

RSPO – INITIAL ASSESSMENT

**PT INDO SEPADAN JAYA
TANJUNG SELAMAT PALM OIL MILL AND ITS SUPPLY BASE**

Office:

Jl MH Thamrin No 31 Jakarta 10230

Location:

Kampung Padang Village, Bilah Hilir District, Labuhan Batu Regency,
North Sumatera

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Section 1 Scope of the Certification Assessment

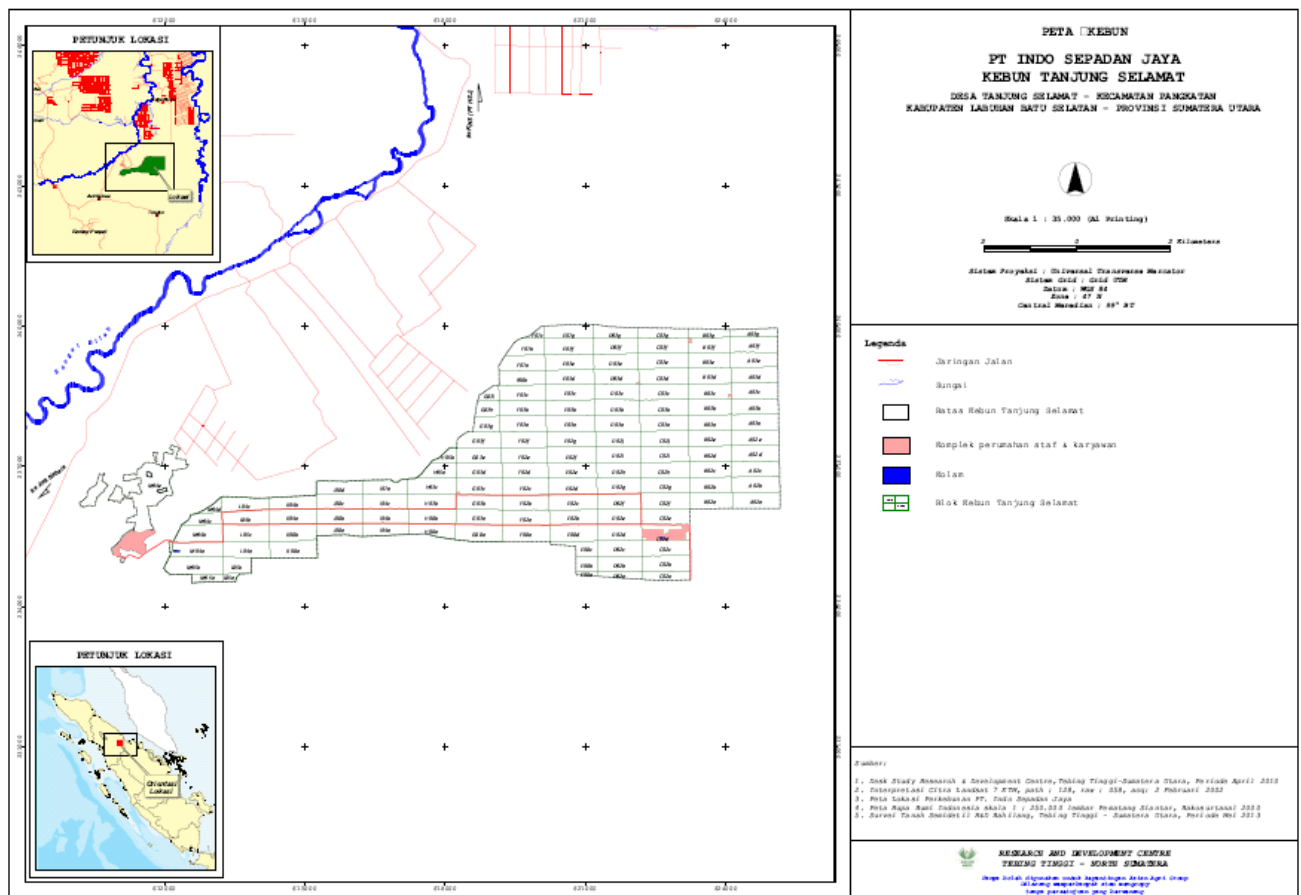
1.1. Company Details			
RSPO Membership Number	1-0022-06-000-00	Date	05 th February 2006
Company Name	PT Indo Sepadan Jaya		
Address	Head Office: Jl MH Thamrin No 31 Jakarta 10230 Location: Kampung Padang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatera		
Subsidiary of (if applicable)	PT Inti Indosawit Subur		
njunContact Name	Ms. Asrini Subrata		
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1.2. Certification Information			
Certificate Number	-	Date	-
Scope of Certification	Production of CPO and PK of PT. Indo Sepadan Jaya (Tanjung Selamat Palm Oil Mill) and its supply base. Mill capacity of Tanjung Selamat POM is 45 tonnes FFB/hour.		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
ID05/65250	ISO 14001	SGS Indonesia	10 June 2017
EU-ISCC-Cert-DE100-20141455	ISCC	SGS Indonesia	07 July 2015
EU-ISCC-Cert-DE100-20141682	ISCC	SGS Indonesia	09 September 2015
ISCC-Plus-Cert-10014057	ISCC Plus	SGS Indonesia	07 July 2015

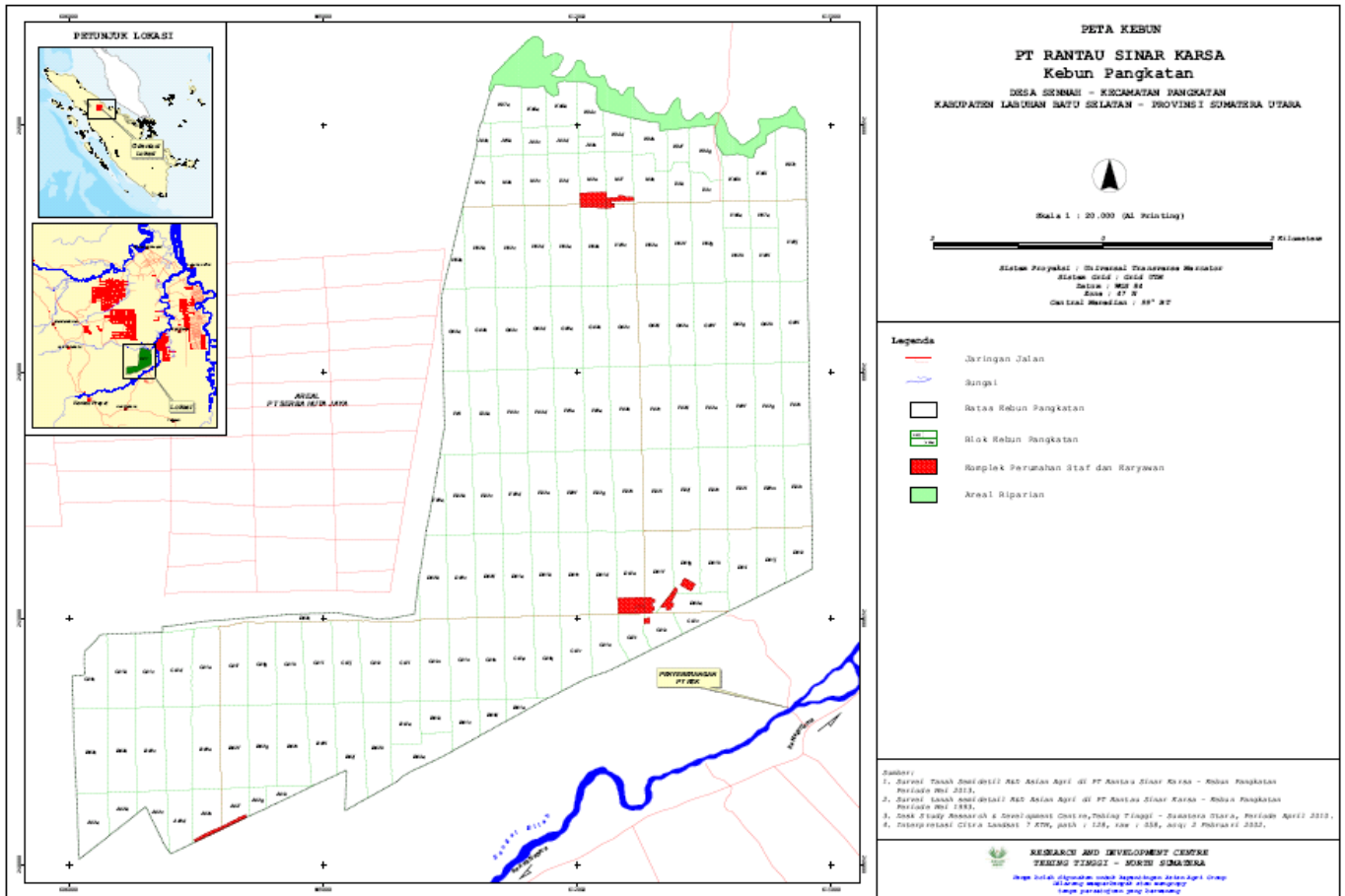
1.3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Longitude	Latitude
Tanjung Selamat Mill	Kampung Padang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatera	100° 00'32" E	02°07'44" N
Tanjung Selamat Estate	Kampung Padang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatera	100°00'28" - 100°07'32" E	02°07'17" - 02°10' 15"N
Kebun Pangkatan	Sennah Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatera	99° 57' 10"E - 100° 01' 55"E	02°10'19" - 02°15' 27"N

1.4. Description of Supply Base						
Estate	Mature (ha)	Immature (ha)	Infrastructure & Other (ha)	Total Planted (ha)	Total Hectarage	% of Planted
Tanjung Selamat	1,674	2,275	70	3,949	4,019	98.2 %
Pangkatan	3,656	120	560	3,776	4,336	87.08 %
Total	5,330	2,395	630	7,725	8,355	92.46%

Map 1a. Location of PT Indo Sepadan Jaya (Tanjung Selamat Estate) with neighbouring entities



Map 1b. Location of PT Indo Sepadan Jaya (Pangkatan Estate) with neighbouring entities



1.5. Plantings & Cycle								
Estate	Age (Years)					Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	Total	Estimated (2014)	Actual (2014)	Forecast (2015)
Tanjung Selamat	2,275	0	999	675	3,949	34,490	31,484	29,328
Pangkatan	120	0	38	3,618	3,776	81,439	73,702	76,729
Total	2,395	0	1,037	4,293	7,725	115,928	105,186	106,057

1.6. Certified Tonnage									
Mill	Estimated (Previous Year)			Actual (2014)			Forecast (2015)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Tanjung Selamat	-	-	-	-	-	-	106,057	22,272	6,052

Note: Projection OER (21.00 %) and KER (5.70 %)

Section 2 Assessment Process

2.1. Certification Body

Certification Body:

PT BSI Group Indonesia

Accreditation Certificate No. RSPO- ACC– 019

Menara Bidakara 2

17th Floor, Unit 5

Jl. Jend. Gatot Subroto Kav. 71-73

Komplek Bidakara, Pancoran

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2.2. Assessment Methodology

The Initial Certification Audit was conducted on 8th – 10th December 2014. The approach to the audit was to treat each mill and its supply base as an RSPO Certification Unit. The mill was audited together with the plantations of its supply base. A range of environmental and social factors were covered. These included 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, review of documentation and monitoring data. Checklists and questionnaires were used to guide the collection of information. The comments made by external stakeholders were also taken into account in the assessment. Public announcement in RSPO website on 05^h November 2014 within 30 days prior audit conducted.

The Major Nonconformities that were assigned during this assessment were followed up to check the effectiveness of corrective actions and it was closed out, Minor Nonconformities and observation will be verified in the next surveillance.

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

1.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
Tanjung Selamat POM.	x	x	x	x	X
Tanjung Selamat Estate	x	x	x	x	X
Pangkalan Estate	X	x	x	x	x

Tentative Date of Next Visit: 01/02/2015

Total No. of Mandays: 8 Mandays

2.3. Assessment Team:**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.

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.

Wahyu – Auditor

He holds a degree in Machine Engineering from Indonesian University on 2002. He completed the ISO 9001 and OHSAS 18001 Lead Auditor. During this assessment, he assessed on Enviromental and OHS.

Reviewer:

This summary report was reviewed by Mr. Sabar Kembaren (Internal Reviewer and Mr. Ganapathy (Exteral Reviewer).

Section 3 Assessment Findings

3.1 Details of audit results

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 RSP0 Criteria, in appropriate languages and forms to allow for effective participation in decision making.		
1.1.1 There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSP0 Criteria to relevant stakeholders for effective participation in decision making. - Minor compliance -	The company has made a mechanism for request information no.: AA-GL-5008.1-R1 dated on 22 nd August 2011. The company has owned some policies for documents created by the public relations department in the company and acknowledged by plantation manager that can be accessed by public dated 12 th September 2014 that covered: <ul style="list-style-type: none"> a. Legal Documents <ul style="list-style-type: none"> 1. a copy of SK HGU (Land Title) 2. a copy of AMDAL (Social and Environmental Impact Assessment) b. Environment Documents <ul style="list-style-type: none"> 1. Waste management plans 2. Report of waste water 3. Report of water management 4. Report of river water quality 5. Report of air quality. 6. Report of RKL (Environmental Management Plan) – RPL (Environmental Monitoring Plan). 7. Report of Hazardous Waste c. Social Activity Documents d. Employment Documents <ul style="list-style-type: none"> 1. Jamsostek 2. HSE management programmes 	Yes

Criterion / Indicator		Assessment Findings	Compliance
1.1.2	Records of requests for information and responses shall be maintained. - Major compliance -	Request Information record from Stakeholder has been documented into an incoming letter log book where in 2014 there were 13 types of letters from Stakeholder, e.g. letter sent by BLH no. 660/434/BLH-LB/AM/2014 dated on 3 rd September 2014 regarding of the progress of environment documents (DPLH & DELH) and response has given by company timely manner.	
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.			
1.2.1	Publicly available documents shall include, but are not necessarily limited to: <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). - Major compliance –	The company has list of documents can access by public, such as: legal permits, SEIA (AMDAL), RKL / RPL (Management and Monitoring Plan), water management plan, waste management plan, water and air monitoring, OHS, hazardous waste management plan, CSR, employment documents, etc. All documents refer to the ratified International Regulation, National Regulation and local regulation, e.g. OHS documents refer to the Act 1, year 1970.	Yes

Criterion / Indicator		Assessment Findings	Compliance
Criterion 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.			
1.3.1	<p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p> <p>- Minor compliance -</p>	<p>The company has human rights policy that has been published no. 298/ES-KTS/Memo/08/14 dated 26th August 2014 which also covering ethics in business that stated that "ethical behavior, prohibition of all forms of corruption, bribery in the conduct or transaction of business practices and fraudulent use of funds".</p> <p>That policy has been informed to all employees and it also has been posted in public area as well as been socialized in every morning briefing so that it can be accessed by all employees.</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>All legal requirement comply with the regulations and laws, including those related to land status, occupational health and safety, environmental, labour, agricultural practice, and mill operation. such as:</p> <ol style="list-style-type: none"> 1. Izin Lokasi (<i>Location License</i>) form North Sumatera Governor no. 7550/Sekr/Tahun 1988 (\pm 3,885 Ha) and no. 593.41/2834/K, year 1989, dated 8 November 1989 (\pm 4,500 ha) for Tanjung Selamat estate and no,593.41/2834/K, year 1989, dated 8 November 1989 (\pm 4,500 Ha) for Pangkatan Estate. 2. Izin Usaha Perkebunan (<i>Operational Business Permit</i>) from Agriculture Ministry No. HK.350/E4.242/03.89, dated 28th March 1989, renewal no. HK.350/M4.338/04.90, dated 10th April 1990 "Perubahan dan Perpanjangan Persetujuan Prinsip Usaha Perkebunan menjadi Kelapa Sawit seluas \pm 3,500 Ha di Kota Bilah hilir, Kab.Labuhan Batu, Provinsi Sumatera Utara" for Tanjung Selamat Estate and No. HK.350/E4.236/03.89, dated 23 March 1989 and renewal IUP from rubber to oil palm plantation no. HK.350/E4.329/04/90 dated 10 April 1990 "perihal Perubahan dan Perpanjangan Persetujuan Prinsip Usaha Perkebunan menjadi Kelapa Sawit seluas \pm 3,150 Ha di Kecamatan Bilah Hilir, Kab. Labuhan Batu, Sumut" for Pangkatan estate. 3. Renewal IUP in 2013 for Tanjung Selamat estate from Governor of North Sumatera no. 522.2/87/BPPTSU/2/1.3/IX/2013, dated 9th September 2013 for \pm 3,885 Ha dan Mill capacity 45 tonnes FFB/hour. 4. Risalah Pemeriksaan Tanah "B" No. 67/PPT/a/1989, dated on 24th November 1989, issued by "Kanwil BPN" Nort Sumatera Province (\pm 3,885 Ha) for Tanjung Selamat Estate; and re-cadastral in 2014 with "Peta Bidang Tanah" no. 12/12/2014, August 2014 (3,347.01 ha) and no. 12A/12/2014, August 2014 (531.72 ha). 	Yes

Criterion / Indicator		Assessment Findings	Compliance
		5. Hak Guna Usaha (HGU)/Land title no. 5/HGU/BPN/90, dated 13 March 1990 (4,336 Ha) for Pangkatan estate. 6. AMDAL (SEIA) - Studi Evaluasi Lingkungan (SEL), approved by Komisi Pusat AMDAL, Agriculture Ministry no. RC.220/385/B/II/94 dated 28 th February 1994 for Tanjung Selamat Estate and no. RC.220/383/B/II/94, dated 26 th February 1994 for Pangkatan Estate. 7. Discharge effluent into the watercourse permit from Bupati Labuhan Batu no. 503.660/279/BLH/WAS/2013, dated 17 th September 2013, valid until 17 September 2018. 8. Ground water usage permit from Bupati Labuhan Batu no. 503.547/185/DBM-IV/2012, dated 18 th June 2012 and no. 503.547/184/DBM-IV/2012, dated 18 th June 2012. 9. Machinery permit in Mill is available. 10. The company has established fire mitigation officer as described in organizational chart "Struktur Organisasi Personil Tanggap Darurat" approved by Kepala Dinas Tenaga Kerja dan Transmigrasi Kabupaten Labuhan Batu No. Kep.28/P2k3/DSTKT-4/2014, dated 28 th February 2014 and no. Kep.702/P2K3/DSTKT-4/2014, dated on 15 th September 2014 as regulated in Permenaker No. 186, year 1999 11. Others permits are available and it has been verified during audit.	Yes
2.1.2	A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -	List of laws are available and being evaluated regularly. Last updated on June 20 th 2014.	Yes

Criterion / Indicator		Assessment Findings	Compliance
2.1.3	A mechanism for ensuring compliance shall be implemented. - Minor compliance –	List of laws are available and being evaluated regularly, last updated on 20 th June 2014, e.g. evaluation of regulation of Ministry of Manpower and Transmigration No. 100, year 2014 and Ministry of Agriculture No. 12, year 2009. The evaluation of regulatory compliance has been recorded into evaluation status' documents on August 25 th 2014.	Yes
2.1.4	A system for tracking any changes in the law shall be implemented. - Minor compliance –	Legal requirement-evaluation and fulfilment mechanism regulated under "SOP Pemenuhan Peraturan Perundang-undangan dan Perubahannya" (No. SOP; AA-GL-5001.1-RO) dated 5 th December 2009. The procedure explains the stages for evaluation applicable legal requirements, person in charge for evaluation and ensures implementation of such requirement.	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 -	The company has legal land ownership as indicator 2.1.1 point 1 – 5.	Yes
2.2.2	Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance –	The company carried out monitoring of boundary pegs on regular basis. Maps of boundaries identified the position of boundary pegs, during field visit found that the boundaries are demarcated clearly.	Yes

Criterion / Indicator		Assessment Findings	Compliance
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 documents review, it was noted that no any land compensation was made due to no customary land or legal rights within the company areas, however, in the past, there were claimed from PT. C in Tanjung Selamat Estate and from farmer group "TL" in Pangkatan Estate.</p> <p>Based on document review, claimed form PT. C went through the supreme court and the last decision Supreme Court of Republic of Indonesia's no. 2236K/Pdt/2007 by court in Medan District dated 8th May 2009 stated that the Supreme Court rejected the kasasi submitted by PT. C. Since the Supreme Court decision received, no any claimed anymore from PT. C.</p> <p>Also there is claimed from Farmer Group "TL" for 2,000 ha in Pangkatan estate and there was a decision of PTUN Medan in 1994 as issued in verdict cases No. 39/Bdg-G.Mdn/PT.UN-MDN/1994 dated on March 23rd 1995.</p>	Yes
2.2.4	<p>There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</p> <p>- Major compliance –</p>	<p>Based on verification of "Risalah B" no. 67/PPT/a/1989 dated 24th November 1989 and interview with stakeholders and local authorities confirmed that no any land disputes at the moment.</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>Currently, no any land dispute was noted.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. - Major compliance -	Currently, no any land dispute was noted.	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	Maps of an appropriate scale showing the extent of recognised legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities). - Major compliance –	The Company has Hak Guna Usaha (HGU)/Land title, there are no customary land or legal rights within the company's HGU.	Yes

Criterion / Indicator		Assessment Findings	Compliance
2.3.2	<p>Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include:</p> <p>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;</p> <p>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;</p> <p>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> <p>- Minor compliance -</p>	<p>It was noted that no any land compensation was made due to no customary land or legal rights within the company areas. There is claimed from Farmer group "TL" and it has been solved by the Court decision (see 2.2.3)</p>	Yes
2.3.3	<p>All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p> <p>- Minor compliance -</p>	<p>It was noted that no any land compensation was made due to no customary land or legal rights within the company areas</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
2.3.4	Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. - Major compliance -	It was noted that no any land compensation was made due to no customary land or legal rights within the company areas. There is claimed from Farmer group "TL" and it has been solved by the Court decision (see 2.2.3)	Yes
PRINCIPLE 3: COMMITMENT TO LONG-TERM ECONOMIC AND FINANCIAL VIABILITY			
Criterion 3.1			
There is an implemented management plan that aims to achieve long-term economic and financial viability.			
3.1.1	A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. - Major compliance -	A business plan is available in place, covering FFB production projected, OER, KER and cost projection in estates, however, it was found no cost production projection and FFB pricing in Tanjung Selamat Mill. (Major NC raised)	No
3.1.2	An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance –	The company has programmed for replanting in Pangkatan Estate, such as: in 2015 (293 Ha) and 2016 (596 Ha), so far no replanting program in Tanjung Selamat Estate in the near future.	Yes

Criterion / Indicator	Assessment Findings	Compliance
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 company has procedures from land preparation up to despatch CPO PK, such as: 1. SOP AA-APM-OP-1100.01. R1 (Seedling). 2. SOP AA-APM-OP-1100.02. R1 (SOP of Land Preparation). 3. SOP AA-APM-OP-1100.03. R1 (SOP of Roads & Bridges Construction and Maintenance). 4. SOP AA-APM-OP-1100.05. R1 (Soil & Water Conservation) 5. SOP AA-APM-OP-1100.06. R1 (Planting Legium Cover Crops) 6. SOP AA-APM-OP-1100.07-R1, last revision no. 02/HP/MEMO/FEB/13, (Planting). 7. SOP AA-APM-OP-1100.08. R1 (Weeding control) 8. SOP AA-APM-OP-1100.09. R1 (Fertilization) 9. SOP AA-APM-OP-1100.10. R1 (Pests & Disease Control) 10. SOP AA-APM-OP-1100.11. R1 (Pesticide Control) 11. SOP AA-APM-OP-1100.14. R1 (Census) 12. SOP AA-APM-OP-1100.18. R1 (Harvesting) 13. SOP AA-APM-OP-1100.19. R1 (FFB Transport) SOP of the processing in PKS from FFB Receiving up to despatch of CPK / PK (SOP AA-MPM-OP-1400.03-RI till SOP AA-MPM-OP-1400.14-RI)	Yes
4.1.2 A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	The company conducted an internal audit by R & D Department at least once in a year. The last internal audit was conducted by R & D (Albertus Prasetyadi) on March 20 th – 22 nd 2014 and August 7 th – 9 th 2014 in plantation and July 18 th 2013 BS May 19 th – 20 th 2014 in Mill. Visiting Agronomy and Visiting Engineer reports are available, it was noted that correction action was done.	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance –	The company conducted an internal audit by R & D Department at least once in a year. The last internal audit was conducted by R & D (Albertus Prasetyadi) on March 20 th – 22 nd 2014 and August 7 th – 9 th 2014 in plantation and July 18 th 2013 BS May 19 th – 20 th 2014 in Mill. Visiting Agronomy and Visiting Engineer reports are available, it was noted that correction action was done.	Yes
4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	The record of FFB from outgrower receipt is recorded in "Laporan Harian PKS", The FFB from outgrower coming from supplier, e.g. from supplier 'Ismail' delivered FFB 35.771 tonnes, 'Roma' (290 tonnes), UD. Ula Tersia (310 tonnes), Anugerah Sawit (24 tonnes) and PT. Golden Permata Elaeis (1.159 tonnes) in 2014.	Yes
Criterion 4.2			
Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.			
4.2.1	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. - Minor compliance –	The company has established procedure soil fertility in "SOP AA-APM-OP-1100.09. R1" - SOP Pemupukan, consist of type and recommendation of fertilizer for immature and mature areas, cycle, dosage and when fertilizer is applied.	Yes
4.2.2	Records of fertiliser inputs shall be maintained. - Minor compliance –	The company updated its fertilization report as it is being recorded in "Buku Kegiatan Mandor" and fertilization report, e.g. applied fertilizer type ZA in block E93f (37 ha); 6.004 kg for 37 ha (1 ha = 99.51 palm tree/ha) or 1.63 kg/palm tree where the recommendation was 1.50 kg/staple. Applied ZA 8,969 kg in block C91p (28 ha) for 28 ha or 2,25 kgs/palm tree. <i>Applied FFB ashes 4,767 kg in Block B91b (14 ha) or 3 kg palm tree.</i>	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance –	The company has done leaf and soil analysis regularly for basic fertilizer recommendation. Leaf analysis is conducted annually, the last analysis was conducted on June 2013 by PT. NPKAI & QC Laboratory. Soil analysis is conducted every 6 years, the last soil analysis in 2013 by "Research and Development Department".	Yes
4.2.4	A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance –	The company applied EFB ashes to increase the soil fertility, no applied EFB and Land Application.	Yes
Criterion 4.3			
Practices minimise and control erosion and degradation of soils.			
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	Peat land soil is available in place, with deep peat soil categories 0 – 1 metres, 1 – 3 metres and more than 3 metres and also slope areas map.	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 –	All of flat areas in the company that have slope 0 – 8% proven to have no sign of land erosion.	Yes
4.3.3	A road maintenance programme shall be in place. - Minor compliance –	Road maintenance program and progress was made in recorded in "Roads Grading Monitoring". e.g. roads maintenance program and progres in March 2014 along 1,309 metres.	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 –	Measurement of peat subsidence is conducted every six months, there are 4 points peat subsidence sample in each estate, Pangkatan estate. Result of monitoring in June 2014 shown that peat subsidence is 1 – 3 cm, e.g. sample point in Div. 3 Blok C14i (1 cm).	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 –	Water level in main and collection drain in peat areas is monitored regularly, record shown that average level is 60 cm.	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 –	No others fragile soil within the company areas, except peat soil.	Yes
Criterion 4.4			
Practices maintain the quality and availability of surface and ground water.			
4.4.1	An implemented water management plan shall be in place. - Minor compliance –	The company has established water management plan, consist of management water supply for domestic, water consumption and measurement of water quality. The company has conducted measurement of water quality regularly and consistent, the result shown that water quality is comply with national regulation.	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.4.2	<p>Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated.</p> <p>- Major compliance -</p>	<p>The water used for domestic purposes comes from the "reservoir" then pumped into the tank and supplied to the employee residences. To maintain the water source, the company have been planted the native trees around the "reservoir" and along rivers.</p> <p>SOP for maintaining riparian zone is under SOP AA-APM-OP-1100.05. R1 "Konservasi Tanah dan Air", it is stated that at during land clearing area along the river shall be conserved.</p>	Yes
4.4.3	<p>Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6).</p> <p>- Minor compliance –</p>	<p>The company conducted monitoring POME discharge periodically and reports the results to the relevant authorities. Measurement data and monitoring of POME is discharged into the water bodies, e.g.</p> <ol style="list-style-type: none"> 1. Certificate of Analysis, No. 09228/CLACAH, dated on November 17th 2014 by Sucofindo 2. Certificate of Analysis, No. 0879/CLACAH, dated on October 14th 2014 by Sucofindo 3. Certificate of Analysis, No. 07993/CLACAH, dated on October 3rd 2014 by Sucofindo 4. Certificate of Analysis, No. 06973/CLACAH, dated on September 02nd 2014 by Sucofindo 5. Certificate of Analysis, No. 05809/CLACAH, dated on July 26th 2014 by Sucofindo 6. Certificate No. 068-2/A/BINA/VI/2014, dated on June 25th 2014 by Binalab, Environmental Quality Testing Laboratory <p>Based on these test results of BOD parameters are still below the quality standard in accordance PERMEN-LH No. KEP-51 / MENLH / 10/1995, Appendix B IV (100 mg / L). The BOD level in effluent is monitored monthly.</p>	Yes
4.4.4	<p>Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored.</p> <p>- Minor compliance –</p>	<p>The use of water for the production process contained in section Quality & Process Control. Water usage data for FFB processed (M3 / tonne of FFB) in January - November 2014 in average of 1.01 M3 / Tonnes FFB.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.5			
Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.			
4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	The company has Integrated Pest Management and its implemented, such as: 1. Planting "Beneficial Plant" such as: Cassia cobanensis, Antigonon leptosus and Tunera subulata were recorded every month in the "Monitoring Host plant", e.g. planting Cassia cobanensis 235 holes, Antigonon leptosus: 70 holes in Afdeling I in August 2014. 2. Install barn owl and barn owl census every month, e.g. report in May 2014 and November 29 th 2014, number of barn owl is 91 units, good condition 75 units and occupied 27 units as well as install new barn owl in 2014: 8 units in Tanjung Selamat estate and monitoring barn owl in Pangkatan estate found 72 units barn owl, good condition 68 units, occupied 47 units (ratio 1 unit = 56.6 ha). 3. Rat census is conducted every month, e.g. July 2014, it was found 3 rats attack in 11,567 trees. 4. Census of Leaf Eating Caterpillar conducted every month. 5. Control oryctes spraying using Polyror (Lambda Sihalotryn), e.g. applied 21 litres in Block in Block C13h,I,j (total area applied: 95 ha)	Yes
4.5.2	Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	A record of training for IPM is availabl, e.g . IPM training in April 2014, handling of pesticides, dated on 23 October 2014	Yes
Criterion 4.6			
Pesticides are used in ways that do not endanger health or the environment.			
4.6.1	Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. - Major compliance -	There is documented justification for all Agrochemical use determining the reason for the use of certain chemicals. There is an updated register which records products used, when required, amounts to be used and frequency of use.	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.6.2	<p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided.</p> <p>- Major compliance -</p>	<p>List of used pesticides:</p> <ul style="list-style-type: none"> - Agronil (a.i. Klorotakonil), valid up to January 9th 2017. - Amcothene (a.i. Asefat), valid up to October 17th 2017 - Dithane – M45 (a.i. mankozeb) valid up to June 23th 2016 - Elang 480 SL (ai. Glyphosat), valid up to January 9th 2017. - Gramoxone 276 (Paraquat Dichloride) valid up to March 18th 2016 - Metsulindo Plus (ai. 2.4 D Natrium) valid up to October 17th 2017 . - Metsulindo 20 WP (ai. Metil Metsulfuron) – valid up to June 23rd 2016 - Lindomin 865 SL (2.4 dimetil amina) valid up to June 23th 2016, - Kenso Indo (Floroksipil 200g/l, - Polydor (ai. Dellametrin) – valid up to December 9th 2018 - Regent (ai. Fipronil) – valid up to March 16th 2016. - Turicide (ai. Dellametrin) – valid up to January 9th 2017 - Amcochene 75 SF (ai. Asefat) – valid up to October 17th 2017 etc <p>Based on the verification that showed that all of pesticides has been registered and till valid up to its end of license dates.</p>	Yes
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 GPPOL</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.6.4	<p>Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances.</p> <p>- Minor compliance –</p>	<p>The company not use pesticides categories class IA and 1B, only using pesticides with active ingredient Paraquat Dichloride, the record shown that Paraquat usage is decreased significantly in a few years and it was verified during audit.</p>	Yes
4.6.5	<p>Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7).</p> <p>- Major compliance -</p>	<p>Up to date records of training are kept in each estate for the following:</p> <ul style="list-style-type: none"> - Limited pesticides (Pelatihan Pestisida terbatas) - Handling of pesticides - Integrated Pest Management Pesticide Mixers - Pesticide Sprayers - Any pesticide handlers in stores <p>The training data is also maintained to show the nature and content of the training covered.</p> <p>Material Data Safety Sheets (MSDS) are obtained for all chemicals used and are available at the storage and areas of mixing</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 company already had a Pesticides warehouse and pesticide containers washing and bathing places for the sprayers. Based on a field visit to the Pesticides Warehouse, it was found that:</p> <ul style="list-style-type: none"> - Permanent Buildings, - A good ventilation, - Permanent floor is cemented, the floor of the mixing of pesticides using ceramics, and equipped with a "spillage trap", - eye wash shower, first aid box, PPE and Fire extinguisher are provided. <p>Operation control:</p> <ul style="list-style-type: none"> - MSDS are available for all types of existing pesticides - The pesticide management and safety instructions are available - A package management/ used pesticide package is available - Water wash of pesticides containers collected in "spillage trap" - The flow of waste water is channeled and stored so that it is not discharged into the environment. The water used is used for its dilution. <p>A package management / used pesticide package:</p> <ul style="list-style-type: none"> - Pesticide packages were clean washed in a wash basin, then, it was dried in a provided place. - Dried packages were stored in temporary warehouse before being taken / sent by a third party who has a license. 	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<p>The company had a SOP of waste pesticide management which is SOP of hazardous waste management No. AA-KL-06-EFP.</p> <p>There is agreement between company and PT.. Elmusonsetindo Nusaindah for disposed hazardous waste no. 01 / SPJ / LEG-XXX / X / 13, dated October 7, 2013. PT Elmusonsetindo Nusaindah is one of company who has approval from Environmental Ministry of Republic Indonesia no. no. B-12 454 / DEP.IV / LH / PDALs / 12/2012 dated on 20th December 2012.</p> <p>The company disposed their hazardous waste, included empty container pesticides to the approval company (PT. Elmusonsetindo Nusaindah), e.g. delivered empty container pesticides 2 drums, used oil 7 drums, contaminated goods 5 drums, and used accu 9 pcs on 24th June 2014</p>	Yes
4.6.7	<p>Application of pesticides shall be by proven methods that minimise risk and impacts.</p> <p>- Minor compliance -</p>	Pesticides used were mixed accordingly as per mixing instructions.	Yes
4.6.8	<p>Pesticides shall be applied aurally only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.</p> <p>- Major compliance -</p>	There is no aerial application of pesticide throughout the company plantation	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>The company is providing training for pesticide storekeepers and sprayers team, e.g. handling of limited pesticides on 23th October 2014.</p> <p>MSDS and emergency procedures is available in premises..</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.6.10	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance –	Based on interview with workers who are handling of pesticides that they understood of disposed empty containers pesticides, such as: Empty chemical containers re-used only for mixing purposes, unusable are triple rinsed, punctured and disposed to the approval collector.	Yes
4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	The company conduct medical surveillance for workers who are involved in chemical substances and risk areas, included for spraying team at least annually, the last Medical surveillance for 97 workers in Pangkatan Estate and also 97 workers in Tanjung Selamat estate in April - May 2014, e.g. Mrs T, Mrs. YG, Mrs WI (Spraying Team) and Mr. DD (Fertilizer team), audigrom test for operators, e.g. Mr. M (Genset operator) Based on doctor's analysis, there was found that all workers are normal condition.	Yes
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance –	Based on interview with female worker, its confirmed that no pregnant and/or breast-feeding involved in chemical/pesticides, they are transferred to other duties.	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
4.7.1	<p>A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.</p> <p>- Major compliance -</p>	<p>The Company has health and safety policy that is written in in the Company's policy, signed by the Managing Director of the Company on 26th November 2012.</p> <p>The policy has been communicated to all employess and displayed in public area in estates and mill.</p> <p>The company has conducted Risk Assessment related to health and safety work. The results of analysis were written into risk analysis document (HIRADC), dated 27 January 2014.</p> <p>Risk assessment method used is quantitative and qualitative method which is the multiplication of severity with the level of possibility. The company has set matrix multiplication result, which is subsequently determined from the matrix level / quality risk is divided into five (5) categories: extreme, high, moderate, low and negletible</p> <p>For activities/processes that have risk levels of moderate and low, the company will perform operation control, monitoring and as well as to provide an appropriate personal protective equipment (APD).</p> <p>The company has made a health and safety programs that were written into Management Program documents. The decided program management targets related to the health and safety is to prevent and minimize disease and accidents.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<p>OHS program 2014, such as:</p> <ul style="list-style-type: none"> - Minimizing numbers of work accidents . - Improving the safety behaviour (creating the safety culture in working place) - The nearmiss identification and ongoing supervision for employees due to the importance of health and safety - The toxic inspection will be conducted regularly - The implementation of 5S, ISCC, and BMP 	Yes
4.7.2	<p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>- Major compliance -</p>	<p>As a precaution of disease and accidents, the company has set operation control by making procedures, providing appropriate training, provides adequate PPE to all relevant employees.</p> <p>The company also monitored the effectiveness of its implementation in the field.</p> <p>Engineering control was implemented to prevent hearing loss, e.g. install noise reduction agent and administrative by erected signboard of noise area, as described in Risk Assessment, updated January 2014.</p> <p>However, during field visit, it was found that OHS sign board, PPE sign board, risk warning (phisically, elektrik and risk area) is insufficiently, lighting in production area is insufficient, and ladder in Chimney Boiler is broken. (NC Major raised)</p>	No

Criterion / Indicator		Assessment Findings	Compliance
4.7.3	<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 workers received training related OHS, e.g.</p> <ol style="list-style-type: none"> 1. Limited pesticides handling training on 23rd October 2014. 2. Basic fire training was conducted on 4th June 2014. 3. Basic safety training was conducted on 21st July 2014. 4. First Aids training was conducted on 7th May 2014. 5. PPE usage training was conducted on 7th January 2013 6. PPE for spraying team training was conducted on 26th April 2013, etc. <p>Training is documented in "Rekaman Pelatihan".</p> <p>During field visit, it was seen that, the workers use PPE appropriately.</p> <p>Based on documents review that all operators have trained and had "SIO – Operator license), e.g. Mr. Esbin Tamba (Excavator operator), license valid until 07 June 2018, Mr. Parulian Simamora (Compactor operator), license valid until 07th March 2019, Mr. Digo Sabarani (Electrician) license valid until 27th February 2017.</p> <p>OHS for handling and application of pesticides included in procedure "Penanganan Limbah" no. AA-KL-06-EFP</p>	Yes
4.7.4	<p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p> <p>- Major compliance -</p>	<p>The responsible person of OHS is documented in organizational chart Panitia Pembina Kesehatan dan keselamatan kerja (P2K3). Meeting between company and P2K3 members is conducted regularly.</p> <p>Meeting is reported every 3 month to the Government, meeting is discussed previous OHS program, accident record and corrective action was taken, safety inspection, OHS inspection, etc.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.7.5	<p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p>- Minor compliance –</p>	<p>Accidents and emergency procedures no. AA-EMS-446-PR (operation control), AA-EMS-447-PR (Emergency preparedness), AA-EMS-001-FM (Emergency plan), AA-EMS-003-FM (Emergency incident), and AA-EMS-004-FM (Emergency incident Reporting).</p> <p>Those procedures is socialized and available in notice board in site, during interviewed with workers, it was seen that they understood the emergency and accident procedures. Emergency call phone also is available in all site operation.</p> <p>Assigned trained in First Aid sighted present with First Aid Kit available in various workplace.</p> <p>Records of accidents were found well-kept and presented to the board during the monthly notice board.</p>	Yes
4.7.6	<p>All workers shall be provided with medical care, and covered by accident insurance.</p> <p>- Minor compliance –</p>	<p>The company has provided clinic for all workers and its covered also by Social Insurance, namely Jamsostek (BPJS).</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics. - Minor compliance –	The company maintained all of the records regarding the works accident included nearmiss and lost time accident (LTA) in some documents, such as: <ul style="list-style-type: none"> a. Incident Log; contains the victim data, employees grade, works, incident information (time, date, month, year, and location), part of bodies injured, incident description, actions taken, incident categories, numbers of absences and etc. b. Incident Report; contains summary dari incident log, recaped every month. The incident report for January – November 2014, as follows: <ul style="list-style-type: none"> - Fatality: 0 (nil) - Permanent disable: 0 (nil) - Lost Time Incident: 0 (nil) - Fire: 0 (nil) - Properties Damage: 0 (nil) - Medical Aids: 37 cases - First Aid: 8 cases c. Nearmiss Log; contains names, areas, dates, reporter, incident description, causes, categories, preventive actions, PIC, targets and prevetive actions status. d. Nearmiss Report; contains summary of Nearmiss Log recaped every month. The nearmiss report of Plantation B for January – November 2014. 	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 RSP0 Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme.</p> <p>- Major compliance –</p>	<p>The company has its own training institution assigned to arrange its training programmes. The training is created annually.</p> <p>Training programs in 2014, such as:</p> <ul style="list-style-type: none"> - Sustainability Awareness training for RSP0, ISPO and ISSC in June 2014. - HCV Training in October 2014. - Basic Safety/K3, in May 2014. - Basic Fire in March 2014 - First Aider in November 2014 - OHS for herbicides and chemical handling in September 2014 - Integrated Pest Management in April 2014 - Managerial technical in AA Learning institute. <p>For training programs in 2015 will be developed in January 2015.</p>	Yes
4.8.2	<p>Records of training for each employee shall be maintained.</p> <p>- Minor compliance –</p>	<p>Training records consist of the certificates, attendances and training materials were kept in the individual operating units, e.g. training record for Mr. Esbin Tamba (operator), Mr Ahmad Zainul (Paramedic), Mr. Hartanto (Welder), etc.</p>	Yes
PRINCIPLE 5: ENVIRONMENTAL RESPONSIBILITY AND CONSERVATION OF NATURAL RESOURCES AND BIODIVERSITY			
<p>Criterion 5.1</p> <p>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>			

Criterion / Indicator		Assessment Findings	Compliance
5.1.1	<p>An environmental impact assessment (EIA) shall be documented.</p> <p>- Major compliance -</p>	<p>The company has identified environmental aspects and effects that being well-documented. The identification covered all activities/processes/products/wastes in every piece of work.</p> <p>The AMDAL is approved by Ministry of Agriculture as approval letter no. RC.220/385/B/II/94 dated on 28th February 1994 for Tanjung Selamat estate and no. RC.220/383/B/II/94, dated 26th February 1994 for Pangkatan Estate.</p>	Yes
5.1.2	<p>Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons.</p> <p>- Minor compliance –</p>	No any changes of SEIA documents	Yes
5.1.3	<p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p> <p>- Minor compliance –</p>	Company has prepared report on Environmental Management and Monitoring implementation (Laporan RKL-RPL) and sent reports every 6 month to Government Authority, e.g RKL-RPL report semester I 2014 (Period January - June 2014), acceptance letter by officer as evidence,	Yes

Criterion / Indicator		Assessment Findings	Compliance
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 -	Identification of HCV by consultant "Bogor Agriculture University – IPB" in April 2013. HCV were identified in HCV 1.3 and 4.1 (110.87 ha) and HCV 6 (0.04 ha). The company also has done monitoring of HCV et least 6 months, the last monitoring "period January – June 2014".	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 -	The company has made "Conservation Management Plan" to manage and to monitor of RTE's. There was found RTEs as per PP No. 7, year 1999, such as: Kucing kuwuk (<i>Prionailurus Bengalensis</i>), Burung Madu kelapa (<i>Anthreptes Malacensis</i>), Elang Brontok (<i>Nisaetus Cirrhatus</i>), Kuntul kecil (<i>Egretta garzeta</i>) and etc.	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 –	The company has done socialization to promote protection of flora and fauna's as well as to promote its HCV areas for surrounded communities, e.g. HCV socialization on 4 th September 2014, attended 30 participants. The company also educate their workforce and erected signages in public area, e.g. socialization HCV to employees on 8 th February 2014, attended 30 participants.	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>	The company has conducted monitoring of HCV, i.e. monitoring of wild animal / RTEs every six months, e.g. report of RTEs monitoring in January – June 2014.	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>	All HCV and conservation areas within the company areas.	Yes
Criterion 5.3			
Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.			
5.3.1	<p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance –</p>	The company has identified waste of product and source of pollutions then documented it into "Identifikasi Aspek dan Dampak Lingkungan"	Yes

Criterion / Indicator		Assessment Findings	Compliance
5.3.2	All chemicals and their containers shall be disposed of responsibly. - Major compliance -	The company store hazardous waste in temporary storage with permit and disposed the hazardous waste to the registered collector, e.g. hazardous Waste Manifest No.: 0 015091 (used oil: 4 drums), 0015093 (Contaminated Goods: 2 drums), 0015094 (Used Packages: 32 drums), dan 0015095 (used accumulator: 14 Pcs). The hazardous waste also is recorded in storage and balancing stock is monitored regularly, e.g. hazardous waste received on June 24 th 2014 and balancing stock period: April – June 2014.	Yes
5.3.3	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance –	Waste management plan is documented in “Rencana pengelolaan Limbah”. Waste management consists of medical waste, domestic waste, and hazardous waste to reduce pollution into the environment.	Yes
Criterion 5.4 Efficiency of fossil fuel use and the use of renewable energy is optimised.			
5.4.1	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance –	All energy used in both mills is monitored and recorded under document of “ <i>Pemakaian Energi 2014</i> ”. Fossil fuel records are maintained and trends shown. Energy use records include accurate measurements of renewable energy use per tonne of FFB processed. Company already maximise the renewable energy use. All the shell and fibre is consumed internally as boiler fuel. Fossil fuel usage is recorded for operational purpose, including the efficiency analysis.	Yes

Criterion / Indicator		Assessment Findings	Compliance
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.			
5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	No open burning was noted during field visit and interviewed with local communities and workers	Yes
5.5.2	Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	No any open burning was noted for land preparation	Yes
Criterion 5.6			
Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			
5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions; particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	The company has conducted assessment of polluting activities as documented in "Mitigasi GRK"	Yes
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance -	Identification of pollutant and GHG, such as: usage of anorganic fertilizer, pesticide, fossil fuel usage, peat land, and POME. The company also has minimized pollutant and GHG through using EFB as organic fertilizer, implementing IPM to reduce pesticides usage, using fibre and sell for boiler, etc..	Yes

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>The company has prepared a strategy in effort to reduce and mitigate pollution and emission. Monitoring of pollution and emission quality for plantation has been planned and implemented, e.g. air quality ambient for boiler and Genset, water quality test for river (upstream and downstream), effluent water quality, noise, etc, e.g. Monitoring for effluent discharge (certificate no. 116/BLH.SU-UPT.LL/C/I/2014) dated 12 Februari 2014 by "UPT Laboratorium Lingkungan BLH, Pemerintah Provinsi Sumatera Utara", ambient / air quality for Genset No. 1 and No.2 (certificate no. BLH.SU-UPT.LL/VI/2014), for noise and vibration (certificate no. BLH.SU-UPT.LL/VI/2014), water quality (certificate no. 08053/CLACAH,dated 7th October 2014)</p> <p>Based on review of result of monitoring as above, all parameters is comply with the Environmental Ministry Regulation and Health Ministry regulation.</p>	Yes
PRINCIPLE 6: RESPONSIBLE CONSIDERATION OF EMPLOYEES AND OF INDIVIDUALS AND COMMUNITIES AFFECTED BY GROWERS AND MILLERS			
Criterion 6.1			
Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			
6.1.1	<p>A social impact assessment (SIA) including records of meetings shall be documented.</p> <p>- Major compliance -</p>	<p>Social Impact Assessment was conducted as documented in "Study Evaluasi Lingkungan" which covering social impact assessment. This SEL has been approved by Ministry Agriculture no. RC.220/385/B/II/94.</p>	Yes
6.1.2	<p>There shall be evidence that the assessment has been done with the participation of affected parties..</p> <p>- Major compliance -</p>	<p>The process was involving various stakeholders including impact on plasma development. During the process for the document and social impact management actively involving community participation through interview and stakeholders meeting</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	Within the SEL document, the negative and positive impact of oil palm development has been explained. The environmental management and monitoring plan document has lined out effort that company should carry out in order to minimize negative impact and promote positive impact from oil palm development. The SEL document has explained the recommendation that could be done by company to minimize negative impact and promote positive impact from social impact management	Yes
6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance –	No any changes of practices since SEL approved, however the company reported social impact regularly through the RKL – RPL every six month to the government.	Yes
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance –	No scheme smallholders managed by company.	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.			
6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	Company has developed a communication procedure under "Mekanisme Penanganan Permintaan Informasi Stakeholder" (No. SOP; AA-GL-5008.1-R1) dated 22 nd August 2011, which explains the company responses against all information request sent by stakeholders including response time of 14 working days after information request accepted.	Yes

Criterion / Indicator		Assessment Findings	Compliance
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	The company has appointed officers responsible to carried out communication and consultation with local communities is Public Relations Department.	Yes
6.2.3	A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. - Minor compliance -	List stakeholders is available and records of stakeholders' communication and consultation were being documented into "Buku Masuk" where in 2014, there were 13 of letters from Stakeholder, e.g. letter from BLH Kab. No. 660/434/BLH-LB/AM/2014 on 3th September 2014 related "Penyusunan dokumen DPLH & DELH.	Yes
Criterion 6.3			
There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.			
6.3.1	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. - Major compliance -	Company has established a mechanism to handle complaint from external party, as written in "Mekanisme Penanganan Keluhan" – complaint handling mechanism (Doc. No.SOP AA-GL-5005-RO 01) while complaint from internal regulated under "Mekanisme Penyampaian Keluhan dan Penyelesaian Keluhan Karyawan" – Employee' complaint and resolution mechanism (Doc. No.SOP-AA-HR-3008-RO 05). These mechanisms has been communicated to external parties and disseminated to PT IIS employees. Based on interview with Bulian Jaya village head, Karya Mukti village head, Gender committee leader and worker union leader; they understood the procedure and mechanism to communicating complaint and/or grievance to company, however record of complaint and response from stakeholders is not recorded appropriately in Tanjung Selamat Mill. (Major NC raised)	No
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance -	Company is recording each complaint and response provided in the Logbook.	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..			

Criterion / Indicator		Assessment Findings	Compliance
6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance –	Mechanism to identify and calculate fair compensation or loss of legal or customary rights to land set out in the standard operating procedure (SOP) No. AA-GL-5003-1-R1, dated 5 th December 2009 and has undergone first revisions on 22 nd August 2011. The mechanism described is similar to conflict resolution procedures involving community representatives and others stakeholders. There is no negotiation/compensation payment currently. The company has settled all land compensation since at the beginning of land preparation process	Yes
6.4.2	A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. - Minor compliance –	Mechanism to identify and calculate fair compensation or loss of legal or customary rights to land set out in the standard operating procedure (SOP) No. AA-GL-5003-1-R1, dated 5 th December 2009 and has undergone first revisions on 22 nd August 2011.	Yes
6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. - Major compliance –	As an output of dispute settlement process, all of those are documented into agreement between both of parties by involving other related parties or even a copy of court decision for its dispute settlement in case if solved in a court or by law.	Yes
Criterion 6.5 Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.			

Criterion / Indicator		Assessment Findings	Compliance
6.5.1	Documentation of pay and conditions shall be available. - Major compliance -	The company determines minimum wages based on the Government regulation every year, the minimum wages in 2014 as regulated in "Surat keputusan Gubernur of North Sumatera no. 188.44/981/KPTS/Tahun 2013, dated 27 th December 2013 for Agriculture sector in Labuhan Batu District is Rp. 1,830,000,-/month Based on review of payments slip, there is no worker paid below minimum wages, e.g. payment slip for Mr. T in July 2014 is Rp. 2.423.261 plus rice allowance 15 kg and additional rice allowance for their wife and children.	Yes
6.5.2	Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official. - Major compliance -	Worker Agreement (PKB) between company and labour union is referred in working regulation, Worker Agreement was registered by Dirjen Pembinaan Hubungan Industrial dan Jaminan Sosial Tenaga Kerja No. Kep.191/PHIJSK-PKKAD/PKB/XII/2012 tertanggal 17 th December 2012. Based on document review, it was noted that term and condition, such as working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc, are covered in PKB and contracts which have been signed by all workers.	Yes
6.5.3	Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. - Minor compliance -	The company has prepared facilities for their workers, such as: housing (410 units in Tanjung Selamat estate and 408 units in Pangkatan estate), school, polyclinic,, mosque, sport facilities, school bus, sport facilities, electricity, water supply, etc..	Yes

Criterion / Indicator		Assessment Findings	Compliance
6.5.4	Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food. - Minor compliance –	The market is nearby the company site.	Yes
Criterion 6.6 The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.			
6.6.1	A published statement in local languages recognising freedom of association shall be available. - Major compliance –	Freedom of association policy is written in Bahasa Indonesia, so that all employees can understand. This policy has been informed to all employees and being placed into public area easlily accessed.	Yes
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance –	Meeting between company management with labour union (PC FSP.PP-SPSI) in 26 th February 2013 and meeting on 11 th September 2014, attended by 16 representatives of PUK SPSI. , minutes of meeting and attendance list is available	Yes
Criterion 6.7 Children are not employed or exploited.			
6.7.1	There shall be documentary evidence that minimum age requirements are met. - Major compliance –	The company has own policed signed by management on November 26th that stated that: It is not allowed all children to work in every activities/processes in company. Based on document review of list of workers, interview with workers and obervation during field visit, it was no found workers hired under 18 years.	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.			

Criterion / Indicator		Assessment Findings	Compliance
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance –	The company has policy “Pemberian kesempatan yang sama”, 2012 stated that: treat all employees equally and fairly in terms of recruitment, assessment, condition and working environment as well as ethnics, grades/levels, citizenship, religious views, impairments, gender, sexual orientation, unions membership, political affiliation and or age.	Yes
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 –	Interviews of male and female workers confirmed that the company anti-discrimination policy was strictly enforced. They were not aware of any cases of discrimination, e.g. document review of salary payment did not find any evidence of discrimination	Yes
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance –	The company has procedure hiring workers regulated that hiring and promotion of workers based on skill, work experiences, and job evaluation. The company is conduct performance evaluation of workers annually.	Yes
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 –	The company has implemented policy on prevention of sexual harassment and violence against women, the policy is prominently displayed on notice boards at the Mills and the Estates muster areas. Interviews of female staff, workers and union representatives confirmed that the company implemented the sexual harassment policy.	Yes

Criterion / Indicator		Assessment Findings	Compliance
6.9.2	<p>A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce.</p> <p>- Major compliance –</p>	<p>As it is found in company policy that's signed by Managing Director (Mr. Kelvin Tio) on November 26th 2012 and on one part of the policies stated that: "To prevent any sexual or physical abuses happen to women as well as to protect their reproductive rights".</p> <p>There is a gender committee actively meets and discussing general agenda and other issue related to handling sexual harassment, dissemination of sexual harassment prevention.</p> <p>Based on interview with Gender Committee, company has implemented the protection of women reproductive rights, in form of maternal leave, period leave, regular pregnancy check for female sprayers and strictly prohibit pregnant and/or breastfeeding female worker applying pesticides.</p>	Yes
6.9.3	<p>A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce.</p> <p>- Minor compliance –</p>	<p>Standard Operating Procedure, No. SOP: XX-HR-308.5-RO; Revision: 0, Desember 11th 2009: Employees complaints: submission and settlement</p> <p>Mechanism for complaints management where it needs to protect its confidentiality for complaint submitter was found in company policy's draft as in one of points of this policies stated that:</p> <p>"To provide appropriate information for those who inquiry it and to proted its confidentiality for whistleblower cases in accordance to law regarding environmental and social issue, food safety, health and safety work, so that it enables them to more participate to the decision making processes for improving company's performance.</p>	Yes
Criterion 6.10			
Growers and millers deal fairly and transparently with smallholders and other local businesses.			
6.10.1	<p>Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.</p> <p>- Minor compliance –</p>	<p>The company has displayed the FFB price in Mill's notice board and smallholders able to access the FFB price by phone.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation) - Major compliance -	The company has provided explanation on the FFB pricing formula and based on interview with smallholders, they understood of FFB pricing mechanism and no complaint was noted regarding FFB price.	Yes
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	Based on document review that agreement between company and local contractors confirmed that contract is made fairly, legal and transparent, e.g. SPK No. 002/RGMS/SPK/VII/2014 dated 1 st July 2014 with Mr. NS (Transport Contractor) and SPK No. 047/E1KTS/05/14, dated 5 th May with Mr. DP (Heavy equipment Rental)	Yes
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Evidence of payment is reviewed and it was seen paid timely manner, the total payment to the contractor in 2014 is Rp. 4,925,789,716.	Yes
Criterion 6.11 Growers and millers contribute to local sustainable development where appropriate			

Criterion / Indicator		Assessment Findings	Compliance
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>Local contribution is detailed in CSR, consist of Business Partnership, Economy Development, Education, Health & Donation.</p> <p>CSR program in Tanjung Selamat estate:</p> <ol style="list-style-type: none"> In 2013, company planned 7 programs with budget plan: Rp. 273.500.000,- progress till the end of 2013, it has been successfully implemented for example: program support for cow procurements in Dusun Siborong-borong, Kampung Padang: Rp. 31.350.000,- Puskesmas construction in Dusun Aek: Rp. 90.000.000,-, support for elementary school: Rp. 55.000.000, etc. In 2014, company has planned 7 programs with budget plan: Rp. 255.000.000,- progress till the end of August 2014, it has been spent Rp. 156.341.000,- e.g. construction "Sumur Bor" in Dusun Kampung Selamat: Rp. 34.447.000,- and Kampung Aek Nauli: Rp. 34.447.000,-. In 2015, company has planned 18 programs with budget plan: Rp. 505.000.000,- and it has been approved by Head of CSR. <p>CSR Program in Pangkatan Estate:</p> <ol style="list-style-type: none"> In 2013, company planned 5 programs with budget plan: Rp. 145.000.000,- progress till the end of 2013, it has been spent: Rp. 144.800.000,- for house renovation for 3 poor families in Desa Sennah: Rp. 22.000.000,-, seeds donation in national environment day: Rp. 5.300.000,-. In 2014, company planned 6 programs with budget plan: Rp. 225.000.000,- progress till then end of August 2014, it has been spent: Rp. 37.000.000,- for road maintenance: Rp. 34.447.000, and construction "Sumur Bor" Rp. 34.447.000,- 	Yes
6.11.2	<p>Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity.</p> <p>- Minor compliance –</p>	No scheme smallholders.	Yes

Criterion / Indicator		Assessment Findings	Compliance
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 -	No any form or trafficked labour was noted during assessment.	Yes
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Major compliance -	Based on document review and interview with workers and labour union, confirmed that no contract substitution was noted.	Yes
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Minor compliance -	The agreement for temporary workers is available and signed by workers. There is no migrant worker.	Yes
Criterion 6.13			
Growers and millers respect human rights			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	The company has established human rights policy, 2014, its has been communicated to the workforce.	Yes
PRINCIPLE 7: RESPONSIBLE DEVELOPMENT OF NEW PLANTINGS (N/A – No any new planting)			
PRINCIPLE 8: COMMITMENT TO CONTINUAL IMPROVEMENT IN KEY AREAS OF ACTIVITY			

Criterion / Indicator	Assessment Findings	Compliance
Criterion 8.1 Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.		
8.1.1 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. As a minimum, these shall include, but are not necessarily be limited to: <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; - Major compliance –	A continuous improvement plan has been prepared and internal audit conducted to identify environmental and social activities, such as: <ul style="list-style-type: none"> - Applied EFB ashes as fertilizer, fibre and shell are burned in boiler for electricity. - Planting beneficial plant (cassia Tora) host plant for natural predator. - CSR program - Reserve HCV areas - Etc. 	Yes

3.2. Time Bound Plan

Name of Mill	Address	Time bound for certification	Status as of March 2015
Buatan I	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency, Riau	2010	Certified on 16 September 2010
Buatan II	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency, Riau	2010	Certified on 16 September 2010
Ukui I	Ukui Village, Ukui District, Pelalawan Regency, Riau	2010	Certified on 1 March 2011
Ukui II	Ukui Village, Ukui District, Pelalawan Regency, Riau	2010	Certified on 1 March 2011
Tungkal Ulu	Pulau Pauh / Penyabungan / Merlung Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	2011	Certified on 15 August 2012
Muara Bulian	Singoan / Bukit Sari / Bulian Jaya Village, Muara Bulian / Pelayung District, Batang Hari Regency, Jambi	2011	Certified on 28 August 2012
Topaz	Petapahan Village, Tapung District, Kampar Regency, Riau	2013	Certified on 30 March 2015
Taman Raja	Lubuk Bernai / Kampung Baru / Pelabuhan Dagang / Pematang Pauh Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	2013	Certified on 20 February 2015
Segati	Langkan / Penarikan / Tambak / Soto Village, Langgam District, Pelalawan Regency, Riau	2014	Main Audit in December 2014.
Tanah Datar	Tanah Datar Petatal Village, Talawi District, Asahan Regency, North Sumatera	Brought Forward from 2015 to 2013	Main Audit in February 2014. Finalize Report by Peer Review
Aek Nabara	S1-S3 / Sukadame Village, Bilah Hulu / Kota Pinang District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2015 to 2013	Certified on 6 March 2015
Teluk Panjie	Teluk Panjie Village, Kampung Rakyat District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2015 to 2013	Certified on 21 April 2015
Peranap	Simelinyang / Pauh Ranap / Sengkilo Village, Peranap District, Indragiri Hulu Regency, Riau	Brought Forward from 2016 to 2013	Certified on 7 January 2015
Bungo Tebo	Tuo Sumai / Sungai Rambai Village, PWK Sumai / Tebo Ulu District, Bungo Tebo Regency, Jambi	2016	Main Audit in December 2014.
Tanjung Selamat	Kampung Padang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	2017	Main Audit in December 2014.
Gunung	Rahuning Village, Bandar Pulau District, Asahan Regency, North Sumatra	2017	Main Audit in December 2014.

Melayu I			
Gunung Melayu II	GontingMahalaVillage, Bandar Pulau District, Asahan Regency, North Sumatra	2017	Main Audit in December 2014.
Negri Lama I	Negri Lama Seberang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2018 to 2013	Certified on 6 April 2015
Negri Lama II	Negri Lama Seberang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	2018	-
Name of Plantation	Address	Time bound for certification	Status as of March 2015
Buatan	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency, Riau	2010	Certified on 16 September 2010
Ukui & Soga	Ukui Village, Ukui District, Pelalawan Regency, Riau	2011	Certified on 1 March 2011
Buatan (Plasma)	Kerinci Kanan, Pangkalan Kerinci, Dayun Village, Siak & Pelalawan Regency, Riau	2011	Certified on 13 March 2012
Ukui (Plasma)	Ukui & Lubuk Batu Jaya District, Pelalawan & Inhu Regency, Riau	Brought forward from 2012 to 2011	Certified on 11 June 2012
Tungkal Ulu	Pulau Pauh/Penyabungan/Merlung Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	2011	Certified on 15 August 2012
Muara Bulian	Singoan/Bukit Sari/ Bulian Jaya Village, Muara Bulian/Pemayung District, Batang Hari Regency, Jambi	2011	Certified on 28 August 2012
Buatan (KKPA)	Kerinci Kanan, Pangkalan Kerinci, Dayun District, Siak & Pelalawan Regency, Riau	2012	Certified on 17 January 2013
Tungkal Ulu (Plasma)	Renah Mendalo, Merlung, Muara Papalik District, Tanjung Jabung Barat Regency, Jambi	2012	Certified on 11 July 2013
Muara Bulian (Plasma)	Maro Sebo Ilir District, Batanghari Regency, Jambi	2012	Certified on 12 July 2013
Muara Bulian (KKPA)	Maro Sebo Ilir District, Batanghari Regency, Jambi	2012	Certified on 12 July 2013
Topaz & Seed Garden	Petapahan Village, Tapung District, Kampar Regency, Riau	2013	Certified on 30 March 2015
Taman Raja & Badang	Lubuk Bernai / Kampung Baru / Pelabuhan Dagang / Pematang Pauh Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	2013	Certified on 20 February 2015

Segati	Langkan / Penarikan / Tambak / Sotol Village, Langgam District, Pelalawan Regency, Riau	2014	Public Notification conduct in October 2014. Main Audit in Dec 2014
Penarikan & Gondai	Pangkalan Sarik / Baru Village, Langgam / Siak Hulu District, Pelalawan / Kampar Regency, Riau	2014	Main Audit in December 2014
Penarikan (KKPA)	Pangkalan Sarik / Baru Village, Langgam / Siak Hulu District, Pelalawan / Kampar Regency, Riau	2014	Moved to 2016
Gunung Sahilan (KKPA)	Gunung Sahilan Village, Lipat Kain District, Pelalawan Regency, Riau	2014	Moved to 2016
Bahilang	Bahilang Village, Tebing Tinggi District, Serdang Bedagai Regency, North Sumatra	Brought Forward from 2015 to 2013	Public Notification conduct in December 2013. Main Audit in Feb 2014
Tanah Datar	Tanah Datar Petatal Village, Talawi District, Asahan Regency, North Sumatra	Brought Forward from 2015 to 2013	Public Notification conduct in December 2013. Main Audit in Feb 2014
Aek Nabara	S1-S3 / Sukadame Village, Bilah Hulu / Kota Pinang District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2015 to 2013	Certified on 6 March 2015
Teluk Panjie	Teluk Panjie Village, Kampung Rakyat District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2015 to 2013	Certified on 21 April 2015
Peranap	Simelinyang / Pauh Ranap / Sengkilo Village, Peranap District, Indragiri Hulu Regency, Riau	Brought Forward from 2016 to 2013	Certified on 7 January 2015
Bungo Tebo	Tuo Sumai / Sungai Rambai Village, PWK Sumai / Tebo Ulu District, Bungo Tebo Regency, Jambi	Brought Forward from 2016 to 2014	Public Notification conduct in October 2014. Main Audit in Dec 2014
Peranap (Plasma)	Simelinyang / Pauh Ranap / Sengkilo Village, Peranap District, Indragiri Hulu Regency, Riau	2016	-
Bungo Tebo (Plasma)	Tuo Sumai / Sungai Rambai Village, PWK Sumai / Tebo Ulu District, Bungo Tebo Regency, Jambi	2016	-
Tanjung Selamat	Kampung Padang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2017 to 2014	Public Notification conduct in October 2014. Main Audit in Dec 2014

Pangkalan	Sennah Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2017 to 2014	Public Notification conduct in October 2014. Main Audit in Dec 2014
Sentral & Batu Anam	Gonting Mahala Village, Bandar Pulau District, Asahan Regency, North Sumatra	Brought Forward from 2017 to 2014	Public Notification conduct in October 2014. Main Audit in Dec 2014
Pulau Maria	Rahuning Village, Bandar Pulau District, Asahan Regency, North Sumatra	Brought Forward from 2017 to 2014	Public Notification conduct in October 2014. Main Audit in Dec 2014
Negri Lama	Negri Lama Seberang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2018 to 2013	Certified on 6 April 2015
Aek Kuo	Aek Korsik Village, Aek Natas District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2016 to 2013	Certified on 6 April 2015

Auditor finding related time bound plan:

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

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

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

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 RSP0 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

3.3.1. Major NC was raised during this initial assessment

Non-Conformity		
NCR No.	Description	Category (Major / Minor)
1128962M1	Requirements: RSP0 Generic Standard, 2013 – Indicator 3.1.1 A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders.	Major
	Evidence of Nonconformity: Budget projection	
	Statement of Nonconformity: A business plan is available in place, covering FFB production projected, OER, KER and cost projection in estates, however, it was found no cost production projection and FFB pricing in Tanjung Selamat Mill	
	Action: The company able to show the budget plan for 5 year, covering FFB production, OER, KER, included cost projection, FFB pricing and revenue, both estate and Tanjung Selamat Mill.	
	This NC was closed out on 23 March 2013 Closed? Yes	

Non-Conformity		
NCR No.	Description	Category (Major / Minor)
1128962M2	Requirements: RSP0 Generic Standard, 2013 – Indicator 4.7.2 All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.	Major
	Evidence of Nonconformity: Field visit in Mill	
	Statement of Nonconformity: During field visit, it was found that OHS sign board, PPE sign board, risk warning (physically, elektrik and risk area) is insufficiently, lighting in production area is insufficient, and ladder in Chimney Boiler is broken.	
	Action: The company has erected OHS and PPE signboard in mill sufficiently and food-board in Chimney boiler has been fixed.	
	This NC was closed out on 23 March 2013 Closed? Yes	

Non-Conformity		
NCR No.	Description	Category (Major / Minor)
1128962M3	Requirements: RSP0 Generic Standard, 2013 – Indicator 6.3.1 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	Major
	Evidence of Nonconformity: Complain from stakeholders	
	Statement of Nonconformity: Record of complaint and response from stakeholders is not recorded appropriately in Tanjung Selamat Mill.	
	Action: The company has recorded request information and response appropriately in log book.	
	This NC was closed out on 23 March 2013 Closed? Yes	

3.3.2. Minor NC

No Minor NC was identified during this initial assessment

3.3.3 Observation

Observation	
OBS No.	Description
1	RSP0 Generic Standard, 2013 – Indicator 5.3.3: It is nice to consider displaying POME sign board, maintenance effluent pipe, and road access in POME area

3.4. Positive Findings

Positive Findings	
No.	Description
1	The company has gone through Court Justice for land disputes which it's not solved by compensation mechanism.

3.5. Issues raised by stakeholders

During stakeholder interviews, the BSI auditor has contacted and interview stakeholders as listed below:

No.	Name	Position	Institution
1	Mr. HS	Local Communities Leader	Local Communities Leader of Aek Nauli
2	Mr. A	Camat (Head of Sub-district)	Camat Pangkatan
3	Mr. B	Kades (Head Of Villages)	Kepala Desa di Sekitar perusahaan
4	Mr. Ab.	Kepala Dusun (Head of Sub-village)	Kadus Lestari
5.	Mr. M. N	Kepala Dusun (Head of Sub-village)	Kadus Padang
6.	Mr. R. S	Kepala Dusun (Head of Sub-village)	Kadus Aek Nauli
7.	Mr. S	Kepala Dusun (Head of Sub-village)	Kadus Malaka
8.	Mr. C	Kepala Dusun (Head of Sub-village)	Kadus Selamat
9.	Mr. TM	Kabid AMDAL	BLH Kab. Labuhan Batu (Environmental Department of Labuhan Batu District)
	Mr. HS, MN, RS, MT, AB, GH, S, and BS	Local Community Leaders	Village surrounding company.
10.	Mr. AP	Kabid Sarana	Dinas Perkebunan dan Kehutanan kab. Labuhan Batu (Agriculture and forestry Department of Labuhan Batu District).
11.	Mr. DS	Bagian Pengawasan ketenagakerjaan	Dinas Sosial, Tenaga Kerja dan Transmigrasi Kab. Labuhan Batu (Social, Manpower and Transmigration Department of Labuhan Batu)
12.	Mr. TM	Bagian Perselisihan Hubungan Industrial	Dinas Sosial, Tenaga Kerja dan Transmigrasi Kab. Labuhan Batu (Social, Manpower and Transmigration Department of Labuhan Batu)
13.	Mr. UJ	Bagian Penyelesaian Sengketa Lahan	BPN kab. Labuhan Batu (National Land Authority of Labuhan Batu District)
14.	Mrs. NW, R, K and S	Spraying Team	Workers
15.	Mr. B, S, SM and SG	Harvesters	

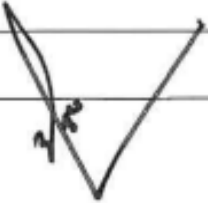

Issues raised by Stakeholders			
No.	Stakeholder comments	Company Response	Auditor Finding
1	Impact of mill operation: zinc roofing broken.	The company has taken ambient (air quality) regularly as required by AMDAL for 500 metres and 1,000 metres from sources pollution and so far, the result of monitoring is complied with the National Regulation Standard.	Comment accepted
2	There is issues that the company not using temporary workers more than 45 years. (Mostly local communities worked in the company – 80%)	The company committed hire workers from local communities as priority.	Comment accepted
3	Some of workers are not agreeing the company took their blood for medical check up due to they indicate the company sell their blood.	Blood sample only for Medical check Up purposes, not others	Comment accepted

4	CSR budgeting is not clear	Budgeting for CSR is managed centrally by CSR Department and it has been communicated with the local communities, however the company will improve CSR communication.	Comment accepted
5	CSR program has been achieved, such as: construct Puskesmas (Village clinic), preparing water supply, husbandry, lebaran celebration, Christmas celebration, house reconstruction for local communities.	The company has strong commitment to improve CSR program with involving local communities for CSR budgeting.	Positive comment
6	Some of request from local communities related road maintenance in their compound is not responded yet.	The company has responded some of request related road maintenance, however the availability of heavy equipment is limited is not able to covering all compound, however the company commitment to assist maintain general facilities in village surrounding company, included road maintenance.	Comment accepted
	The company has managed their AMDAL well, such as: Izin Lingkungan, reported RKL – RPL regularly, hazardous waste permit, discharge effluent permit to watercourse, monitoring of water and air quality regularly, no any environmental incident was reported, etc.	Positive comment	Positive comment
	All areas of company is not included in forest area and "Indicative/moratorium map" as regulated by National regulation.	Positive comment	Positive comment
	The company has "Worker Agreement" with their employees, workers condition has been reported regularly to the local authority, Social Insurances (BPJS), registered P2K3 and Ahli K3, medical surveillance, no and child labour was noted	Positive comment	Positive comment
	In general, mostly local communities happy with the existing company in their region.	Positive comment	Positive comment

3.6. Status of Non Conformities

Reference	Category	Issued	Closed
1128962M1	Major NC	08/12/2014	23/03/2015
1128962M1	Major NC	08/12/2014	23/03/2015
1128962M1	Major NC	08/12/2014	23/03/2015

4.0. Acknowledgement of Assessment Finding

Acknowledgement of Assessment Findings	Report Prepared by
Name: Mr. Welly Pardede	Name: Haeruddin
Company name: PT. Indo Sepadan Jaya	Company name: PT. BSI Indonesia
Title: Head of Environment & Sustainability	Title: Lead Auditor
Date: 01 st April 2015	Date: 01 st April 2015
Signature: 	Signature: 

Appendix "A"
RSP0 Certificate Details

PT. Indo Sepadan Jaya
 Jl. MH. Thamrin No. 31
 Jakarta 10230
 INDONESIA

RSP0 membership No. 1-0022-06-000-00, dated 05th February 2006

Certificate no: SPO 620704

Applicable Standards: RSP0 Principles & Criteria: 2007; **RSP0 Generic Standard, 2013 and RSP0 SCCS, 2011 Supply Chain Certification requirement for CPO Mills, Module E Mass Balance**

TANJUNG SELAMAT PALM OIL MILL AND SUPPLY BASE					
Location Address		Kampung Padang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatera, Indonesia			
GPS Location		100° 00'32" E - 02°07'44" N			
CPO Tonnage Total		22,272 MT			
PK Tonnage Total		6,052 MT			
Own estates FFB Tonnage		106,057 MT			
Non-company Suppliers FFB Tonnage *)		40,000 MT			
Estates	Mature (ha)	Immature (ha)	Others (Ha)	Total land-use titles (ha)	Annual FFB Production (mt)
1. Tanjung Selamat Estate	1,674.00	2,275.00	70	4,019.00	29,328
2. Pangkatan Estate	3,656.00	120.00	560	4,336.00	76,729
TOTAL	5,330.00	2,395.00	630	8,355.00	106,057

*) Non Company Supplier FFB Tonnage is not certified.

Appendix "B"
Audit Plan

AUDIT AGENDA (PT. INTI INDOSAWIT SUBUT – PKS TANJUNG SELAMAT)					
Tanggal	Waktu/Jam	Uraian	HR	WY	NM
Minggu, 07/12/2014		Flight Jakarta – Medan	√	√	√
		Travelling Medan – Labuhan Batu	√	√	√
Senin, 08/12/2014	08.00 – 09.00	Opening Meeting (Pertemuan pembukaan) - Presentasi oleh klien (Presentase ringkas tentang manajemen PT. Indo Sepadan Jaya dan PT. Rantau Sinar Karsa) - Presentasi oleh tim audit tentang proses audit dan ruang lingkup.	√	√	√
	09.00 – 12.00	Field visit: Pangkalan estate Chemical stores, fertilizer store, workshops, housing, landfill, clinic, etc.		√	
		Field Visit : Pangkalan estate HCV's, riparian zones, Boundaries inspection, worker interviews, social amenities, herbicide application programmes, harvesting, fertilising operations, water management, road maintenance, terracing etc.	√		
		Interview dengan stakeholder : Auditor akan mengunjungi satu persatu stakeholder yang ada di 2 Kabupaten, yaitu : Kab. Labuhan Batu Induk dan Kabupaten Labuhan Batu Selatan (BLH, BPN, Dinas Perkebunan, dan Disnakertrans)			√
	12.00 – 13.30	Makan siang			
	13.30 – 16.30	Field Visit : Pangkalan estate - HCV's, riparian zones, Boundaries inspection, worker interviews, social amenities, herbicide application programmes, harvesting, fertilising operations, water management, road maintenance, terracing etc. (Lanjutan).	√		
		- Document Review: Pangkalan estate		√	
Stakeholder Interview: Auditor akan mengunjungi satu persatu stakeholder yang ada di 2 Kabupaten, yaitu Kab. Labuhan Batu Induk dan Kabupaten Labuhan Batu Selatan (BLH, Dinas Perkebunan dan Disnakertrans) - Lanjutan				√	
Selasa, 09/12/2014	08.00 – 12.00	Field Visit: Tanjung Selamat estate	√	√	
		Stakeholder Meeting dengan: Tripika, Kepala Desa, Kepala Dusun dan tokoh masyarakat yang ada di sekitar Kebun.			√
	12.00 – 14.00	Istirahat/Makan siang			
	14.00 – 16.30	Review document: Tanjung Selamat estate	√	√	√
Rabu, 10/12/2014	08.00 – 12.00	Field Visit: Tanjung Selamat Mill	√	√	
		Review Dokumen: Tanjung Selamat estate			√
		Review Dokumen: Tanjung Selamat Mill	√	√	
	12.00 – 13.30	Istirahat/makan siang			
	13.30 – 14.30	Mempersiapkan Laporan Closing Meeting	√	√	√
	14.30 – 15.30	Closing Meeting	√	√	√

AUDIT AGENDA (PT. INTI INDOSAWIT SUBUT – PKS TANJUNG SELAMAT)					
Tanggal	Waktu/Jam	Uraian	HR	WY	NM
Kamis, 11/12/2014	08.00 –	Travelling Labuhan Batu – Asahan (PT. Gunung Melayu)	√	√	√

Appendix "C"
RSP0 SCCS CHECKLIST "MODULE E – MASS BALANCE"

Criterion 1. Documented procedures.			
The facility shall have written procedures and/or work instructions to ensure implementation of all the elements specified in these requirements.			
	Requirement	Evidence	Compliance
Applicable for SG and MB			
1.1	The facility shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following: a. Complete and up to date procedures covering the implementation of all the elements in these requirements.	<i>Tanjung Selamat mill has established Procedure of supply chain as documented in procedure no. AA-MPM-OP-1400.17-R1.</i>	Yes
	b. Complete and up to date records and reports that demonstrate compliance with these requirements.	<i>Record of purchasing and sales is documented in Computerized system and Supply Chain report.</i>	Yes
	c. The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the facilities procedures for the implementation of this standard	<i>Person in charge to handling of RSP0 Supply Chain is Mill Manager and KTU as determined in SOP.</i>	Yes
1.2	The facility shall have documented procedures for receiving and processing certified and non-certified FFBs.	<i>Procedure of receiving and processing FFB certified and non certified FFB is separated by computerise system documented in AA-MPM-OP-1400.18-R0</i>	Yes

Criterion 2. Purchasing and goods in.			
The facility shall ensure that RSP0 certified palm oil and products are identified.			
The facility shall ensure that RSP0 certified palm oil and certified products are identified. This shall include at minimum the following:			
	Requirement	Evidence	Compliance
Applicable for SG and MB			
2.1	The facility shall verify and document the volumes of certified and non-certified FFBs received	<i>FFB Certified and non-certified is separated in computerize system in weigh bridge automatically. FFB Certified is stamping "Sustainable" in Nota Hantaran (Delivery Note) and no any marking for non certified FFB.</i>	Yes
2.2	The facility shall have a mechanism in place for handling non-conforming material/ documents	<i>Non conformances product handling by "Berita Acara"</i>	Yes
2.3	The facility shall inform the BSI immediately if	<i>N/A.</i>	N/A

	there is a projected overproduction.	<i>No any production of certified product yet, however if teher is a projected overproduction.</i>	
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Criterion 3: Record Keeping

	Requirement	Evidence	Compliance
3.1	Applicable for SG and MB: The facility shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these requirements.	<i>The company has updated and completed all records related supply chain system, such as procedure, Nota Pengantar TBS (FFB Delivery Order), Nota Timbangan (Weight Bridge), Nota pengiriman CPO and PK (CPO and PK Delivery Order) with computerize system with daily, monthly and three monthly basis.</i>	Yes
3.2	Applicable for SG and MB: Retention times for all records and reports shall be at least five (5) years.	<i>Retention time of record is 10 years as regulated in procedure no. AA-MPM-OP-1400.18-R3.</i>	Yes
3.3	Applicable only for SG: The facility shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO, PKO and palm kernel meal on a three-monthly basis.	<i>Not Applicable (NA)</i>	Yes
	Applicable only for MB: a) The facility shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO, PKO and palm kernel meal on a three-monthly basis. b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO. c) The facility can only deliver Mass Balance sales from a positive stock. However, a facility is allowed to sell short.	<i>Certified FFB received and Certified dispatch of CPO and PK is updated daily, monthly and three monthly basis. Certified dispatch CPO and PK is deducted from positive balancing stock.</i>	
3.4	Applicable only for SG: The following trade names should be used and specified in relevant documents, e.g. purchase and sales contracts, e.g. *product name*/SG or Segregated. The supply chain model used should be clearly indicated.	<i>Not Applicable (NA)</i>	Yes
	Applicable only for MB: The following trade names should be used and specified in relevant documents, e.g. purchase and sales contracts, e.g. *product name*/MB or Mass Balance. The supply chain model used should be clearly indicated.	<i>Form of Delivery Note (Nota Hantaran and Nota Timbangan) receiving certified FFB and dispatch certified CPO/PK clearly indicated: name of product, Supply chain model used (MB), etc.</i>	
3.5	Applicable only for MB: In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill	<i>N/A</i>	

	and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement.		
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Criterion 4: Sale and goods out.
 This criterion is applicable to purchase and sales invoices and associated documents.

The facility shall ensure that all sales invoices *or relevant documents*, e.g. delivery notes, shipping documents and specification documentation, issued for RSP0 certified oil palm products delivered include sufficient information, this may include the following:

	Requirement	Evidence	Compliance
Applicable for SG and MB			
4.1.	The facility shall ensure that all sales invoices issued for RSP0 certified products delivered include the following information: a. The name and address of the buyer; b. The date on which the invoice was issued; c. A description of the product, including the applicable supply chain model (Segregated or Mass balance). d. The quantity of the products delivered; e. Reference to related transport documentation.	<i>CPO and PK certified sales invoices/ Deliver Note (Kartu Timbangan), covering information: Name of product, date, nett weight (kg), No of Delivery Order, Supply Chain model, Number of RSP0 certificate, SP Number, name of buyer, and buyer address.</i>	Yes

Criterion 5: Processing.

	Requirement	Evidence	Compliance
Applicable only for SG:			
5.1	The facility shall assure and verify through clear procedures and record keeping that the RSP0 certified palm oil is kept segregated from non certified material including during transport and storage and be able to demonstrate that it has taken all reasonable measures to ensure that contamination is avoided. The objective is for 100 % segregated material to be reached. The systems should guarantee the minimum standard of 95 % segregated physical material; up to 5 % contamination is allowed.	<i>Not Applicable (NA)</i>	Yes
5.2	The facility shall provide documented proof that the RSP0 certified palm oil can be traced back to only certified segregated material.	<i>Not Applicable (NA)</i>	Yes
5.3	In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that: The crush operator conforms to these requirements for segregation The crush is covered through a signed and	<i>Not Applicable (NA)</i>	Yes

	enforceable agreement		
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Criterion 6. Training.			
	Requirement	Evidence	Compliance
Applicable for SG and MB			
6.1	The facility shall have a defined training plan, which is subject to on-going review and supported by training records.	<i>RSPO SCCS training plan for 2014 is available in place and it has been reviewed</i>	Yes
6.2	The facility shall provide the training for all staff as required to implement the requirements of the Supply Chain Certification Systems	<i>RSPO SCCS training record was conducted on 21 July 2014, attended 58 staffs who are involved in RSPO SCCS, e.g. KTU, Krani/Clerk, and Assistant. Attendance list is available.</i>	Yes
6.3	The facility shall keep records of the training provided to staff in relation to implementation of these requirements.	<i>Record of training is maintained, such as list of attendance and training material is available, e.g. Training for Wiwik Pratiwi (Krani Timbang)</i>	Yes

Criterion 7. Claims.			
	Requirement	Evidence	Compliance
Applicable for SG and MB			
7.1	The facility shall only make claims regarding the use of or support of RSPO certified palm oil that are in compliance with the RSPO Guidelines for Communication and Claims.	<i>The company has not made claims outside of the RSPO rules for Communications and Claims.</i>	Yes

Certified Mill Production in previous year

MILL	CAPACITY	CPO (tonnes)	PK (tonnes)
Tanjung Selamat Mill	45 tonnes FFB/hour	nil	nil

Certified FFB received Monthly in previous year

Month	Tanjung Selamat Estate	Pangkalan Estate	Total FFB/Month
January 2014	-	-	-
February 2014	-	-	-
March 2014	-	-	-
April 2014	-	-	-
May 2014	-	-	-
June 2014	-	-	-
July 2014	-	-	-
August 2014	-	-	-
September 2014	-	-	-

October 2014	-	-	-
November 2014	-	-	-
December 2014	-	-	-
TOTAL	-	-	-

Sales of CPO and PK certified by etrace

No.	Date	Name of buyer	CPO (Tonnes)	PK (Tonnes)
1	-	-	-	-
2	-	-	-	-
	Total		-	-

Appendix "D"
Abbreviation used

AMDAL	Analisis Mengenai Dampak Lingkungan (Social and Environmental Impact Assessment)
BLH	Badan Lingkungan Hidup (Environmental Board)
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
FSC	Forestry Stewardship Council
GMO	General Managers Office
GPS	Global Positioning System
HCV	High Conservation Value
HGU	Hak Guna Usaha (Land) title for commercial use
IPM	Integrated Pest Management
ISO	International Standards Organisation
ISPO	Indonesia Sustainable Palm Oil Foundation
ISCC	International Carbon Certification System
IUP	Izin Usaha Perkebunan (Plantation Licence)
KER	Kernel Extract Ratio
MB	Mass Balance
OER	Oil Extract Ratio
OHS	Occupational Health and Safety
P2K3	Panitia Pembina Kesehatan dan Keselamatan Kerja
PK	Palm Kernel
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)
RSP0	Rountable Sustainable Palm Oil
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SCCS	Supply Chain Certification System
SOP	Standard Operation Procedure
SEL	Studi Evaluasi Lingkungan