POM – Daily production Figure”, consist of: FFB received, production of CPO and PK, OER, KER, processing hour, throughput, stock of product, etc. and Montly basis as recorded in</p> <ol style="list-style-type: none"> 1. “Data FFB, CPO dan PK Perlabian POM. 2. Monthly Progress Report (MPR), consist of production data and quality, FFB received, Statement of CPO and PK production, despatcp and stock balancing, mill throughput, processing hours, Labour statement, machinery/vehicle utilization, etc. 	Description	Budget (2015)	Actual (2015)	FFB	194,538	191,363	CPO	44,744	43,576	PK	10,700	10,697	OER	23.00	22.71	KER	5.50	5.89	<p>Yes</p>
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Criterion / Indicator	Assessment Findings	Compliance
	<p>Perlabian Estate: The company has budget plan for Perlabian estate as documented in "Business Plan 2016 – 2020". The budget plan consists of FFB production and cost production/ton FFB. The FFB Projection 2016 (84,800 tonnes), 2017 (87,960 tonnes), 2018 (91,332 tonnes), 2019 (91,183 tonnes) and 2020 (90,552).</p> <p>The company also has reviewed projection in previous year, FFB production budget in 2015 is 82,223 tonnes and actual is 92,775 tonnes (achievement is 112 %).</p> <p>Tolan Estate: The company has budget plan for Tolan estate as documented in "Business Plan 2016 – 2020". The budget plan consists of FFB production and cost production/ton FFB. The FFB Projection 2016 (92,157 tonnes), 2017 (85,706 tonnes), 2018 (89,991 tonnes), and 2019 (96,205 tonnes).</p> <p>The company also has reviewed projection in previous year, FFB production budget in 2015 is 86,941 tonnes and actual is 98,600 tonnes (achievement is 113 %).</p>	

Criterion / Indicator	Assessment Findings	Compliance																					
<p>3.1.2 An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance –</p>	<p>Company has started the replanting program and continuously prepared a replanting program up to 2021. Replanting program Perlabian Estate 2016 – 2021:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Replantin g year</th> <th style="text-align: center;">Division/Planting year</th> <th style="text-align: center;">Hectarage (Ha)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2016</td> <td>Div.4: 1990, 1992, 1996</td> <td style="text-align: center;">166</td> </tr> <tr> <td style="text-align: center;">2017</td> <td>Div.1: 1992; F4: 1992, 1996</td> <td style="text-align: center;">167.09</td> </tr> <tr> <td style="text-align: center;">2018</td> <td>Div.1: 1992; F3: 1992</td> <td style="text-align: center;">167.97</td> </tr> <tr> <td style="text-align: center;">2019</td> <td>Div.1: 1992, 1993, 1996</td> <td style="text-align: center;">172.64</td> </tr> <tr> <td style="text-align: center;">2020</td> <td>Div.3 and F4: 1993</td> <td style="text-align: center;">195.29</td> </tr> <tr> <td style="text-align: center;">2021</td> <td>Div.1: 1992, 1994; F5: 1995</td> <td style="text-align: center;">172.97</td> </tr> </tbody> </table> <p>Prior to land preparation on the replanting area, a planting plan review must take place by ENC department. The planting plan review comprise of extensive document and field check: summary of plans – stating the area is suitable for intended land use; general map of management unit; map of area intended for replanting; soil maps; peat depth map (if applicable); peat drainability assessment (if applicable); topography map; slope class map; map of planned roads, bridges, culverts, etc; map of HCV/conservation area; planting material documentation; working schedule. The output is approval to continue the re-planting plan.</p> <p>Sample seen: Replanting plan review for Perlabian Estate (revision of 2016 planting) for 166 Ha, date of review 06/10/2015. Summary of replanting plan states the initial plan for 166 Ha, located in Division 4 for planting year 1992 and 1996, planned planting material will be Dami Mas. Soil map indicated no peat soil. HCV map, topography map, slope class map are available. Working schedule and Health and safety plan also available. The final plan will be 164.32 Ha, as 1.68 Ha was river buffer zone and excluded from replanting plan.</p> <p>The seed certificate demonstrated: Dami Mas Certificate No.145/DMSE/9/2015 dated 08/09/2015 for 42,000 seeds.</p>	Replantin g year	Division/Planting year	Hectarage (Ha)	2016	Div.4: 1990, 1992, 1996	166	2017	Div.1: 1992; F4: 1992, 1996	167.09	2018	Div.1: 1992; F3: 1992	167.97	2019	Div.1: 1992, 1993, 1996	172.64	2020	Div.3 and F4: 1993	195.29	2021	Div.1: 1992, 1994; F5: 1995	172.97	<p>Yes</p>
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Criterion / Indicator		Assessment Findings	Compliance						
		<p>Tolan Estate:</p> <table border="1"> <tr> <td>Replanting year</td> <td>Division/Planting year</td> <td>Hectarage (Ha)</td> </tr> <tr> <td>2019</td> <td>Div.2: 1994; Div.III: 1994</td> <td>340.93</td> </tr> </table> <p>All areas of PT. Tolan Tiga are replanting, this plantation is old plantation and has reached 2nd cycle planting.</p>	Replanting year	Division/Planting year	Hectarage (Ha)	2019	Div.2: 1994; Div.III: 1994	340.93	
Replanting year	Division/Planting year	Hectarage (Ha)							
2019	Div.2: 1994; Div.III: 1994	340.93							
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 -	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 (fertilizer and pesticides, included safe working practices), water level management, riparian and watercourse management, harvesting, replanting and FFB transport, included SOP for mill from receipt FFB up to despatch CPO and PK as documented in "Instruksi Kerja No. 17", dated 6 January 2009.	Yes						

	Criterion / Indicator	Assessment Findings	Compliance
4.1.2	<p>A mechanism to check consistent implementation of procedures shall be in place.</p> <p>- Minor compliance –</p>	<p>PT Tolan Tiga Indonesia performs checking and monitoring at different stage and level throughout all activities and processes. Estate’s performance monitoring carried out in form of fertilizer application monitoring, harvesting quality monitoring, herbicide application monitoring, etc. Palm oil mill’s performance monitored through FFB sortation record, preventive maintenance check, quality inspection, laboratory analysis, etc.</p> <p>The company conduct internal audit and regular inspection once a year, at minimum.</p> <p>Perlabian Estate: Visit Report RSPO/ISCC internal audit dated 11-12/01/2016 where 39 findings identified, business plan minimum 3 years, update for hazardous waste balance and has been followed up until 02/2016. Visit from Director Estate Department dated 18/05/2015 where 3 issues such as zero cow, contour for steep area in OP2015, Mucuna progress needed. Action plan has been prepared and followed up; Visit report from Commisary dated 09/09/2015, where 6 issues such as use of HSD fuel, bounding for replanting area.</p> <p>Perlabian POM: The internal audit planned once per year – at minimum. Internal Audit Schedule Perlabian POM 2016, example for 23/01/2016, assessing the environmental management system. Internal audit report: Internal audit report for ISO14001, done in Perlabian POM on 01-02/02/2016. Corrective action has been followed up although not all been closed-out; Visit reportfor RSPO/ISPO/ISCC internal audit done in 14-15/01/2016, where 17 findings identified.</p>	Yes

Criterion / Indicator	Assessment Findings	Compliance
	<p>Department of Engineering visit dated 20/11/2015 where 27 issues were found. Corrective action being taken and followed up. Department of Engineering visit dated 22-24/01/2016 where 26 issues were found. Corrective action being taken and followed up, sample: BPV-steam capacity of No.1 and new unit No.2 to follow same size – follow up by preparing drawing, parallel system will be under review.</p> <p>Maintenance list: The maintenance planning is available under “Daftar Rencana Perawatan Mesin-mesin Perlabian POM”, and the implementation under “Lembaran Pemeriksaan Maintenance” applicable for all machinery in Perlabian POM. Sample seen: “Lembar Pemeriksaan Maintenance October, November, December 2015 for sand cyclone pump No.2 – Clarification station – done daily, weekly, monthly.</p>	
<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>Perlabian Estate:</p> <p>Visit Report RSPO/ISCC internal audit dated 11-12/01/2016 where 39 findings identified, business plan minimum 3 years, update for hazardous waste balance and has been followed up until 02/2016.</p> <p>Visit from Director Estate Department dated 18/05/2015 where 3 issues such as zero cow, contour for steep area in OP2015, Mucuna progress needed. Action plan has been prepared and followed up;</p> <p>Visit report from Commisary dated 09/09/2015, where 6 issues such as use of HSD fuel, bounding for replanting area.</p> <p>Perlabian POM:</p> <p>Internal audit report: Internal audit report for ISO14001, done in Perlabian POM on 01-02/02/2016. Corrective action has been followed up although not all been closed-out;</p> <p>Visit report for RSPO/ISPO/ISCC internal audit done in 14-15/01/2016, where 17 findings identified. 15 issues have been closed out, and 2 issues pending due to government process for permit extension.</p>	<p>Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
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>ASA 1: No any Outside FFB was received</p>	N/A
<p>Criterion 4.2 Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>			
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>PT TTI was established procedure to manage soil fertility such as “SOP Pemupukan” No.11/SOP/Oil Palm/ESD rev.1 tanggal 1 Oktober 2009.</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> <p>Based on field visit in estates, fertilizer application for year 2014 has completed. The inorganic fertilizer applied based on fertilizer recommendation.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.2.2	<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 as documented in “Monthly Manuring Programme”.</p> <p>Perlabian Estate:</p> <p>Fertilizer recommendation 1st half 2016 for block 2012J11 (12.14 Ha) is to have 2,380 kg Urea, 2,975 kg Rock phosphate, 2,380 kg MOP, 1,190 kg dolomite. Fertilizer recommendation 2nd half 2016 for block 2012J12 (19.28 Ha) is to have 4,349 kg Urea, 4,349 kg Rock phosphate, 3,479 kg MOP, 1,740 kg dolomite. Fertilizer recommendation 2nd half 2015 for block 2011I13 (20.08 Ha) is to have 1 kg Urea, 1.25 kg Rock phosphate, 1 kg MOP, 0.5 kg dolomite per palm.</p> <p>Application: Total application of Rock phosphate 871,382 kg; Urea 502,681 kg; Dolomite 305,310 kg; MOP 992,680 kg; Tricoderma 7,957 kg.</p> <p>Tolan Estate: Fertilizer recommendation 1st half 2016 for block 1999B19 (19.58 Ha) is to have 1.25 kg Rock Phosphate; 0.75 kg MOP; 0.5 kg Dolomite; 0.1 kg Borate per palm. Application: Total application 3,206 kg Rock Phosphate (applied in 24/01/2016); 2,565 kg MOP (applied in 27/02/2016); 1,283 kg Dolomite; 257 kg Borate (applied in 16/03/2016).</p> <p>Fertilizer recommendation 1st half 2016 for block 2002F17 (14.36 Ha) is to have 1.25 kg Rock Phosphate; 1 kg MOP; 0.5 kg Dolomite; 0.1 kg Borate per palm. Application: Total application 2,396 kg Rock Phosphate; 1,917 kg MOP (applied in 05/03/2016); 959 kg Dolomite; 192 kg Borate.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.2.3	<p>There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status.</p> <p>- Minor compliance –</p>	<p>JH Agriculture Service conducted the Semi-Detailed Soil Survey in October for PT TTI, within the semi-detailed soil survey report, topographic condition, soil fertility status and other information has been accounted into.</p> <p>The company also conduct leaf analysis annually for fertilizer recommendation, the last soil analysis was conducted by Central Plantation Services on 27th December 2014 (Leaf Analysis no. CPS/784/XII/2014, dated 27th December 2014.</p> <p>Perlabian Estate: Leaf analysis available "Sertifikat Hasil Pengujian Laboratorium Central Plantation Services" No. CPS/777/I/2016 taken from 110 oil palm leaf and rachis samples. Date of analysis 09/01/2016.</p> <p>Tolan Estate: Leaf analysis available "Sertifikat Hasil Pengujian Laboratorium Central Plantation Services" No. CPS/777/I/2016 taken from 110 oil palm leaf and rachis samples. Date of analysis 09/01/2016.</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. The company using all palm by-products for soil nutrient, such as: EFB and POME (is applied to palm nearby mill) and frond stacking.</p> <p>Perlabian Estate: Record of EFB application is recorded, e.g. applied EFB 1,767 tons in Block 1996L20 (24.88 Ha) in 01/2015; applied EFB 2,410 tons in block 2006H07 and 2006H08 (48.96 Ha) in 09/2015; applied EFB 91.76 tons for block 2015G08 (3 Ha) in 06/2015. Applied EFB 26.22 tons for block 2013L19 (1.4 Ha) in 01/2016.</p> <p>Tolan Estate: No EFB application in 2015 and 2016. Frond stacking is evident on estate.</p>	Yes
<p>Criterion 4.3 Practices minimise and control erosion and degradation of soils.</p>			

Criterion / Indicator		Assessment Findings	Compliance
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	There is no fragile soil reported in the soil survey carried out 2009 by JH Agriculture. Recent maps are available of all soils in all estates. Limitation in form of sandy soil and surface run-off of top soil, as well as steeper terrain on Tolan Estate.	Yes
4.3.2	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance –	No planting since 2007 on slopes in excess of 25 ⁰ . There is in fact very little planting on sloped land throughout PT Tolan Tiga Indonesia. Planting on steeper terrain prepared with infrastructure such as terrace or individual terrace. Perlabian Estate: In block G12 (10.47 Ha) Perlabian Estate implemented and maintained 124 individual terraces; in block E21 (9.87 Ha) implemented and maintained 30 individual terraces; in block F21 (20.03 Ha) implemented and maintained 528 individual terraces.	Yes
4.3.3	A road maintenance programme shall be in place. - Minor compliance –	Road maintenance program prepared by estate each year; evidence of maintenance was recorded in the "Road Maintenance Program 2016". Realization of road maintenance program has been periodically monitored in montly basis and also the company was providing road map realization to monitor road maintenance program is properly implemented. Perlabian Estate: Road maintenance program 2016 for Division II was for 2,167 meters – maintained 5,500 meters in 02/2016. Road maintenance program for Division III was for 2,333 meters, actual total maintained 6,500 meters in 01/2016 and 25,700 meters in 02/2106. Road maintenance program for Division VI was for 2,124 meters, actual total maintained 15,350 meters in 01/2016. Road maps for each division are provided. Tolan Estate: Road maintenance program for Division I was for 71,000 meters – total applied 1,950 meters. Road maintenance program for Division III was for 84,000 meters, actual total maintained nil. Road maintenance program for Division V was for 47,250 meters, actual total maintained 1,000 meters. Road maps for each division are provided.	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Major compliance –	Based on JH Agriculture Semi Detailed Soil Survey Report, 2009 - there is no indication of area with peat soil in the Perlabian and Tolan estate.	Yes
4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the longterm viability of the necessary drainage for oil palm growing. - Minor compliance –	Based on JH Agriculture Semi Detailed Soil Survey Report, 2009 - there is no indication of area with peat soil in the Perlabian and Tolan estate.	Yes
4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance –	There is no indication of area with fragile soil in the estates. Tolan Estate: Terracing in block 2000A29 and 2000A30. Perlabian Estate: Planting Mucuna for area prepared for replanting in 2016.	Yes
Criterion 4.4 Practices maintain the quality and availability of surface and ground water.			

Criterion / Indicator		Assessment Findings	Compliance
4.4.1	<p>An implemented water management plan shall be in place.</p> <p style="text-align: center;">- Minor compliance –</p>	<p>PT. TTI was updated their “Water management Plan”, last updated on year 2012 PT TTI has in place a policy with regards to the protection of watercourses and wetlands which includes dedicated buffer zones and riparian areas – including establishing buffers along rivers in accordance with Indonesian laws - 50 metres buffer on each side for small rivers.</p> <p>It is the policy of PT TTII that all buffer zones as stipulated by Indonesian law are re-established at re planting. PT TTI has also Water Management Plan and implemented. This is in evidence during replants taking place presently in</p> <p>Perlabian and Tolan estates were required buffers were seen to have been established during this process. There are in place practices to prevent run off of nutrients and chemicals through the planting manual. Chemical handlers are trained in the disposal of chemicals - waste chemicals containers are disposed of or are re-used for sprayers in field.</p> <p>PT Tolan Tiga Indonesia has a permit for use of surface water as per “Keputusan Kepala Badan Pelayanan Perijinan Terpadu Provinsi Sumatra Utara No.610/148/BPPTSU/2/XII.1/XII/2014 tentang Ijin Pengambilan dan Pemanfaatan Air Permukaan oleh PT Tolan Tiga Indonesia”, the location for Perlabian river, allowed debit 261m³/hour, dated 22/12/2014 – valid up to 22/12/2017. Flowmeter to monitor the raw water use/intake from river is available, and recorded under “Laporan Ratio POME”. Example on 29/02/2016 – water intake 413m³ or 0.91m³ POME/MT FFB processed.</p> <p>Water management plan dated 25/08/2015, describing the water for mill process and domestic use are from Perlabian river, and then processed into water intake 72m³/hour, water need for water treatment plant is 5,941m³/month; water dilution for screw press is 4,200m³/hour; water deashing at boiler’s dust collector is 2,350m³/month; water clarification is 1,864m³/month; water toilet need is 43m³/month.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<p>Water efficiency plan: To ensure water tap, to repair water leak at sludge piping system, re-use of sterilizer condensate as water dilution with FFA monitoring, re-cycle sterilizer condensate water as dilution water in screw press.</p> <p>Perlabian Estate: Water Management Plan, indicating the water need, permit and licensing, monitoring of water quality, infrastructure maintenance and conservation of river buffer zone.</p> <p>Perlabian Estate: Perlabian estate has identified the river flows during HCV assessment and reported in HCV identification, for example: Perlabian river, Tolan river, Alangan river. Estate management has shown effort to minimize eroision impacts. For example: planting trees in river buffer for second semester 2015 planted division II, block I13 and I14; planting 80 sapling of <i>Adenantha pavonina</i> and also 23 saplings of Mahogany.</p> <p>Tolan Estate: Water Management Plan, indicating the water need, permit and licensing, monitoring of water quality, infrastructure maintenance and conservation. Water permit under: "Surat Keputusan Bupati Labuhanbatu Selatan No.503/552/BPPTPM-LS/2012 tentang Perpanjangan Izin Pengambilan dan atau Pemanfaatan Air Bawah Tanah" dated 17/12/2012. Currently under process for extension as per letter No.01/GMO-RKS/I/2016 for 14 points of bore well.</p>	
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>Water Management Plan, indicating the water need, permit and licensing, monitoring of water quality, infrastructure maintenance and conservation of river buffer zone.</p> <p>Perlabian Estate has identified the river flows during HCV assessment and reported in HCV identification, for example: Perlabian river, Tolan river, Alangan river. Estate management has shown effort to minimize eroision impacts. For example: planting trees in river buffer for second semester 2015 planted division II, block I13 and I14; planting 80 sapling of <i>Adenantha pavonina</i> and also 23 saplings of Mahogany.</p>	Yes

Criterion / Indicator	Assessment Findings	Compliance																																																								
<p>4.4.3 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>Perlabian POM: Result of BOD sampling analysis shown that no more than 5,000 mg/Liter as regulated in “. As in September 2015, company has introduced a new method by using sludge decanter – collecting the solid and put into sludge bunker, therefore the solid can be separated from the palm oil mill effluent, affecting the pH and BOD level. Document seen: “Pengoperasian Sludge Decanter” No.PLPOM-WI/PROD/022A rev.1 dated 01/10/2015.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Month</th> <th style="text-align: center;">pH</th> <th style="text-align: center;">BOD (mg/L)</th> <th style="text-align: center;">Date of sampling</th> </tr> </thead> <tbody> <tr><td>Jan 2015</td><td style="text-align: center;">6.7</td><td style="text-align: center;">4,020</td><td style="text-align: center;">07/01/2015</td></tr> <tr><td>Feb 2015</td><td style="text-align: center;">7.7</td><td style="text-align: center;">4,616</td><td style="text-align: center;">05/02/2015</td></tr> <tr><td>Mar 2015</td><td style="text-align: center;">7.8</td><td style="text-align: center;">4,787</td><td style="text-align: center;">05/03/2015</td></tr> <tr><td>Apr 2015</td><td style="text-align: center;">8.5</td><td style="text-align: center;">4,925</td><td style="text-align: center;">07/04/2015</td></tr> <tr><td>May 2015</td><td style="text-align: center;">6.9</td><td style="text-align: center;">4,108</td><td style="text-align: center;">05/05/2015</td></tr> <tr><td>Jun 2015</td><td style="text-align: center;">6.2</td><td style="text-align: center;">4,554</td><td style="text-align: center;">09/06/2015</td></tr> <tr><td>Jul 2015</td><td style="text-align: center;">6.3</td><td style="text-align: center;">4,675</td><td style="text-align: center;">03/07/2015</td></tr> <tr><td>Aug 2015</td><td style="text-align: center;">6.5</td><td style="text-align: center;">4,788</td><td style="text-align: center;">06/08/2015</td></tr> <tr><td>Sep 2015</td><td style="text-align: center;">6.6</td><td style="text-align: center;">4,690</td><td style="text-align: center;">07/09/2015</td></tr> <tr><td>Oct 2015</td><td style="text-align: center;">7.9</td><td style="text-align: center;">784.2</td><td style="text-align: center;">12/10/2015</td></tr> <tr><td>Nov 2015</td><td style="text-align: center;">8.1</td><td style="text-align: center;">837.6</td><td style="text-align: center;">05/11/2015</td></tr> <tr><td>Dec 2015</td><td style="text-align: center;">7.9</td><td style="text-align: center;">424.8</td><td style="text-align: center;">15/12/2015</td></tr> <tr><td>Jan 2016</td><td style="text-align: center;">8.1</td><td style="text-align: center;">364.8</td><td style="text-align: center;">12/01/2016</td></tr> </tbody> </table>	Month	pH	BOD (mg/L)	Date of sampling	Jan 2015	6.7	4,020	07/01/2015	Feb 2015	7.7	4,616	05/02/2015	Mar 2015	7.8	4,787	05/03/2015	Apr 2015	8.5	4,925	07/04/2015	May 2015	6.9	4,108	05/05/2015	Jun 2015	6.2	4,554	09/06/2015	Jul 2015	6.3	4,675	03/07/2015	Aug 2015	6.5	4,788	06/08/2015	Sep 2015	6.6	4,690	07/09/2015	Oct 2015	7.9	784.2	12/10/2015	Nov 2015	8.1	837.6	05/11/2015	Dec 2015	7.9	424.8	15/12/2015	Jan 2016	8.1	364.8	12/01/2016	<p>Yes</p>
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Criterion / Indicator		Assessment Findings	Compliance
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>Permit for Land Application: as per “Surat Badan Pelayanan Perizinan Terpadu dan Penanaman Modal No.680/820/BPPTPM-LS/2015 perihal Persetujuan Pengkajian Pemanfaatan Air Limbah Industri Minyak Sawit pada Tanah di PT Tolan Tiga Indonesia”, dated 14/07/2015. A number of requirement under the permit: BOD under 5,000 mg/liter; pH: 6-9; soil permeability less than 1.5 cm/hour or permeability more than 15 cm/hour; prevent runoff into natural river; dilution of mill effluent; to apply the POME into block 2005C11 of 32.49 Ha; block 2005C12 of 32.99 Ha (flat bed length 9,993m); block 2005C13 of 29.39 Ha (flat bed length 14,758m); block 2005C14 of 27.67 Ha (flat bed length 13,950m); block 2005C15 of 24.64 Ha (flat bed length 11,111m).</p> <p>“Surat Perjanjian Kerja No.064/PLE-LA/III-2015 tentang Pelaksanaan Pengkajian dan Pemanfaatan Air Limbah Industri Kelapa Sawit pada Tanah Perkebunan Kelapa Sawit Kebun Perlabian PT Tolan Tiga Indonesia” with CV Jaya Abadi dated 09/03/2015. POME volume applied to block 2005C12 is 2,967m³; to block 2005C13 is 15,844m³; to block 2005C14 is 30,383m³; to block 2005C15 is 17,524m³;</p>	Yes
<p>Criterion 4.5 Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.</p>			

Criterion / Indicator		Assessment Findings	Compliance
4.5.1	<p>Implementation of Integrated Pest Management (IPM) plans shall be monitored.</p> <p>- Major compliance -</p>	<p>PT Tolan Tiga Indonesia is able to demonstrate Integrated Pest Management under "Program Pengendalian Hama Terpadu 2016". These plans comprise of biological, physical and chemical treatment to control pest attack.</p> <p>Integrated Pest Management was documented and retrievable including building and maintenance of barn owl boxes, planting and maintenance of beneficial plants, pest and diseases census such as for ganoderma census. PT Tolan Tiga Indonesia was implementing early warning system through regular pest monitoring (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>Perlabian Estate: Pest census for block 14F09, dated 12/02/2016, for 6.86 Ha for Sethora nitens, Euprovitis, Dassichira inclusa infestation has been over the economic threshold, therefore treated with Bacillus thuringensis and Agristick on 12/02/2016.</p> <p>Ganoderma infestation census for block 92L10, 92M08, 96M22, 93N12 dated 12/2015. The ganoderma census shows in block 92L10 – from 3,008 initial palms, 139 palms infested; in block 92M08 – initial standing 3145 palms, 155 palms infested; in block 96M22 – initial standing 3,888 palms, 903 palms infested; in block 93N12 – initial standing 2,764 palms, 431 infested palms. Treatment with de-bolling and sanitation immediately.</p>	Yes
		<p>Tolan Estate: The ganoderma census shows in block 1999B19 – 245 palms infested; in block 1999C20 –249 palms infested. Treatment with de-bolling and sanitation immediately.</p> <p>Barn owl box installation/maintenance program for 28 boxes in Tolan Estate. Barn owl monitoring done on monthly basis. On 14/03/2016, census to block 1999C26 and on 11/03/2016 to block 2003E34, where barn owl present in their boxes.</p> <p>Upkeep Turnera 500 plots in 02/2015 in Division I; Turnera nursery in Division III, 300 plots in 03/2015.</p>	

Criterion / Indicator		Assessment Findings	Compliance
4.5.2	<p>Training of those involved in IPM implementation shall be demonstrated.</p> <p>- Minor compliance -</p>	<p>There are training records for training of staff in regards to IPM and these are now formally recorded on all occasions. IPM training provided for field operators in all estates. The training was conducted by "Verdant Bioscience Indonesia".</p> <p>Perlabian Estate: Integrated Pest Management training – Ganoderma census and treatment, dated 28/10/2015 and attended by 14 field officers.</p> <p>Tolan Estate: Integrated Pest Management training dated 16/01/2015, attended by 13 field assistants.</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>PT Tolan Tiga Indonesia has listed all pesticide and herbicide used on the field. All the pesticide and herbicide have valid license from government. Example: Inteam 150SL, a.i. Ammonium glifosinat 150g/l No.01030120062440, valid until 06/10/2016.</p>	Yes

Criterion / Indicator	Assessment Findings	Compliance																																																												
4.6.2 Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. - Major compliance -	<p>PT Tolan Tiga Indonesia 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. PT Tolan Tiga Indonesia is calculating the active ingredients per block on monthly basis.</p> <p>Perlabian Estate: Record of herbicide and pesticide application:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Description</th> <th style="text-align: center;">2014</th> <th style="text-align: center;">2015</th> </tr> </thead> <tbody> <tr> <td>Amistar Top (Azoxistrobin dan Difenokonazol)</td> <td style="text-align: center;">7.10 liter</td> <td style="text-align: center;">15.15 liter</td> </tr> <tr> <td>Benstar 50 WP</td> <td style="text-align: center;">3,200 kg</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Becano 500 SC (Indaziflam 500g/l)</td> <td style="text-align: center;">48.47 liter</td> <td style="text-align: center;">77.12 liter</td> </tr> <tr> <td>Fusilade</td> <td style="text-align: center;">25 liter</td> <td style="text-align: center;">-</td> </tr> <tr> <td>SMART (Isopropil amina glyphosate)</td> <td style="text-align: center;">8,576.77 liter</td> <td style="text-align: center;">8,949.72 liter</td> </tr> <tr> <td>Gramoxone 276 SL (Paraquat)</td> <td style="text-align: center;">2,469.60 liter</td> <td style="text-align: center;">2,031.62 liter</td> </tr> <tr> <td>Garlon 670 EC (Triclophyr)</td> <td style="text-align: center;">40.05 liter</td> <td style="text-align: center;">11 liter</td> </tr> <tr> <td>Starane 290 EC (Fluoroksipir 290g/l)</td> <td style="text-align: center;">70 liter</td> <td style="text-align: center;">321.66 liter</td> </tr> <tr> <td>Kenlon (Triclophyr)</td> <td style="text-align: center;">-</td> <td style="text-align: center;">51 liter</td> </tr> <tr> <td>Vulgar (2,4 Dimetil Amina)</td> <td style="text-align: center;">-</td> <td style="text-align: center;">40 liter</td> </tr> <tr> <td>Metsulindo WP (Metil Metsulfuron)</td> <td style="text-align: center;">277,479 gram</td> <td style="text-align: center;">266,246 gram</td> </tr> <tr> <td>Decis 25 EC (Deltametrin)</td> <td style="text-align: center;">40 liter</td> <td style="text-align: center;">87.41 liter</td> </tr> <tr> <td>Dithane (Mankozeb)</td> <td style="text-align: center;">-</td> <td style="text-align: center;">91 kg</td> </tr> <tr> <td>Marshall 5G (Karbosulfan 5%)</td> <td style="text-align: center;">13,618 kg</td> <td style="text-align: center;">12,988.24 kg</td> </tr> <tr> <td>Malation 96% TC</td> <td style="text-align: center;">3.60 liter</td> <td style="text-align: center;">3.10 liter</td> </tr> <tr> <td>Maraton 500 WSC (Dimehipo)</td> <td style="text-align: center;">612.23 liter</td> <td style="text-align: center;">1,375.10 liter</td> </tr> <tr> <td>Tikumin</td> <td style="text-align: center;">800 kg</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Ebor bait</td> <td style="text-align: center;">-</td> <td style="text-align: center;">365 kg</td> </tr> <tr> <td>Thuricide HP (Bacillus thuringensis)</td> <td style="text-align: center;">1,108.89 kg</td> <td style="text-align: center;">1,283.21 kg</td> </tr> </tbody> </table>	Description	2014	2015	Amistar Top (Azoxistrobin dan Difenokonazol)	7.10 liter	15.15 liter	Benstar 50 WP	3,200 kg	-	Becano 500 SC (Indaziflam 500g/l)	48.47 liter	77.12 liter	Fusilade	25 liter	-	SMART (Isopropil amina glyphosate)	8,576.77 liter	8,949.72 liter	Gramoxone 276 SL (Paraquat)	2,469.60 liter	2,031.62 liter	Garlon 670 EC (Triclophyr)	40.05 liter	11 liter	Starane 290 EC (Fluoroksipir 290g/l)	70 liter	321.66 liter	Kenlon (Triclophyr)	-	51 liter	Vulgar (2,4 Dimetil Amina)	-	40 liter	Metsulindo WP (Metil Metsulfuron)	277,479 gram	266,246 gram	Decis 25 EC (Deltametrin)	40 liter	87.41 liter	Dithane (Mankozeb)	-	91 kg	Marshall 5G (Karbosulfan 5%)	13,618 kg	12,988.24 kg	Malation 96% TC	3.60 liter	3.10 liter	Maraton 500 WSC (Dimehipo)	612.23 liter	1,375.10 liter	Tikumin	800 kg	-	Ebor bait	-	365 kg	Thuricide HP (Bacillus thuringensis)	1,108.89 kg	1,283.21 kg	Yes
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		<p>“Rekaman Penggunaan Pestisida”: Block 1999C20, month 11/2015 total application for Glyphosate total quantity 2,854.76 gram, a.i used 486 gram, area treated 19.58 Ha – actual a.i/Ha is 145.8 gram/Ha;</p> <p>Block 1999C20, month 11/2015 total application for Glyphosate total quantity 2,697.3 gram, a.i used 486 gram, area treated 18.5 Ha – actual a.i/Ha is 145.8 gram/Ha;</p>	
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 the company estate. Pesticide is only used for last resort.</p>	Yes

Criterion / Indicator	Assessment Findings	Compliance												
<p>4.6.4 Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances.</p> <p>- Minor compliance –</p>	<p>Based on document review, it was noted that paraquat usage is reduced. Reducing program will be continuing until phased out by the end of 2016. There is Memorandum from GM Office North Sumatera No.117/GMO-All Estate/XI/2015 dated 01/12/2015 to stop the use of paraquat by 01/01/2017; paraquat can be ordered max. 1st half 2016; application of paraquat to end stock is allowed.</p> <p>Perlabian Estate: Record of herbicide and pesticide application:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Description</th> <th style="text-align: center;">2014</th> <th style="text-align: center;">2015</th> </tr> </thead> <tbody> <tr> <td>Gramoxone 276 SL (Paraquat)</td> <td style="text-align: center;">2,469.60 liter</td> <td style="text-align: center;">2,031.62 liter</td> </tr> </tbody> </table> <p>The budget for paraquat use in 2016 was further reduced into 570 liters until phased out by the end of 2016.</p> <p>Tolan Estate: Record of herbicide and pesticide application:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Description</th> <th style="text-align: center;">2014</th> <th style="text-align: center;">2015</th> </tr> </thead> <tbody> <tr> <td>Gramoxone (Paraquat)</td> <td style="text-align: center;">766.63 liter</td> <td style="text-align: center;">-</td> </tr> </tbody> </table> <p>The budget for paraquat use in 2016 was further reduced into 34.20 liters until phased out by the end of 2016.</p>	Description	2014	2015	Gramoxone 276 SL (Paraquat)	2,469.60 liter	2,031.62 liter	Description	2014	2015	Gramoxone (Paraquat)	766.63 liter	-	<p>Yes</p>
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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>Agcochemical 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>The training data is also maintained to show the nature and content of the training covered. Material Data Safety Sheets (MSDS) are obtained for all chemicals used and are available at the storage and areas of mixing. Samplen taken for Tolan Estate, Perlabian Estate:</p> <p>“Pelatihan Pestisida Terbatas” (certificate No.521.4/88.31/PLA.S/V/2014) dated 29/04/2015 for Salbini, Syahidan, Lias Doni. “Pelatihan Pestisida Terbatas” (certificate No.521.4/38520/PLA.S/V/2014) dated 25/06/2013 for Syahrul, Khamida, Sukiyem, Susanti, Suliani, Rano Trio, Erna.</p> <p>Tolan Estate: “Pelatihan Pestisida Terbatas” dated 29/04/2015 for Ahmad Mustafa (certificate No.521.4/88.31/PLA.S/V/2014), Amin Subagio, Suprianto, Juliadi, Ade Anggara.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.6.6	<p>Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3).</p> <p>- Major compliance -</p>	<p>The storage for all pesticide is in good condition. A standard storage system appears to be implemented across PT TTI.</p> <p>The storage is equipped with sufficient air ventilation to provide air circulation. Hazard signs, emergency shower, second containment, spill kit, appropriate PPE (face shield, permeable gloves, apron and mask) is available and ready for use.</p> <p>Working instruction for pre-mixing, stacking and storing pesticide is current, MSDS is also readily available. Material Data Safety Sheets (MSDS) are obtained for all chemicals used and are available at the areas of mixing. These were all seen be controlled by date and were readily available. No concentrates are taken into the field as all spray solutions are pre- mixed in a designated area.</p> <p>Empty pesticide container was triple rinsed before sent for temporary hazardous waste storage.</p> <p>The company supplies two sets of overalls to all pesticide operators so that one can always be considered clean. Overalls are washed at the pesticide mixing areas in specially constructed wash areas so that sprayers and mixers do not need to take them home and therefore the risk of cross contamination with family members is reduced and eliminated.</p>	Yes
4.6.7	<p>Application of pesticides shall be by proven methods that minimise risk and impacts.</p> <p>- Minor compliance -</p>	<p>Pesticides used were mixed accordingly as per mixing instructions. Procedure no TTI/PROS/IMP/14 revision 01 dated on 01 December 2013 was established and approved related pesticides usage, storage, mixing and handling of container properly to minimise risk and impact.</p> <p>Application of pesticide shall be approved by manager based on action plan from each FA (Field Assistant), reviewed by Field Head assistant. FA made pesticide plan referred to result of pest census.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.6.8	<p>Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.</p> <p>- Major compliance -</p>	<p>There is no aerial application of pesticide throughout PT Tolan Tiga Indonesia's Estate.</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>Records of training are kept in each estate for all workers who come into contact with pesticides this include Pesticide Mixers, pesticide Sprayers and any chemical handlers in the stores.</p> <p>The training data is available and centrally in all estates for whoever handles pesticides. There is a minimum requirement of PPE that must be used in the handling and application of pesticides. PPE specifications are stated in the MG and further demonstrated in training manuals.</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 estates 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> <p>Waste storage was separately and clearly identified as follow: hazardous waste black colour, Organic waste green colour, non organic waste blue colour and economical waste yellow colour. This identification has been properly understood by all workers.</p>	Yes
4.6.11	<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>Beside annual medical checkup, specific medical checkup was also done for pesticide and chemical operator at least once a year by external clinic "Klinik Spesialis Anugerah Ibu", record of medical checkup was evident as per record "formulir pemeriksaan medis pekerja pemakai pestisida/bahan kimia" and Specific medical checkup, e.g. Mrs. NS (Spraying team).</p> <p>Based on interview with spraying team and review Medical Surveillance recsul on sampled workers, doctor concluded there is no worker with signs of intoxication detected.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.6.12	<p>No work with pesticides shall be undertaken by pregnant or breast-feeding women.</p> <ul style="list-style-type: none"> - Major compliance – 	<p>There is no pregnant worker and breast feeding women involving for spraying, chemical and pesticides activities during audit observation and based on interview result with spraying team in Perlabian and Tolan estates.</p> <p>Perlabian Estate: "Daftar Absensi Tenaga Kerja Wanita Tidak Hamil dan Menyusui" – No pregnant, no breastfeeding checklist for manuring Division IV, V and VI: Rubiyanti, Susanti, Rusminah, Suartik, Sri Rosita, Hergiatik. "Daftar Absensi Tenaga Kerja Wanita Tidak Hamil dan Menyusui" – No pregnant, no breastfeeding checklist for spraying Division I, II, and III: Khamida (period/H1 on 12-13/02/2016), Erna (period/H1 on 26-27/02/2016), Sukiyem (period/H1 on 22-23/02/2016), Suliani (period/H1 on 24-25/02/2016), Susanti (period/H1 on 26-27/02/2016) – checked by overseer, Mr.Rano Trio.</p> <p>Tolan Estate: "Daftar Absensi Tenaga Kerja Wanita Tidak Hamil dan Menyusui" – No pregnant, no breastfeeding checklist for manuring team, carried out on daily basis: Liliani Pratama,Elmiati, Siti Aminah, Tuminem, Dewi Yuliani.</p>	Yes
<p>Criterion 4.7 An occupational health and safety plan is documented, effectively communicated and implemented.</p> <p><i>Specific Guidance for 4.7.7: The National Interpretation will define the metrics for LTA. For countries where there are no national interpretations, the growers will determine their own metrics.</i></p>			

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.1</p> <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>An Occupational Health and Safety Policy has been established and in place, issued and signed by the President Director dated 01/03/2014.</p> <p>Perlabian POM: Health and Safety Procedure under "Prosedur Keselamatan dan Kesehatan Kerja" No.ENC/SOP/06 dated 02/01/2013. The procedure covers the risk assessment process, resources, safety committee, emergency response plan, record and reporting, etc. Health and safety plan for Perlabian POM, dated 11/01/2016. "Pemeriksaan Kinerja Kontraktor" for PT Jasa Karya Pratama, dated 20/01/2016 – inspection on contractor's worker PPE usage, work permits, etc.</p> <p>Monthly safety inspection: Performed at Perlabian POM and reviewed during safety meeting. Example: Monthly boiler's interlock simulation, last dated 02/03/2016. Monthly safety shower and eyewash inspection, dated 04/03/2016.</p> <p>Planning for continuous medical check up for all employee (107 employees) in 05-06/2016. Monitoring and measurement take place in form of measurement of physical and chemical factors at work place, such as noise, temperature, illumination, vibration, dust level, air quality,</p> <p>Issuance of work permits, example: On 10/07/2015 work permit for confined space – repairing steam coil pipe at bottom storage tank No.3, indicating pre-work requirement, PPE required, communicating means, supervisor onsite, final check, etc.</p>	<p>Yes</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.2</p> <p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>- Major compliance -</p>	<p>An Occupational Health and Safety Policy has been established and in place. It was issued and signed by the President Director dated on 01st March 2014. This policy is applicable to mill and plantations as well as all other support activities including construction, housing, clinic and workshop.</p> <p>HIRADC was updated with consideration of some issues, the latest revision 13 February 2015</p> <p>Health and safety plan was provide in the procedure no ENC/SOP/06 (Prosedur Keselamatan dan kesehatan kerja), dated on 02 January 2013 revision 0. This procedure has been covered regulation related documentation, implementation and monitoring of health and safety activities.</p> <p>Sample taken at Perlabian Mill, Perlabian estate (Clinic, Chemical and fertilizer warehouse/godown, central workshop, and emplacement) and Tolan Estate (Clinic, Chemical and fertilizer warehouse/godown, central workshop, and emplacement).</p> <p>The company has conducted audiometric test for their workers who are involved in high noise level in Perlabian Mill. The medical check up included audiometric test was conducted on 9th June 2014 by "Klinik Spesialis Anugerah Ibu – Pusat Pemeriksaan Kesehatan tenaga Kerja", e.g. Mr. Hendra B Siahaan (Operator Engine room).</p> <p>The Medical Check up planning for 2015 for all SIPEF group is documented in "Jadwal periodic/Annual General Medical Check Up 2015", dated 1st February 2015. For the workers who are involved in chemical substance, high vibration area, high noise, dust and smoke area.</p>	<p>Yes</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>Tolan Estate: The latest review and revision on HIRADC dated 04/03/2016, covering all location and operation activities.</p> <p>Perlabian POM: HIRADC reviewed and updated on regular basis. The latest review and revision on HIRADC dated 26/02/2016. This is supported with various procedures: "Prosedur Kerja di Tempat Terbatas" – confined space No.PLPOM-PROS/WS/01 rev.0, dated 08/02/2010.</p> <p>Identification and evaluation of laws and regulation related to Health and Safety: "Keputusan Menteri Tenaga Kerja dan Transmigrasi No.186 Tahun 1999 tentang Unit Penanggulangan Kebakaran di Tempat Kerja" – fire fighting team available: "Surat Keputusan Kepala Dinas Sosial Tenaga Kerja dan Transmigrasi Kabupaten Labuhan Batu Selatan No.KEP.07/Bakortiba/TK/2015 tentang Pengesahan Tim Tanggap Darurat dan Badan Koordinator Anti Kebakaran di PT Tolan Tiga Indonesia", dated 18/05/2015. Team is current and ready; Fire fighting equipments (fire extinguisher, hydrant, etc.) inspected on monthly basis, last dated 03-04/03/2016. 50 fire extinguishers identified and controlled at Perlabian POM; Fire fighting training on 12/07/2015 for Perlabian POM and "Laporan Simulasi Tanggap Darurat dated 09/02/2016". Attendance list (85 employees participated), analysis and evaluation are available.</p> <p>The health and safety plan has not take into consideration the risk assessment, accident record. In Tolan Estate, accident record shows majority of accident in 2015 related to harvesting activity, this have been included in the risk assessment and the proposed control is by harvest training – but no harvest training planned in the 2016 health and safety program.</p>	

Criterion / Indicator	Assessment Findings	Compliance
<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 internal training has been implemented according to the established "Realisasi P2K3LHS Tahun 2015". Safe working practice training has been done to employee and record of training was evident.</p> <p>Each safe working practice was included in the working instruction including requirement PPE, and as observation at several area such as laboratory, workshop and processing have been seen proper PPE used by worker and available at location such as at area Perlavian Mill, Perlavian Estate and Tolan Estate.</p> <p>Tolan Estate: Mr.Sugeng Tuwono, backhoe loader operator trained with "Pembinaan Teknik Keselamatan dan Kesehatan Kerja Pesawat Angkat dan Angkut" certificate No.Ser.2174/OPK3/PAA/III/2014; License No.14.33240-OPK3-PAA/III/2014 dated 28/03/2014 valid until 28/03/2019.</p> <p>Perlavian POM: Mr.Supriono, Overhead crane operator trained with "Operator Overhead Crane Kelas III" certificate No.Ser.1113/OPK3/PAA/IV/2014; License No.14.25011-OPK3/PAA/IV/2014 dated 12/04/2014 valid until 12/04/2019. Mr.Adi Ariadan, engine room operator, trained with "Operator Turbin Uap" certificate No.Ser.14.3/OP/TU.K3/PTP/IV/2014; License No.14.060.OP.TU.K3-PTP/IV/2014 dated 29/04/2014 valid up to 29/04/2019.</p> <p>Mr.Parluhutan Sitompul, welder at workshop, passed the welding training and competence test, certificate of competence No.00289.0721. 0002870.2014; license No.JIP.024.0000264.2014 dated 04/07/2014 valid up to 04/07/2017 and Mr.Sugeng Syahputra, sterilizer operator, trained with steam vessel training, certificate No.Ser.419/OPK3/B.II/IV/2014; License No.6159.OPK3-PUBT-B.II/IV/2014 dated 03/04/2014 valid up to 03/04/2019.</p>	<p>Yes</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.4</p> <p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p> <p>- Major compliance -</p>	<p>Safety and Health Committee has been determined and approved by Ministry of Manpower.</p> <p>OHS related issues were discussed sufficiently with the fixed agenda indicated review of accident statistics and performance, inspection result, review of accident reporting system, review of committee member, review of inspection findings, training, policy and procedures, external audit action points (RSPO) and other matters.</p> <p>Tolan Estate: Safety Officer, Mr.Harapan Siagian, certified as "Ahli Keselamatan dan Kesehatan Kerja" No.08.652/AK3-LI/DJPPK-P2K/VIII/2008. Mr.Harapan Siagian, certified and appointed as per "Surat Keputusan Menteri Tenaga Kerja dan Transmigrasi RI No.KEP.P.629/M/DJPPK/VIII/2014 tentang Penunjukan Keselamatan dan Kesehatan Kerja Umum" dated 19/08/2014, valid for 3 years. Health and Safety Committee, as per "Surat Keputusan Kepala Dinas Sosial, Tenaga Kerja dan Transmigrasi Kabupaten Labuhanbatu Selatan No.KEP.10/P2K3/DSTKT/2015 tentang Pengesahan Panitia Pembina Keselamatan dan Kesehatan Kerja di Perusahaan" dated 24/02/2015.</p> <p>Health and Safety meeting carried out on monthly basis. Safety meeting dated 23/12/2015 reviewing meeting on 02/2016; accident report discussed; Safety inspection discussed; condition of conservation area; environment incident.</p> <p>Safety meeting carried out in 17/02/2016 reviewing the result from meeting on 01/2016; accident report discussed; Safety inspection discussed; Report to Manpower office done on three-monthly basis. Letter No.006/D/TLE-Disnaker/2016 – dated 18/02/2016, reporting the health and safety performance October-December 2015.</p>	<p>Yes</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>Perlabian Estate: Safety Officer, Mr.M Husni Rizki Lubis, certified as "Ahli Keselamatan dan Kesehatan Kerja" No.Ser.13.6830/Ak3/U/IV/2014. Appointment as per "Surat Keputusan Menteri Tenaga Kerja dan Transmigrasi RI No.KEP.6188/M/DJPPK/IV/2014 tentang Penunjukan Keselamatan dan Kesehatan Kerja Umum" dated 02/04/2014, valid for 3 years. Health and Safety Committee, approved as per "Surat Keputusan Kepala Dinas Sosial, Tenaga Kerja dan Transmigrasi Kabupaten Labuhanbatu Selatan No.KEP.10/P2K3/DSTKT/2016 tentang Pengesahan Panitia Pembina Keselamatan dan Kesehatan Kerja di Perusahaan" dated 14/03/2016.</p> <p>Health and Safety meeting carried out on monthly basis. Safety meeting dated 23/12/2015 reviewing meeting on 02/2016; accident report discussed; Safety inspection discussed; condition of conservation area; environment incident.</p> <p>Safety meeting carried out in 17/02/2016 reviewing the result from meeting on 01/2016; accident report discussed; Safety inspection discussed;</p> <p>Report to Manpower office done on three-monthly basis. Letter No.006/D/TLE-Disnaker/2016 – dated 18/02/2016, reporting the health and safety performance October-December 2015.</p> <p>Perlabian POM: Safety Officer, Mr.Andi Camalata, certified as "Ahli Keselamatan dan Kesehatan Kerja" No.Ser.13.6845/AK3/U/IV/2014; License No.11310/PK3/AJ/12/2014/P0 dated 02/04/2014 valid up to 02/04/2017.</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Mr.Andi Camalata, certified and appointed as per "Surat Keputusan Menteri Tenaga Kerja dan Transmigrasi RI No.KEP.6203/M/DJPPK/IV/2014 tentang Penunjukan Keselamatan dan Kesehatan Kerja Umum" dated 02/04/2014, valid for 3 years. Health and Safety Committee, as per "Surat Keputusan Kepala Dinas Sosial, Tenaga Kerja dan Transmigrasi Kabupaten Labuhanbatu Selatan No.KEP.09/P2K3/DSTKT/2016 tentang Pengesahan Panitia Pembina Keselamatan dan Kesehatan Kerja di Perusahaan" dated 24/02/2016.</p> <p>Health and Safety meeting carried out on monthly basis. Latest safety meeting carried out in 05/03/2016 reviewing the result from meeting on 02/2016; accident report discussed; Safety inspection discussed;</p> <p>One (1) accident occurred on 03/02/2016 where Mr.Jul – helper at sterilizer station, investigation on same date. Resulted in changes within the risk assessment for sterilizer operation.</p>	

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.5</p> <p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p>- Minor compliance –</p>	<p>Perlabian POM: A set of emergency response procedure is available. Accident response procedure under "Prosedur Penanganan, Pelaporan dan Penyelidikan Kecelakaan Kerja" No.TTI/PROS/IMP/25 dated 01/07/2009. First aid during accident under "Prosedur Pertolongan Pertama pada Kecelakaan" No.TTI/PROS/IMP/24. "Prosedur Tanggap Darurat" No.TTI/PROS/IMP/23 dated 01/07/2009, covering fire, earthquake, social unrest, etc. One (1) accident occurred on 03/02/2016 where Mr.Jul – helper at sterilizer station, investigation on same date. Resulted in changes within the risk assessment for sterilizer operation.</p> <p>First aid training provided for all field supervisors. Latest first aid training conducted on 09/04/2015 for Mr.M.Rivai (Perlabian POM workshop), Ramadhan (Perlabian POM Lab.), etc.</p> <p>Based on field visit to mill floor, first aid kits are available at different room around the premises, complete (as per Peraturan Menteri Tenaga Kerja No.18 tahun 2004), regularly checked/not expired and ready-to-use. Trained supervisors are standing by at each shift.</p> <p>Evacuation assembly points and the signages are improved, and worker understood the emergency response procedures.</p> <p>In 2015, 5 accidents occurred (35 days LTI). On 21/09/2015, 2 workers injured at boiler station, investigation on same date. Changes in risk assessment for boiler station 26/02/2016.</p> <p>Injury from first aid use record has not been recorded.</p> <p>Perlabian Estate: First aid training provided for all field supervisors. Latest first aid training conducted on 09/04/2015 for Suprianto (Chemical store), Irwan Alinuddin (Harvesting Supervisor), etc.</p>	<p>Yes</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>Based on field visit to spraying activity on block 2011I13 and harvesting activity block 2011J11-2011J12, first aid kits are available with the trained supervisor, complete (as per Peraturan Menteri Tenaga Kerja No.15 tahun 2008), regularly checked/not expired and ready-to-use.</p> <p>Workers understood the emergency response procedures.</p> <p>First aid training and fire fighting simulation dated 08/10/2015, where 10 employees/ER Team and 30 wives at worker housing participated in the process.</p> <p>Tolan Estate: Licensed first aider, Mr. Darsono Certificate No.Ser.2410/PK3-P3K/VII/2014; License No.651/DTK/P3K/2014 and Mr.Elisa Pasaribu No.Ser.2409/PK3-P3K/VII/2014; License No.650/DTK/P3K/2014.</p>	
<p>4.7.6</p> <p>All workers shall be provided with medical care, and covered by accident insurance.</p> <p>- Minor compliance –</p>	<p>All employees covered by social insurance as per government regulation, BPJS – covering health insurance, accident insurance and pension fund. This scheme applicable to the dependent of the worker. Company clinics are licensed to provide medical service that meets the insurance requirements.</p> <p>Noise emission test conducted by Balai Keselamatan dan kesehatan Kerja Medan, Hasil Analisis Laboratorium No.121A/LHU-LK/BK3-MDN/XI/2015, dated 28/10/2015. The result shows noise level at boiler station 86.2dBA; at engine room station 99.1 dBA; Kernel station 89.1 dBA;</p> <p>Audiometric test for worker performed on annual base. Sample seen: Mr. Adi Ariadan and Mr.Hendra Bakti Siahaan, engine room operator dated 04/06/2015, result and analysis shows the workers passed the test.</p> <p>This minor nonconformity escalated from previously raised observation on same indicator. PT Tolan Tiga Indonesia has not carried out general medical checkup for all workers once a year at minimum (Minor NC)</p>	<p>No</p>

Criterion / Indicator		Assessment Findings	Compliance
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics. - Minor compliance –	<p>All occupational injuries case was recorded in the “Laporan Kecelakaan Kerja” and summary monthly in the “Rekapitulasi Kecelakaan Kerja”. Based on procedure no TTI/PROS/IMP/25 revision 0 dated on 1st July 2009 shall be measure LTFR (lost time frequency rate)/AFR (Accident Frequency rate), RIR (Recordable injury rate), Incident Rate (IR) and Total Accident Rate (TAR).</p> <p>There is no fatality and major accident since year 2014 until this audit at the Mill and Estates.</p> <p>Perlabian Estate: The health and safety performance up to 02/2016 shows 2 accidents occurred, with 5 lost working days. The health and safety performance 2015 shows 33 accidents occurred, with 87 lost working days. Most of the lost time injury related to harvesting activities/palm fronds. The health and safety performance 2014 shows 51 accidents occurred, with 121 lost working days.</p> <p>Tolan Estate: The health and safety performance up to 02/2016 shows 1 accident occurred, with 2 lost working days. The health and safety performance 2015 shows 10 accidents occurred, with 29 lost working days. Most of the lost time injury related to harvesting activities. The health and safety performance 2014 shows 9 accidents occurred, with 22 lost working days.</p>	Yes
Criterion 4.8			
All staff, workers, smallholders and contract workers are appropriately trained.			

	Criterion / Indicator	Assessment Findings	Compliance
4.8.1	<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>Training program for 2016 has been prepared for all workers (harvesters, sprayers, manuring teams). The training program prepared based on review upon health and safety performance, production quality, changes in RSPO P&C 2013, new employees, etc. Hazardous waste handling training planned for 02/2016, implemented on 12/03/2016.</p> <p>Tolan Estate: Training program for 2016 has been prepared for all workers (harvesters, sprayers, manuring teams). The training program prepared based on review upon health and safety performance, production quality, changes in RSPO P&C 2013, new employees, etc.</p> <p>Harvesting and FFB quality training planned for 03/2016 and 07/2016; Training for spraying and knapsack calibration planned for 02/2016 – implemented on 12/03/2016. Calibration done in 11/03/2016, location in Division III, block 1999C19. Attendance list available shows 11 sprayers and field assistant present: Ahmad Mustafa, Adi Aryanto, Wiyono,</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.8.2	<p>Records of training for each employee shall be maintained.</p> <p>- Minor compliance –</p>	<p>PT. Tolan Tiga Indonesia is able to demonstrate records of training for each employee.</p> <p>Tolan Estate: Training record from 2015: MSDS and NFPA Hazard label training, done in 05/06/2016. Attendance list shows: 18 participants, comprise of field assistant, chemical storekeeper and sprayers: Juliadi, Tedy Firmansyah, Nunung Bastiar, Wiyono.</p> <p>Individual training record: Wiyono: 05/06/2015 (MSDS and hazardous waste training); 21/09/2015 (manual manuring training); Tedy Firmansyah: 15/10/2014 (Spraying training); 05/06/2015 (MSDS and hazardous waste training); Nunung Bastiar: 05/06/2015 (MSDS and hazardous waste training); 06/08/2015 (Leaf Sampling Unit training);</p> <p>Training for spraying and knapsack calibration planned for 02/2016 – implemented on 12/03/2016. Calibration done in 11/03/2016, location in Division III, block 1999C19. Attendance list available shows 11 sprayers and field assistant present. Individual training record: Ahmad Mustafa: 29/04/2015 (Limited pesticide training), 12/03/2016 (Spray calibration training); Amin Subagio: 29/04/2015 (Limited pesticide training), 12/03/2016 (Spray calibration training); Adi Aryanto: 21/09/2015 (manual manuring training), 12/03/2016 (Spray calibration training); Wiyono: 05/06/2015 (MSDS and hazardous waste training), 12/03/2016 (Spray calibration training); 21/09/2015 (manual manuring training), 12/03/2016 (Spray calibration training);</p> <p>Perlabian POM: Training on hazardous waste, dated 12/03/2016; Mr.Rivai (oilmen) attended. Mr.Rivai training record updated: Health and safety training 13-(15/05/2014); hazardous waste (12/03/2016); Generator maintenance and repair training dated 05/03/2015.</p>	<p>Yes</p>
PRINCIPLE 5: ENVIRONMENTAL RESPONSIBILITY AND CONSERVATION OF NATURAL RESOURCES AND BIODIVERSITY			

Criterion / Indicator		Assessment Findings	Compliance
<p>Criterion 5.1 Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>			
5.1.1	<p>An environmental impact assessment (EIA) shall be documented.</p> <p>- Major compliance -</p>	<p>AMDAL document is available and approved by Agriculture Ministry no. PEL No. RC. 220/472/B/III/1994, tgl. 17 Maret 1994. The impact assessment for Perlabian mill and its supply base was "Revisi Dokumen Rencana Pengelolaan Lingkungan (RKL) dan Rencana Pemantauan Lingkungan (RPL)" approved by "Surat Kepala Badan Pengendalian Dampak Lingkungan Daerah (Bapedalda) Kabupaten Labuhan Batu" No.660/326/BPDL-LB/Set/2006 dated 21st July 2006. All environmental impact assessments have been carried when and where appropriate. Records of all impact assessments carried out are readily available. All operational areas have undertaken reviews of the environmental impacts on at least an annual basis.</p>	Yes

Criterion / Indicator	Assessment Findings	Compliance
<p>5.1.2 Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons.</p> <p>- Minor compliance –</p>	<p>Company has prepared report on Environmental Management and Monitoring implementation (Laporan RKL-RPL) and submit to the government regularly (per semester), e.g RKL-RPL report semester II 2015 (Period June – December 2015) "Laporan Pelaksanaan Rencana pengelolaan Lingkungan Hidup (RKL) dan Rencana Pemantauan Lingkungan Hidup (RPL PT. Tolan Tiga – Semester II, 2015".</p> <p>The evidence of submitted report to the government is available, e.g.</p> <ul style="list-style-type: none"> - Acceptance RKL / RPL report in BLH Kab. Labuhan batu Selatan on 12/02/2016, by BLH officer, namely Yulinda. - Acceptance RKL / RPL report in Bagian pengendalian Pencemaran Agro industry Kementerian lingkungan Hidup on 13/02/2016, by courier (Tanda Bukti Kiriman is available) <p>The management plan incorporated in the "Rencana Pengellolaan Lingkungan", consist of:</p> <ul style="list-style-type: none"> - Air quality - Water quality - Biodiversity - Economic region - Job opportunity - Social facilities. - Local community perception - Disease prevalensi <p>The environmental impact, both positive and negative is measure to mitigate the negative impact and increasing the positive impact, e.g.</p> <ul style="list-style-type: none"> - Air quality management: pemasangan dust collector, pemeliharaan dan perawatan mesin, melakukan penghijauan, pemeliharaan jalan, pemakaian ear plug untuk pekerja. - Water quality: pengelolaan limbah cair, CDM project, Land Application 	<p style="text-align: center;">Yes</p>
	<ul style="list-style-type: none"> - Biodiversity: maintenance of sign board of HCV area, maintenance of HCV boundary, planting trees, patrol in HCV area. - Economic region: Community Development. - Job opportunity: for local communities, etc. 	

Criterion / Indicator	Assessment Findings	Compliance
<p>5.1.3</p> <p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p> <p>- Minor compliance –</p>	<p>Company has prepared report on Environmental Management and Monitoring implementation (Laporan RKL-RPL) and submit to the government regularly (per semester), e.g RKL-RPL report semester II 2015 (Period June – December 2015) "Laporan Pelaksanaan Rencana pengelolaan Lingkungan Hidup (RKL) dan Rencana Pemantauan Lingkungan Hidup (RPL PT. Tolan Tiga – Semester II, 2015".</p> <p>The evidence of submitted report to the government is available, e.g.</p> <ul style="list-style-type: none"> - Acceptance RKL / RPL report in BLH Kab. Labuhan batu Selatan on 12/02/2016, by BLH officer, namely Yulinda. - Acceptance RKL / RPL report in Bagian pengendalian Pencemaran Agro industry Kementerian lingkungan Hidup on 13/02/2016, by courier (Tanda Bukti Kiriman is available) <p>The company also has conducted monitoring of environmental impact, such as:</p> <ul style="list-style-type: none"> - Air emission Boilers, the result is complying with "Permen LH No. 07/2007. - Air emission in Genset, the result is complying with "Permen LH No. 13/2009. - Air quality in mill and surrounding mill areas, the result is complying in Permenaker no. 13/2011. - 07/2007. - Noise level was also monitored in each station which high noise level in Mill. - POME Waste water, the result is complying with kepmen LH no. 28/2003. - Monitoring of water contamination in "Sumur Pantau Desa Lohsari" on 01st December 2014, the result is comply with the national regulation "Permen LH no. 28 Tahun 2003" - Surface water analysis in upstream and downstream Perlabian river is complying with Peraturan Pemerintah no. 82/2001. - <p>ASA 1: , DPemeliharaan papan nama HCV</p> <ul style="list-style-type: none"> - Monitoring of water contamination in "Sumur Pantau Desa Lohsari" on 01st December 2014, the result is comply with the national regulation "Permen LH no. 28 Tahun 2003" - Air quality/Ambient for Genset 1 – Genset 4, certificate no. 185/G/LHU-LK/BK3-MDN/X/2014, dated 15th October 2014; the result is comply with the national regulation "Permen LH no. 13, 2009" - Air quality in front of Boiler, the result is complying with "Permenakertrans No. 13/MEN/X/2011. 	<p>Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
		- Ground water analysis in Perlabian Estate is complying with Permenkes no. 416/1990.	
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	Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). - Major compliance -	HCV Identification in Perlabian estate was conducted by “Yayasan Kelapa Sawit Berkelanjutan” in 2009 based on Indonesian Toolkit – 2008. Total HCV areas was identified is 34.12 ha, consist of HCV 1 and 4 (30.67 ha) and HCV 6 (3.45 ha). HCV Identification in Tolan estate was conducted by “Yayasan Kelapa Sawit Berkelanjutan” in 2009. Total HCV areas was identified is 55.99 ha), consist of HCV 1 (32.99 ha) and HCV 6 (0.19 ha).	Yes
5.2.2	Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan. - Major compliance -	No RTEs was identified within and vicinity company areas. Based on HCV area monitoring report, no endangered species encountered in both estates.	Yes
5.2.3	There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. - Minor compliance –	No RTEs was identified within and vicinity company areas. However, company continuously educate the worker in protecting wildlife.	Yes

Criterion / Indicator		Assessment Findings	Compliance
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>PT. TTI was established program for managing and monitoring for HCV areas as documented in "Management Plan – Pengelolaan dan Pemantauan areal HCV PT. Tolan Tiga Indonesia periode 2013 s/d 2017" Perlabian Estate dan Tolan Estate, 2013" such as</p> <ul style="list-style-type: none"> - Erected sign board at in front of HCV area. - Assign conservation personnel who have responsibility to manage HCV area, the personnel has trained for HCV management and monitoring, e.g. for Mr. Suhaemi (Kader Konservasi Alam), trainer "Dirjen PHKA – BKSDA Prov. Sumut", dated 11th September 2009. - Socializing HCV management to society/public, training program of importance of HCV area. - Planting forest trees in the HCV area. 	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 HCV area located in the public/society area, all HCV identified are located inside of company areas.	Yes
<p>Criterion 5.3 Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>			
5.3.1	<p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance –</p>	Company maintain Environmental aspect impacts ISO 14001 registration for all waste and pollution sources within Mill and Estates. Company has also maintained Environmental Management and Monitoring Plan as to comply with environmental requirements.	Yes

	Criterion / Indicator	Assessment Findings	Compliance
5.3.2	<p>All chemicals and their containers shall be disposed of responsibly.</p> <p>- Major compliance -</p>	<p>All chemical and hazardous waste from Perlabian POM and Perlabian Estate are stored in temporary hazardous waste storage. The storage permit as "Keputusan Kepala Badan Pelayanan Perizinan Terpadu dan Penanaman Modal Kabupaten Labuhanbatu Selatan No.503/319/BPPTPM-LS/P.I/2015 tentang Perpanjangan Izin Penyimpanan Sementara Limbah Bahan Berbahaya dan Beracun PT Tolan Tiga Indonesia" dated 22/06/2015 and valid for 5 years. The storage meets all permit's requirements. All chemical and their containers from Mill and Estates were collected and kept in temporary waste storage for 90 days prior disposal. Records of monitoring are in place in term of Neraca Limbah B3. Auditor visited the storage in Perlabian Estate area confirmed appropriate storage has been provided with consideration of safety and environmental aspects such as second containment, spill-kit, warning signs, PPE, firefighting, alarm and first-aid kit. Review of records showed all hazardous waste has been identified and properly monitored, such as used oil, used oil filter, used batteries, empty chemical container from Perlabian Estate and Mill activities, contaminated materials, etc. Monitoring was recorded in document "Neraca Limba B3".</p> <p>The latest disposal to third party licensed waste collector was on 18 March 2015 to CV Amindy Barokah. The Manifest documents and receipts were available and properly recorded:</p> <p>"Berita Acara Serah Terima Limbah B3 No.05/PLE/2016 dated 23/01/2016. The licensed contractor transported 949 liters waste oil, 135.7 kg oil filter, 135.7 kg used battery, 3 kg electronic waste, 37 kg chemical container, 32 kg contaminated waste. Manifest No.ZF0008173 for 949 liters used oil dated 23/01/2016. Manifest No.ZF0008178 for 37 kg chemical container by CV Amindy Barokah dated 23/01/2016.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<p>"Berita Acara Serah Terima Limbah B3 No.83/PLE/2015 dated 09/10/2015. The licensed contractor transported 1000 liters waste oil, 109.8 kg oil filter, 126 kg used battery, 5 kg electronic waste, 63.9 kg chemical container, 43 kg contaminated waste and 3 kg medical waste. Manifest No.ZF0007255 for 3 kg medical waste dated 09/10/2015. Manifest No.0007465 for 126 kg used battery dated 09/10/2015. Manifest No.ZF0007469 for 63.9 kg chemical container by CV Amindy Barokah dated 09/10/2016.</p> <p>Waste management plan is documented in "Rencana pengelolaan Limbah". Waste management consists of medical waste, domestic waste, and hazardous waste to reduce pollution to the environment.</p>	Yes
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>Company maintain Environmental aspect impacts ISO 14001 registration for all waste and pollution sources within Mill and Estates. Company has also maintained Environmental Management and Monitoring Plan as to comply with environmental requirements.</p>	Yes
<p>Criterion 5.4 Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>			

	Criterion / Indicator	Assessment Findings	Compliance
	<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>drives electricity-generating turbines - the use of renewable energy is consistent in the percentage against non – renewable energy. PT TTI has provides records of both monitoring of kilowatt hours per tonne of palm product and Kilogram of steam per tonne FFB for each mill to determine the efficiency use and efficiency in the form of k/w hours per tonne of Palm Product.</p> <p>All records in each mill are in the “Electricity Production in the Mill”. Record of Electricity in perlabian Mill mostly utilizing more than 78% per month of renewable energy from turbine and 22 % from Genset.</p> <p>Detail of efficiency renewable energy in 2015 as below:</p> <ul style="list-style-type: none"> - FFB processed: 165,441 tonnes - CPO produced: 37,459 tonnes - Fossil fuel usage: 306,256 litres - KWh turbine: 3,968,154 KWh - KWh Genset: 1,116,300 KWh - KWh turbine/ton FFB: 23.98 KWh/tones FFB (78 %) - KWh Genset/ton FFB: 6.74 KWh/tones FBB (22 %) 	<p>Yes</p>
<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>			

Criterion / Indicator		Assessment Findings	Compliance
5.5.1	<p>There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p> <p>- Major compliance -</p>	<p>Perlabian POM: In accordance with regulation on fire fighting unit on work place, "Keputusan Menteri Tenaga Kerja dan Transmigrasi No.186 Tahun 1999 tentang Unit Penanggulangan Kebakaran di Tempat Kerja" – fire fighting team at Perlabian POM available: "Surat Keputusan Kepala Dinas Sosial Tenaga Kerja dan Transmigrasi Kabupaten Labuhan Batu Selatan No.KEP.07/Bakortiba/TK/2015 tentang Pengesahan Tim Tanggap Darurat dan Badan Koordinator Anti Kebakaran di PT Tolan Tiga Indonesia", dated 18/05/2015. Team has been appointed, trained and ready; Fire fighting equipments (fire extinguisher, hydrant, hose, water pump, nozzle, etc.) inspected on monthly basis, last dated 03-04/03/2016. 50 fire extinguishers and 6 hydrant points identified and controlled at Perlabian POM; Fire fighting training on 12/07/2015 for Perlabian POM and "Laporan Simulasi Tanggap Darurat dated 09/02/2016". Attendance list (85 employees participated), analysis and evaluation are available.</p> <p>Perlabian Estate: Fires patrol/monitoring of land fire occurrence recorded in "Buku Rekaman Kebakaran Areal Kebun Perlabian". Back in 05/12/2015, report of fire at community hall presented.</p> <p>Based on field visit to replanting area, no burning for replanting area. Furthermore, company demonstrates contract for land preparation using mechanical method "Surat Perjanjian Kerja No.12/GMO-PLE/TG/VIII/2015 between PT Tolan Tiga Indonesia and CV Tua Gabe tentang Replanting Oil Palm 2016" dated 03/08/2015. The mechanical process indicating job specification such as ripping, felling, hole digging, sanitation, chipping, drainage construction, road construction, etc.</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 any open burning was noted for land preparation. Replanting was done with mechanical method. Palm trees are felled down, chipped and stacked.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
Criterion 5.6			
Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			
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>Identification of pollution source has been documented under "Environmental Aspect & Impact List", latest review in February 2016. Assessments have been carried out on all recognised polluting activities and include gas and smoke emissions, particulate and soot emissions, effluent control, treatment and discharge. Any significant pollutants and emissions have been identified. There is a plan in place to reduce pollution – this is included in the aspects/impacts register.</p> <p>Assesment of polluting activities including gaseous emission, particulate emissiot and effluent has also been done identified in the document "Pengelolaan lingkungan hidup (RKL) dan Pemantauan lingkungan hidup (RPL)".</p> <p>The company has GHG calculation based on RSPO PalmGHG Tool, in 2015: final emission 25.72 tCO2e/ton product CPO.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
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>Based on Significant pollution and GHG emission was identified, for Mill comes from waste pond, reducing program has been implemented by using methane trap and for estates comes from using of pesticides, action plan to reducing pesticide was made such as program of integrated pest control where minimize to use chemical/pesticides, . Graph of emission and pollutant were provided to monitor trend of them in monthly basis.</p> <ul style="list-style-type: none"> - Using EFB as organic fertilizer. - Planting benefecial plant - Efficiency of fossil fuel. - Increasing renewable energy usage. <p>Identification of significant pollutuion and GHG emission in each unit/station as documented in "Environmental Aspct & Impact List", consist of: input, environmental aspect, caused, environmetntal impat potential, and control.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
5.6.3	<p>A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools.</p> <p>- Minor compliance –</p>	<p>Emission monitoring system by using "RSPO PalmGHG" system calculation. Emission from estate and mill operation was calculated and monitored, emission reduction achieved.</p> <p>Monitoring of any pollutant has been done in daily, weekly and monthly basis, report of monitoring was recorded in the "RKL/RPL" report, and this report submitted to the related institution every 6 month.</p> <p>Monitoring and measurement has been done as follow:</p> <ul style="list-style-type: none"> - Hazardous waste: oil waste, wet battery, lightbulb, filter waste, contaminated packaging, cartridge, fertilizer sack and other contaminated waste. All hazardous waste disposal recorded in monthly basis in the waste balance report as stated in the report of "RKL/RPL". - Replanting process monitoring for zero burning activity. - Boiler emission with parameters: SO₂, NO₂, HCL, Cl₂, NH₃, HF, particle, and opacity. None of above parameters out of threshold limits value. - Generator set emission for generator for SO₂, NO₂, CO, Particle and opacity, All parameters measured in the threshold limit value as seen in the "laporan hasil pengujian udara emisi" by "Balai Laboratorium Kesehatan". 	Yes
PRINCIPLE 6: RESPONSIBLE CONSIDERATION OF EMPLOYEES AND OF INDIVIDUALS AND COMMUNITIES AFFECTED BY GROWERS AND MILLERS			

Criterion / Indicator		Assessment Findings	Compliance
Criterion 6.1			
Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	The social impact assessment is covered under AMDAL document, approved by Agriculture Ministry No.PEL RC. 220/472/B/III/1994, dated 17 th March. The social impact assessment for Perlabian mill and its supply base was revised to cover environment management and monitoring plan for 8,479.06 Ha plantation and palm oil mill with capacity 60 tons/hour. The environment management and monitoring as per "Revisi Dokumen Rencana Pengelolaan Lingkungan (RKL) dan Rencana Pemantauan Lingkungan (RPL)" approved by "Surat Kepala Badan Pengendalian Dampak Lingkungan Daerah (Bapedalda) Kabupaten Labuhanbatu" No.660/326/BPDL-LB/Set/2006 dated 21 st July 2006. The company also has conducted social impact assessment was conducted by "YASBI" in 2010. The process of preparing social impact assessment in 03/2010 has actively involving stakeholders through guided interview, questionnaires and focus group discussion.	Yes
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties.. - Major compliance -	Based on document verification, social impact assessment done by Yayasan Kelapa Sawit Berkelanjutan Indonesia (YASBI) – demonstrates participation of communities through interview, focus group discussion and questionnaires.	Yes

Criterion / Indicator		Assessment Findings	Compliance
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> <p>ASA 1: In 2015 and 2016, Perlabian Estate has prepared 8 types community development program in form of education and sport, infrastructure, agriculture, micro and small business, art and culture as well as social economics. The implementation of community development programs is well documented. Example: Help in form of building material 12 sacks of cement for construction of communal security post and parking lot in Tanjung Selamat village, dated 12/09/2015. These activities are recorded under "Laporan Community Development Kebun Perlabian".</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>PT Tolan Tiga Indonesia has conducted social impact assessment, specific related to re-planting program and maintenance of boundary trenches, as reported under Implementation report of environment management and monitoring plan/RKL-RPL, second semester 2015. The impact assessment was done through questionnaire filling with surrounding communities. A total of 40 respondents from Desa Kebun Perlabian, Desa Pekan Tolan, Desa Gunung Selamat, Desa Air Merah and Desa Tanjung Selamat. In the assessment, complemented with trend analysis, as well as action plan to minimize negative impact.</p>	No

Criterion / Indicator		Assessment Findings	Compliance
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance –	PT Tolan Tiga Indonesia does not include smallholder scheme.	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.			

Criterion / Indicator		Assessment Findings	Compliance
6.2.1	<p>Consultation and communication procedures shall be documented.</p> <p>- Major compliance -</p>	<p>Communication and consultation with stakeholder is regulated under:</p> <ul style="list-style-type: none"> - Procedure for receiving and providing response upon information request "Prosedur Pemberian dan Tanggapan terhadap Permintaan Informasi" Dok.No.ENC/SOP/08 dated 06/04/2015. In the procedure regulates mechanism for providing and responding to information request, from stakeholder. - Procedure for internal complaint and grievance "Prosedur Keluh Kesah dengan Pihak Internal" Dok.No.SOP/025/Dept dated 27/03/2015. The procedure explains steps to convey complaint and receive complaint from internal party, as well providing appropriate response. The document complemented with flow chart. - Procedure for external complaint and grievance "Prosedur Keluh Kesah dengan Pihak Eksternal" Dok.No.SOP/026/HRA, dated 27/03/2015. The procedure explains steps to convey complaint and receive complaint from internal party, as well providing appropriate response. The document complemented with flow chart. <p>Perlabian Estate: Stakeholder communication recorded under:</p> <ul style="list-style-type: none"> - "Buku Rekaman Permintaan Informasi dan Tanggapan", for type of information received in written. Sampled: in January 2016, 1 information request sent by Desa Air Merah village head, dated 12/01/2016 with regards to use of land for spice and herb cultivation. Responded by management on 14/01/2016. - "Buku Rekaman Keluh Kesah Internal", for recording complaint from internal stakeholder. Sampled: in February 2016, 1 complaint received, conveyed directly in words, dated 23/02/2016 with regards to additional water supply during family function; has been responded and settled on 24/02/2016. - "Buku Keluh Kesah Eksternal" for recording complaint from external stakeholder. Sampled: Recorded on 08/01/2016, from community of Desa Air Merah, with regards to donation request for clean water supply. Management responded and supplied on 15-16/01/2016. 	Yes
6.2.2	<p>A management official responsible for these issues shall be nominated.</p> <p>- Minor compliance -</p>	<p>As regulated under procedure No.ENC/SOP/08, stated the organization structure responsible to receive and provide response upon information request or internal and external complaint is estate manager. During operation in Perlabian estate, senior manager also appointed field head assistant and office assistant to help communicate with surrounding community.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
6.2.3	<p>A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained.</p> <p>- Minor compliance -</p>	<p>PT TTI is able to show list of stakeholders, latest update on 04/01/2016.</p> <p>List of stakeholder comprise of:</p> <p>Authorities of Labuhanbatu regency comprise of 7 offices: Regent office, Manpower office, Land office, Plantation services, Health office, Environmental Monitoring Body;</p> <p>District level authorities: District head, police office, military office;</p> <p>Surrounding villages, comprise of eight (8) villages for example: Desa Perlabian, Dewsa Tanjung Selamat, Desa Tanjung Medan, Desa Pekan Tolan, etc.;</p> <p>Worker union of Serikat Pekerja Tolan Tiga Mandiri covering 5 committees;</p> <p>Stakeholder communication recorded under:</p> <ul style="list-style-type: none"> - "Buku Rekaman Permintaan Informasi dan Tanggapan", for type of information received in written. Sampled: in January 2016, 1 information request sent by Desa Air Merah village head, dated 12/01/2016 with regards to use of land for spice and herb cultivation. Responded by management on 14/01/2016. - "Buku Rekaman Keluh Kesah Internal", for recording complaint from internal stakeholder. Sampled: in February 2016, 1 complaint received, conveyed directly in words, dated 23/02/2016 with regards to additional water supply during family function; has been responded and settled on 24/02/2016. - "Buku Keluh Kesah Eksternal" for recording complaint from external stakeholder. Sampled: Recorded on 08/01/2016, from community of Desa Air Merah, with regards to donation request for clean water supply. Management responded and supplied on 15-16/01/2016. 	Yes
<p>Criterion 6.3 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.</p>			

Criterion / Indicator		Assessment Findings	Compliance
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 of land compensation mechanism, "Prosedur Ganti Rugi Lahan" Dok.No.SOP/CA/02, dated 01/07/2012 shows company has prepared an effective mechanism to resolute land conflict:</p> <ul style="list-style-type: none"> - Company communicating the licenses as well as land title to community; - In case of any claim from community, company will receive claim with evidence of ownership; - Verification on land status. If land ownership evidence can be accepted, field survey and land measurement conducted; - Field survey and land measurement involving company representative, claimant, and government representatives; - Based on field survey and land measurement, a minute will be prepared, including information on claimed land hectare and land coordinates – signed by all parties; - Final verification based on measurement and map to ensure the claimed land was not overlapping with ownership/land right/claim from other party; - Should the final verification shows the claimed land free from overlapping with other party, company will negotiating the price and compensation process; - If the negoatiation process comes into agreement, company will pay the compensation to the land owner. <p>Procedure for internal complaint and grievance "Prosedur Keluh Kesah dengan Pihak Internal" Dok.No.SOP/025/Dept dated 27/03/2015. The procedure explains steps to convey complaint and receive complaint from internal party, as well providing appropriate response. The document complemented with flow chart.</p>	Yes
		<p>Procedure for external complaint and grievance "Prosedur Keluh Kesah dengan Pihak Eksternal" Dok.No.SOP/026/HRA, dated 27/03/2015. The procedure explains steps to convey complaint and receive complaint from internal party, as well providing appropriate response. The document complemented with flow chart.</p> <p>Within those procedures, including company policy to ensuring anonymity/confidentiality of complainatns and whistleblowers – where requested.</p>	

Criterion / Indicator		Assessment Findings	Compliance
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance -	Based on document verification and public consultation process with relevant authorities (manpower office and environment monitoring body) as well as Desa meranti village head, concluded there is no land conflict between community and company.	Yes
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..			
6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance –	<p>PT. TTI 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>PT Tolan Tiga Indonesia plantation has not expanding. However, in anticipation for land conflict, company prepared a resolution mechanism. The land conflict resolution regulates under “Prosedur Ganti Rugi Lahan” No.SOP/CA/02, dated 01/07/2012. Based on public consultation with relevant authorities and villagers from surrounding villages, there has been no report on land conflict between company and communities.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
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>PT Tolan Tiga Indonesia plantation has not expanding. However, in anticipation for land conflict, company prepared a resolution mechanism. The land conflict resolution regulates under "Prosedur Ganti Rugi Lahan" No.SOP/CA/02, dated 01/07/2012. Based on public consultation with relevant authorities and villagers from surrounding villages, there has been no report on land conflict between company and communities.</p> <p>Until ASA1, PT Tolan Tiga Indonesia has not done any new land clearing. However, company has a mechanism for land compensation No.SOP/CA/02 dated 01/07/2012. The mechanism has defined the compensation process through FPIC process, document/evidence of land ownership verification and participatory mapping and measurement, as well compensation negotiation. The compensation process would include: measurement application, minutes of land survey/measurement, land ownership letter, statement of no conflict, statement of ownership rights, statement from heir, statement of land owner/scheme smallholder owner (if any), statement on rights to cultivate release, compensation letter.</p> <p>Based on stakeholder consultation, with Meranti village head, there is no report from local community on land conflict between company and community.</p>	Yes
6.4.3	<p>The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available.</p> <p>- Major compliance –</p>	<p>PT Tolan Tiga Indonesia has not done any new land clearing. However, company has a mechanism for land compensation No.SOP/CA/02 dated 01/07/2012. The mechanism has defined the compensation process through FPIC process, document/evidence of land ownership verification and participatory mapping and measurement, as well compensation negotiation. The compensation process would include: measurement application, minutes of land survey/measurement, land ownership letter, statement of no conflict, statement of ownership rights, statement from heir, statement of land owner/scheme smallholder owner (if any), statement on rights to cultivate release, compensation letter.</p> <p>Based on stakeholder consultation, with Meranti village head, there is no report from local community on land conflict between company and community.</p>	Yes
<p>Criterion 6.5 Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p>			

Criterion / Indicator		Assessment Findings	Compliance
6.5.1	<p>Documentation of pay and conditions shall be available.</p> <p>- Major compliance -</p>	<p>The minimum wage has been established based on Governor decree, "Surat Keputusan No.188.44/Kpts/Tahun 2016 tentang Upah Minimum Sektoral kabupaten Labuhanbatu Selatan 2016". The decree sets the minimum wage for plantation sectors at Rp.2,250,000/month – from Rp.2,015,000/month in 2016.</p> <p>Based on document verification, interview with worker union concluded that payment based on 2015 standard.</p> <p>Collective working agreement has regulates the remuneration, in which agreement reach between worker and management states "Daily worker and Monthly worker paid with money. The money paid agreed between company and worker union of Tolan Tiga, in accordance to laws and regulation, taking into consideration economy situation and company ability."</p> <p>In order to meet the remuneration agreement inside Collective Work Agreement and Minimum wage 2016, company invited committee of worker union Tolan Tiga Mandiri to conduct wage calculation on 21-24/03/2016 in Medan. Invitation letter dated 19/02/2016, signed by GM HRA Department.</p> <p>Mill: The company determines minimum wages as regulated by Government every year, minimum wages in 2015 as "Surat keputusan Gubernur of North Sumatera no. 188.44/82/KPTS/Tahun 2015, dated 5th February 2015 for Plantation sector in Labuhan Batu Selatan Regency (Rp. 2,015,000) and The latest minimum wages for 2016 as "Surat keputusan Gubernur of North Sumatera no. 188.44/637/KPTS/Tahun 2015, dated 30th December 2015 for Plantation sector in Labuhan Batu Selatan Regency (Rp. 2,085,050).</p>	Yes

Criterion / Indicator	Assessment Findings	Compliance																																							
	<p>Based on review of payments slip, there are no workers paid below the minimum wages, e.g.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Term and Condition</th> <th style="text-align: center;">Fironika (WB operator)</th> <th style="text-align: center;">Ricardo (Driver)</th> </tr> </thead> <tbody> <tr> <td>Basic Salary</td> <td style="text-align: right;">1,963,00</td> <td style="text-align: right;">1,959,000</td> </tr> <tr> <td>Rice Allowance</td> <td style="text-align: right;">133,500</td> <td style="text-align: right;">133,500</td> </tr> <tr> <td>BPJS Ketenagakerjaan</td> <td style="text-align: right;">94,841</td> <td style="text-align: right;">94,659</td> </tr> <tr> <td>BPJS Kesehatan</td> <td style="text-align: right;">0*) ikut suami</td> <td style="text-align: right;">78,360</td> </tr> <tr> <td>BPJS Pensiun</td> <td style="text-align: right;">41,780</td> <td style="text-align: right;">41,700</td> </tr> <tr> <td>OT</td> <td style="text-align: right;">712,465</td> <td style="text-align: right;">1,203,622</td> </tr> <tr> <td colspan="3">Deduction:</td> </tr> <tr> <td>PPH 21</td> <td style="text-align: right;">160,304</td> <td style="text-align: right;">31,915</td> </tr> <tr> <td>BPJS Ketenagakerjaan</td> <td style="text-align: right;">41,780</td> <td style="text-align: right;">41,700</td> </tr> <tr> <td>BPJS kesehatan</td> <td></td> <td style="text-align: right;">19,590</td> </tr> <tr> <td>BPJS pensiun</td> <td style="text-align: right;">20,890</td> <td style="text-align: right;">20,850</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Term and Condition	Fironika (WB operator)	Ricardo (Driver)	Basic Salary	1,963,00	1,959,000	Rice Allowance	133,500	133,500	BPJS Ketenagakerjaan	94,841	94,659	BPJS Kesehatan	0*) ikut suami	78,360	BPJS Pensiun	41,780	41,700	OT	712,465	1,203,622	Deduction:			PPH 21	160,304	31,915	BPJS Ketenagakerjaan	41,780	41,700	BPJS kesehatan		19,590	BPJS pensiun	20,890	20,850				
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	Criterion / Indicator	Assessment Findings	Compliance
6.5.2	<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>Regulation on remuneration/wage available under "Perjanjian Kerja Bersama"/Collective Work Agreement, signed by Worker Union and Management, registered into Manpower office of North Sumatera. The registration letter as per "Surat Keputusan Kepala Dinas Tenaga dan Transmigrasi Propinsi Sumatera Utara No.504-6/DTK-TR/2014 dated 10/12/2014 – valid until 02/11/2016. Within the collective work agreement, Chapter V regulates:</p> <ol style="list-style-type: none"> 1. Wage in form of money, based on collective agreement and in accordance to laws and regulations; 2. Wage in form of rice: 15 kg for worker, 9 kg for wife and 7.5 kg for children (of maximum 3 children); <p>Working time explains number of working hour per week, weekly resting day, official holiday, working time for female worker.</p> <p>Collective working agreement also regulates overtime and overtime wage, referring to Manpower Minister decree "Keputusan Menteri Tenaga Kerja No.Kep-102/Men/V/2004.</p> <p>Holiday benefit and bonus regulates under Chapter VIII.</p> <p>Based on document verification on working agreement for worker Mr.HerW, dated 01/02/2015, the right and responsibility has been regulated, including wage and benefit – referring to applicable laws and regulation.</p> <p>Working conditions are documented in the "Perjanjian Kerja Bersama" (PKB) is registered by Disnakertran prov. Sumatera Utara no. 16/DFT/PKB/6/SU/XII/2014, dated 10th December 2014 (Valid 2nd November 2016). PKB is the document of agreement between workers represented by labour union (Pengurus Serikat Pekerja PT TTI Mandiri/SPTTM) and the company.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<p>The PKB is produced is a form of booklet. The PKB is in line with regulatory requirements approved by the Manpower District Agency. Health and safety is also documented. Payment and conditions include - working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, dismissal reasons, etc.</p> <p>Sample taken: Contract workers for Fironika Julianti, dated 1st March 2010.</p>	
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>Field visit confirmed PT TTI provides adequate housing for staff and workers, free water supplies are adequate and clean, electricity is at subsidized rate, kindergarten, elementary schools, crèche, place of worship, medical facilities are provided and additional benefit if treatment is needed at hospital. Water quality tests confirmed the treated water supplied to housing is suitable for domestic use. Recreation facilities at each estate include sports field.</p>	Yes
6.5.4	<p>Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance –</p>	<p>The employees able to access traditional market for affordable food. Company facilitates a cooperative to provide food, inside the estate.</p>	Yes
<p>Criterion 6.6 The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>			
6.6.1	<p>A published statement in local languages recognising freedom of association shall be available.</p> <p>- Major compliance –</p>	<p>Company has established freedom of association policy, "Kebijakan Kebebasan Berserikat" approved by President Director on 01/03/2014, states PT Tolan Tiga Indonesia supports the freedom of association among the workers. This policy is written in Bahasa Indonesia.</p> <p>Based on interview with workers in Perlabian Estate, Tolan Estate and Perlabian POM, the basic of policy has been understood.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance –	Meeting between management and worker union committee on monthly basis, including meeting of "LKS Bipartit". Sampled: meeting on 11/12/2015, 07/01/2016 and 16/02/2016. Each meeting completed with minutes of meeting and attendance list. This is in line with interview with worker union Tolan Tiga Mandiri chairman, states meeting with management being done once a month including "LKS Bipartit" meeting.	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 –	Based on interview with worker union chairman or employee, states company has a policy related with minimum working age. This policy approved and signed by President Director PT Tolan Tiga Indonesia on 01/03/2014. The policy states "PT Tolan Tiga Indonesia believe that children should have the right to education and a healthy life, and is committed to ensuring that children, under the age of 18 years, are not employed by the company for any work related purpose". Based on document verification, all workers are above 18 years old. Sampled: Mr.IndSa, harvester started working at 18 years and 9 months; Mr. RiskHsb, harvester started working at 23 years and 5 months. This policy has been communicated to local contractor. Based on interview and document verification, all workers are above 18 years old. Sampled: Mr.Dar, started working at 21 years old. Mr.Suharmadi started working at 21 years and 3 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 –	Company has an equal opportunities policy, approved and signed by President Director PT Tolan Tiga Indonesia, 01/03/2014. The policy is available in Bahasa Indonesia. The policy has been disseminated to employee through notice board on estate office.	Yes

Criterion / Indicator		Assessment Findings	Compliance
6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance –	No discriminated was noted during audit, the company has implemented equal opportunity policy. Estate: Based on document verification on employee list Perlabian Estate 03/2016 – no indication of discrimination based on gender, race, religion or tribe. Based on interview with workers (harvester, manuring worker and sprayer gang) and worker union, stated there is no discrimination to the workers.	Yes
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance –	The company has procedure for worker recruitment, dated 25/04/2007, regulated that hiring and promotion of workers based on skill, work experiences, interview/evaluation, and medical check up result. The company is conducting evaluation of workers on annual basis.	Yes
Criterion 6.9			
There is no harassment or abuse in the work place, and reproductive rights are protected.			
6.9.1	A policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance –	Company has a policy to prevent sexual harassment, dated 01/03/2014. Based on stakeholder consultation with female workers and gender committee shows company policy has been understood. Until ASA1, there has been no case related to sexual harassment or domestic violence. The policy is available in Bahasa Indonesia and being communicated through morning musters and notice boards.	Yes
6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance –	Company has a policy to protect reproductive rights, approved and signed by President Director on 01/03/2014. Based on interview with female worker and committee gender representative, company has implemented the protection on reproductive right, for example: period leave, birth leave, medical check up for female sprayer/manuring workers and strict policy against sexual harassment and violence to women. The policy is available in Bahasa Indonesia and being communicated during morning musters and through notice boards.	Yes

Criterion / Indicator		Assessment Findings	Compliance
6.9.3	<p>A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce.</p> <p>- Minor compliance –</p>	<p>Based on verification of “Pedoman Pengelolaan Gender” Dok.No.ENC/Pedoman/GC/01 dated 21/04/2011 and interview with gender committee of Perlabian Estate, it is known that company has a specific procedure to handle gender issues, which is through reporting to gender committee. The document also guarantees anonymity and confidentiality of reporter.</p> <p>Based on interview with female workers in Perlabian Estate (sprayers and manuring workers), shows understanding of mechanism to report on sexual harassment/domestic violence or other gender-related issues.</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>	N/A	N/A
6.10.2	<p>Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation)</p> <p>- Major compliance -</p>	N/A	N/A

Criterion / Indicator		Assessment Findings	Compliance
6.10.3	<p>Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.</p> <p>- Minor compliance -</p>	<p>Perlabian Mill:</p> <ul style="list-style-type: none"> - Contract between the company and CV. Boilercare no. 18/PLM-HO/EDM/2015, dated 14th December 2014 for repair 1 unit Water Tube Boiler. - Contract between the company and PT. Mitra Traktor Cakrabuana no. 02/PLM-HO/EDM/2016, dated 09th February 2016 for overhaul loader caterpillar - Contract between the company and Mr. Eko Prayitno Saragih no. 01/I/PLM/2016, dated 12th January 2016. for Grass Cutting. - Contract between the company and PT. Saranabaja Perkasa no. 13/PLM-HO/EDM/2015, dated 15th October 2015. for rental 1 unit Rough Terrain Crane. <p>Perlabian Estate: Contract between the company and "Koperasi Karywan PT. Tolan Tiga no. VI/II/PLE/DIV.III/2016, dated 18th February 2016 for Upkeep.</p> <p>Tolan Estate: Contract between the company and "Koperasi Karywan PT. Tolan Tiga no. SPK II/TLE-KJK/II/Div. III/2016, for Upkeep.</p> <p>Based on interview with local contractors confirmed that contract understood by them and made fairly, legal and transparent.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
6.10.4	<p>Agreed payments shall be made in a timely manner.</p> <p>- Minor compliance -</p>	<p>Evidence of payment is reviewed and it was seen paid timely manner.</p> <p>Perlabian Mill:</p> <ul style="list-style-type: none"> - Payment for Mr. Eko Prayitno Saragih as contract no. 01/I/PLM/2016, dated 12th January 2016 for Grass Cutting on 24th February 2016 (Rp. 1,600,000). - Payment for PT. saranabaja Perkasa as contract no. 01/I/PLM/2016, dated 12th January 2016 for rental 1 unit Rough Train Crane on 19th January 2016 (Rp. 55,907,500). <p>Perlabian Estate:</p> <p>Payment for "Koperasi Karyawan PT. Tolan Tiga" as contract no. SPK VI/II/PLE/DIV.III/2016 for upkeep activities, such as manuring and transport FFB in February 2016 (Rp. 25,610,895).</p> <p>Tolan Estate:</p> <p>Payment for "Koperasi Karyawan PT. Tolan Tiga" as contract no. SPK II/TLE-KJK/II/Div.III/2016 for upkeep activities, such as manuring and transport FFB in February 2016 (Rp. 14,793,843).</p>	Yes
<p>Criterion 6.11 Growers and millers contribute to local sustainable development where appropriate</p>			
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>Perlabian Estate, for 2015 and 2016; has prepared different types of community development program in form of education and sport, agriculture and farming, infrastructure, micro and small business, art and culture development.</p> <p>Example: Help in form of building material 12 sacks of cement for construction of communal security post and parking lot in Tanjung Selamat village, dated 12/09/2015. These activities are recorded under "Laporan Community Development Kebun Perlabian".</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance –	No smallholder scheme in PT Tolan Tiga Indonesia.	N/A
Criterion 6.12 No forms of forced or trafficked labour are used.			
6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	The company has established “Forced and trafficked labour” policy, dated 01 st March 2014 which stated commitment the company is not hiring forced and trafficked labour.	Yes
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance –	Based on document review and interview with workers and labour union, confirmed that no contract substitution was noted.	Yes
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance –	The agreement for temporary workers is available and signed by workers.	Yes
Criterion 6.13 Growers and millers respect human rights			

Criterion / Indicator		Assessment Findings	Compliance
6.13.1	<p>A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1).</p> <p style="text-align: center;">- Major compliance -</p>	The company has established human rights policy, dated 01 st March 2014, stated that the company endorse implementation of human rights and ILO declaration regarding human rights principle.	Yes
<p>PRINCIPLE 7: RESPONSIBLE DEVELOPMENT OF NEW PLANTINGS (Not Applicable).</p> <p>PT. Tolan Tiga Indonesia is old plantation where is took over between Indonesian Government and Societe Internationale de Plantations Et de Finance S.A-SIPEF (Belgium), dated 19th April 1968 and land title rights (HGU) from BPN (National land Authority) was obtained from BPN no. SK.80/HGU/DA/97, dated 16th July 1997 (6.042.44 ha) and no. 86/HGU/BPN/97, dated 23rd July 1997 (2.436.62 ha). Now, all areas areas are replanting (2nd Cycle).</p> <p>The auditor concluded that is Not Applicable for Principle 7.</p>			
<p>PRINCIPLE 8: COMMITMENT TO CONTINUAL IMPROVEMENT IN KEY AREAS OF ACTIVITY</p>			
<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.</p>			

	Criterion / Indicator	Assessment Findings	Compliance
8.1.1	<p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • 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 and management review, such as:</p> <ul style="list-style-type: none"> - 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. - Planting Mucuna Bracteata and contour terracing in replanting area to prevent erosion. - Construct bounding (Penghalang air) to prevent erosion. - Planting forest trees in HCV areas and along the state road. - CSR program for local community farm husbandry with construct cow house (14 units), goat coop (11 units), providing water supply (subur bor) 13 units, and livestock feed, etc. 	<p style="text-align: center;">Y e s</p>

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. Eastern Sumatra Indonesia	Bukit Maradja Mill	Simalungun District, North Sumatera, Indonesia	- Bukit Maradja Estate (PT. ESI) - Kerasaan Estate (PT. Kerasaan Indonesia)	2010	Certified May 2010
PT. Tolan Tiga Indonesia	Perlabian Mill	Labuhan Batu Selatan District, North Sumatera, Indonesia	Perlabian 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 Bialla, West New Britain Province, PNG	Hargy Estate	2009	RSPO Certified in April 2009
	Navo Mill	50 Kms East of Bialla, West New Britain Province, PNG	Navo Estate, Bakada Estate and Mengen Estate	2009	RSPO Certified in April 2009
	Barema Mill	30 km East of Bialla, West New Britain Province, PNG	Barema Estate	2014	RSPO Certified in April 2014

Appendix "C"
RSPO Certificate Details

PT. Tolan Tiga Indonesia
 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

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

Certificate Number : SPO 555208
 Date of Certificate : 17th May 2015
 End of certificate : 16th May 2020

Applicable Standards: RSPO Principles & Criteria, Generic Standard, 2013;
 RSPO SCCS Standard, 2014 - Supply Chain Certification requirement for CPO Mills
 Module D – Identity Preserved (IP)

PERLABIAN PALM OIL MILL AND SUPPLY BASE				
Location Address		Desa Perkebunan Perlabian, Kec. Kampung Rakyat, Kab. Labuhanbatu Selatan 21463, Prov. Sumatera Utara, Indonesia		
GPS Location		2° 3' 40.98" N 100° 4' 52.4 E		
CPO Tonnage Total		44,991 MT		
PK Tonnage Total		10,758 MT		
Own estates FFB Tonnage		195,000 MT		
Estates	Mature (ha)	Immature (ha)	Total land-use titles (ha)	Annual FFB Production (mt)
Perlabian Estate	3,736.38	746.00	4,767.76	95,000
Tolan Estate	3,614.15	0.00	3,672.04	100,000
Total	7,350.53	746.00	8,439.80	195,000

Appendix "D"
Assessment Plan

Date	Time	Subjects	Haeruddin	Pratama Sedayu	Nanang Muallib
			PRSCO LA	PRSCO-OHS/EMS	PRSCO-SA
Sunday, 13/03/2016	10.40 – 13.05	Flight Jakarta – Medan (GA 186)	√	√	√
	15.37 – 21.19	Travelling Medan – Rantau Prapat by train (Sribilah)	√	√	√
Monday, 14/03/2016	08.00 – 08.30	Opening Meeting: Presentation by PT. TTI Presentation by BSI Indonesia	√	√	√
	08.30 – 12.00	Dokumen Review: Perlabian Mill General information, time bound plan and partial certification verification and RSPO SCCS	√		
		Dokumen Review: Perlabian Mill RSPO P & C		√	
		Stakeholder Interview: Local Government in Labuhan Batu Selatan District (BPN, Disnakertrans , Disbun and BLH), and NGO			√
	12.00 – 14.00	Lunch			
	14.00 – 17.00	Field Visit: Perlabian Mill Worker and staff interviews (OSH, contract, salary), housing complex, clinic, PPE, safe working environment, walk ways, signs, EFB. POME treatment, emissions, diesel tanks, fire extinguishers, first aiders and boxes, workshop, storage, etc		√	
		Document Review: Perlabian Mill RSPO P & C	√		
	Stakeholder Interview: Local communities			√	
Tuesday, 15/03/2016	08.00 – 12.00	Field Visit: Perlabian Estate Herbicide application programmes, including interview with sprayer team, fertilising operations, terracing, Storage, workshop, diesel tanks, clinic, etc.		√	
		Field Visit: Perlabian Estate Landfill, housing complex, and other facilities in line-site (Tempat Penitipan Anak, school, school bus, etc)	√		

Date	Time	Subjects	Haeruddin	Pratama Sedayu	Nanang Mualib
			PRSP0 LA	PRSP0-OHS/EMS	PRSP0-SA
		Field Visit: Perlabian Estate Harvesting (including interview with harvester), boundary stones, HCV areas, riparian zone, road maintenance, and interview with labour union, Gender committee and local contractors.			√
	12.00 – 14.00	Lunch			
	14.00 – 17.00	Document Review: Perlabian Estate	√	√	√
Wednesday, 16/03/2016	08.00 – 12.00	Field Visit: Tolan Estate Herbicide application programmes, including interview with sprayer team, fertilising operations, terracing, Storage, workshop, diesel tanks, clinic, etc.		√	
		Field Visit: Tolan Estate Landfill, housing complex, and other facilities in line-site (Tempat Penitipan Anak, school, school bus, etc)	√		
		Field Visit: Tolan Estate Harvesting (including interview with harvester), boundary stones, HCV areas, riparian zone, road maintenance, etc			√
	12.00 – 13.00	Lunch			
	13.00 – 17.00	Document Review: Tolan Estate	√	√	√
	Thursday, 17/03/2016	08.00 – 10.00	Preparing Closing Meeting	√	√
10.00 – 11.00		Closing Meeting	√	√	√
12.00 – 13.00		Lunch	√	√	√
15.30 – 18.41		Travelling Rantau Prapat – Perlanaan by train (Sribilah)	√	√	√

Appendix "E"
Stakeholder Contacted

No.	Institution
1	Badan Lingkungan Hidup Kabupaten Labuhan Batu Selatan (<i>Environmental Department of Labuhan Batu Selatan Regency</i>)
2	Dinas Tenaga Kerja Kabupaten Labuhan Batu Selatan (<i>Manpower Department of Labuhan Batu Regency</i>)
3	Perangkat Desa Meranti (<i>Meranti Village Officer</i>)
4	LSM – LPPM Labusel (<i>NGO – LPPM Labusel</i>)
5	Ketua Induk Serikat Pekerja Tolan Tiga Mandiri (<i>Labour Union of PT. Tolan Tiga Indonesia</i>)
6.	Pengurus Koperasi Jasa Karyawan (<i>Cooperative Member Representative of PT. Tolan Tiga Indonesia</i>)
7.	Gender Committee
8.	Pekerja Panen, included loose fruit collector - <i>Harvester</i>

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

Criterion D.3. Documented procedures.			
	Requirement	Evidence	Compliance
3.1	The site shall have written procedures and/or work instructions to ensure implementation of all the elements specified in these requirements. This shall include at minimum the following:		
	a. Complete and up to date procedures covering the implementation of all the elements in these requirements.	<p><i>The company has update the procedure as documented in "Rantai Pasok dan Mampu Telusur (Supply Chain and Traceability Procedure), no. ENC/SCC/01, rev. 3, dated 26th March 2015.</i></p> <p><i>The company also has procedures if receives FFB certified from others certified estate under SPEF group as regulated in PLPOM/WI/PROD_OTHER/1A, dated 01 March 2016. Procedure regulated separated in record and storage of product (CPO and PK)</i></p>	Yes
	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.	<i>The responsible person in charge to the supply chain system as regulated in procedure are Marketing Manager, Mill and estates Manager.</i>	Yes
3.2	The site shall have documented procedures for receiving and processing certified and non-certified FFBs.	<i>The documented procedures for receiving and processing certified and non-certified FFB are included in the Supply Chain Management Guideline, however no any non certified FFB was received in Perlambian Mill.</i>	Yes

Criterion D.4. Purchasing and goods in.			
	Requirement	Evidence	Compliance
4.1	The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received	<p><i>The company only received FFB certified sources from their own estates (The company using "IP" model". No any non Certified FFB is received.</i></p> <p><i>Sample taken:</i></p> <p><i>1. FFB Received from Tolan Estate:</i></p> <p><i>Surat Pengantar Buah:</i></p> <ul style="list-style-type: none"> - <i>Delivery No. 029692</i> - <i>Date: 03/02/2016</i> - <i>Quantity: 249 bunches</i> - <i>Name of product FFB Sustainable</i> 	Yes

		<p><i>product "IP"</i></p> <p><i>Weight Bridge Ticket:</i></p> <ul style="list-style-type: none"> - <i>Ticke no. FFB16002271W</i> - <i>Delivery No. 029692</i> - <i>Date: 03/02/2016</i> - <i>Quantity: 5,270 kg</i> - <i>Name of product: FFB Sustainable product "IP"</i> <p>2. <i>FFB Received from Perlabiann Estate:</i></p> <p><i>Surat Pengantar Buah:</i></p> <ul style="list-style-type: none"> - <i>Delivery No. 006915</i> - <i>Date: 01/02/2016</i> - <i>Quantity: 230 bunches</i> - <i>Name of product FFB Sustainable product "IP"</i> <p><i>Weight Bridge Ticket:</i></p> <ul style="list-style-type: none"> - <i>Ticke no. FFB16002122W</i> - <i>Delivery No. 006915</i> - <i>Date: 01/02/2016</i> - <i>Quantity: 4,950 kg</i> - <i>Name of product: FFB Sustainable product "IP"</i> 	
4.2	The site shall inform the CB immediately if there is a projected overproduction of certified tonnage	<p><i>Based on "Rantai Pasok dan Mampu Telusur (Supply Chain and Traceability Procedure), no. ENC/SCC/01, rev. 3, dated 26th March 2015, there is mechanism to inform CB if any overprojection of certified tonnage as regulated in section 4.8. "Jika terjadi kelebihan produksi dari jumlah yang diproyeksikan, Marketing Department akan berkoordinasi dengan ENC Department untuk membuat laporan ke Lembaga Sertifikasi"</i></p>	Yes

Criterion D.5. Record Keeping			
	Requirement	Evidence	Compliance
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.	<p><i>There are records in place which are complete, up to date and accurate for all requirements from receiving FFB certified form estates and smallholders, receiving FFB in mill through weight-bridge system, and dispatch CPO and PK with balancing stock monthly and three monthly basis.</i></p> <p><i>Sample taken:</i></p> <ul style="list-style-type: none"> ➤ <i>Three monthly basis report</i> ➤ <i>Delivery of CPO</i> <ul style="list-style-type: none"> - <i>DO no. 006/T003834/II/FN/2016, dated 26 February 2016.</i> - <i>Transport vehicle no. BK 8751</i> 	Yes

		<ul style="list-style-type: none"> - <i>Origin: Perlabian POM</i> - <i>Receiver: Tangki Timbun PT. Dumai Participta Abadi.</i> - <i>Quantity: 27,220 kg</i> - <i>Name of product; CPO sustainable product "IP"</i> <p>➤ <i>Delivery of PK</i></p> <ul style="list-style-type: none"> - <i>DO no. 2016/PL-PK/DO/02, dated 24th February 2016.</i> - <i>Contract no. 2016/PL-PK/LTC/02</i> - <i>Transport vehicle no. BK 8107 EA</i> - <i>Origin: Perlabian POM</i> - <i>Receiver: PT. Musim Mas</i> - <i>Quantity: 21,170 kg.</i> - <i>Name of product; PK sustainable product "IP".</i> <p><i>Field Verification:</i> <i>CPO storage in Bulking Station of PT. Tolan Tiga Indonesia no. 3 (3,000 tonnes) and storage of PT. UMW no. 1 (700 tonnes) and no. 2 (500 tonnes).</i></p> <p><i>PK Storage of PT. Tolan Tiga Indonesia: Bin 1 dan 2 (196 tonnes each PK bin) and PT. UMW in Bin no. 3 (196 tonnes)</i></p>	
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Criterion D.6. Processing.			
	Requirement	Evidence	Compliance
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.	<i>The company only produced CPO and PK certified from their certified source and keep segregated during transported and stored.</i>	Yes
6.2	The objective is for 100 % segregated material to be reached.	<i>No any contamination with non certified CPO and PK (100 % produced certified CPO and PK)</i>	Yes

Appendix "G"
Location Map of PT. Tolan Tiga

Figure 1. Location of PT. Tolan Tiga Indonesia in Indonesia

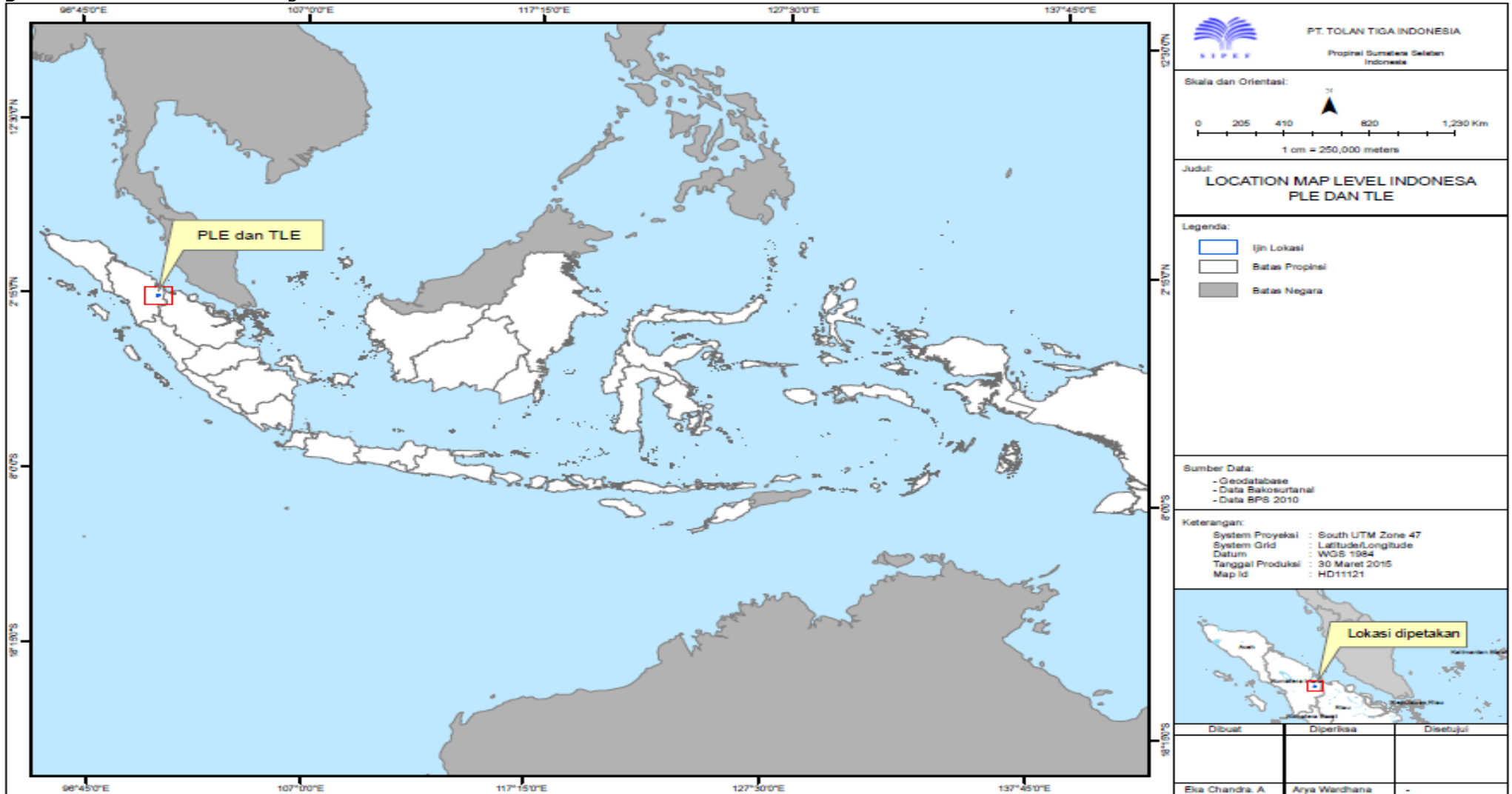
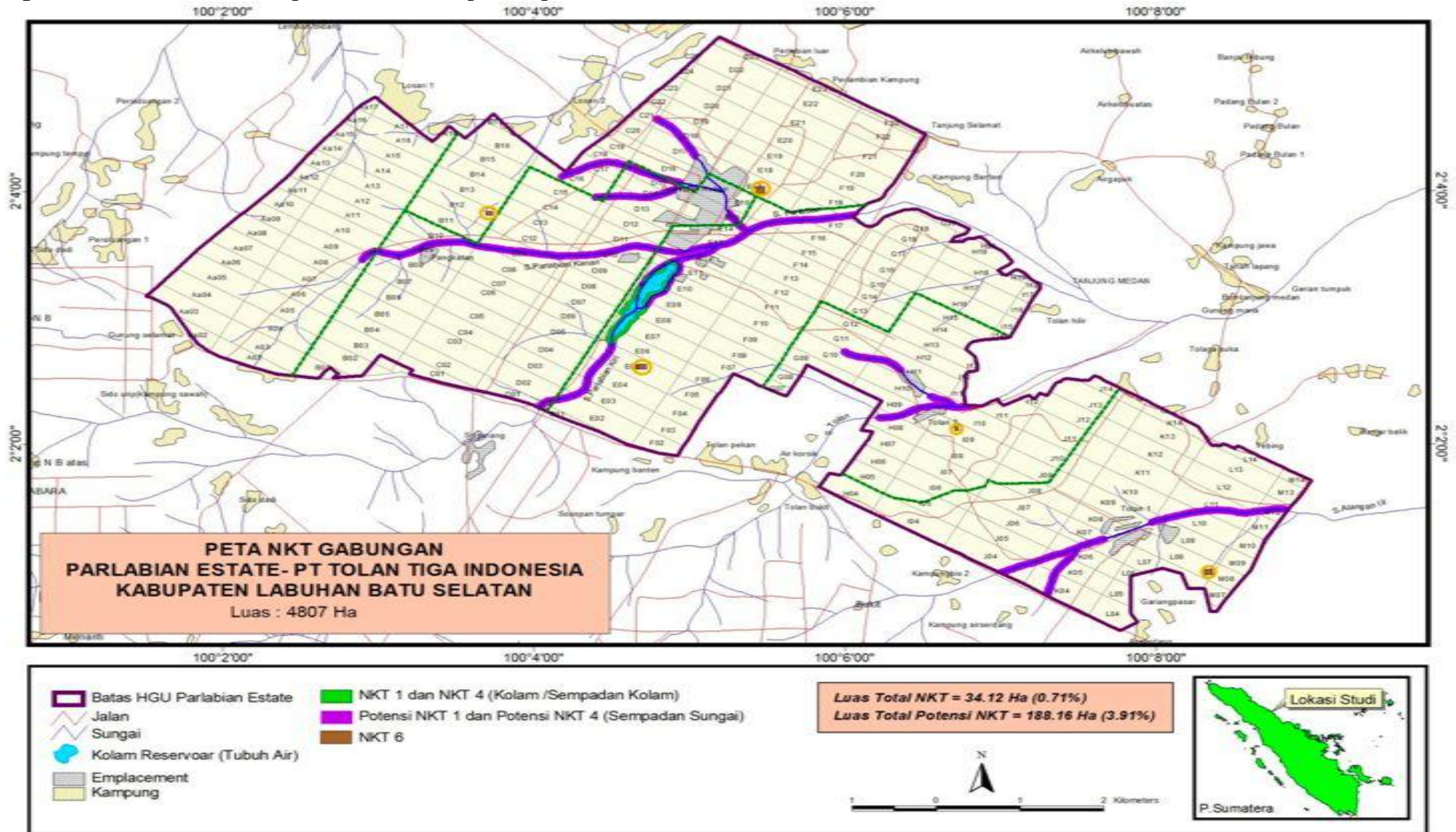
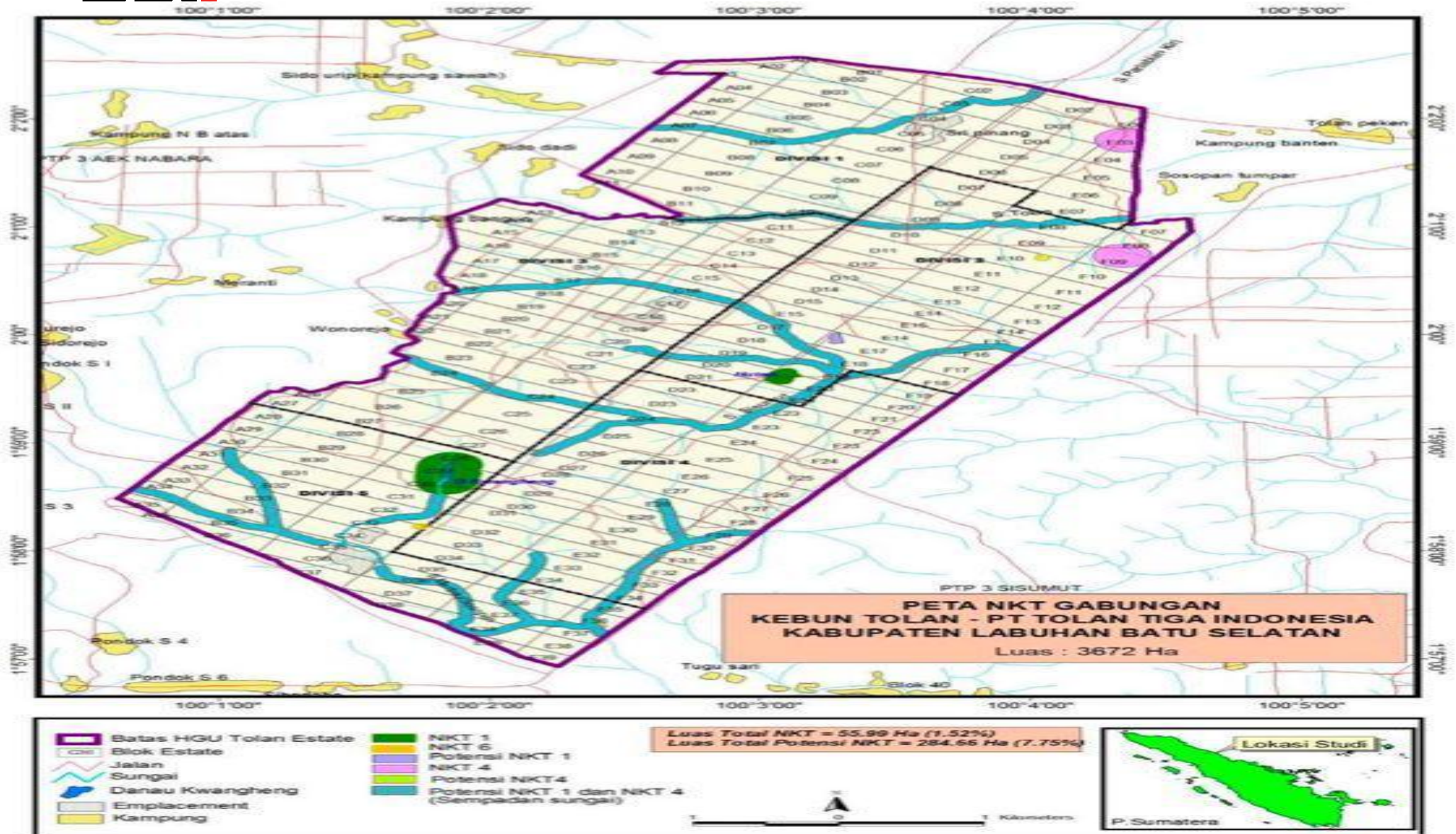


Figure 2. Location of PT. Tolan Tiga Indonesia in North Sumatera Province, Indonesia.



Figure 3. Location of PT. Tolan Tiga Indonesia 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