

**RSPO PRINCIPLE AND CRITERIA –
ANNUAL SURVEILLANCE ASSESSMENT 1-2
Public Summary Report**

PT. Agro Muko (SIPEF Group): Mukomuko Palm Oil Mill
Client company Address: Gedung Forum Nine 10th Floor, Suite 1 – 11 Jl. Imam Bonjol No.19, Medan - 20112 Sumatera Utara Province Indonesia
Certification Unit: Mukomuko Palm Oil Mill Location of Certification Unit: Teruntung Village, Teras Terunjam District, Mukomuko Regency, Bengkulu Province, Indonesia

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0021-05-000-00	Membership Approval Date	7 th December 2005
Parent Company Name	SIPEF Group		
Address	Head Office: Gedung Forum Nine 10 th Floor, Suite 1 – 11 Jl. Imam Bonjol No.19, Medan - 20112 Sumatera Utara Province Indonesia Plantation location: Teruntung Village, Teras Terunjam District, Mukomuko Regency, Bengkulu Province, Indonesia		
Subsidiary (Certification Unit Name)	Mukomuko Palm Oil Mill		
Address	Teruntung Village, Teras Terunjam District, Mukomuko Regency, Bengkulu Province, Indonesia		
Contact Name	Mr. Olivier Tichit		
Website	www.tolantiga.co.id	E-mail	ortichit@sipef.com
Telephone	+62 61 415 2043	Facsimile	+62 51 452 0908

2. Certification Information			
Certificate Number	RSPO 556042	Date of First Certification	22 February 2011
		Certificate Start Date	22 February 2016
		Certificate Expiry Date	21 February 2021
Scope of Certification	Production of CPO and PK at Mukomuko palm oil mill, with supply base comprise of six (6) company-owned estate: Mukomuko estate, Sei Betung estate, Tanah Rekah estate, Talang Petai estate, Sei Kiang estate, Air Manjuntio estate; cooperative: Koperasi Serba Usaha PT. Agro Muko, Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera; and thirty-nine (39) Kebun Masyarakat Desa/KMD.		
Applicable Standards	RSPO Certification System 2007 (revised March 2011) - including Annex 4: Procedures for Annual Surveillance; RSPO P&C Indonesia National Interpretation, September 2016; RSPO Supply Chain Certification Standard, November 2014 Module D - CPO Mills: Identity Preserved; RSPO Supply Chain Certification System 2014, November 2014;		

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3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
01 100 106313	ISO 9001:2008	TUV Rheinland GmbH	19 September 2016 - 14 September 2018
01 104 106313	ISO 14001:2004	TUV Rheinland GmbH	19 September 2016 - 14 September 2018

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates	
		Latitude	Longitude
Mukomuko POM	Teruntung Village, Teras Terunjam District, Mukomuko Regency, Bengkulu Province, Indonesia	101°16'43.50"E	02°36'05.76"S
Mukomuko Estate*	Air Dikit Village, Pondok Lunang Village, Air Kasai Village, Dusun Baru Village, Sari Bulan Village, Sumber Village, Teruntung Village, Talang Kuning Village, Air Dikit District and Teras Terunjam District, Mukomuko Regency, Bengkulu Province, Indonesia	101°12'43.79"E - 101°18'44.77"E	02°39'58.57"S - 02°35'33.01"S
Sei Betung Estate*	Sidomulyo Village, Penarik Village, Lubuk Sahung Village, Talang Medan Village, Surian Bungkal Village, Sei Jerinjing Village, Talang Bungkal Village, Penarik District and Selagan Raya District, Mukomuko Regency, Bengkulu Province, Indonesia	101°22'12.29"E - 101°23'22.99"E	02°34'05.50"S - 02°36'55.91"S
Tanah Rekah Estate*	Tanah Harapan Village, Tanah Rekah Village, Air Dikit Village, Setia Budi/SP-IV Village, Kota Mukomuko District, Air Dikit District and Teras Terunjam District, Mukomuko Regency, Bengkulu Province, Indonesia	101°07'53.48"E - 101°35'39.20"E	02°37'36.69"S - 02°36'27.62"S
Talang Petai Estate*	Talang Petai Village, Talang Sepakat Village, Talang Sakti Village, Sungai Lintang Village, Sungai Rengas Village, Tunggal Jaya Village, V-Koto District and Teras Terunjam District, Mukomuko Regency, Bengkulu Province, Indonesia	101°14'50.88"E - 101°18'41.99"E	02°29'57.51"S - 02°27'05.45"S
Sei Kiang Estate*	Lubuk Cabau Village, V-Koto District, Mukomuko Regency, Bengkulu Province, Indonesia	101°15'49.56"E - 101°13'04.60"E	02°26'11.58"S - 02°23'34.61"S
Air Manjuntio Estate*	Talang Petai Village and Talang Sepakat Village, V-Koto District, Mukomuko Regency, Bengkulu Province, Indonesia	101°16'55.61"E - 101°18'46.21"E	02°24'18.96"S - 02°27'39.17"S
Kebun Masyarakat Desa/KMD and Koperasi Serba Usaha/KSU*	Mukomuko Regency, Bengkulu Province, Indonesia	101°14'10.76"E - 101°13'52.77"E	02°23'33.64"S - 02°23'27.94"S
Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera	Talang Petai Village, V-Koto District, Mukomuko Regency, Bengkulu Province, Indonesia	101°17'54.93"E - 101°18'45.53"E	02°25' 55.56"S - 02°25'23.04"S

*) Kebun Masyarakat Desa/KMD and Koperasi Serba Usaha/KSU are fully managed by PT. Agro Muko, under each estate.

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Mukomuko Estate	3,239.86	175.77	685.57	4,101.20	78.99
Sei Betung Estate	1,292.16	294.20	23.76	1,610.12	80.25
Tanah Rekah Estate	3,045.53	620.37	183.10	3,849.00	79.12
Talang Petai Estate	2,115.00	26.00	129.00	2,270.00	93.17
Sei Kiang Estate	1,940.29	78.71	152.03	2,171.03	89.37
Air Manjunto Estate	928.44	143.50	728.06	1,800.00	51.58
Kebun Masyarakat Desa/KMD and Koperasi Serba Usaha/KSU	478.32	0	0	478.32	100
Koperasi Produksi Plasma Sungai Tenang Sejahtera	82.46	0	57.54	140.00	58.9
Total	13,122.06	1,388.55	1,959.06	16,419.70	79.91

6. Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Mukomuko Estate	1,673.78	1,168.97	24.68	327.43	0	2,154.67	1,085.19
Sei Betung Estate	274.46	585.85	431.85	0	0	1,292.16	0
Tanah Rekah Estate	309.69	0	139.48	693.35	1,903.01	2,810.21	235.32
Talang Petai Estate	0	701	1,414.00	0	0	2,115.00	0
Sei Kiang Estate	295.96	193.10	1,451.23	0	0	1,644.33	295.96
Air Manjunto Estate	526.44	402	0	0	0	402.00	526.44
Kebun Masyarakat Desa/KMD and Koperasi Serba Usaha/KSU	62.35	194.97	221.00	0	0	415.97	62.35
Koperasi Produksi Plasma Sungai Tenang Sejahtera	82.46	0	0	0	0	0	82.46
Total (ha)	3,225.14	3,245.89	3,682.24	1,065.78	1,903.01	10,834.34	2,287.72

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7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated (January – December 2017)	Actual (January – December 2017)	Forecast (January – December 2018)
Mukomuko Estate	51,656.00	53,853.62	55,121.16
Sei Betung Estate	25,873.00	25,145.50	28,477.40
Tanah Rekah Estate	69,247.00	67,876.75	66,035.00
Talang Petai Estate	46,645.00	44,706.48	43,391.00
Sei Kiang Estate	35,138.00	30,703.81	35,250.00
Air Manjuntio Estate	6,807.00	6,088.71	8,928.00
Kebun Masyarakat Desa/KMD and Koperasi Serba Usaha/KSU	5,802.00	4,775.55	6,065.20
Koperasi Produksi Plasma Sungai Tenang Sejahtera	0	0	0
Total	241,168.00	233,150.42	243,267.76

8. Certified Tonnage of FFB (from other certified unit(s))			
Estate	Tonnage / year		
	Estimated (January – December 2017)	Actual (January – December 2017)	Forecast (January – December 2018)
Nil	N/A		N/A
Total			

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)			
Independent FFB Supplier	Tonnage / year		
	Estimated (January – December 2017)	Actual (January – December 2017)	Forecast (January – December 2018)
Nil			
Total			

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10. Certified Tonnage			
Mill Capacity: 60 MT/hr SCC Model: IP	Estimated (January – December 2017)	Actual (January – December 2017)	Forecast (January – December 2018)
	FFB	FFB	FFB
	241,168.00	233,150.42	243,267.76
	CPO (OER: 23%)	CPO (OER: 22.8%)	CPO (OER: 23%)
	55,468.64	53,175.52	55,917.00
	PK (KER: 5%)	PK (KER: 5%)	PK (KER: 5%)
	12,299.56	11,905.86	12,399.00

11. Actual Sold Volume (CPO)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	21,973.17	0	0	0	21,973.17

12. Actual Sold Volume (PK)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	10,390	0	0	0	10,390

13. Actual Group certification Claims		
	Credit	Physical Volume (MT)
IS-CSPO	Nil	Nil
IS-CSPKO	Nil	Nil
IS-CSPKE	Nil	Nil

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: RSPO-ACC-19)
Unit 3, Level 10, Tower A
The Vertical Business Suites, Bangsar South
No. 8, Jalan Kerinchi
59200 Kuala Lumpur
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BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (RSPO-ACC-19) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Singapore, Jakarta, Bangkok and Australia which involve in RSPO Certification Program.

2.1 Assessment Methodology, Programme, Site Visits

The on-site initial assessment was conducted from 29 November – 2 December and 7 December 2017. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The Major NC close out on-site assessment was conducted on 22 January 2018. The audit programmes are included in Section 2.3.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO Principles & Criterias Indonesia National Interpretation, September 2016 and RSPO Supply Chain Certification Standard 2014 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. The mill was audited together with the estates (or smallholders) of its supply base.

- The estates sample were determined based on formula $N = 0.8\sqrt{y}$ where y is the number of estates.
- As for the smallholders, the sample were determined following the RSPO Management System Requirements and Guidance for Group Certification of FFB Production (2016). The sampling of smallholders were based on the formula $(0.8\sqrt{y}) \times (z)$; where y is total number of independent group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix I.

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

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.5.

All the previous nonconformities are remains closed. The assessment findings for the initial assessment/annual surveillance assessment are detailed in Section 3.4.

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

For Initial and Re-certification assessment, the report was externally reviewed by RSPO approved Certification Reviewer prior to certification decision by BSI.

For Annual surveillance assessment, the report was internally reviewed and approved by BSI qualified certification reviewer.

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

Assessment Program					
Name (Mill / Supply Base)	Year 1 (Re-Certification)	Year 2 (ASA 1-1)	Year 3 (ASA 1-2)	Year 4 (ASA 1-3)	Year 5 (ASA 1-4)
Mukomuko POM	x	x	x	x	x
Mukomuko Estate	x	x			
Sei Betung Estate	x	x			
Tanah Rekah Estate	x	x	x		x
Talang Petai Estate			x		
Sei Kiang Estate				x	
Air Manjuntto Estate				x	x
Kebun Masyarakat Desa/KMD and Koperasi Serba Usaha/KSU	x	x	x	x	x
Koperasi Produksi Plasma Sungai Tenang Sejahtera				x	x

Tentative Date of Next Visit: November 1, 2018 - November 5, 2018

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Total No. of Mandays: 16

2.2 BSI Assessment Team:

Team Member Name	Role	Qualifications <i>(Short description of the team members)</i>
Pratama Agung Sedayu	Team Leader/ Lead Auditor	He graduated from University of Jenderal Soedirman on 2008, majoring in Social Economic of Agriculture. He involved in RSPO certification since 2009 as a team member subsequently as a Lead Auditor, covering assessment against RSPO P&C in Indonesia, Malaysia, Thailand, Papua New Guinea, and Liberia. He completed the ISO 9001, ISO 14001, OHSAS 18001 Lead Auditor Course, HCV Identification and Management; ISPO Lead Auditor Endorsed Course and RSPO P&C and RSPO SCCS Lead Auditor Endorsed Courses. During this assessment, he assessed on the aspects of estate best practices, environment, OHS, and Smallholder audits. He is fluently speaking in English and Bahasa Indonesia.
Eko Purwanto	Auditor	He graduated as Bachelor of Forestry from Forest Conservation Department, Faculty of Forestry, Bogor Agricultural University (IPB) in 2001. He owned working experience at Oil Palm Plantation in East Kalimantan since 2003 to 2012, the last position was Estate Manager. He has implemented good agricultural practice including integrated pest management and limited pesticides uses. He has been trained for lead auditor of RSPO P&C (2013), ISO 9001:2008 (2012), ISO 14001:2004 (2013), ISPO (2012) and RSPO SCC (2012). He has also completed training course of ISO 14001 (2012), Minaut (Oil and Automotive) Indonesia (2011) and Introduction to HCV Toolkit HCV (2011). Since October 2012 he has been involved in quality (ISO 9001) management system audits for very broad industrial and involved in Indonesia Sustainable Palm Oil (ISPO) and RSPO P&C audit for several plantations and mills, also RSPO Supply Chain audit for several KCP, Bulking and Refinery. During this assessment, he assessed on the aspects of estate best practices, environment, OHS, and Smallholder audits.
Imam Fakhrurozi	Auditor	Imam holds degree in Agriculture Technology and graduated from Gadjah Mada University, Yogyakarta on 2011. He had 2 (two) years working experience related to oil palm industry, as a sustainability and HSE officer in oil palm Plantation Company in Indonesia. Imam has completed a number of relevant trainings, the training includes ISO 9001:2008 and EMS 14001:2004 Lead Auditor, Lead Auditor of SMK3, RSPO P&C Lead auditor endorsed course. Currently he works for BSI Group based in Jakarta office. He is one of the BSI qualified RSPO auditor. He had been involved in RSPO auditing since 2015. During this assessment, he assessed on the aspects of mill and estate best practices, environment and OHS.
Nanang Mualib	Auditor	He holds a Bachelor degree in Forestry Technology from Bogor Agriculture University, 1999. He has 4 years experience worked in the Forest plantation company in Indonesia, and has experiences involves in the several RSPO certification audits as team member. He has passed 5 days ISO 9001 auditor training on 2009. He has been approved as an HCV Assessor under RSPO Scheme. He has been involved in many assessment related to the Forestry and Sustainable oil palm certification in Indonesia. He has experienced involves in RSPO certification assessments more than 15 different oil palm organizations (including mills and estates) in Indonesia. He has passed the RSPO Lead Auditor Training in 2017. During this assessment, he assessed on the aspect of Legal, HCV identification and management, and also social community engagement and stakeholder consultation as well as smallholder audits.

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Accompanying Persons:

No.	Name	Role
	Nil	

2.3 Assessment Plan

The Assessment plan was sent to the client prior to the assessment (attached assessment plan).

ASA1-2

Date	Time	Subjects	PS	NM	IF	EP
Tuesday, 28/11/2017	07.30 – 08.50	Flight Jakarta – Bengkulu (Flight GA296, ETD 06.15 – ETA 08.50)	√	√	√	√
	12.00 – 13.00	Flight Bengkulu - Mukomuko	√	√	√	√
	13.00 – 14.00	Travel to PT. Agro Muko	√	√	√	√
Wednesday, 29/11/2017	08.00 – 08.30	Opening Meeting Presentation by PT. Agro Muko Presentation by PT. BSI Group Indonesia	√	√	√	√
	08.30 – 12.00	Document review: Mukomuko Mill General information; time bound plan; partial certification verification; RSPO P&C (Economic viability P3, Palm Oil Mill’s Best Management Practices P4.1, Use of Renewable Energy P.5.4, GHG Calculation P5.6); RSPO SCC	√			
		Document review: Mukomuko Mill RSPO P&C (Health and Safety P4.7, Environmental Management System P5.1, Waste management system P5.3, Continual Improvement P8)			√	
		Document review: Mukomuko Mill RSPO P&C (Transparency P1, Social policy and implementation P6)				√
		Stakeholder Consultation: Interview with Stakeholders from Kabupaten Mukomuko: BPN, BLH, Dinas Tenaga Kerja, Dinas Perkebunan			√	
	12.00-14.00	Break / lunch	√	√	√	√
	14.00 - 17.00	Field Visit: Mukomuko Mill Weighbridge, Mill process from incoming FFB to CPO storage tank/PK silo. Supply Chain Certification for CPO Mill Model IP	√			
		Field Visit: Mukomuko Mill EMS, PPE, safe working environment, walk ways, signs, EFB, WWTP, emissions, diesel tanks, fire extinguishers, clinic, first aiders and boxes, workshop, storage, etc. Interview with workers			√	
		Stakeholder Consultation: Mukomuko Mill Interview with Gender Committee, Labour Union, worker representative, FFB Supplier, Local Contractor (employment, welfare)				√
	14.00 – 15.00	Stakeholder Consultation: Verification of comments from Stakeholders			√	
15.00 – 17.00	Document review: RSPO P&C (Legal compliance P2, Social policy and implementation P6)					
Thursday, 30/11/2017	08.00-12.00	Field Visit: Tanah Rekah Estate Harvesting, transport of FFB, road maintenance, terracing, IPM implementation and worker interview (best management practices)	√			

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		Field Visit: Tanah Rekah Estate HGU pegs maintenance, HCV area, river buffer zone, housing, cooperative, and worker interview (social and welfare)		√			
		Field Visit: Tanah Rekah Estate fertilizer application/spraying regime, pesticide and agrochemical storage, equipment and PPE storage, diesel fuel storage, workshop and; Interview with Workers (environmental, health and safety)			√		
		Field visit 2 KMD under Sei Jerinjing Estate: KMD Bumi Mulya and KMD Suka Maju Harvesting, fertilizer application/spraying regime, interview with workers (environmental, health and safety) and interview with KMD committee (pengurus)				√	
	12.00 – 14.00	Break/lunch	√	√	√	√	
	14.00 – 17.00	Document review: Tanah Rekah Estate and KMD RSPO P&C (Economic viability P3, Estate’s Best Management Practices P4.1, Use of Renewable Energy P.5.4, GHG Calculation P5.6, New Development P7);	√				
		Document review: Tanah Rekah Estate and KMD RSPO P&C (Transparency P1, Legal Compliance P2, Social policy and implementation P6)		√			
		Document review: Tanah Rekah Estate and KMD RSPO P&C (Health and Safety P4.7, Environmental Management System P5.1, Waste management system P5.3, Continual Improvement P8)			√		
		Field visit 2 KMD under Sei Jerinjing Estate: KMD Bumi Mulya and KMD Suka Maju Harvesting, fertilizer application/spraying regime, interview with workers (environmental, health and safety) and interview with KMD committee (pengurus)				√	
	Friday 1/12/2017	08.00 – 12.00	Field Visit: Talang Petai Estate Harvesting, transport of FFB, road maintenance, terracing, IPM implementation and worker interview (best management practices)	√			
			Field Visit: Talang Petai Estate HGU pegs maintenance, HCV area, river buffer zone, housing, cooperative, and worker interview (social and welfare)		√		
Field Visit: Talang Petai Estate fertilizer application/spraying regime, pesticide and agrochemical storage, equipment and PPE storage, diesel fuel storage, workshop and; Interview with Workers (environmental, health and safety)					√		
Field visit 2 KMD under Talang Petai Estate: KMD Pondok Lunang, KMD Tunas Muda – Tunggal Jaya Harvesting, fertilizer application/spraying regime, interview with workers (environmental, health and safety) and interview with KMD committee (pengurus)						√	
12.00 – 14.00		Break/lunch	√	√	√	√	
14.00 – 17.00		Document review: Talang Petai Estate and KMD RSPO P&C (Economic viability P3, Estate’s Best Management Practices P4.1, Use of Renewable Energy P.5.4, GHG Calculation P5.6, New Development P7);	√				
		Document review: Talang Petai Estate and KMD RSPO P&C (Transparency P1, Legal Compliance P2, Social policy and implementation P6)		√			
		Document review: Talang Petai Estate and KMD RSPO P&C (Health and Safety P4.7, Environmental Management System P5.1, Waste management system P5.3, Continual Improvement P8)			√		

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		Field visit 2 KMD under Talang Petai Estate: KMD Pondok Lunang, KMD Tunas Muda – Tunggal Jaya Harvesting, fertilizer application/spraying regime, interview with workers (environmental, health and safety) and interview with KMD committee (pengurus)				√
Saturday 2/12/2017	08.00 – 12.00	Document review: GMO RSPO P&C (P1-P8)	√		√	√
		Stakeholder Consultation: Interview with Stakeholders from surrounding villages		√		
	12.00 -	Break/lunch on site	√	√	√	√
Thursday 7/12/2017	08.00 – 09.00	Closing meeting	√	√	√	-
	13.00 - 14.00	Flight Mukomuko - Bengkulu	√	√	√	-
	17.00 – 18.00	Flight Bengkulu – Jakarta (Flight GA135, ETD 17.40 – ETA 19.00)	√	√	√	√

*) PS: Pratama A Sedayu; NM: Nanang Mualib; IF: Imam Fakhrurozi; EP: Eko Purwanto

NCR Close Out

Date	Time	Subjects	Pratama Sedayu
			PRSPo LA/ PRSPo- OHS/EMS
Monday, 22/01/2018	09.00 – 09.30	Opening Meeting	√
	09.30 – 12.00	Interview and Document Review: KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya, Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera	√
	12.00 – 14.00	Break	√
	14.00 – 16.30	Interview and Document Review (continued): KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya, Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera	√
	16.30	Closing Meeting	√

Section 3: Assessment Findings

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

- SIPEF Group Time Bound Plan
- RSPO Supply Chain Certification Checklist November 2014
- RSPO P&C INA-NIWG 2016 Checklist

3.2 Progress against Time Bound Plan

Time Bound Plan		
Requirement	Remarks	Compliance
Summary of the Time Bound Plan		
Does the plan include all subsidiaries, estates and mills?	PT. Agro Muko is a subsidiary of SIPEF Group. SIPEF Group has disclosed all of its companies, mills and estates. The timebound plan including un-certified units/companies.	Comply
Have all the estates and mills certified within five years after obtaining RSPO membership?	No. Not all the estates and mills certified within five years after obtaining RSPO membership. New estates and mills are under progress to be RSPO certified after RSPO NPP carried out in 2014.	Comply
Is the time bound plan challenging? <ul style="list-style-type: none"> • Age of plantations. • Location. • POM development • Infrastructure. • Compliance with applicable law. 	SIPEF Group's time bound plan is timely challenging. SIPEF Group has putting consideration on age of plantation, size of plantation as supply base with regards to location of palm oil mill in preparing the time bound plan.	Comply
Have there been any changes since the last audit? Are they justified?	Yes, there are changes in time bound plan compared to the latest annual surveillance assessment in PT. Agro Muko. <ul style="list-style-type: none"> • PT. Agro Kati Lama, from 2019 to 2021; • PT. Agro Muara Rupit, from 2019 to 2024; • PT. Agro Rawas Ulu, from 2019 to 2024. • PT. Timbang Deli Indonesia, to be certified in 2018. For PT. Agro Kati Lama, PT. Agro Muara Rupit an PT. Agro Rawas Ulu - SIPEF Group provides sufficient explanation on the changes in implementation of timebound plan: SIPEF Group's latest projections stipulates that company will have enough crop to justify the building of the two mills by the year 2021 (for Kati Lama Mill) and 2024 (for Muara Rupit Mill), as indicated in the time-bound plan. The target years for the building of these mills have been set taking into consideration the current rate of planting in the	Comply

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	<p>three estates and plasma schemes that will constitute the supply base of the two mills. For PT. Timbang Deli Indonesia, a seed production plantation, currently prepared as supply base to PT. Eastern Sumatra Indonesia and to be certified in 2018. Audit team accepted management explanation on the matter.</p>	
<p>If there have been changes, what circumstances have occurred?</p>	<p>The major cause of the changes is due to delay in land acquisition and starting of planting. The assessment team accepted the explanation.</p>	<p>Comply</p>
<p>Have there been any stakeholder comments?</p>	<p>Yes. Stakeholder comments are noted. The assessment team has conducted a search in internet to confirm that there is a comment that was recorded as complaint under RSPO Case Tracker; raised by the communities on those units that have not been certified. RSPO Case Tracker recorded complaint to PT. Agro Muara Rupit, dated 17 May 2017. The complainant brought forward the issue of fraudulent land title to RSPO. The complainant claimed that his land was fraudulently sold by his cousin to PT. Agro Muara Rupit, a subsidiary of SIPEF Group. The summary presented in the RSPO Case Tracker: On 25 July 2017 - Secretariat to write to the company and inform them on the complaint. On 24 August 2017 (CP Meeting) - Secretariat to wait for reply from the company. On 28 August 2017 - Secretariat received response from the company. On 5 September 2017 - Complainant failed to provide the document. On 11 September 2017 - Secretariat has sent an email to SIPEF. On 26 September 2017 (CP Meeting) - Secretariat to draft the decision letter. The assessment team was also sought for additional evidences from PT. Agro Muara Rupit/SIPEF. Documented evidence demonstrated company has attend the complainant and invited the complainant to lodge a complaint/resolve the complaint through company complaint procedures. Company provides all documented evidence that the complaint was being responded in appropriate manners to resolve the complaint.</p>	<p>Comply</p>
<p>Have there been any newly acquired subsidiaries?</p>	<p>The most recent acquisition was on 1 August 2017, PT. Dendymarker Indah Lestari. RSPO certified. The certification has been verified from the RSPO website.</p>	<p>Comply</p>

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<p>If yes, have the newly acquisitions certified within a three-year timeframe?</p>	<p>The most recent acquisition was on 1 August 2017, PT. Dendymarker Indah Lestari. RSPO certified. The certification has been verified from the RSPO website.</p>	<p>Comply</p>
<p>Have there been any isolated lapses in implementation of the plan?</p>	<p>No isolated lapse. SIPEF Group provides adequate evidence related to changes in implementation of the plan.</p>	<p>Comply</p>
<p>Un-Certified Units or Holdings</p>		
<p>No replacement after dates defined in NIs Criterion 7.3:</p> <ul style="list-style-type: none"> • Primary forest. • Any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. 	<p>As NPP has been conducted, it can be confirmed that there is no replacement of primary forest as the LUCA has been completed and accepted by RSPO.</p> <p>As part of the NPP, HCV assessment has been conducted and any HCV area requires to be maintained are stated in the management plan of the NPP.</p> <p>The company has carried out HCV assessment for scheme smallholders.</p>	<p>Comply</p>
<p>Any new plantings since January 1st 2010 shall comply with the RSPO New Plantings Procedure.</p>	<p>All new planting after January 1st, 2010 have undergone and complies with RSPO New Planting Procedure/RSPO NPP.</p> <p>RSPO NPP for PT. Agro Muara Rupit, PT. Agro Kati Lama, PT. Agro Rawas Ulu and PT. Timbang Deli Indonesia has been published in RSPO website.</p>	<p>Comply</p>
<p>Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6.</p>	<p>Yes. Stakeholder comments are noted.</p> <p>The assessment team has conducted a search in internet to confirm that there is a comment that was recorded as complaint under RSPO Case Tracker; raised by the communities on those units that have not been certified.</p> <p>RSPO Case Tracker recorded complaint to PT. Agro Muara Rupit, dated 17 May 2017. The complainant brought forward the issue of fraudulent land title to RSPO. The complainant claimed that his land was fraudulently sold by his cousin to PT. Agro Muara Rupit, a subsidiary of SIPEF. The summary presented in the RSPO Case Tracker:</p> <p>On 25 July 2017 - Secretariat to write to the company and inform them on the complaint.</p> <p>On 24 August 2017 (CP Meeting) - Secretariat to wait for reply from the company.</p> <p>On 28 August 2017 - Secretariat received response from the company.</p> <p>On 5 September 2017 - Complainant failed to provide the document.</p> <p>On 11 September 2017 - Secretariat has sent an email to SIPEF.</p> <p>On 26 September 2017 (CP Meeting) - Secretariat to draft the decision letter.</p>	<p>Comply</p>

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	<p>The assessment team was also sought for additional evidences from PT. Agro Muara Rupit/SIPEF. Documented evidence demonstrated company has attend the complainant and invited the complainant to lodge a complaint/resolve the complaint through company complaint procedures.</p> <p>Company provides all documented evidence that the complaint was being responded in appropriate manners to resolve the complaint.</p>	
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.	No labor dispute noted. The assessment team has conducted a search in internet to confirm that there is no new comments or dispute raised by the communities related to labor dispute on those units that have not been certified.	Comply
Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	No non-legal compliance noted. The assessment team has conducted a search in internet to confirm that there is not new comments or dispute raised by the communities, related to legal non-compliance on those units that have not been certified.	Comply
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	<p>The internal audit has been conducted for all uncertified units:</p> <ul style="list-style-type: none"> • PT. Agro Muara Rupit was conducted on 13-15 March 2017; • PT. Agro Kati Lama was conducted on 20-21 February 2017; • PT. Agro Rawas Ulu was conducted on 27 February – 1 March 2017; • PT. Timbang Deli Indonesia was conducted on 30 October – 3 November 2017; 	Comply

3.3 Progress of scheme smallholders and/or outgrowers

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?	All of scheme smallholders has to be certified before they can supply their FFB to SIPEF Group's palm oil mills. As recorded and audited during RSPO ASA1-2 for PT. Agro Muko – Mukomuko POM (this assessment), company was extending their scope of certificated supply base with additional scheme smallholder in form of <i>Kebun Masyarakat Desa/KMD</i> and cooperative.	Comply

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3.4 Details of findings

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

During the Certification Assessment there were twelve (12) Major & eleven (11) Minor nonconformities raised for new proposed scheme smallholder of in form of *Kebun Masyarakat Desa/KMD*. The PT. Agro Muko – Mukomuko Palm Oil Mill Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Major Nonconformity(ies) has been verified for its effectiveness and closed accordingly.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1563161-201711-M1	Clause & Category (Major / Minor)	Major NC
Date Issued	7 December 2017	Due Date	6 February 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	22 January 2018
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate a list of publicly available documents that covers: <ul style="list-style-type: none"> a) Land titles/user rights (Criterion 2.2) b) Occupational health and safety plans (Criterion 4.7) c) Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8) d) HCV documentation (Criteria 5.2 and 7.3) e) Pollution prevention and reduction plans (Criterion 5.6) f) Details of complaints and grievances (Criterion 6.3) g) Negotiation procedures (Criterion 6.4) h) Continual improvement plans (Criterion 8.1) i) Public summary of certification assessment report j) Human Rights Policy (Criterion 6.13) 		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 1.2.1 Publicly available documents shall include, but are not necessarily limited to: <ul style="list-style-type: none"> a) Land titles/user rights (Criterion 2.2) b) Occupational health and safety plans (Criterion 4.7) c) Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8) d) HCV documentation (Criteria 5.2 and 7.3) e) Pollution prevention and reduction plans (Criterion 5.6) f) Details of complaints and grievances (Criterion 6.3) g) Negotiation procedures (Criterion 6.4) h) Continual improvement plans (Criterion 8.1) i) Public summary of certification assessment report j) Human Rights Policy (Criterion 6.13). 		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi		

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	<p>Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), a list of publicly available documents that covers:</p> <ul style="list-style-type: none"> a) Land titles/user rights (Criterion 2.2) b) Occupational health and safety plans (Criterion 4.7) c) Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8) d) HCV documentation (Criteria 5.2 and 7.3) e) Pollution prevention and reduction plans (Criterion 5.6) f) Details of complaints and grievances (Criterion 6.3) g) Negotiation procedures (Criterion 6.4) h) Continual improvement plans (Criterion 8.1) i) Public summary of certification assessment report j) Human Rights Policy (Criterion 6.13). <p>has not been established</p>
<p>Corrections:</p>	<p>PT. Agro Muko supports each <i>Kebun Masyarakat Desa/KMD</i> and cooperative to establish a list of publicly available document that covers all publicly available documents. Documents will be available at General Manager Office PT. Agro Muko and/or at the estates in charge of management of the <i>Kebun Masyarakat Desa/KMD/cooperatives</i>.</p> <p>Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya and cooperative Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera committee "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to relevant policies and SOP from PT. Agro Muko.</p> <p>List of documents titled "Dokumen-dokumen yang tersedia untuk Umum KMD Bumi Mulya", "Dokumen-dokumen yang tersedia untuk Umum KMD Suka Maju", "Dokumen-dokumen yang tersedia untuk Umum KMD Tunas Muda - Tunggal Jaya", "Dokumen-dokumen yang tersedia untuk Umum Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera" dated 13 December 2017. The list related to land titles/user rights; occupational health and safety plans; environmental and social impacts including mitigation plans and "Rencana Pengelolaan Limbah B3"; HCV documentation as in "Laporan Identifikasi Nilai Konservasi Tinggi Smallholders Koperasi dan Kebun Masyarakat Desa PT. Agro Muko by Koompasia Enviro Institute; pollution prevention and reduction plans; details of complaints and grievances; negotiation procedures; continual improvement plans; public summary of certification assessment report; human rights policy.</p>
<p>Root Cause Analysis:</p>	<p>The committee/management of new <i>Kebun Masyarakat Desa/KMD/cooperatives</i> was relative new to the RSPO requirements. The committee has limited understanding on publicly available documents. PT. Agro Muko focused on implementation of HCV, best management practices and plantation management, leads to lack of internal audit for administrative requirements.</p>
<p>Corrective Actions:</p>	<ul style="list-style-type: none"> - PT. Agro Muko conduct monitoring once per year by the Field Head Assisstant for <i>Kebun Masyarakat Desa/KMD</i> or Environment and Conservation/ENC team. This is to ensure the list is publicly displayed, all necessary documents are available at the estate/GMO-AM office, and that the procedure to access the documents is understood by the KMD/cooperative management. Report to the Estate Managers. Checklist evidenced on January 2018. - PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager PT. Agro

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	<p>Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of the implementation to provide a list of publicly available document. Letter No.27/GM-AM/ENC/M/XII/2017 dated 12 December 2017.</p> <ul style="list-style-type: none"> - Awareness session was carried out on 13 and 16 December 2017 for all committee and worker of cooperative "Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera". Attended by 11 and 9 personnel. - Awareness session was carried out on 15 December 2017 for all committee and worker of <i>Kebun Masyarakat Desa/KMD</i> Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya. - The awareness session covers policies related to occupational health and safety policy, equal opportunity policy, zero burning policy, freedom of association policy, policy to prohibit sexual policy and to protect reproductive rights, policy on environment protection, no forced labour policy, code of ethical conduct policy, human rights policy, etc. The awareness also related to grievance procedure, legal requirement update procedure, land compensation procedure, information request and response procedure, etc. - The internal audit carried out by ENC Department, PT. Agro Muko to review the document in place and ensure understanding of committees. 		
Assessment Conclusion:	<p>Audit team has reviewed and accepted the corrective action plan prepared by company, Kebun Masyarakat Desa/KMD and cooperative. Audit team has reviewed and accepted the evidence provided by the company, KMD, and cooperative i.e. updated list of publicly available documents; furthermore audit team review the monitoring of awareness/communication session to improve smallholder's information and compliance against RSPO P&C requirements – and internal verification of publicly available documents, as part of corrective action. Audit team concluded that the correction, corrective action and evidences are sufficient. NC Major closed on 22 January 2018.</p>		
Nonconformity			
NCR Ref #	1563161-201711-M2	Clause & Category (Major / Minor)	Major NC
Date Issued	7 December 2017	Due Date	6 February 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	22 January 2018
Statement of Nonconformity:	<p>3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate evaluation of compliance with relevant legal requirements.</p>		
Requirement Reference:	<p>RSPO P&C INA NI September 2016, Indicator 2.1.1 Evidence of compliance with relevant legal requirements shall be available.</p>		
Objective Evidence:	<p>Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), evaluation of compliance with relevant legal requirements has not been established.</p>		
Corrections:	<p>PT. Agro Muko assisted <i>Kebun Masyarakat Desa/KMDs</i> and cooperative in preparing a list of all relevant laws and regulations as in "Daftar Undang-undang/Peraturan Pemerintah/Peraturan Menteri/Keputusan Menteri/Peraturan Daerah/Peraturan Internasional terkait Persyaratan Prinsip & Kriteria RSPO & ISPO"; evaluating relevant legal requirements for smallholders under "Evaluasi Pemenuhan Peraturan dan Perundang-undangan terkait Persyaratan Prinsip & Kriteria RSPO & ISPO"; assist <i>Kebun Masyarakat Desa/KMD</i> in updating the latest</p>		

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	regulation as in “Pemantauan Penambahan atau Perubahan terhadap Persyaratan Undang-undang” – latest update December 2017.		
Root Cause Analysis:	The committee/management of new <i>Kebun Masyarakat Desa/KMD/cooperatives</i> was relative new to the RSPO requirements. The committee has limited understanding regarding compliance to laws and regulations. PT. Agro Muko focused on implementation of HCV, best management practices and plantation management, leads to lack of internal audit for legal compliance requirements.		
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko has carried out awareness/training session with <i>Kebun Masyarakat Desa/KMD/cooperative leadership</i>. Company has send out a letter from General Manager PT. Agro Muko to all Managers and <i>Kebun Masyarakat Desa/KMD</i> Chairman on the importance of the implementation to comply with RSPO P&C. Letter No.27/GM-AM/ENC/M/XII/2017 dated 12 December 2017. - Awareness session was carried out on 13, 15 and 16 December 2017 for all committee and worker of <i>Kebun Masyarakat Desa/KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya</i> and Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. There was also explanation related to SOP “Prosedur Informasi Perubahan Undang-undang dan Peraturan Pemerintah No.CA/SOP/01” dated 1 November 2011. - The awareness session explained all legal requirements relevant to scheme smallholder operation, such as: health and safety, best management practices, cooperative management, etc. - Annual evaluation of compliance with relevant legal requirements at <i>Kebun Masyarakat Desa/KMD</i> location by Field Head Assisstant of <i>Kebun Masyarakat Desa/KMD</i> and ENC, January 2018. This includes the communication of regulations related to cooperative in Indonesia, i.e. “Undang-undang No.17 tahun 2012 tentang Perkoperasian”, “Peraturan Menteri Koperasi No.10 tahun 2016 tentang Koperasi, Usaha Kecil dan Menengah”. 		
Assessment Conclusion:	Audit team has reviewed and accepted the corrective action plan prepared by company and <i>Kebun Masyarakat Desa/KMD</i> and cooperative. Audit team has reviewed and accepted the evidence provided by the company, <i>KMD</i> and cooperative, i.e. updated list relevant laws and regulation, the evaluation of relevant laws and regulation, updated list of lates laws and regulation – for scope of smallholders. Furthermore, audit team review the awareness/communication session to improve smallholder’s information and compliance against laws and regulations and internal verification of laws and regulation evaluation; as part of corrective action. Audit team concluded that the correction, corrective action and evidences are sufficient. NC Major closed on 22 January 2018.		
Nonconformity			
NCR Ref #	1563161-201711-M3	Clause & Category (Major / Minor)	Major NC
Date Issued	7 December 2017	Due Date	6 February 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	22 January 2018
Statement of Nonconformity:	3 <i>Kebun Masyarakat Desa/KMDs</i> (<i>KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya</i>) and one cooperative (<i>Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera</i>) cannot demonstrate that a health and safety policy is in place; health and safety plan has not been documented and implemented, and its effectiveness monitored.		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 4.7.1 A health and safety policy shall be in place. A health and safety plan shall be documented and implemented, and its effectiveness monitored.		

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<p>Objective Evidence:</p>	<p>Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), it was known that health and safety policy has not been established; health and safety plan has not been documented and implemented, and its effectiveness monitored.</p>
<p>Corrections:</p>	<p>Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> and cooperative committee "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the Kebun Masyarakat Desa/KMD and cooperative organizations are committed to comply to relevant policies and SOP to comply with RSPO P&C requirements, as implemented by PT. Agro Muko, including health and safety policy and health and safety plan.</p> <p>PT. Agro Muko Occupational Health and Safety Policy (Kebijakan Keselamatan dan Kesehatan Kerja) dated 1 March 2013, available in English and Bahasa Indonesia.</p> <ul style="list-style-type: none"> - PT. Agro Muko helped Kebun Masyarakat Desa/KMD and cooperative to update the health and safety plans of relevant estates to include the KMD/cooperatives. "Program K3 Tahun 2018" explains the health and safety plan for KMD, including safety meeting on quarterly basis, emergency response plan simulation for tackling forest fire, and prepare safety signages in KMD plantation. - Monitoring of the aspects of the health and safety plans relevant to the KMD/cooperatives is included in the Health/Safety/Environmental/Social Committee (P2K3 LHS) proceedings. Identification and risk assessment as in document "Resiko K3/OHS di area rencana penanaman Desa Bumi Mulya", "Resiko K3/OHS di area rencana penanaman Desa Suka Mulya", "Resiko K3/OHS di area rencana penanaman Desa Tunas Muda – Tunggal Jaya", "Resiko K3/OHS di area rencana penanaman Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera". The plan covering activities of heavy machinery, felling and clearing, terrace construction, road construction, planting hole preparation, plantation upkeep, etc. – including work schedule.
<p>Root Cause Analysis:</p>	<p>The committee/management of new <i>Kebun Masyarakat Desa/KMD/cooperatives</i> was relative new to the RSPO requirements. The committee has limited understanding on health and safety plan for their oil palm plantation. PT. Agro Muko focused on implementation of HCV, best management practices and plantation management, leads to lack of internal audit for OHS planning in smallholder context.</p>
<p>Corrective Actions:</p>	<ul style="list-style-type: none"> - PT. Agro Muko has carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all managers and Kebun Masyarakat Desa/KMD Chairman on the importance of the implementation to health and safety at work place. Letter No.29/GMO-AM/ENC/M/XII/2017 dated 13 December 2017. - Awareness session was carried out on 15 December 2017 for all committee and workers of <i>Kebun Masyarakat Desa/KMD</i> Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya. The session covers policies related to occupational health and safety, etc. - Awareness session was carried out on 13 and 16 December 2017 for all committee and workers of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to occupational health and safety, etc.

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Assessment Conclusion:	<p>Audit team has reviewed and accepted the corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. Audit team has reviewed and accepted the evidence provided by the company and KMD, i.e. health and safety policy; health and safety plan KMD Bumi Mulya; health and safety plan KMD Suka Maju; health and safety plan KMD Tunas Muda – Tunggal Jaya; health and safety plan Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. Furthermore audit team review the monitoring of awareness/communication session to improve smallholder’s awareness on health and safety on oil palm plantation – and internal verification of health and safety plan, as part of corrective action. Audit team interviewed the committee understand the knowledge. Audit team concluded that the correction, corrective action and evidences are sufficient. NC Major closed on 22 January 2018.</p>		
Nonconformity			
NCR Ref #	1563161-201711-M4	Clause & Category (Major / Minor)	Major NC
Date Issued	7 December 2017	Due Date	6 February 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	22 January 2018
Statement of Nonconformity:	<p>3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate that environmental impact assessment document(s) has been established.</p>		
Requirement Reference:	<p>RSPO P&C INA NI September 2016, Indicator 5.1.1 Environmental impact assessment document(s) shall be available.</p>		
Objective Evidence:	<p>Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), it was known that KMD and cooperative has not prepared environmental impact assessment document(s).</p>		
Corrections:	<p>Agreement made between company and Kebun Masyarakat Desa/KMD to produce a statement letter that Kebun Masyarakat Desa/KMD committee will abide to environment policy. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to relevant policies and SOP from PT. Agro Muko. PT. Agro Muko Environmental Policy (Kebijakan Lingkungan Hidup) dated 1 March 2013, available in English and Bahasa Indonesia. PT. Agro Muko helped Kebun Masyarakat Desa/KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya and Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera, to prepare an environmental impact assessment document(s) covering the KMD/cooperatives location, endorsed by the relevant government agencies. The document presented in SPPL (Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup) dated 12 December 2017.</p>		
Root Cause Analysis:	<p>The committee/management of new <i>Kebun Masyarakat Desa/KMD</i>/cooperatives was relative new to the RSPO requirements. The committee has limited understanding on environment management. PT. Agro Muko focused on preparation of environmental aspects in HCV, best management practices and plantation management, leads to lack of internal audit for smallholder preparedness to identify, manage and mitigation plan of environment aspects.</p>		

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<p>Corrective Actions:</p>	<ul style="list-style-type: none"> - PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of environment protection. Awareness session was carried out on 15 December 2017 for all committee and workers of <i>Kebun Masyarakat Desa/KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya</i>. The session covers policies related to environment, environmental aspect, environmental management, environmental monitoring, etc. - Awareness session was carried out on 13 and 16 December 2017 for all committee and workers of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to environment, environmental aspect, environmental management, environmental monitoring, etc. - PT. Agro Muko carried out regular internal audit by Environment and Conservation/ENC Department to ensure the established document related to environmental impact assessment document(s), implementation and reporting to the relevant agencies. - Periodic reporting to the relevant Government Agency, as required. This is evident in form of "Laporan Rencana Pengelolaan Lingkungan/Rencana Pemantauan Lingkungan (RKL/RPL), from PT. Agro Muko, period II year 2017, whrereby indicating the management and monitoring regime of smallholder plantation. 		
<p>Assessment Conclusion:</p>	<p>Audit team has reviewed and accepted the corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. Audit team has reviewed and accepted the evidence provided by the company and KMD, i.e. statement letter that Kebun Masyarakat Desa/KMD committee will abide to environment policy; environment aspect-impact identification for KMD; environment management planning to KMD and SPPL (Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup). Furthermore, audit team review the reporting of environment management and monitoring report and internal audit checklist, as part of corrective action. Audit team verified the committee knowledge on environmental aspect, management and monitoring. Audit team concluded that the correction, corrective action and evidences are sufficient. NC Major closed on 22 January 2018.</p>		
<p>Nonconformity</p>			
<p>NCR Ref #</p>	<p>1563161-201711-M5</p>	<p>Clause & Category (Major / Minor)</p>	<p>Major NC</p>
<p>Date Issued</p>	<p>7 December 2017</p>	<p>Due Date</p>	<p>6 February 2018</p>
<p>Closed (Yes / No)</p>	<p>Yes</p>	<p>Date of nonconformity Closure</p>	<p>22 January 2018</p>
<p>Statement of Nonconformity:</p>	<p>3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate that documented communication and consultation procedures has been established.</p>		
<p>Requirement Reference:</p>	<p>RSPO P&C INA NI September 2016, Indicator 6.2.1 Communication and consultation procedures shall be documented.</p>		
<p>Objective Evidence:</p>	<p>Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), it was known that KMD and cooperative has not established documented communication and consultation procedures.</p>		

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Corrections:	<p>Agreement made between company and Kebun Masyarakat Desa/KMD to signed a statement letter that Kebun Masyarakat Desa/KMD committee will follow PT. Agro Muko's procedure on consultation and communication. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko.</p> <p>PT. Agro Muko's "SOP Pemberian Tanggapan Terhadap Permintaan Informasi, No.ENC/SOP/08 rev.02" – Response upon information request procedure dated 6 April 2015, available in English and Bahasa Indonesia. Any information request will be channeled to the field head assistant <i>Kebun Masyarakat Desa/KMD</i>.</p>		
Root Cause Analysis:	<p>The committee/management of new <i>Kebun Masyarakat Desa/KMD</i>/cooperatives was relative new to the RSPO requirements. The committee has limited understanding on stakeholder consultation. PT. Agro Muko focused on consultation for HCV and legal ownership of the land, leads to lack of internal audit for consultation and communication, between smallholder with stakeholder.</p>		
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of communication and consultation, including responding to information request. Awareness session was carried out on 15 December 2017 for all committee and workers of <i>Kebun Masyarakat Desa/KMD</i> Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya. The session covers policies related to communication and consultation, responding to information request, etc. - Awareness session was carried out on 13 and 16 December 2017 for all committee and workers of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to communication and consultation, responding to information request, etc. - PT. Agro Muko carry out internal audit by Environment and Conservation/ENC Department to ensure the established document related to communication and consultation record. Checklist with evidence information logbook, list of stakeholder to consult with KMD seen on December 2017. 		
Assessment Conclusion:	<p>Audit team has reviewed and accepted the corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. Audit team has reviewed and accepted the evidence provided by the company and KMD, i.e. KMD statement to follow PT. Agro Muko's procedure on responding to information request – and internal verification of availability information request logbook, as part of corrective action. Audit team checked the information logbook, it is available, despite no communication and consultation request recorded yet. Audit team concluded that the correction, corrective action and evidences are sufficient. NC Major closed on 22 January 2018.</p>		
Nonconformity			
NCR Ref #	1563161-201711-M6	Clause & Category (Major / Minor)	Major NC
Date Issued	7 December 2017	Due Date	6 February 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	22 January 2018
Statement of Nonconformity:	<p>3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrated that dispute</p>		

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	resolution mechanism, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested.
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 6.3.1 The mechanism, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested, as long as that information is supported with adequate initial evidence.
Objective Evidence:	Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) it was known that a dispute resolution mechanism, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested - has not been established.
Corrections:	Company and Kebun Masyarakat Desa/KMD agreed that Kebun Masyarakat Desa/KMD committee will follow PT. Agro Muko's procedure on complaint/grievance/dispute resolution mechanism. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko. PT. Agro Muko's "Prosedur Keluh Kesah dengan Pihak Internal, No.SOP/025/HRA rev.02" – grievance settling with internal parties procedure dated 27 March 2015, available in English and Bahasa Indonesia. PT. Agro Muko's "Prosedur Keluh Kesah dengan Pihak Eksternal, No.SOP/026/HRA rev.02" – grievance settling with internal parties procedure dated 27 March 2015, available in English and Bahasa Indonesia. Any information on complaint/grievance/dispute will be channeled to the field head assistant <i>Kebun Masyarakat Desa/KMD</i> .
Root Cause Analysis:	The committee/management of new <i>Kebun Masyarakat Desa/KMD</i> /cooperatives was relative new to the RSPO requirements. The committee has limited understanding on dispute resolution mechanism, because there has been no conflict in the past. PT. Agro Muko focused on HCV, best management practices and plantation management, leads to lack of internal audit for preparing dispute resolution mechanism for smallholders.
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of grivance/dispute resolution mechanism. Awareness session was carried out on 15 December 2017 for all committee and workers for <i>Kebun Masyarakat Desa/KMD</i> Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya. The session covers policies related to grievance/dispute resolution mechanism, etc. - Awareness session was carried out on 13 and 16 December 2017 for committee and workers of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to grievance/dispute resolution mechanism, etc. - PT. Agro Muko carried out regular internal audit by Environment and Conservation/ENC Department to ensure the established document related to grievance/dispute resolution mechanism. Checklist with evidence "Rekaman Keluh Kesah KMD Bumi Mulya" and "Rekaman Keluh Kesah KMD Suka Maju"

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	seen on January 2018.		
Assessment Conclusion:	Audit team has reviewed and accepted the corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. Audit team has reviewed and accepted the evidence provided by the company, KMD and cooperative's statement to follow PT. Agro Muko's procedure on complaint/grievance/dispute resolution – and internal verification of complaint/grievance/dispute logbook, as part of corrective action. Audit team interviewed cooperative committee to understand the knowledge and implementation. Audit team concluded that the correction, corrective action and evidences are sufficient. NC Major closed on 22 January 2018.		
Nonconformity			
NCR Ref #	1563161-201711-M7	Clause & Category (Major / Minor)	Major NC
Date Issued	7 December 2017	Due Date	6 February 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	22 January 2018
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrated procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, has been made available, referring to decision of the Constitution Court.		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 6.4.1 A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be available, referring to decision of the Constitution Court.		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) it was known that procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, referring to decision of the Constitution Court - has been made available.		
Corrections:	Company and Kebun Masyarakat Desa/KMD agreed on a statement letter that Kebun Masyarakat Desa/KMD committee will follow PT. Agro Muko's procedure on identifying people entitled to compensation. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko. PT. Agro Muko's "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure dated 1 July 2012, available in English and Bahasa Indonesia. Any identification of people entitled for land compensation will be identified by <i>Kebun Masyarakat Desa/KMD</i> and cooperative committee and acknowledged by PT. Agro Muko.		
Root Cause Analysis:	The committee/management of new <i>Kebun Masyarakat Desa/KMD/cooperatives</i> was relative new to the RSPO requirements. The committee has limited understanding of identifying people entitled to compensation because the land for plantation purchased directly or given by community members. PT. Agro Muko focused on the legal ownership evidence, leads to lack of internal audit for procedure for identification of people entitled to compensation – in smallholders.		

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<p>Corrective Actions:</p>	<ul style="list-style-type: none"> - PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of identifying people entitled to compensation. Awareness session was carried out on 15 December 2017 for all committee and workers of <i>Kebun Masyarakat Desa</i>/KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya. The session covers policies related to identifying people entitled to compensation – in form of PT. Agro Muko’s “Prosedur Ganti Rugi Lahan, No.SOP/CA/02” – land compensation procedure dated 1 July 2012; - Awareness session was carried out on 13 and 16 December 2017 for all committee and workers of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to identifying people entitled to compensation; and land compensation procedure; - PT. Agro Muko through their Environment and Conservation/ENC Department checked any report of land conflict and recorded under “Rekaman Keluh Kesah KMD Bumi Mulya”, “Rekaman Keluh Kesah KMD Suka Maju”, “Rekaman Keluh Kesah KMD Tunas Muda – Tunggal Jaya” and “Rekaman Keluh Kesah Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera”. However, no report of land conflict recorded. - Checklist with evidence “Rekaman Keluh Kesah KMD Bumi Mulya” seen on January 2018. - Compensation record has been reviewed, and has identified parties – entitled for compensation. 		
<p>Assessment Conclusion:</p>	<p>Audit team has reviewed and accepted the corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. Audit team has reviewed and accepted the evidence provided by the company and KMD, i.e. KMD statement to follow PT. Agro Muko’s procedure on identifying people entitled to compensation – and internal verification of complaint/grievance/dispute logbook, as part of corrective action. Audit team has verified on how committee identified party entitled to compensation. Audit team concluded that the correction, corrective action and evidences are sufficient. NC Major closed on 22 January 2018.</p>		
<p>Nonconformity</p>			
<p>NCR Ref #</p>	<p>1563161-201711-M8</p>	<p>Clause & Category (Major / Minor)</p>	<p>Major NC</p>
<p>Date Issued</p>	<p>7 December 2017</p>	<p>Due Date</p>	<p>6 February 2018</p>
<p>Closed (Yes / No)</p>	<p>Yes</p>	<p>Date of nonconformity Closure</p>	<p>22 January 2018</p>
<p>Statement of Nonconformity:</p>	<p>3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrated a documented policy on equal opportunity and treatment for work has been established.</p>		
<p>Requirement Reference:</p>	<p>RSPO P&C INA NI September 2016, Indicator 6.8.1 A company’s policy on equal opportunity and treatment for work shall be available and documented.</p>		
<p>Objective Evidence:</p>	<p>Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) it was known that a documented policy on equal opportunity and treatment for work has been established.</p>		

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Corrections:	<p>Kebun Masyarakat Desa/KMD committee produce a statement letter that will follow PT. Agro Muko’s policy on equal opportunity and treatment for work. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee “Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO” dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko.</p> <p>PT. Agro Muko’s policy “PT. Agro Muko Equal Employment Opportunity Policy (Kebijakan Persamaan Kesempatan Kerja)” dated 1 March 2013, available in English and Bahasa Indonesia has been made available in KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya, Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera.</p>		
Root Cause Analysis:	<p>The committee/management of new <i>Kebun Masyarakat Desa/KMD</i>/cooperatives was relative new to the RSPO requirements. The committee has little understanding on the importance of equal opportunity and treatment for work, in their smallholder plantation. PT. Agro Muko lacks in internal audit for policy for equal opportunity and treatment for work – in smallholders.</p>		
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of equal opportunity and treatment for work. Awareness session was carried out on 15 December 2017 for all committee and workers of <i>Kebun Masyarakat Desa/KMD</i> Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) The session covers policies related to equal opportunity and treatment for work – in form of “PT. Agro Muko Equal Employment Opportunity Policy (Kebijakan Persamaan Kesempatan Kerja)” dated 1 March 2013. - Awareness session was carried out on 13 and 16 December 2017 for all committee and workers of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to equal opportunity and treatment for work – in form of “PT. Agro Muko Equal Employment Opportunity Policy (Kebijakan Persamaan Kesempatan Kerja)” dated 1 March 2013. - PT. Agro Muko through their Environment and Conservation/ENC Department verified the posting of equal opportunity and treatment for work policy in KMD and cooperative. Checklist with evidence reference has been made to verifies “PT. Agro Muko Equal Employment Opportunity Policy (Kebijakan Persamaan Kesempatan Kerja)” dated 1 March 2013. 		
Assessment Conclusion:	<p>Audit team has reviewed and accepted the corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. Audit team has reviewed and accepted the evidence provided by the company and KMD, i.e. KMD statement to follow PT. Agro Muko’s policy on equal opportunity and treatment for work – and internal verification of equal opportunity and treatment for work policy availability, and committee’s understanding of the policy as part of corrective action. Audit team concluded that the correction, corrective action and evidences are sufficient. NC Major closed on 22 January 2018.</p>		
Nonconformity			
NCR Ref #	1563161-201711-M9	Clause & Category (Major / Minor)	Major NC
Date Issued	7 December 2017	Due Date	6 February 2018
Closed	Yes	Date of nonconformity	22 January 2018

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(Yes / No)	Closure
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrated a documented policy to prevent sexual and all other forms of harassment and violence has been established.
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 6.9.1 A policy to prevent sexual and all other forms of harassment and violence, shall be documented, implemented and communicated to all levels of the workforce.
Objective Evidence:	Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) it was known that a documented policy to prevent sexual and all other forms of harassment and violence has been established.
Corrections:	Statement letter that Kebun Masyarakat Desa/KMD committee will follow PT. Agro Muko's policy on prevent sexual and all other forms of harassment and violence. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataaan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko. PT. Agro Muko's policy "PT. Agro Muko Sexual Harassment Policy (Kebijakan Pelecehan Seksual)" dated 1 March 2013, available in English and Bahasa Indonesia has been communicated. Company also includes the specific grievance mechanism for reporting case of sexual harassment as in PT. Agro Muko's "Prosedur Keluh Kesah dengan Pihak Internal, No.SOP/025/HRA rev.02" – grievance settling with internal parties procedure dated 27 March 2015, available in English and Bahasa Indonesia. And in PT. Agro Muko's "Prosedur Keluh Kesah dengan Pihak Eksternal, No.SOP/026/HRA rev.02" – grievance settling with internal parties procedure dated 27 March 2015, available in English and Bahasa Indonesia.
Root Cause Analysis:	The committee/management of new <i>Kebun Masyarakat Desa/KMD/cooperatives</i> was relative new to the RSPO requirements. The committee has little understanding on the policy to prevent sexual and all other forms of harassment and violence, in their smallholder plantation. PT. Agro Muko lacks in internal audit for policy to prevent sexual and all other forms of harassment and violence – in smallholders.
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of preventing sexual and all other forms of harassment and violence. Awareness session was carried out on 15 December 2017 for all committee and workers of <i>Kebun Masyarakat Desa/KMD</i> Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya. The session covers policies related to prevent sexual and all other forms of harassment and violence – in form of "PT. Agro Muko Sexual Policy (Kebijakan Pelecehan Seksual)" dated 1 March 2013. - Awareness session was carried out on 13 and 16 December 2017 for all committee and workers of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to prevent sexual and all other forms of harassment and violence – in form of "PT. Agro

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	<p>Muko Sexual Policy (Kebijakan Pelecehan Seksual)" dated 1 March 2013.</p> <p>- PT. Agro Muko through their Environment and Conservation/ENC Department verified the posting of preventing sexual and all other forms of harassment and violence in KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya and Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. Checklist with evidence reference has been made to "PT. Agro Muko Equal Employment Opportunity Policy (Kebijakan Persamaan Kesempatan Kerja)" dated 1 March 2013.</p>		
Assessment Conclusion:	<p>Audit team has reviewed and accepted the corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. Audit team has reviewed and accepted the evidence provided by the company and KMD, i.e. KMD statement to follow PT. Agro Muko's policy on prevention sexual and all other forms of harassment and violence – and internal verification of preventing sexual harassment and violence policy availability, committee understanding - as part of corrective action. Audit team concluded that the correction, corrective action and evidences are sufficient. NC Major closed on 22 January 2018.</p>		
Nonconformity			
NCR Ref #	1563161-201711-M10	Clause & Category (Major / Minor)	Major NC
Date Issued	7 December 2017	Due Date	6 February 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	22 January 2018
Statement of Nonconformity:	<p>3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) has not established a policy to protect the reproductive rights.</p>		
Requirement Reference:	<p>RSPO P&C INA NI September 2016, Indicator 6.9.2 A policy to protect the reproductive rights, shall be documented, implemented and communicated to all levels of the workforce.</p>		
Objective Evidence:	<p>Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) it was known that a policy to protect the reproductive rights has been established.</p>		
Corrections:	<p>Agreement made between company and Kebun Masyarakat Desa/KMD to produce a statement letter that Kebun Masyarakat Desa/KMD committee will follow PT. Agro Muko's policy on protection of the reproductive rights. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko.</p> <p>PT. Agro Muko's policy "PT. Agro Muko Kebijakan Perlindungan Hak-Hak Reproduksi (Protection of Reproductive Rights Policy)" dated 1 March 2013, available in English and Bahasa Indonesia has been communicated.</p> <p>Company also includes the specific grievance mechanism for reporting case of reproductive rights violation as in PT. Agro Muko's "Prosedur Keluh Kesah dengan Pihak Internal, No.SOP/025/HRA rev.02" – grievance settling with internal parties procedure dated 27 March 2015, available in English and Bahasa Indonesia. And in PT. Agro Muko's "Prosedur Keluh Kesah dengan Pihak Eksternal, No.SOP/026/HRA rev.02" – grievance settling with internal parties procedure dated 27 March 2015, available in English and Bahasa Indonesia. This</p>		

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	has been accepted and communicated to Kebun Masyarakat Desa/KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya and Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera.		
Root Cause Analysis:	The committee/management of new <i>Kebun Masyarakat Desa/KMD/cooperatives</i> was relative new to the RSPO requirements. The committee has little understanding on the policy for protection of the reproductive rights, in their smallholder plantation. PT. Agro Muko lacks in internal audit against availability of policy for protection of the reproductive rights – in smallholders.		
Corrective Actions:	<ul style="list-style-type: none"> - Company has carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of protection of the reproductive rights. Awareness session was carried out on 15 December 2017 for all committee and workers of <i>Kebun Masyarakat Desa/KMD</i> Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya. The session covers policies related to protection of the reproductive rights – in form of policy "PT. Agro Muko Kebijakan Perlindungan Hak-Hak Reproduksi (Protection of Reproductive Rights Policy)" dated 1 March 2013. - Awareness session was carried out on 13 and 16 December 2017 for all committee and workers of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to protection of the reproductive rights – in form of policy "PT. Agro Muko Kebijakan Perlindungan Hak-Hak Reproduksi (Protection of Reproductive Rights Policy)" dated 1 March 2013. - PT. Agro Muko through their Environment and Conservation/ENC Department verified the understanding of protection of the reproductive rights in KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya and Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. Checklist with evidence reference has been made to "PT. Agro Muko Kebijakan Perlindungan Hak-Hak Reproduksi (Protection of Reproductive Rights Policy)" dated 1 March 2013. 		
Assessment Conclusion:	Audit team has reviewed and accepted the corrective action plan prepared by company and <i>Kebun Masyarakat Desa/KMD</i> . Audit team has reviewed and accepted the evidence provided by the company and KMD, i.e. KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya and Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera's statement to follow PT. Agro Muko's policy on protection of the reproductive rights – and internal verification of protection of the reproductive rights policy availability, as part of corrective action. Audit team concluded that the correction, corrective action and evidences are sufficient. NC Major closed on 22 January 2018.		
Nonconformity			
NCR Ref #	1563161-201711-M11	Clause & Category (Major / Minor)	Major NC
Date Issued	7 December 2017	Due Date	6 February 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	22 January 2018
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) has not established policy to respect human rights.		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 6.13.1		

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	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations.
Objective Evidence:	Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), policy to respect human rights shall be documented and communicated to all levels of the workforce and operations - has not established.
Corrections:	Agreement made between company and Kebun Masyarakat Desa/KMD to produce a statement letter that Kebun Masyarakat Desa/KMD committee will follow PT. Agro Muko's policy on respecting and upholding human rights. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataaan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko. PT. Agro Muko's policy "PT. Agro Muko Kebijakan tentang Hak Asasi (Human Rights Policy)" dated 1 March 2014, available in English and Bahasa Indonesia has been communicated.
Root Cause Analysis:	The committee/management of new <i>Kebun Masyarakat Desa/KMD</i> /cooperatives was relative new to the RSPO requirements. The committee has little understanding on respecting human rights policy, in their smallholder plantation. PT. Agro Muko lacks in internal audit for policy to respect human rights – in smallholders context.
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko has carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of respecting and upholding human rights. Awareness session was carried out on 15 December 2017 for all committee and workers of KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya and. The session covers policies related to respecting and upholding human rights – in form of policy "PT. Agro Muko Kebijakan tentang Hak Asasi (Human Rights Policy)" dated 1 March 2014. - Awareness session was carried out on 13 and 16 December 2017 for all committee and workers of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to respecting and upholding human rights – in form of policy "PT. Agro Muko Kebijakan tentang Hak Asasi (Human Rights Policy)" dated 1 March 2014. - PT. Agro Muko through their Environment and Conservation/ENC Department verified the understanding on respecting and upholding human rights in KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya and Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. Checklist with evidence reference has been made to "PT. Agro Muko Kebijakan tentang Hak Asasi (Human Rights Policy)" dated 1 March 2014.
Assessment Conclusion:	Audit team has reviewed and accepted the corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. Audit team has reviewed and accepted the evidence provided by the company and KMD, i.e. KMD statement to follow PT. Agro Muko's policy on respecting and upholding human rights – and internal verification of respecting and upholding human rights policy availability as well as comittee's understanding, as part of corrective action. Audit team concluded that the correction, corrective action and evidences are sufficient. NC Major closed on 22 January 2018.

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Nonconformity			
NCR Ref #	1563161-201711-M12	Clause & Category (Major / Minor)	Major NC
Date Issued	7 December 2017	Due Date	6 February 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	22 January 2018
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) has not established procedure for identifying people entitled to compensation.		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 7.6.2 A procedure for identifying people entitled to compensation shall be available.		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), has not established procedure for identifying people entitled to compensation.		
Corrections:	Agreement made between company and Kebun Masyarakat Desa/KMD to produce a statement letter that Kebun Masyarakat Desa/KMD committee will follow PT. Agro Muko's procedure on identifying people entitled to compensation. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko. PT. Agro Muko's "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure dated 1 July 2012, available in English and Bahasa Indonesia. Any identification of people entitled for land compensation will be identified by <i>Kebun Masyarakat Desa/KMD</i> committee and acknowledged by PT. Agro Muko.		
Root Cause Analysis:	The committee/management of new <i>Kebun Masyarakat Desa/KMD</i> /cooperatives was relative new to the RSPO requirements. The committee has limited understanding on the mechanism for identification of people entitled to compensation for new planting (after November 2005), because the land for plantation purchased directly or given by community members. PT. Agro Muko focused on the legal ownership evidence, leads to lack of internal audit for procedure for identification of people entitled to compensation – in smallholders context.		
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of identifying people entitled to compensation. Awareness session was carried out on 15 December 2017 for all committee and workers of <i>Kebun Masyarakat Desa/KMD</i> Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya. The session covers policies related to identifying people entitled to compensation – in form of PT. Agro Muko's "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure dated 1 July 2012; - Awareness session was carried out on 13 and 16 December 2017 for all committee and workers of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to identifying people entitled to compensation – in form of PT. Agro Muko's "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure dated 1 July 		

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	<p>2012; - PT. Agro Muko through their Environment and Conservation/ENC Department to check any report of land conflict and recorded under "Rekaman Keluh Kesah KMD Bumi Mulya", "Rekaman Keluh Kesah KMD Suka Maju" and understanding of how policy works. Checklist with evidence "Rekaman Keluh Kesah KMD" dated back December 2017.</p>		
Assessment Conclusion:	<p>Audit team has reviewed and accepted the corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. Audit team has reviewed and accepted the evidence provided by the company and KMD, i.e. KMD statement to follow PT. Agro Muko's procedure on identifying people entitled to compensation – and internal verification of complaint/grievance/dispute logbook, understanding as part of corrective action. Audit team concluded that the correction, corrective action and evidences are sufficient. NC Major closed on 22 January 2018.</p>		
Nonconformity			
NCR Ref #	1563161-201711-N1	Clause & Category (Major / Minor)	Minor NC
Date Issued	7 December 2017	Due Date	6 February 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	22 January 2018
Statement of Nonconformity:	<p>3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate a list of information related to criterion 1.2 that can be accessed by relevant stakeholders be available.</p>		
Requirement Reference:	<p>RSPO P&C INA NI September 2016, Indicator 1.1.1 List of information related to criterion 1.2 that can be accessed by relevant stakeholders shall be available.</p>		
Objective Evidence:	<p>Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), a list of information related to criterion 1.2 that can be accessed by relevant stakeholders has not been established.</p>		
Corrections:	<p>PT. Agro Muko supports each <i>Kebun Masyarakat Desa/KMD</i> to establish a list of publicly available document that covers all publicly available documents. Documents will be available at General Manager Office PT. Agro Muko and/or at the estates in charge of management of the <i>Kebun Masyarakat Desa/KMD/cooperatives</i>. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to relevant policies and SOP from PT. Agro Muko. List of documents titled "Dokumen-dokumen yang tersedia untuk Umum KMD Bumi Mulya", "Dokumen-dokumen yang tersedia untuk Umum KMD Suka Maju", "Dokumen-dokumen yang tersedia untuk Umum KMD Tunas Muda – Tunggal Jaya", "Dokumen-dokumen yang tersedia untuk Umum Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera", dated 13 December 2017. The list covers: land titles/user rights; occupational health and safety plans as in "Program K3 Tahun 2018"; environmental and social impacts including mitigation plans and "Rencana Pengelolaan Limbah B3"; HCV documentation as in "Laporan Identifikasi Nilai Konservasi Tinggi Smallholders Koperasi dan Kebun Masyarakat</p>		

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	Desa PT. Agro Muko” by Koompasia Enviro Institute; pollution prevention and reduction plans; details of complaints and grievances; negotiation procedures; continual improvement plans; public summary of certification assessment report; human rights policy.		
Root Cause Analysis:	The committee/management of new <i>Kebun Masyarakat Desa/KMD</i> /cooperatives was relative new to the RSPO requirements. The committee has limited understanding on publicly available documents as per RSPO requirements. PT. Agro Muko have not done the internal audit for publicly available documents from smallholders.		
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko conduct monitoring once per year by the Field Head Assistant for <i>Kebun Masyarakat Desa/KMD</i> or Environment and Conservation/ENC team. This is to ensure the list is publicly displayed, all necessary documents are available at the estate/GMO-AM office, and that the procedure to access the documents is understood by the KMD/cooperative management. Report to the Estate Managers. Checklist evidenced on January 2018. - PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager PT. Agro Muko to all Managers and <i>Kebun Masyarakat Desa/KMD</i> Chairman on the importance of the implementation to provide a list of publicly available document. Letter No.27/GM-AM/ENC/M/XII/2017 dated 12 December 2017. Awareness session was carried out on 15 December 2017 for all committee and workers of <i>Kebun Masyarakat Desa/KMD</i> Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya. The session covers policies related to occupational health and safety policy, equal opportunity policy, zero burning policy, freedom of association policy, policy to prohibit sexual policy and to protect reproductive rights, policy on environment protection, no forced labour policy, code of ethical conduct policy, human rights policy, etc. - Awareness session was carried out on 13 and 16 December 2017 for all committee and workers of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to occupational health and safety policy, equal opportunity policy, zero burning policy, freedom of association policy, policy to prohibit sexual policy and to protect reproductive rights, policy on environment protection, no forced labour policy, code of ethical conduct policy, human rights policy, etc. 		
Assessment Conclusion:	Audit team has reviewed and accepted the corrective action plan prepared by company and <i>Kebun Masyarakat Desa/KMD</i> . Audit team has reviewed and accepted the evidence provided by the company and KMD, i.e. updated list of publicly available documents; furthermore audit team review the monitoring of awareness/communication session to improve smallholder’s information and compliance against RSPO P&C requirements – and internal verification of publicly available documents, as part of corrective action. Audit team concluded that the correction, corrective action and evidences are sufficient. However, audit team will review the effectiveness and consistency of corrective action implementation for NC Minor close out during subsequent surveillance assessment.		
Nonconformity			
NCR Ref #	1563161-201711-N2	Clause & Category (Major / Minor)	Minor NC
Date Issued	7 December 2017	Due Date	6 February 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	22 January 2018
Statement of Nonconformity:	3 <i>Kebun Masyarakat Desa/KMDs</i> (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai		

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	Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate a written policy committing to a code of ethical conduct and integrity in all operations and transactions.
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 1.3.1 There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions along with the documentation of socialisation process of the policy to all levels of the workers and operations.
Objective Evidence:	Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), a written policy committing to a code of ethical conduct and integrity in all operations and transactions has not been established.
Corrections:	Statement letter that Kebun Masyarakat Desa/KMD committee will follow PT. Agro Muko's policy on code of ethical conduct and integrity in all operations and transactions. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko. PT. Agro Muko's policy "PT. Agro Muko Kebijakan tentang Kode Etik (Code of Ethical Conduct Policy)" dated 17 November 2014, available in English and Bahasa Indonesia has been communicated.
Root Cause Analysis:	The committee/management of new <i>Kebun Masyarakat Desa/KMD</i> /cooperatives was relative new to the RSPO requirements. The committee has limited understanding on code of ethical conduct in business operation as per RSPO requirements. PT. Agro Muko have not done the internal audit for committee's understanding on code of ethical conduct for smallholder context.
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of code of ethical conduct and integrity in all operations and transactions. Awareness session was carried out on 15 December 2017 for all committee and workers of <i>Kebun Masyarakat Desa/KMD</i> Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya. The session covers policies related to code of ethical conduct and integrity in all operations and transactions – in form of policy "PT. Agro Muko Kebijakan tentang Kode Etik (Code of Ethical Conduct Policy)" dated 17 November 2014. - Awareness session was carried out on 13 and 16 December 2017 for all committee and workers of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to code of ethical conduct and integrity in all operations and transactions – in form of policy "PT. Agro Muko Kebijakan tentang Kode Etik (Code of Ethical Conduct Policy)" dated 17 November 2014. - PT. Agro Muko through their Environment and Conservation/ENC Department verified the posting of code of ethical conduct and integrity in all operations and transactions policy in KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya. Company internal audit team also verified understanding. Checklist with evidence reference has been made to "PT. Agro Muko Kebijakan tentang Kode Etik (Code of Ethical Conduct Policy)" dated 17 November 2014 - sighted.

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Assessment Conclusion:	Audit team has reviewed and accepted the corrective action plan prepared by company and KMD. Audit team has reviewed and accepted the evidence provided by the company and KMD, i.e. KMD statement to follow PT. Agro Muko's policy on code of ethical conduct and integrity in all operations and transactions – and internal verification of policy availability, as part of corrective action. Audit team interviewed the committee to confirm understand of policy. Audit team concluded that the correction, corrective action and evidences are sufficient. However, audit team will review the effectiveness and consistency of corrective action implementation for NC Minor close out during subsequent surveillance assessment.		
Nonconformity			
NCR Ref #	1563161-201711-N3	Clause & Category (Major / Minor)	Minor NC
Date Issued	7 December 2017	Due Date	6 February 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	22 January 2018
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate a documented system, which includes written information on all applicable legal requirements.		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 2.1.2 A documented system, which includes written information on legal requirements, shall be maintained.		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), a documented system, which includes written information on all applicable legal requirements has not been established.		
Corrections:	PT. Agro Muko assisted <i>Kebun Masyarakat Desa/KMDs</i> in assisted Kebun Masyarakat Desa in preparing documented system to list, evaluate and update all relevant laws and regulations as in "Daftar Undang-undang/Peraturan Pemerintah/Peraturan Menteri/Keputusan Menteri/Peraturan Daerah/Peraturan Internasional terkait Persyaratan Prinsip & Kriteria RSPO & ISPO"; evaluating relevant legal requirements for smallholders under "Evaluasi Pemenuhan Peraturan dan Perundang-undangan terkait Persyaratan Prinsip & Kriteria RSPO & ISPO"; assist <i>Kebun Masyarakat Desa/KMD</i> in updating the latest regulation as in "Pemantauan Penambahan atau Perubahan terhadap Persyaratan Undang-undang" – latest update December 2017.		
Root Cause Analysis:	The committee/management of new <i>Kebun Masyarakat Desa/KMD/cooperatives</i> was relative new to the RSPO requirements. The committee has limited understanding on documented system to demonstrate legal requirements and compliance to legal requirements as per RSPO requirements. PT. Agro Muko have not done the internal audit for availability of documented system to demonstrate compliance against relevant legal requirements at smallholder level.		
Corrective Actions:	- PT. Agro Muko carried out awareness/training session with <i>Kebun Masyarakat Desa/KMD/cooperative leadership</i> . Company has send out a letter from General Manager PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of the implementation to comply with RSPO P&C. Letter No.27/GM-AM/ENC/M/XII/2017 dated 12 December 2017. Awareness session was carried out on 15 December 2017 for all committee and workers of <i>Kebun Masyarakat Desa/KMD Bumi Mulya, KMD Suka Maju,</i>		

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	<p>KMD Tunas Muda – Tunggal Jaya. There was also explanation related to SOP “Prosedur Informasi Perubahan Undang-undang dan Peraturan Pemerintah No.CA/SOP/01” dated 1 November 2011.</p> <ul style="list-style-type: none"> - Another round of awareness was carried out on 13 and 16 December 2017 for all committee and workers of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. There was also explanation related to SOP “Prosedur Informasi Perubahan Undang-undang dan Peraturan Pemerintah No.CA/SOP/01” dated 1 November 2011. - Under the evaluation document, “Evaluasi Pemenuhan Peraturan dan Perundang-undangan terkait Persyaratan Prinsip & Kriteria RSPO & ISPO” all relevant laws and regulation, including for cooperative has been identified, evaluated and demonstrated compliance. - Annual evaluation of compliance with relevant legal requirements at KMD location by Field Head Assisstant of <i>Kebun Masyarakat Desa/KMD</i> and ENC, January 2018. 		
Assessment Conclusion:	<p>Audit team has reviewed and accepted the corrective action plan prepared by company, <i>Kebun Masyarakat Desa/KMD</i> and cooperative. Audit team has reviewed and accepted the evidence provided by the company and KMD, i.e. updated list relevant laws and regulation, the evaluation of relevant laws and regulation, updated list of latest laws and regulation – for scope of smallholders. Furthermore audit team review the awareness/communication session to improve smallholder’s information and compliance against laws and regulations and internal verification of laws and regulation evaluation; as part of corrective action. Audit team interviewed the committees to understand the level of knowledge on legal compliance. Audit team concluded that the correction, corrective action and evidences are sufficient. However, audit team will review the effectiveness and consistency of corrective action implementation for NC Minor close out during subsequent surveillance assessment.</p>		
Nonconformity			
NCR Ref #	1563161-201711-N4	Clause & Category (Major / Minor)	Minor NC
Date Issued	7 December 2017	Due Date	6 February 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	22 January 2018
Statement of Nonconformity:	<p>3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate an implemented mechanism for ensuring compliance.</p>		
Requirement Reference:	<p>RSPO P&C INA NI September 2016, Indicator 2.1.3 A mechanism for ensuring compliance shall be implemented.</p>		
Objective Evidence:	<p>Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), a mechanism for ensuring compliance has not been implemented.</p>		
Corrections:	<p>PT. Agro Muko assisted <i>Kebun Masyarakat Desa/KMDs</i> in assisted Kebun Masyarakat Desa in preparing documented system to evaluate all relevant laws and regulations as in “Evaluasi Pemenuhan Peraturan dan Perundang-undangan terkait Persyaratan Prinsip & Kriteria RSPO & ISPO”– latest update December 2017. Sample seen on latest compliance related to “Undang-undang No.39 tahun 1999 tentang Hak Asasi Manusia” related to policy on human rights; “Peraturan</p>		

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	Menteri Koperasi dan Usaha Kecil dan Menengah Republik Indonesia No.10/Per/M.KUKM/IX/2015 tentang Kelembagaan Koperasi”;		
Root Cause Analysis:	The committee/management of new <i>Kebun Masyarakat Desa/KMD/cooperatives</i> was relative new to the RSPO requirements. The committee has limited understanding on documented system to ensure compliance against relevant laws and regulation. PT. Agro Muko have not done the internal audit for availability of documented system to demonstrate compliance against relevant legal requirements at smallholder level.		
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko carried out awareness/training session with <i>Kebun Masyarakat Desa/KMD/cooperative</i> leadership. Company has send out a letter from General Manager PT. Agro Muko to all Managers and <i>Kebun Masyarakat Desa/KMD</i> Chairman on the importance of the implementation to comply with RSPO P&C. Letter No.27/GM-AM/ENC/M/XII/2017 dated 12 December 2017. Awareness session was carried out on 15 December 2017 for all committee and workers of <i>Kebun Masyarakat Desa/ KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya</i>. There was also explanation related to SOP “Prosedur Informasi Perubahan Undang-undang dan Peraturan Pemerintah No.CA/SOP/01” dated 1 November 2011. - Another round of awareness was carried out on 13 and 16 December 2017 to Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera related to legal requirement update procedure. The session was attended by all committee of KMDs. - Annual evaluation of compliance with relevant legal requirements at KMD location by Field Head Assisstant of <i>Kebun Masyarakat Desa/KMD</i> and ENC, January 2018. 		
Assessment Conclusion:	Audit team has reviewed and accepted the corrective action plan prepared by company and KMD. Audit team has reviewed and accepted the evidence provided by the company and KMD, i.e. updated list relevant laws and regulation, the evaluation of relevant laws and regulation, updated list of latest laws and regulation – for scope of smallholders. Furthermore audit team review the awareness/communication session to improve smallholder’s information and compliance against laws and regulations and internal verification of laws and regulation evaluation; as part of corrective action. Audit team interviewed the committees to understand the level of knowledge on legal compliance. Audit team concluded that the correction, corrective action and evidences are sufficient. However, audit team will review the effectiveness and consistency of corrective action implementation for NC Minor close out during subsequent surveillance assessment.		
Nonconformity			
NCR Ref #	1563161-201711-N5	Clause & Category (Major / Minor)	Minor NC
Date Issued	7 December 2017	Due Date	6 February 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	22 January 2018
Statement of Nonconformity:	3 <i>Kebun Masyarakat Desa/KMDs</i> (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate system for tracking any changes in the law be available.		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 2.1.4 A system for tracking any changes in the law shall be available and implemented.		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 <i>Kebun Masyarakat Desa/KMDs</i> (KMD Bumi Mulya, KMD Suka		

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	Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), a system for tracking any changes in the law has been made available and implemented.		
Corrections:	PT. Agro Muko assisted <i>Kebun Masyarakat Desa/KMDs</i> in preparing documented system to list and update all relevant laws and regulations as in "Pemantauan Penambahan atau Perubahan terhadap Persyaratan Undang-undang" – latest update December 2017.		
Root Cause Analysis:	Lack of awareness from the committee of new <i>Kebun Masyarakat Desa/KMD/cooperatives</i> on the importance of compliance to laws and regulation. The committee/management of new <i>Kebun Masyarakat Desa/KMD/cooperatives</i> was relative new to the RSPO requirements. The committee has limited understanding on system to track changes in relevant legal requirements as per RSPO requirements. PT. Agro Muko have not done the internal audit to ensure sytem to track changes of relevant legal requirements for new KMD.		
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko carried out awareness/training session with <i>Kebun Masyarakat Desa/KMD/cooperative leadership</i>. Company has send out a letter from General Manager PT. Agro Muko to all Managers and <i>Kebun Masyarakat Desa/KMD Chairman</i> on the importance of the implementation to comply with RSPO P&C. Letter No.27/GM-AM/ENC/M/XII/2017 dated 12 December 2017. Awareness session was carried out on 15 December 2017 for all committee and worker of <i>Kebun Masyarakat Desa/ KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya</i>. There was also explanation related to SOP "Prosedur Informasi Perubahan Undang-undang dan Peraturan Pemerintah No.CA/SOP/01" dated 1 November 2011. - Another round of awareness was carried out on 13 and 16 December 2017 to Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera related to legal requirement update procedure. The session was attended by all committee of KMDs. - Latest update related to "Undang-undang No.39 tahun 1999 tentang Hak Asasi Manusia" related to policy on human rights; "Peraturan Menteri Koperasi No.10 tahun 2016 tentang Koperasi, Usaha Kecil dan Menengah". 		
Assessment Conclusion:	Audit team has reviewed and accepted the corrective action plan prepared by company and <i>Kebun Masyarakat Desa/KMD</i> . Audit team has reviewed and accepted the evidence provided by the company and KMD, i.e. updated list relevant laws and regulation, the evaluation of relevant laws and regulation, updated list of latest laws and regulation – for scope of smallholders. Furthermore audit team review the awareness/communication session to improve smallholder's information and compliance against laws and regulations and internal verification of laws and regulation evaluation; as part of corrective action. Audit team interviewed the committees to understand the level of knowledge on regulation updating. Audit team concluded that the correction, corrective action and evidences are sufficient. However, audit team will review the effectiveness and consistency of corrective action implementation for NC Minor close out during subsequent surveillance assessment.		
Nonconformity			
NCR Ref #	1563161-201711-N6	Clause & Category (Major / Minor)	Minor NC
Date Issued	7 December 2017	Due Date	6 February 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	22 January 2018
Statement of Nonconformity:	3 <i>Kebun Masyarakat Desa/KMDs</i> (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai		

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	Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate that environment management plan document has been established.
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 5.1.2 Environment management plan document to prevent negative impacts, its implementation report and revision (if the identification of impact requires changes in current company's practices) shall be available. The company's management shall appoint the responsible person(s) for the implementation of the document.
Objective Evidence:	Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), it was known that KMD and cooperative has not prepared environment management plan document.
Corrections:	Statement letter that Kebun Masyarakat Desa/KMD committee will abide to environment policy. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to relevant policies and SOP from PT. Agro Muko. PT. Agro Muko Environmental Policy (Kebijakan Lingkungan Hidup) dated 1 March 2013, available in English and Bahasa Indonesia. PT. Agro Muko helped Kebun Masyarakat Desa to prepare an environmental impact assessment document(s) covering the KMD/cooperatives location, endorsed by the relevant government agencies. The document presented in SPPL (Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup) which also covers environment management and monitoring plan, dated 12 December 2017. The SPPL comprise plan to manage and monitors: to avoid oil palm development/land clearing on conservation/protected area (river riparian or area with steep slope); to plant legume cover crop; to control soil erosion and surface run off; to prevent loss of biodiversity; to monitor the flora and fauna on the smallholder location; no hunting in KMD area; efficient use of fertilizer and herbicide; to report environment management performance on 6 monthly base.
Root Cause Analysis:	The committee/management of new <i>Kebun Masyarakat Desa/KMD/cooperatives</i> was relative new to the RSPO requirements. The committee has limited understanding on environment management plan document to prevent negative impacts. PT. Agro Muko lack of internal audit to assess environment management plan for new KMD.
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of environment protection. Awareness session was carried out on 15 December 2017 for all committee and worker of <i>Kebun Masyarakat Desa/ KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya</i>. The session covers policies related to environment, etc. - Awareness session was carried out on 13 and 16 December 2017 for all committee and worker of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to environment, etc. - PT. Agro Muko will carry out regular internal audit by Environment and Conservation/ENC Department to ensure the established document related to

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	environmental impact assessment document(s) and reporting to the relevant agencies. Periodic reporting to the relevant Government Agency, as required. This is evident in form of "Laporan Rencana Pengelolaan Lingkungan/Rencana Pemantauan Lingkungan (RKL/RPL), from PT. Agro Muko, period II year 2017, whrereby indicating the management and monitoring regime of smallholder plantation.		
Assessment Conclusion:	Audit team has reviewed and accepted the corrective action plan prepared by company and KMD. Audit team has reviewed and accepted the evidence provided by the company and KMD, i.e. statement letter that Kebun Masyarakat Desa/KMD committee will abide to environment policy; environment aspect-impact identification for KMD; environment management planning to KMD and SPPL (Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup). Furthermore, audit team review the reporting of environment management and monitoring report and internal audit checklist, as part of corrective action. Audit team concluded that the correction, corrective action and evidences are sufficient. However, audit team will review the effectiveness and consistency of corrective action implementation for NC Minor close out during subsequent surveillance assessment.		
Nonconformity			
NCR Ref #	1563161-201711-N7	Clause & Category (Major / Minor)	Minor NC
Date Issued	7 December 2017	Due Date	6 February 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	22 January 2018
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate that environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) has been made available.		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 5.1.3 Environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) shall be available. This plan is reviewed on two-yearly basis.		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), it was known that KMD and cooperative has not prepared environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result).		
Corrections:	Statement letter that Kebun Masyarakat Desa/KMD committee will abide to environment policy. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataaan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to relevant policies and SOP from PT. Agro Muko. PT. Agro Muko Environmental Policy (Kebijakan Lingkungan Hidup) dated 1 March 2013, available in English and Bahasa Indonesia. PT. Agro Muko helped Kebun Masyarakat Desa to prepare an environmental impact assessment document(s) covering the KMD/cooperatives location, endorsed by the relevant government agencies. The document presented in SPPL		

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	<p>(Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup) which also covers environment management and monitoring plan, dated 12 December 2017.</p> <p>The SPPL comprise plan to manage and monitors: avoid oil palm development/land clearing on conservation/protected area (river riparian or area with steep slope); to plant legume cover crop; to control soil erosion and surface run off; to prevent loss of biodiversity; to monitor the flora and fauna on the smallholder location; no hunting in KMD area; efficient use of fertilizer and herbicide; to report environment management performance on 6 monthly base.</p>		
Root Cause Analysis:	<p>The committee/management of new <i>Kebun Masyarakat Desa/KMD/cooperatives</i> was relative new to the RSPO requirements. The committee has limited understanding on environment management plan and the reporting in oil palm plantation. PT. Agro Muko lack of internal audit to assess environment management plan and assist in reporting for new KMD.</p>		
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of environment protection. Awareness session was carried out on 15 December 2017 for all committee and worker of <i>Kebun Masyarakat Desa/ KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya</i>. The session covers policies related to environment, etc. - Awareness session was carried out on 13 and 16 December 2017 for all committee and worker of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to environment, etc. - PT. Agro Muko planned out regular internal audit by Environment and Conservation/ENC Department to ensure the established document related to environmental impact assessment document(s) and reporting to the relevant agencies. Periodic reporting to the relevant Government Agency, as required. This is evident in form of "Laporan Rencana Pengelolaan Lingkungan/Rencana Pemantauan Lingkungan (RKL/RPL), from PT. Agro Muko, period II year 2017, whrereby indicating the management and monitoring regime of smallholder plantation. Latest internal audit carried out in December 2017, report prepared dated January 2018. 		
Assessment Conclusion:	<p>Audit team has reviewed and accepted the corrective action plan prepared by company and KMD. Audit team has reviewed and accepted the evidence provided by the company and KMD, i.e. statement letter that Kebun Masyarakat Desa/KMD committee will abide to environment policy; environment aspect-impact identification for KMD; environment management planning to KMD and SPPL (Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup). Furthermore, audit team review the reporting of environment management and monitoring report and internal audit checklist, as part of corrective action. Audit team concluded that the correction, corrective action and evidences are sufficient. However, audit team will review the effectiveness and consistency of corrective action implementation for NC Minor close out during subsequent surveillance assessment.</p>		
Nonconformity			
NCR Ref #	1563161-201711-N8	Clause & Category (Major / Minor)	Minor NC
Date Issued	7 December 2017	Due Date	6 February 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	22 January 2018

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Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate that KMD and cooperative have appointed official(s) responsible for consultation and communications with stakeholders.		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 6.2.2 The company shall have official(s) who is responsible for consultation and communications with parties.		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), it was known that KMD and cooperative has not appointed official(s) responsible for consultation and communications with stakeholders.		
Corrections:	Each <i>Kebun Masyarakat Desa</i> /KMD and cooperative has appointed their official, responsible for consultation and communication with stakeholders. <i>Kebun Masyarakat Desa</i> /KMD Bumi Mulya has appointed Mr. M. Syaechu; KMD Suka Maju has appointed Mr. Edi Sutrimo; KMD Tunas Muda has appointed Mr. Sudiono; Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera has appointed Mr. Armadi – as the official responsible for consultation and communications with stakeholders. However, the chairman request help from company's estate manager to represent in for technical discussion with stakeholder.		
Root Cause Analysis:	The committee/management of new <i>Kebun Masyarakat Desa</i> /KMD/cooperatives was relative new to the RSPO requirements. The committee has limited understanding on appointing official responsible for consultation and communications with stakeholders. PT. Agro Muko lack of internal audit to person responsible to consult and communicates with stakeholders at new KMD.		
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of having officer to communicate with stakeholders. Awareness session was carried out on 13, 15 and 16 December 2017 for all committee and workers. - PT. Agro Muko will carry out regular internal audit by Environment and Conservation/ENC Department to ensure the appointed officer does carry out communication and consultation with stakeholders. 		
Assessment Conclusion:	Audit team has reviewed and accepted the corrective action plan prepared by company, cooperative and KMD. Audit team has reviewed and accepted the evidence provided by the company and KMD, i.e. appointment of officer that responsible for consultation and communication with stakeholders – and internal audit documents, as part of corrective action. Audit team concluded that the correction, corrective action and evidences are sufficient. However, audit team will review the effectiveness and consistency of corrective action implementation for NC Minor close out during subsequent surveillance assessment.		
Nonconformity			
NCR Ref #	1563161-201711-N9	Clause & Category (Major / Minor)	Minor NC
Date Issued	7 December 2017	Due Date	6 February 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	22 January 2018

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<p>Statement of Nonconformity:</p>	<p>3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrated that these KMD and cooperative have a list of stakeholders, records of communications, 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.</p>
<p>Requirement Reference:</p>	<p>RSPO P&C INA NI September 2016, Indicator 6.2.3 The company shall have a list of stakeholders, records of communications, 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.</p>
<p>Objective Evidence:</p>	<p>Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), it was known that KMD and cooperative has not established a list of stakeholders, records of communications, 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.</p>
<p>Corrections:</p>	<p>Statement letter that Kebun Masyarakat Desa/KMD committee will follow PT. Agro Muko's procedure on consultation and communication. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataaan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko. PT. Agro Muko's "SOP Pemberian Tanggapan Terhadap Permintaan Informasi, No.ENC/SOP/08 rev.02" – Response upon information request procedure dated 6 April 2015, available in English and Bahasa Indonesia. Any information request will be channeled to the field head assistant <i>Kebun Masyarakat Desa/KMD</i>. List of stakeholders has been prepared by each cooperative/<i>Kebun Masyarakat Desa/KMD</i>.</p>
<p>Root Cause Analysis:</p>	<p>The committee/management of new <i>Kebun Masyarakat Desa/KMD</i>/cooperatives was relative new to the RSPO requirements. The committee has limited understanding on responding to information request. PT. Agro Muko lack of internal audit to provision of response to information request at new KMDs.</p>
<p>Corrective Actions:</p>	<ul style="list-style-type: none"> - PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of communication and responding to information request. Awareness session was carried out on 13, 15 and 16 December 2017 for all committee and workers of <i>Kebun Masyarakat Desa/ KMD</i> Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya and Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to responding to information request, etc. - PT. Agro Muko carried out internal audit by Environment and Conservation/ENC Department to ensure the established document related to communication and consultation record. Checklist with evidence information logbook, list of stakeholder to consult with KMD seen on January 2018.
<p>Assessment Conclusion:</p>	<p>Audit team has reviewed and accepted the corrective action plan prepared by company and KMD. Audit team has reviewed and accepted the evidence</p>

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	<p>provided by the company and KMD, i.e. KMD statement to follow PT. Agro Muko's procedure on responding to information request, communication and consultation with stakeholders – and internal verification of availability information request logbook and stakeholder list as part of corrective action. Audit team concluded that the correction, corrective action and evidences are sufficient. However, audit team will review the effectiveness and consistency of corrective action implementation for NC Minor close out during subsequent surveillance assessment.</p>		
Nonconformity			
NCR Ref #	1563161-201711-N10	Clause & Category (Major / Minor)	Minor NC
Date Issued	7 December 2017	Due Date	6 February 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	22 January 2018
Statement of Nonconformity:	<p>3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrated a procedure for calculating and distributing fair compensation has been established.</p>		
Requirement Reference:	<p>RSPO P&C INA NI September 2016, Indicator 6.4.2 A procedure for calculating and distributing fair compensation shall be established, implemented, monitored and evaluated in a participatory way. Corrective actions are taken as a result of this evaluation.</p>		
Objective Evidence:	<p>Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) it was known that a procedure for calculating and distributing fair compensation has been established.</p>		
Corrections:	<p>Kebun Masyarakat Desa/KMD produced a statement letter that KMD committee will follow PT. Agro Muko's procedure on procedure for calculating and distributing fair compensation. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko. PT. Agro Muko's "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure dated 1 July 2012, available in English and Bahasa Indonesia. Any identification of procedure for calculating and distributing fair compensation will be identified by <i>Kebun Masyarakat Desa/KMD</i> committee and acknowledged by PT. Agro Muko.</p>		
Root Cause Analysis:	<p>The committee/management of new <i>Kebun Masyarakat Desa/KMD</i>/cooperatives was relative new to the RSPO requirements. The committee has limited understanding on procedure for calculating and distributing fair compensation. PT. Agro Muko lack of internal audit to assess smallholder procedure for calculation and distribution of fair compensation.</p>		
Corrective Actions:	<p>- PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of procedure for calculating and distributing fair compensation. Awareness session was carried out on 15 December 2017 for all committee and workers of <i>Kebun Masyarakat Desa/</i> KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya. The session covers policies related to</p>		

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	<p>identifying people entitled to compensation – in form of PT. Agro Muko’s “Prosedur Ganti Rugi Lahan, No.SOP/CA/02” – land compensation procedure dated 1 July 2012;</p> <ul style="list-style-type: none"> - Awareness session was carried out on 13 December 2017 for all committee Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to identifying people entitled to compensation - PT. Agro Muko through their Environment and Conservation/ENC Department to check any report of land conflict and recorded under “Rekaman Keluh Kesah KMD Bumi Mulya”. Checklist with evidence “Rekaman Keluh Kesah KMD Bumi Mulya”, “Rekaman Keluh Kesah KMD Suka Maju”, “Rekaman Keluh Kesah KMD Tunas Muda – Tunggal Jaya” – no grievance noted for 2017, seen on January 2018. 		
Assessment Conclusion:	<p>Audit team has reviewed and accepted the corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. Audit team has reviewed and accepted the evidence provided by the company and KMD, i.e. KMD statement to follow PT. Agro Muko’s procedure on calculating and distributing fair compensation – and internal audit on land dispute logbook, as part of corrective action. Audit team interviewed committee on how to handle land conflict/grievance to confirm understanding. Audit team concluded that the correction, corrective action and evidences are sufficient. However, audit team will review the effectiveness and consistency of corrective action implementation for NC Minor close out during subsequent surveillance assessment.</p>		
Nonconformity			
NCR Ref #	1563161-201711-N11	Clause & Category (Major / Minor)	Minor NC
Date Issued	7 December 2017	Due Date	6 February 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	22 January 2018
Statement of Nonconformity:	<p>3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) has not established a specific grievance mechanism which respects anonymity of complainants with regards to sexual harrasment case or violation of protection of reproductive rights.</p>		
Requirement Reference:	<p>RSPO P&C INA NI September 2016, Indicator 6.9.3 A specific grievance mechanism which respects anonymity of complainants where requested, and as long as they are supported with adequate information, shall be documented, implemented, and communicated to all workforce.</p>		
Objective Evidence:	<p>Based on document review and interview with the "Panitia KMD" and "Pengurus Koperasi" from 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera), a specific grievance mechanism which respects anonymity of complainants with regards to sexual harrasment case or violation of protection of reproductive rights - has not established.</p>		
Corrections:	<p>Statement letter that Kebun Masyarakat Desa/KMD committee will follow PT. Agro Muko’s policy on prevent sexual and all other forms of harassment and violence. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee “Surat Pernyataaan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO” dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of</p>		

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	<p>relevant policies and SOP from PT. Agro Muko. PT. Agro Muko’s policy “PT. Agro Muko Sexual Harassment Policy (Kebijakan Pelecehan Seksual)” dated 1 March 2013, available in English and Bahasa Indonesia has been communicated. This includes specific grievance mechanism which respects anonymity of complainants. Company also includes the specific grievance mechanism for reporting case of sexual harassment as in PT. Agro Muko’s “Prosedur Keluh Kesah dengan Pihak Internal, No.SOP/025/HRA rev.02” – grievance settling with internal parties procedure dated 27 March 2015, available in English and Bahasa Indonesia. And in PT. Agro Muko’s “Prosedur Keluh Kesah dengan Pihak Eksternal, No.SOP/026/HRA rev.02” – grievance settling with internal parties procedure dated 27 March 2015, available in English and Bahasa Indonesia.</p>
<p>Root Cause Analysis:</p>	<p>The committee/management of new <i>Kebun Masyarakat Desa/KMD</i>/cooperatives was relative new to the RSPO requirements. The committee has limited understanding on how to develop specific grievance mechanism which respects anonymity of complainants where requested. PT. Agro Muko lack of internal audit to assess availability specific grievance mechanism which respects anonymity of complainants where requested at new KMD.</p>
<p>Corrective Actions:</p>	<ul style="list-style-type: none"> - PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and <i>Kebun Masyarakat Desa/KMD</i> Chairman on the importance of preventing sexual and all other forms of harassment and violence. Awareness session was carried out on 15 December 2017 for all committee and workers of <i>Kebun Masyarakat Desa/KMD</i> Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya. The session covers policies related to prevent sexual and all other forms of harassment and violence – in form of “PT. Agro Muko Sexual Policy (Kebijakan Pelecehan Seksual)” dated 1 March 2013. - Awareness session was carried out on 13 and 16 December 2017 for all committee and workers of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to prevent sexual and all other forms of harassment and violence – in form of “PT. Agro Muko Sexual Policy (Kebijakan Pelecehan Seksual)” dated 1 March 2013. - PT. Agro Muko through their Environment and Conservation/ENC Department verified the posting of preventing sexual and all other forms of harassment and violence in KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya and Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. Checklist with evidence reference has been made to “Prosedur Keluh Kesah dengan Pihak Internal, No.SOP/025/HRA rev.02” – grievance settling with internal parties procedure dated 27 March 2015.
<p>Assessment Conclusion:</p>	<p>Audit team has reviewed and accepted the corrective action plan prepared by company and KMD. Audit team has reviewed and accepted the evidence provided by the company and KMD, i.e. KMD statement to follow PT. Agro Muko’s policy on prevention sexual and all other forms of harassment and violence – and internal audit of specific grievance mechanism which respects anonymity of complainants availability, as part of corrective action. Audit team interviewed committee on how to identify sexual harassment case and how to handle such grievance to confirm understanding. Audit team concluded that the correction, corrective action and evidences are sufficient. However, audit team will review the effectiveness and consistency of corrective action implementation for NC Minor close out during subsequent surveillance assessment.</p>

Opportunity for Improvements	
OFI #	Description
OFI 1	Nil

Positive Findings	
PF #	Description
PF 1	Audit team noted company commitment for smallholder development, by developing and maintain the system for scheme smallholder. Company provides technical supports, training, capacity building for scheme smallholders.
PF 2	Company committed to the implementation of RSPO P&C requirements. The level of compliance at estate and mill are improved, in general.

3.4.1 Status of Nonconformities Previously Identified and Observations

Non-Conformity			
NCR Ref #	1420737N1	Clause & Category (Major / Minor)	RSPO P&C Generic Indicator 4.4.1 (NC Minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	7 December 2017
Statement of Nonconformity:	Company has water management plan, however can not demonstrate monitoring or evaluation of ground water usage.		
Requirement Reference:	An implemented water management plan shall be in place.		
Objective Evidence:	Ground water permit No. 036 Tahun 2016. It stated in permit that water debit allowed is 140 m ³ /day however Bengkel usage is > 140m ³ /day (average > 9,000m ³ /month).		
Corrective Actions:	<p>Corective action as reviewed on ASA 1-2 – December 2017:</p> <ol style="list-style-type: none"> 1. Company has obtained permit on use of water "Izin Pemanfaatan Air Bawah Tanah", as per: <ol style="list-style-type: none"> a. "Keputusan Menteri Pekerjaan Umum No.210/KPTS/M/2013 tentang Pemberian Izin Penggunaan Sumber Daya Air dari Sungai Betung kepada PT. Agro Muko". Debit quota 40 liters/second. The permit valid until 5 years. b. "Keputusan Kepala Dinas Energi dan Sumber Daya Mineral Propinsi Bengkulu No.027 tahun 2016 tentang Perpanjangan Izin Pengambilan Air Tanah (SIPA)". The permit dated 26 January 2016 The permitted water debit/extraction at 140 m³/day. 2. Company has conduct monitoring and evaluation on the use of water "Pemanfaatan Air Bawah Tanah (ABT)", as verified in: <ol style="list-style-type: none"> a. "Monitoring Pemakaian ABT, APU dan Pengujian Kualitas Air" (monthly basis), e.g: in period October 2017 the water extracted from river 35,325 liters (max. debit 33,73 liters/second); in September 2017 the water extracted from river 39,345 liters (max. debit 34,53 liters/second); b. "Laporan Pemakaian Air Bawah Tanah", in October 2017 e.g: from tankin housing F1-D7 (2,565 m³/month), Management housing (1,224 m³/month), employee hall tank (2,961 m³/month) and Division V housing (1,005 m³/month); 3. Company has carried evaluation as recorded in "Evaluasi Terhadap Pemakaian Air 		

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	<p>Bawah Tanah dan Follow Up-nya":</p> <p>a. Issued an observation based on Internal audit RSPO dated 15-16 September 2017 related to "Penggunaan Air Bawah Tanah (ABT), No.TRE-1710-A1";</p> <p>b. Company has processed permit application for additional quota, as per:</p> <ul style="list-style-type: none"> - "Surat Permohonan Pengurusan Izin Pengambilan Air Bawah Tanah di Emplacement, dari Tanah Rekah Estate kepada GMO", dated 24 October 2017; - "Surat dari GMO PT. Agromuko No.51/GMO AM-All.OU/XI-17 tentang Pengurusan Izin Pengeboran dan Izin Penggunaan Air Bawah Tanah", dated 21 November 2017; <p>4. Company has consistently made payment on water extraction levy:</p> <p>a. in July 2017: in Tanah Rekah Estate paid Rp. X.XXX.700 – actual water use 26,878 m³; in Talang Petai Estate paid Rp. XXX.500 – actual water use 2,910 m³;</p> <p>b. in Agustus 2017: in Tanah Rekah Estate paid Rp X.XXX.950 – actual water use 34,373 m³; in Talang Petai Estate paid Rp XXX.350 – actual water use 3,089 m³;</p> <p>c. in October 2017: Tanah Rekah Estate paid Rp X.XXX.400 – actual water use 17,856 m³; in Talang Petai Estate paid Rp XXX.550 – actual water use 2,817 m³;</p>		
<p>Assessment Conclusion:</p>	<p>PT. Agro Muko – Mukomuko POM has implemented all corrective action, furthermore demonstrate data consist of implementation and evaluation regarding . Action plan has been implemented in consistent manner. NC Minor closed on 7 December 2017.</p>		
<p>Non-Conformity</p>			
<p>NCR Ref #</p>	<p>1420737N2</p>	<p>Clause & Category (Major / Minor)</p>	<p>NC Minor</p>
<p>Closed (Yes / No)</p>	<p>Yes</p>	<p>Date of nonconformity Closure</p>	<p>7 December 2017</p>
<p>Statement of Nonconformity:</p>	<p>Environment monitoring plan document was not consistently implement as per RPL matrix.</p>		
<p>Requirement Reference:</p>	<p>Environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) shall be available. This plan is reviewed on two-yearly based.</p>		
<p>Objective Evidence:</p>	<p>Based on water analysis in Betung River its found that parameter oil and grease is not comply with national regulation PP No. 82, year 2001. Standard as per regulation is 1 mg/L and the result was 1.21 mg/L in upstream and 1.81 mg/L in downstream in "Laporan Hasil Pengujian No.947-9/A/BINA/VII/2016" for water quality and aquatic biota have monitored for each semester in Betung River, while in RPL matrix required to be monitored in quarterly based.</p>		
<p>Corrective Actions:</p>	<p>PT. Agromuko has been in consultation with "Dinas Lingkungan Hidup Kabupaten Mukomuko" and "Dinas Lingkungan Hidup Provinsi Bengkulu". Based on document verification and audit team consultation with "Dinas Lingkungan Hidup Kabupaten Mukomuko" during stakeholder consultation; evident:</p> <ul style="list-style-type: none"> - PT. Agromuko has consulted "Dinas Lingkungan Hidup Kabupaten Mukomuko" – environment offices; with regards to Sungai Betung/Betung River water quality test through letter "No.67/GMO-G/XI/17 perihal Surat Rekomendasi" on 17 November 2017. - "Dinas Lingkungan Hidup Kabupaten Mukomuko" – environment office, has responded formally through "Surat Kepala Dinas Lingkungan Hidup Kabupaten Mukomuko No.660/1971/D.13/XI/2017 perihal Surat Rekomendasi Analisa Air Hulu dan Hilir Sungai Betung dan Sungai Teramang" dated 28 November 2017. In the letter, environment office stated based on technical evaluation, the management and monitoring plan for Sungai Betung/Betung River in company, concluded that PT. Agro Muko has obligation to monitor the analyze water quality in Sungai Betung/Betung River and Teramang River twot times per year – at minimum, as 		

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	<p>regulated under "Peraturan Pemerintah No.82 Tahun 2001".</p> <p>Based on document verification upon environmental report "Laporan Pelaksanaan RKL-RPL periode semester II tahun 2016" and "Laporan Pelaksanaan RKL-RPL periode semester I tahun 2017" shows company has carried out water quality analysis on each semester (two timer in 2016, and two times in 2017). Furthermore, company has added information with action plan, should any of the environment parameter exceeds regulation. During audit verified, analysis result shows no environmental parameter exceeded.</p>
Assessment Conclusion:	<p>PT. Agro Muko – Mukomuko POM has implemented all corrective action, furthermore demonstrate data consist of implementation and evaluation. Action plan has been implemented in consistent manner. NC Minor closed on 7 December 2017.</p>

Opportunity for Improvement	
OFI#	Description
OFI 1	<p>Consideration for monitor water levels and piezometer explains information about the actions performed as in SOP water management, eg: Measuring piezo-meter water level is maintained at the level of 50-70 cm (SOP Based Water management), the actual month of November 2016: Measurement of piezometers for period November 2016: Division 6 Block 94D02 (31 Ha): level 31 cm and Division 4 Block 13M07 (17 04 Ha): level 41 cm.</p> <p>Action Plan: Water management is in place with established of main drain, collection drain, field drain and controlled through water gater. Water level pole is available to monitor the water level; piezometer is in place to monitor the water level in the planting blocks. Action taken has been recorded whenever water level drop below or exceed the requirements:</p> <ul style="list-style-type: none"> - "Laporan pemantauan tinggi permukaan air dalam tanah (piezometer)" in October 2017, e.g in block 90C08 (average 30 cm), block 90A10A (average 37.5 cm), block 89A01A (average 38 cm) - action taken: open water gate (water high because of rains); - Field visit to block C11A (division III), C16A (division III), C12A (division III) and C04 (division III) were implemented with water gate and water level pole to monitors the water level at collection drain. The water gate was opened. <p>For water management on peat soil: Document of water management plan under "Program Pemantauan Tinggi Muka Air di Lahan Gambut tahun 2017", updated on 9 January 2017, such as:</p> <ul style="list-style-type: none"> - Monitoring of water level with ruler and piezometer; - Renovate and adding water gate; - Adding piezometer installed on planting block; - Drainage cleaning and upkeep for primary drain and secondary drain; - Prepares drainability assessment for all peat area;

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	CATEGORY (MAJOR/ MINOR)	ISSUED	STATUS & DATE (Closure)
CR01	Minor	01/10/2010	10/02/2012
CR02	Minor	01/10/2010	10/02/2012
A675812/1	Major	10/02/2012	10/02/2012
A675812/1	Minor	10/02/2012	01/02/2013
A675812/2	Minor	10/02/2012	01/02/2013
A675812/3	Minor	10/02/2012	01/02/2013
A675812/4	Minor	10/02/2012	01/02/2013
A675812/5	Minor	10/02/2012	01/02/2013
463917-1	Minor	01/02/2013	08/01/2014
463917-2	Minor	01/02/2013	08/01/2014
1010903M3	Major	08/01/2014	06/03/2014
1010903M7	Major	08/01/2014	06/03/2014
1010903M10	Major	08/01/2014	06/03/2014
1010903M16	Major	08/01/2014	06/03/2014
1010903M18	Major	08/01/2014	06/03/2014
1010903N1	Minor	08/01/2014	25/11/2014
1010903N6	Minor	08/01/2014	25/11/2014
1010903N8	Minor	08/01/2014	25/11/2014
1010903N9	Minor	08/01/2014	25/11/2014
1010903N13	Minor	08/01/2014	25/11/2014
1010903N15	Minor	08/01/2014	25/11/2014
1420737M1	Major	17/12/2016	02/02/2016
1420737N1	Minor	17/12/2016	07/12/2017
1420737N2	Minor	17/12/2016	07/12/2017
1563161-201711-M1	Major	07/12/2017	22/01/2018
1563161-201711-M2	Major	07/12/2017	22/01/2018
1563161-201711-M3	Major	07/12/2017	22/01/2018
1563161-201711-M4	Major	07/12/2017	22/01/2018
1563161-201711-M5	Major	07/12/2017	22/01/2018
1563161-201711-M6	Major	07/12/2017	22/01/2018
1563161-201711-M7	Major	07/12/2017	22/01/2018
1563161-201711-M8	Major	07/12/2017	22/01/2018
1563161-201711-M9	Major	07/12/2017	22/01/2018
1563161-201711-M10	Major	07/12/2017	22/01/2018
1563161-201711-M11	Major	07/12/2017	22/01/2018
1563161-201711-M12	Major	07/12/2017	22/01/2018
1563161-201711-N1	Minor	07/12/2017	Open
1563161-201711-N2	Minor	07/12/2017	Open
1563161-201711-N3	Minor	07/12/2017	Open
1563161-201711-N4	Minor	07/12/2017	Open
1563161-201711-N5	Minor	07/12/2017	Open
1563161-201711-N6	Minor	07/12/2017	Open
1563161-201711-N7	Minor	07/12/2017	Open
1563161-201711-N8	Minor	07/12/2017	Open
1563161-201711-N9	Minor	07/12/2017	Open
1563161-201711-N10	Minor	07/12/2017	Open
1563161-201711-N11	Minor	07/12/2017	Open

3.5. Stakeholders Consultation

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss PT. Agro Muko – Mukomuko Palm Oil Mill Certification Unit’s environmental and social performance, legal and any known dispute issues.

Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. Any comment which is not complying to the RSPO P&C requirements have been incorporated as an assessment finding.

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

List of Stakeholders Contacted	
Internal Stakeholders Mukomuko POM workers Talang Petai Estate workers Tanah Rekah Estate workers	Union/Contractors/Local Communities Serikat Pekerja Agromuko Mandiri Communities of Bumi Mulya, Suka Maju, Tunggal Jaya, Talang Petai Estate
Government Departments Badan Pertanahan Nasional Kabupaten Mukomuko Badan Lingkungan Hidup Kabupaten Mukomuko Dinas Perkebunan Kabupaten Mukomuko Dinas Tenaga Kerja Kabupaten Mukomuko	NGO LSM Kemilau Cahaya

IS #	Description
1	Feedbacks: Dinas Penanaman Modal Pelayanan Perizinan dan Tenaga Kerja Kabupaten Mukomuko (Manpower Office) <ul style="list-style-type: none"> - No negative issue related to manpower in PT. Agro Muko and PT. Mukomuko Agro Sejahtera; - In the last ive (5) years, there was no industrial dispute in PT. Agro Muko; - There has been no report related worker salary. Worker salary refers to minimum wage of Bengkulu Province; - PT. Agro Muko and PT. Mukomuko Agro Sejahtera has fulfil and send all compulsory reports related to manpower in consistent manner; - PT. Agro Muko has established collective work agreement in 2017; - All workers in company has been registered with insurance (BPJS Ketenagakerjaan and Kesehatan); - Regular monitoring on all palm oil mill machineries in Mukomuko POM carried out according to regulation;

	<ul style="list-style-type: none"> - Regular medical check up for all workers performed on annual basis; <p>Management Responses: Positive comments.</p> <p>Audit Team Findings: Noted as positive comments.</p>
2	<p>Feedbacks: Dinas Lingkungan Hidup Kabupaten Mukomuko (Environment Office)</p> <ul style="list-style-type: none"> - PT. Agro Muko and PT. Mukomuko Agro Sejahtera have environmental permit, including for biogas plant; - Companies have consistently managed, monitor and reported the environment performance. These activities includes physical and chemical parameters, water quality parameters, air quality parameters, waste water quality parameters, hazardous waste management, etc.; - PT. Agro Muko and PT. Mukomuko Agro Sejahtera have permit for temporary hazardous waste store; - Companies have cooperates with licensed third party contractor for hazardous waste transport and disposal; <p>Management Responses: Positive comments</p> <p>Audit Team Findings: Positive comments.</p>
3	<p>Feedbacks: Dinas Perkebunan dan Pertanian Kabupaten Mukomuko (Plantation and Agriculture Office)</p> <ul style="list-style-type: none"> - Companies have reported the plantation performance on monthly basis. Communication between plantation and agriculture office with both companies are good; - No report related land dispute/conflict noted; no report related to forest or land fire in company; report on pest infestation in the past years; - PT. Agro Muko and PT. Mukomuko Agro Sejahtera demonstrates commitment to development of smallholder with development of Kebun Masyarakat Desa/KMD for 56 villages with area of approximately 700 Ha; - Comments from communities related to extension of HGU in PT. Agro Muko, whereby communities request a portion of company HGU to be returned for village development. - With regards to "Surat Tanda Budidaya/STD-B" for Kebun Masyarakat Desa/KMD, up today has not been communicated by plantation and agriculture office, as government body. <p>Management Responses: There has been no direct comments from the communities or government office related to request for portion of company HGU for village development. Company stated the HGU is asset, will utilize all potential and abide to relevant regulation. Related to "Surat Tanda Daftar Budidaya/STD-B" for KMD will be communicated to relevant government offices.</p> <p>Audit Team Findings: Based on document and record verification, there has been no comment received from community and/or government related to request for portion of HGU. Audit team accept response from company.</p>
4	<p>Feedbacks: Kantor Pertanahan Kabupaten Mukomuko (Lands Office)</p> <ul style="list-style-type: none"> - No report related land dispute/conflict noted; - There are areas occupied by communities inside HGU PT. Agro Muko. Company respect the decision and not force the landowners to release the right over the land; - PT. Agro Muko has applied for HGU extension, due in 2019; HGU No.31/HGU/BPN/89 dated 27 June 1989 for area of 10,000 Ha – comprised of two certificates: Certificate No.2/MU of 2,270 Ha and certificate No.3 of 7,730 Ha; - Comments from Air Dikit communities related to extension of HGU in PT. Agro Muko, whereby communities request a portion of company HGU to be returned for village development. <p>Management Responses:</p>

	<p>There has been no direct comments from the communities or government office related to request for portion of company HGU for village development. Company stated the HGU is asset, will utilize all potential and abide to relevant regulation.</p> <p>Audit Team Findings: Based on document and record verification, there has been no comment received from community and/or government related to request for portion of HGU. Audit team accept response from company.</p>
5	<p>Feedbacks: KMD Pondok Lunang Baru</p> <ul style="list-style-type: none"> - Pondok Lunang village has established smallholder plantation of 13 Ha, with planting year 2001, under name KMD Pondok Lunang (Lama); - Currently applying for new Kebun Masyarakat Desa/KMD and has submitted the potential land for oil palm plantation – currently waiting for collective measurement and administrative work; - The management of the smallholder Kebun Masyarakat Desa/KMD will be under estate; - The revenue from oil palm plantation will be used as Pondok Lunang village revenue; <p>Management Responses: Positive comments and the company will continued these issues.</p> <p>Audit Team Findings: Positive comment noted.</p>
6	<p>Feedbacks: Koperasi Produksi Plasma Sungai Tenang Sejahtera – Talang Petai Village</p> <ul style="list-style-type: none"> - Currently has been planted 70% from land bank of 126 Ha, consist of two blocks and separated by road. The development was slightly behind schedule due to road/bridge access. The land previously was dryland farm; - The land has been verified and measured by BPN on 20 July 2017 in participatory manner; - The management of the smallholder plantation is under estate; - Agreement between company and the cooperative has been signed and acknowledged by Regent of Mukomuko; - The development of smallholder was coming from communities, and has been agreed by communities; - No claim/conflict/dispute over land prepared for cooperative plantation; - FFB purchase price for smallholder sets according to government decree; <p>Management Responses:</p> <ul style="list-style-type: none"> - Positive comments and the company will continued these issues. - Company will strive to assist further to improve the infrastructure in cooperative/plasma plantation <p>Audit Team Findings: Noted the positive comments. Audit team will follow up the planning from company to assisst in improving scheme smallholder infrastructure.</p>
7	<p>Feedbacks: Gender Committee</p> <ul style="list-style-type: none"> - Company has communicating the sexual harassment policy and respecting reproductive right policy; - Company has communicating specific grievance mechanism to report any violation, including guarantee the anonymity of whistleblower – upon request. No report of violation on sexual harassment and protection of reproductive right to date; - Company has provided periodic leave, maternal leave – for all worker, and medical check up for female sprayers; - Company provides facilities for worker: housing, clean water, electricity, school, school bus, religious houses, sport facility, etc.; <p>Management Responses: Positive comments</p> <p>Audit Team Findings: Noted as positive comments.</p>
8	<p>Feedbacks:</p>

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	<p>Worker Union</p> <ul style="list-style-type: none"> - LKD Bipartit organization has been established, with function as mediation between company and worker; - All normative agreement has been incorporated into Perjanjian Kerja Bersama (PKB) – collective work agreement, which covers working hour, overtime, salary, annual leave entitlement, etc. Latest work agreement signed on 8 December 2016, and effective implementation 2017; - Meeting between worker union and management on monthly basis, in line with LKS Bipartit meeting; - No grievance from worker in 2017, except from minor repair request for housing: leaking roof, clogged closet, etc.; - Company provides facilities for worker: housing, clean water, electricity, school, school bus, religious houses, sport facility, etc.; - All workers in company has been registered with insurance (BPJS Ketenagakerjaan and Kesehatan); - Worker evaluation carried out on annual basis, for promotion; - Company has annual medical check up for all workers; <p>Management Responses: Positive comments</p> <p>Audit Team Findings: Noted as positive comments.</p>
<p>9</p>	<p>Feedbacks: LSM Kemilau Cahaya – Serami Baru Village</p> <ul style="list-style-type: none"> - Currently company has helped in development of KMD/scheme smallholder; - Economic condition is getting better; - The development of smallholder was coming from communities, and has been agreed by communities; - No claim/conflict/dispute over land prepared for cooperative plantation; <p>FFB purchase price for smallholder following government regulation;</p> <p>Management Responses: Positive comments</p> <p>Audit Team Findings: Noted as positive comments.</p>

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Formal Signing-off of Assessment Conclusion and Recommendation

The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that PT. Agro Muko – Mukomuko Palm Oil Mill has complied with the RSPO Principle and Criteria Indonesia National Interpretation, September 2016 and RSPO Supply Chain Certification Standard, November 2014 and audit criteria identified within the audit report. It is deemed that the management system continues to achieve its intended outcomes. Therefore, it is recommended that the certification of PT. Agro Muko – Mukomuko Palm Oil Mill is continued.

Report prepared by		Acceptance of Assessment Conclusion
Name: Pratama Agung Sedayu		Name: Mr. Olivier Tichit
Company Name: on behalf BSI Malaysia Services Sdn Bhd.,		Company Name: PT. Agro Muko
Title: Lead Auditor		Title: Director
Signature: 		Signature: <i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i> 
Date: 1 February 2018		Date: 

Appendix A: Summary of Findings RSPO Principle and Criteria Indonesia National Interpretation, September 2016

Criterion / Indicator	Assessment Findings	Compliance
Principle 1: Commitment to Transparency		
Criterion 1.1:		
Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.		
1.1.1	<p>List of information related to criterion 1.2 that can be accessed by relevant stakeholders shall be available.</p> <p>- Minor compliance -</p> <p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera: Company has established "Prosedur Pemberian Tanggapan Terhadap Permintaan Informasi, No.ENC/SOP/08 rev.02" dated 6 April 2015. The procedure stating manager/Department Head is the one receiving information and providing response upon information request. All operation unit prepare a list of publicly available information, as detailed in indicator 1.2.1. Direct response/answer can be given by manager/Department Head with response time max. 7 working days. Request for information/disposition to higher level (to GMO or Medan HO) in max. 3 working days. GMO and/or Medan HO shall provide response in max. 7 working days. Disposition from Department Head to Top Management in max.25 working days.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> PT. Agro Muko supports each <i>Kebun Masyarakat Desa/KMD</i> to establish a list of publicly available document that covers all publicly available documents. Documents will be available at General Manager Office PT. Agro Muko and/or at the estates in charge of management of the <i>Kebun Masyarakat Desa/KMD/cooperatives</i>. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to relevant policies and SOP from PT. Agro Muko. List of documents titled "Dokumen-dokumen yang tersedia untuk Umum KMD Bumi Mulya", "Dokumen-dokumen yang tersedia untuk Umum KMD Suka Maju", "Dokumen-dokumen yang tersedia untuk Umum KMD Tunas Muda – Tunggal Jaya", "Dokumen-dokumen yang tersedia untuk Umum Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera", dated 13 December 2017. The list covers: land titles/user rights; occupational health and safety plans as in "Program K3 Tahun 2018"; environmental and social impacts including mitigation plans and "Rencana Pengelolaan Limbah B3"; HCV documentation as in "Laporan Identifikasi Nilai Konservasi Tinggi Smallholders Koperasi dan Kebun Masyarakat Desa PT. Agro Muko" by Koompasia Enviro Institute; pollution prevention and reduction plans; details of complaints and grievances; negotiation procedures; continual improvement plans; public summary of certification assessment report; human rights policy.</p>	Non-Compliance Comply

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Criterion / Indicator		Assessment Findings	Compliance
		<p>NC Minor: 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate a list of information related to criterion 1.2 that can be accessed by relevant stakeholders be available.</p>	
1.1.2	<p>Records of requests for information and responses to the information requested shall be available.</p> <p>- Major compliance -</p>	<p>Company has procedure "Pemberian Tanggapan Terhadap Permintaan Informasi, (Provision of Responses to Requests for Information) No. ENC/SOP/08", rev.2, dated 6 April 2015, which regulates the mechanism of response to requests for information.</p> <p>Mukomuko POM: All information request, inquiry was recorded under "Rekaman Permintaan Informasi dan Tanggapan. As recorded in 2017, Mukomuko POM received 7 information requests. Sample taken and verified: in August 2017, Mukomuko POM received request for data from "Dinas Lingkungan Hidup", through letter No.660.133/VIII. Mukomuko POM responded directly by filling up the form (as attached on the letter), and send the response to "Dinas Lingkungan Hidup" on 18 August 2017.</p> <p>Tanah Rekah Estate: Record of information request and response upon those request are documented under "Buku Permintaan Informasi dan Jawaban". The logbook records all information request dated back 2010, up to November 2017. On 25 March 2017, Setia Budi Village Head asking /follow up proposal for box culvert, for drainage in boundary between Setia Budi Village and Tanah Rekah Estate. On same date, 25 March 2017, Estate Manager responded that the proposal was under review by General Manager Office, waiting approval. Latest update on 2 May 2017, the donation for box culvert has been handed over. Closed. Information request dated 18 August 2017, verbal inquiry from Tanah Rekah Village Head, asking any job vacancy for village community – responded directly by Estate Manager on same date, 18 August 2017. The response from Estate Manager stating that currently no job vacancy available. Will communicate any job vacancy to Village Head.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> <i>Kebun Masyarakat Desa/KMD</i> conveyed the information response upon information request to the Estate Managers. In 2017, no information request noted for KMD Tunggal Jaya, KMD Tanah Rekah, KMD Suka Maju, KMD Bumi Mulya, KMD Tunas Muda – Tunggal Jaya, Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. To demonstrate responsibility and accountability to its stakeholder, KMD bought newspaper whereby PT. Agro Muko has indicated the price, tonnage and amount of money paid.</p>	Comply
<p>Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p>			

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<p>1.2.1 Publicly available documents shall include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> a) Land titles/user rights (Criterion 2.2) b) Occupational health and safety plans (Criterion 4.7) c) Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8) d) HCV documentation (Criteria 5.2 and 7.3) e) Pollution prevention and reduction plans (Criterion 5.6) f) Details of complaints and grievances (Criterion 6.3) g) Negotiation procedures (Criterion 6.4) h) Continual improvement plans (Criterion 8.1) i) Public summary of certification assessment report j) Human Rights Policy (Criterion 6.13). <p>- Major compliance –</p>	<p>Mukomuko POM: "Dokumen-dokumen yang tersedia untuk publik (Publicly available document, signed by Mill Manager, dated 7 November 2017.</p> <table border="1" data-bbox="635 539 1310 1518"> <thead> <tr> <th>Document name</th> <th>No.Document</th> <th>Year</th> </tr> </thead> <tbody> <tr> <td>Izin Usaha Tetap (Keputusan Menteri Negara Penggerak Dana Investasi/Ketua BKPM)</td> <td>No.571/T/Pertanian/1996</td> <td>1996</td> </tr> <tr> <td>Izin Usaha Perkebunan (IUP)</td> <td>Keputusan Bupati Mukomuko No.709 tahun 2012 tanggal 13 Desember 2012</td> <td>2012</td> </tr> <tr> <td>EIA - Analisis Dampak Lingkungan</td> <td></td> <td>2005</td> </tr> <tr> <td>Rencana Pengelolaan Lingkungan</td> <td></td> <td>2005</td> </tr> <tr> <td>Rencana Pemantauan Lingkungan</td> <td></td> <td>2005</td> </tr> <tr> <td>Laporan Pemantauan RKL/RPL setiap semester</td> <td></td> <td>Latest available</td> </tr> <tr> <td>Upaya Pengelolaan Lingkungan Hidup Biogas (PLTB)</td> <td></td> <td>2017</td> </tr> <tr> <td>Izin Pembuangan Air Limbah ke Sungai</td> <td>No.503/07/KTSP/IPAL/XII/2016</td> <td>2016</td> </tr> <tr> <td>Laporan Community Development/Corporate Social Responsibility PT. Agro Muko</td> <td></td> <td>Latest available</td> </tr> <tr> <td>OHS Plan - Program Panitia Pembina Kesehatan dan Keselamatan Kerja Lingkungan Hidup dan Sosial (P2K3)</td> <td></td> <td>Latest available</td> </tr> <tr> <td>SIA - Penilaian Internal Dampak Sosial</td> <td></td> <td>available</td> </tr> <tr> <td>Pollution reduction plan - Rencana Pengurangan dan Pencegahan Polusi</td> <td></td> <td>available</td> </tr> <tr> <td>Grievance - Rekaman keluhan-kesah internal dan eksternal</td> <td></td> <td>available</td> </tr> <tr> <td>Rencana Perbaikan Berkelanjutan - Continuous Improvement Plan</td> <td></td> <td>Latest available</td> </tr> <tr> <td>Public summary from CB</td> <td></td> <td>Latest available</td> </tr> <tr> <td>Company policies</td> <td></td> <td>Latest available</td> </tr> </tbody> </table>	Document name	No.Document	Year	Izin Usaha Tetap (Keputusan Menteri Negara Penggerak Dana Investasi/Ketua BKPM)	No.571/T/Pertanian/1996	1996	Izin Usaha Perkebunan (IUP)	Keputusan Bupati Mukomuko No.709 tahun 2012 tanggal 13 Desember 2012	2012	EIA - Analisis Dampak Lingkungan		2005	Rencana Pengelolaan Lingkungan		2005	Rencana Pemantauan Lingkungan		2005	Laporan Pemantauan RKL/RPL setiap semester		Latest available	Upaya Pengelolaan Lingkungan Hidup Biogas (PLTB)		2017	Izin Pembuangan Air Limbah ke Sungai	No.503/07/KTSP/IPAL/XII/2016	2016	Laporan Community Development/Corporate Social Responsibility PT. Agro Muko		Latest available	OHS Plan - Program Panitia Pembina Kesehatan dan Keselamatan Kerja Lingkungan Hidup dan Sosial (P2K3)		Latest available	SIA - Penilaian Internal Dampak Sosial		available	Pollution reduction plan - Rencana Pengurangan dan Pencegahan Polusi		available	Grievance - Rekaman keluhan-kesah internal dan eksternal		available	Rencana Perbaikan Berkelanjutan - Continuous Improvement Plan		Latest available	Public summary from CB		Latest available	Company policies		Latest available	<p>Non-compliance Comply</p>
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		<p><i>Kebun Masyarakat Desa/KMD:</i> PT. Agro Muko supports each <i>Kebun Masyarakat Desa/KMD</i> to establish a list of publicly available document that covers all publicly available documents. Documents will be available at General Manager Office PT. Agro Muko and/or at the estates in charge of management of the <i>Kebun Masyarakat Desa/KMD/cooperatives</i>.</p> <p>Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to relevant policies and SOP from PT. Agro Muko.</p> <p>List of documents titled "Dokumen-dokumen yang tersedia untuk Umum KMD Bumi Mulya", "Dokumen-dokumen yang tersedia untuk Umum KMD Suka Maju", "Dokumen-dokumen yang tersedia untuk Umum KMD Tunas Muda – Tunggal Jaya", "Dokumen-dokumen yang tersedia untuk Umum Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera", dated 13 December 2017. The list covers: land titles/user rights; occupational health and safety plans as in "Program K3 Tahun 2018"; environmental and social impacts including mitigation plans and "Rencana Pengelolaan Limbah B3"; HCV documentation as in "Laporan Identifikasi Nilai Konservasi Tinggi Smallholders Koperasi dan Kebun Masyarakat Desa PT. Agro Muko" by Koompasia Enviro Institute; pollution prevention and reduction plans; details of complaints and grievances; negotiation procedures; continual improvement plans; public summary of certification assessment report; human rights policy.</p> <p>NC Major: 3 <i>Kebun Masyarakat Desa/KMDs</i> (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate a list of publicly available documents.</p>	
<p>Criterion 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.</p>			
1.3.1	<p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions along with the documentation of socialisation process of the policy to all levels of the workers and operations.</p> <p>- Minor compliance –</p>	<p>Mukomuko POM: PT. Agro Muko, Mukomuko POM referring to Code of Conduct – PT. Tolan Tiga Indonesia, signed by President Director, dated 17 November 2014. The code of conduct consist of Commitment to the Specific Things: Management note, documents and information (confidentiality); The obligation to secure company's assets; Insider Trading Information; Conflict of Interest; Political Activities; Gifts/Souvenirs, Donations, Commission, Bribery; Reporting Violations of Code of Conduct, etc.</p> <p>The policy on code of conduct has been disseminated: on 26 September 2017 to 9 Biogas Plant workers; to 32 workers from mandors, loading ramp station, sterilizer station, chain-man, hoisting crane, pressing station, clarification station, kernel station, boiler station, EFB station;</p> <p>---</p>	<p>Non-compliance Comply</p>

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	<p>Tanah Rekah Estate: PT. Agro Muko, Tanah Rekah Estate referring to Code of Conduct – PT. Tolan Tiga Indonesia, signed by President Director, dated 17 November 2014. The code of conduct consist of Commitment to the Specific Things: Management note, documents and information (confidentiality); The obligation to secure company’s assets; Insider Trading Information; Conflict of Interest; Political Activities; Gifts/Souvenirs, Donations, Commission, Bribery; Reporting Violations of Code of Conduct, etc. The policy on code of conduct has been disseminated: latest on 16 November 2017, to 4 harvester supervisors; 2 administration officers; 1 upkeep supervisor; 4 FFB checker; 17 harvesters; 4 manuring supervisors; 10 fertilizer applicators – located in Division I and Division III. For Division II workers: Latest dissemination on 14 November 2017, to 2 harvester supervisors; 1 upkeep supervisor; 2 FFB checkers; 20 harvesters; 1 driver; 5 helpers/FFB loaders – located in Division I and Division III.</p> <p>Talang Petai Estate: PT. Agro Muko, Tanah Petai Estate referring to Code of Conduct – PT. Tolan Tiga Indonesia, signed by President Director, dated 17 November 2014. The code of conduct consist of Commitment to the Specific Things: Management note, documents and information (confidentiality); The obligation to secure company’s assets; Insider Trading Information; Conflict of Interest; Political Activities; Gifts/Souvenirs, Donations, Commission, Bribery; Reporting Violations of Code of Conduct, etc. The policy on code of conduct has been disseminated: Record of code of conduct policy dissemination on 11 April 2017, to 2 midwives; 4 kindergarten teachers; 6 office clerks; On 16 October 2017, to 4 mandores; 2 field clerks; 16 harvesters during morning muster;</p> <p><i>Kebun Masyarakat Desa/KMD:</i> <i>Kebun Masyarakat Desa/KMD</i> committee will follow PT. Agro Muko’s policy on code of ethical conduct and integrity in all operations and transactions. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee “Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO” dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko. PT. Agro Muko’s policy “PT. Agro Muko Kebijakan tentang Kode Etik (Code of Ethical Conduct Policy)” dated 17 November 2014, available in English and Bahasa Indonesia has been communicated. ---</p>	

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		<ul style="list-style-type: none"> - Awareness session was carried out on 15 December 2017 for all committee and workers of <i>Kebun Masyarakat Desa/KMD</i> Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya. The session covers policies related to code of ethical conduct and integrity in all operations and transactions – in form of policy “PT. Agro Muko Kebijakan tentang Kode Etik (Code of Ethical Conduct Policy)” dated 17 November 2014. - Awareness session was carried out on 13 and 16 December 2017 for all committee and workers of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to code of ethical conduct and integrity in all operations and transactions – in form of policy “PT. Agro Muko Kebijakan tentang Kode Etik (Code of Ethical Conduct Policy)” dated 17 November 2014. <p>NC Minor: 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate a written policy committing to a code of ethical conduct and integrity in all operations and transactions.</p>	
Principle 2: Compliance with applicable laws and regulations			
Criterion 2.1			
There is compliance with all applicable local, national and ratified international laws and regulations.			
2.1.1	Evidence of compliance with relevant legal requirements shall be available. - Major compliance –	PT. Agro Muko: Company has a list of legal requirement “Evaluasi Pemenuhan Peraturan Perundang Undangan”, updated on 24 th January 2017. The list consist of 214 rules and regulation, as listed in RSPO P&C INA NI, September 2016, Appendix 1. Company has evaluated 14 categories of regulation such as 51 “Undang-undang” – National laws; 42 “Peraturan Pemerintah” - Government Regulation; 3 “Instruksi Presiden” - President Instruction; 7 “Keputusan Presiden” - President Decree; 6 “Peraturan Presiden” – President Regulations; 13 “Peraturan Menteri Pertanian” – Ministry of Agriculture Regulation; 19 “Peraturan Menteri Lingkungan Hidup” – Minister of Environment Regulation; 15 “Peraturan Menteri Tenaga Kerja” – Minister of Manpower Regulation; 7 “Peraturan Menteri Kehutanan” – Minister of Forestry Regulation; 7 “Peraturan Menteri” – other Minister Regulations; 6 “Keputusan Menteri Pertanian” – Minister of Agriculture Decree; 11 “Keputusan Menteri Lingkungan Hidup” – Minister of Environment Decree; 20 “Keputusan Menteri Tenaga Kerja” – Minister of Manpower Decree; and 7 “Keputusan Badan Pengendalian Lingkungan” – Environment Protection Body Decree. Evaluation of compliance with relevant legal requirements including review by chapter, the relation with operational activities and complemented with evidence of compliance. Evaluation carried out once per year. ---	Non-compliance Comply

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	<p>Based on document review, interview with government bodies, and field visit – company has demonstrate evidence of legal requirement fulfilment. PT. Agro Muko:</p> <p>a. Izin Lokasi (Location permit).</p> <ul style="list-style-type: none"> - No.245, dated 7 July 1989 from “Gubernur Bengkulu” for ±10,000 Ha; - No.156, dated 23 April 1991 from “Gubernur Bengkulu” for ±3,740 Ha; - No.199, dated 12 June 1989 from “Gubernur Bengkulu” Governor for ±6,000 Ha; - No.347/II/BKPM/1990, dated 30 January 1990 from “Gubernur Bengkulu” for ±2,500 Ha; <p>b. Izin Usaha Perkebunan (Operational Plantation Permit).</p> <ul style="list-style-type: none"> - No.HK.350/E.4.900/11.89, dated 8 November 1989 for ±10,000 Ha; - No.HK.350/E.4.247/06.88, dated 7 June 1988, for ±5,500 Ha; - No.HK.350/E.4.447/07.92, dated 10 July 1992 for ±2,000 Ha for oil palm plantation and ±1.800 ha for rubber plantation. - No.HK.350/E.4.297/06.88, dated 7 June 1988 for ±3,600 Ha for oil palm plantation from “Direktur Jenderal Perkebunan”; - Revised SPUP No.571/T/Pertanian/1996, dated 17 September 1996 for mill capacity 40,000 ton CPO and SPUP No.709/2012, dated 13 December 2012 from “Bupati Mukomuko” for ±22,914 Ha and mill capacity 60 ton FFB/hour. <p>c. Based on overlapping of plantation map against “Rencana Tata Ruang Wilayah Kabupaten Muko Muko tahun 2012 – 2032” and interview with “Kepala Bidang Perkebunan, Dinas Pertanian dan Perkebunan Kabupaten Mukomuko” shows that all operational area of PT. Agro Muko and located under Plantation zone.</p> <p>d. Legal ownership of the land: Company has obtained right over legal ownership of the land through “Hak Guna Usaha/HGU” – land title and “Hak Guna Bangunan/HGB” – building title. Detailed information explained in indicator 2.2.1.</p> <p>e. Legal ownership from community: Company has compensated the land. FPIC process, up to compensation payment has been documented by Legal Department. Detailed information explained in indicator 2.2.3.</p> <p>f. Environmental permits: Company has meet all requirement for environmental compliance.</p> <ul style="list-style-type: none"> - Environment Permit: Izin AMDAL No.425, tahun 2005. AMDAL document is available and approved by “Gubernur Bengkulu”; - Permit for temporary hazardous storage “Izin Perpanjangan TPS Limbah B3 Mukomuko Estate, Sei Jerinjing Estate, Tanah Rekah Estate, Talang Petai Estate, Sei Kiang Estate, Workshop Sentral, Sei Betung Estate dan Air Buluh Estate”; <p>---</p>	

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	<p>g. Other permit such as:</p> <ul style="list-style-type: none"> - Permit for building "IMB No. FP. 015/5/13/C/TBS-04", dated 30 November 2004; - Permit for Bulking Station "Ijin Bulking Station No.HK-56/2/12/CTBS-2002" from Pelindo – Sumatera barat for 25 years; - Biogas Plant Operational Permit "Izin Operasi Generator Biogas Plant yang diterbitkan oleh Kepala Dinas Energi dan Sumberdaya Mineral Provinsi Bengkulu"; - Permits and license for Mukomuko POM machines; <p>PT. Mukomuko Agro Sejahtera (MMAS):</p> <p>a. Company has carried out procedure to obtain legal ownership of the land started from principal permit – "Izin Prinsip":</p> <ul style="list-style-type: none"> - "Izin Prinsip berdasarkan Surat Keputusan Bupati Mukomuko No.154, dengan luas ±2,783 Ha" dated 30 April 2010; - "Izin Prinsip berdasarkan Surat Keputusan Bupati Mukomuko No.171, dengan luas ±3,656 Ha" dated 4 May 2010; - "Izin Prinsip berdasarkan Surat Keputusan Bupati Mukomuko No. 172, dengan luas ±1,613 Ha" day 4 May 2010; - Location permit and extension "Perpanjangan Izin Lokasi berdasarkan Surat Keputusan Bupati Mukomuko No.700-212, seluas ±1,800 Ha (lahan inti)" dated 18 March 2014; - Location permit and extension "Perpanjangan Izin Lokasi berdasarkan Surat Keputusan Bupati Mukomuko No.700-214, seluas ±1,167 Ha (lahan inti)" dated 18 March 2014; - Location permit and extension "Perpanjangan Izin Lokasi berdasarkan Surat Keputusan Bupati Mukomuko No.700-213, seluas ±656 Ha (lahan plasma KKPA)" dated 18 March 2014; - Location permit extension "Perpanjangan Izin Lokasi berdasarkan Surat Keputusan Bupati Mukomuko No.700-215, ±291 Ha (lahan plasma KKPA)" dated 18 March 2014;. <p>Based on stakeholder consultation with "Kantor Pertanahan Kabupaten Mukomuko" stated company has sent application for legal ownership of the land/HGU to government. Currently in process of "Rapat Panitia Tanah B" and processing the application "Pengajuan Surat Keputusan HGU" onto "Kepala Badan Pertanahan Nasional Pusat".</p> <p>b. Operation permit: PT. Mukomuko Agro Sejahtera has obtained operational permit "Surat Keputusan Bupati Mukomuko No.525/535/D.7/VIII/2014, tentang Izin Usaha Perkebunan PT. Mukomuko Agro Sejahtera dengan luas ±1,464 Ha dan ±1.167 Ha", dated 7 December 2011. The permit subsequently renewed through "Surat Keputusan Bupati Mukomuko No.503/2/KPTSP/IUP/IX/2014, Lokasi I: ±1,800 Ha dan Lokasi II: ±1,167 Ha untuk Kebun Inti" dated 15 September 2014.</p>	

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	<p>c. Development of scheme smallholder KKPA has obtained permit "Surat Keputusan Bupati Mukomuko No.374, tentang Izin Usaha Perkebunan dengan luas ±656 Ha" dated 7 December 2011 and "Surat Keputusan Bupati No.375, dengan luas ±291 Ha" dated 7 December 2011;</p> <p>d. Environmental Permit: PT. Mukomuko Agro Sejahtera has obtained environmental permit "Surat Keputusan Bupati Mukomuko No.M.288 tentang Izin Lingkungan dengan Lingkup Kebun Inti dan Kebun Plasma KKPA", dated 9 September 2011;</p> <p>e. Legal ownership from community: PT. Mukomuko Agro Sejahtera has carried out the compensation process to traditional landowners inside the location permit area.</p> <ul style="list-style-type: none"> - In 2010, company compensation 514 landowners with total area of 1,102.72 Ha; - In 2011, company compensation 101 landowners with total area of 167.90 Ha; - In 2012, company compensation 181 landowners with total area of 285.93 Ha; - In 2013, company compensation 151 landowners with total area of 232.5 Ha; - In 2014, company compensation 1,225 landowners with total area of 2,142.29 Ha; <p>All compensation process are documented into "Surat Keterangan Tanah/SKT", "Surat Pernyataan Penguasaan Fisik Tanah", "Peta Lokasi Lahan", "Surat Keterangan Ganti Rugi Tanah Garapan" acknowledged and witnessed by Village Head. "Surat Pelepasan Hak Menggarap atas Tanah Garapan", "Tanda Terima Pembayaran Ganti Rugi" and photographs pictures the compensation process.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> PT. Agro Muko assisted Kebun Masyarakat Desa/KMDs and cooperative in preparing a list of all relevant laws and regulations as in "Daftar Undang-undang/Peraturan Pemerintah/Peraturan Menteri/Keputusan Menteri/Peraturan Daerah/Peraturan Internasional terkait Persyaratan Prinsip & Kriteria RSPO & ISPO"; evaluating relevant legal requirements for smallholders under "Evaluasi Pemenuhan Peraturan dan Perundang-undangan terkait Persyaratan Prinsip & Kriteria RSPO & ISPO".</p> <p>PT. Agro Muko has carried out awareness/training session with <i>Kebun Masyarakat Desa/KMD/cooperative</i> leadership. Company has send out a letter from General Manager PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of the implementation to comply with RSPO P&C. Letter No.27/GM-AM/ENC/M/XII/2017 dated 12 December 2017.</p> <p>Awareness session was carried out on 13, 15 and 16 December 2017 for all committee and worker of <i>Kebun Masyarakat Desa/KMD</i> Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya and Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. There was also explanation related to SOP "Prosedur Informasi Perubahan Undang-undang dan Peraturan Pemerintah No.CA/SOP/01" dated 1 November 2011.</p> <p>---</p>	

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	<p>The awareness session explained all legal requirements relevant to scheme smallholder operation, such as: health and safety, best management practices, cooperative management, etc.</p> <p>Annual evaluation of compliance with relevant legal requirements at Kebun Masyarakat Desa/KMD location by Field Head Assistant of <i>Kebun Masyarakat Desa/KMD</i> and ENC, January 2018. This includes the communication of regulations related to cooperative in Indonesia, i.e. "Undang-undang No.17 tahun 2012 tentang Perkoperasian", "Peraturan Menteri Koperasi No.10 tahun 2016 tentang Koperasi, Usaha Kecil dan Menengah".</p> <p>Each KMD holds a legal agreement with PT. Agro Muko. Sighted: "Perjanjian Kerja Sama Tentang Pembangunan dan Pemeliharaan Kebun Kelapa Sawit antara Desa Bumi Mulya dan PT. Agro Muko" dated 11 July 2014. Signed by KMD committee, village head and BPD of Bumi Mulya, President Director and Director of PT. Agro Muko, noted by BPMPD of Mukomuko Regency and Penarik District Head.</p> <p>"Perjanjian Kerjasama Panitia Desa Tunggal Jaya dengan PT. Agro Muko" dated 1 November 2000, signed by "Panitia Kebun Kas Desa" and vice president director PT. Agro Muko, witnessed by 4 persons.</p> <p>NC Major: 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate evaluation of compliance with relevant legal requirements.</p>	
<p>2.1.2 A documented system, which includes written information on legal requirements, shall be maintained.</p> <p>- Minor compliance –</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera has a procedure titled "Prosedur Informasi Perubahan Undang Undang dan Peraturan Pemerintah No.CA/SOP/01, rev.0", dated 1 November 2011. Responsible person is Corporate Affair Manager. The procedure completes with flow chart explaining the duty of each personnel. Corporate affairs responsible to accept and disseminates information on regulation updates. Department heads responsible to evaluate whether the regulation update may impact to operation; to communicates the evaluation process onto Corporate Affairs and to operation managers. Documentation prepared by special staff, appointed by management. Monitoring carried out by Department Head on monthly basis.</p> <p>The document consist of 214 rules and regulation, as listed in RSPO P&C Indonesia National Interpretation, September 2016, Appendix 1. Company has evaluated 14 categories of regulation such as 51 "Undang-undang" – National laws; 42 "Peraturan Pemerintah" - Government Regulation; 3 "Instruksi Presiden" - President Instruction; 7 "Keputusan Presiden" - President Decree; 6 "Peraturan Presiden" – President Regulations; 13 "Peraturan Menteri Pertanian" – Ministry of Agriculture Regulation; 19 "Peraturan Menteri Lingkungan Hidup" – Minister of Environment Regulation;</p> <p>---</p>	<p>Non-compliance Comply</p>

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	<p>15 "Peraturan Menteri Tenaga Kerja" – Minister of Manpower Regulation; 7 "Peraturan Menteri Kehutanan" – Minister of Forestry Regulation; 7 "Peraturan Menteri" – other Minister Regulations; 6 "Keputusan Menteri Pertanian" – Minister of Agriculture Decree; 11 "Keputusan Menteri Lingkungan Hidup" – Minister of Environment Decree; 20 "Keputusan Menteri Tenaga Kerja" – Minister of Manpower Decree; and 7 "Keputusan Badan Pengendalian Lingkungan" – Environment Protection Body Decree. Evaluation of compliance with relevant legal requirements including review by chapter, the relation with operational activities and complemented with evidence of compliance. Evaluation carried out once per year.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> PT. Agro Muko assisted <i>Kebun Masyarakat Desa/KMDs</i> in assisted <i>Kebun Masyarakat Desa</i> in preparing documented system to list, evaluate and update all relevant laws and regulations as in "Daftar Undang-undang/Peraturan Pemerintah/Peraturan Menteri/Keputusan Menteri/Peraturan Daerah/Peraturan Internasional terkait Persyaratan Prinsip & Kriteria RSPO & ISPO"; evaluating relevant legal requirements for smallholders under "Evaluasi Pemenuhan Peraturan dan Perundang-undangan terkait Persyaratan Prinsip & Kriteria RSPO & ISPO"; assist <i>Kebun Masyarakat Desa/KMD</i> in updating the latest regulation as in "Pemantauan Penambahan atau Perubahan terhadap Persyaratan Undang-undang" – latest update December 2017.</p> <ul style="list-style-type: none"> - Awareness session was carried out on 15 December 2017 for all committee and workers of <i>Kebun Masyarakat Desa/KMD</i> Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya. There was also explanation related to SOP "Prosedur Informasi Perubahan Undang-undang dan Peraturan Pemerintah No.CA/SOP/01" dated 1 November 2011. - Another round of awareness was carried out on 13 and 16 December 2017 for all committee and workers of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. <p>NC Minor: 3 <i>Kebun Masyarakat Desa/KMDs</i> (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate a documented system, which includes written information on all applicable legal requirements.</p>	

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<p>2.1.3 A mechanism for ensuring compliance shall be implemented.</p> <p>- Minor compliance –</p>	<p>PT. Agro Muko (AM) and PT. Mukomuko Agro Sejahtera (MMAS) has a mechanism to ensure compliance and the company has updated evaluation of regulation which must comply with; regularly. The Procedure has been established, titled "Prosedur Informasi Perubahan Undang Undang dan Peraturan Pemerintah No.CA/SOP/01, rev.0", dated 1 November 2011.</p> <p>As per procedure, Corporate Affairs Manager will find information and/or participating in the socialization of the government if there are new regulations or amendment of rules and evaluated the extent to which its fulfillment, assuming there is not yet fulfilled of the regulation, it will be communicated to each unit of the Department for the changes. It is documented under "Evaluasi Pemenuhan Peraturan Perundang-undangan". The last updated on 24 January 2017. Inside the evaluation document, in detailed per chapter completed with evidence of compliance.</p> <p><i>Kebun Masyarakat Desa/KMD:</i></p> <p>PT. Agro Muko assisted <i>Kebun Masyarakat Desa/KMDs</i> in assisted <i>Kebun Masyarakat Desa</i> in preparing documented system to evaluate all relevant laws and regulations as in "Evaluasi Pemenuhan Peraturan dan Perundang-undangan terkait Persyaratan Prinsip & Kriteria RSPO & ISPO"- latest update December 2017.</p> <p>Sample seen on latest compliance related to "Undang-undang No.39 tahun 1999 tentang Hak Asasi Manusia" related to policy on human rights; "Peraturan Menteri Koperasi dan Usaha Kecil dan Menengah Republik Indonesia No.10/Per/M.KUKM/IX/2015 tentang Kelembagaan Koperasi";</p> <ul style="list-style-type: none"> - PT. Agro Muko carried out awareness/training session with <i>Kebun Masyarakat Desa/KMD/cooperative</i> leadership. Company has send out a letter from General Manager PT. Agro Muko to all Managers and <i>Kebun Masyarakat Desa/KMD</i> Chairman on the importance of the implementation to comply with RSPO P&C. Letter No.27/GM-AM/ENC/M/XII/2017 dated 12 December 2017. Awareness session was carried out on 15 December 2017 for all committee and workers of <i>Kebun Masyarakat Desa/ KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya</i>. There was also explanation related to SOP "Prosedur Informasi Perubahan Undang-undang dan Peraturan Pemerintah No.CA/SOP/01" dated 1 November 2011. - Another round of awareness was carried out on 13 and 16 December 2017 to Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera related to legal requirement update procedure. The session was attended by all committee of KMDs. <p>NC Minor: 3 <i>Kebun Masyarakat Desa/KMDs</i> (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate an implemented mechanism for ensuring compliance.</p>	<p>Non-compliance Comply</p>

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<p>2.1.4 A system for tracking any changes in the law shall be available and implemented.</p> <p>- Minor compliance –</p>	<p>PT. Agro Muko (AM) and PT. Mukomuko Agro Sejahtera (MMAS) has established mechanism to track if any change of regulation and evaluation will be made accordingly. Examples of regulations that were evaluated under document "Evaluasi Pemenuhan Peraturan Perundang Undangan", updated on 24 January 2017, are:</p> <ul style="list-style-type: none"> - "UU No.31 tahun 1999 tentang Pemberantasan tindak pidana korupsi" - "UU No.7 tahun 2006 tentang Pengesahan Konvensi PBB melawan Korupsi" - "Peraturan Pemerintah No.57 tahun 2015 tentang Perubahan Peraturan Pemerintah No.71 tahun 2014 tentang Perlindungan dan Pengolahan Ekosistem Gambut". - "Peraturan Pemerintah No.50 tahun 2012 tentang Penerapan Sistem Manajemen Kesehatan dan Keselamatan Kerja"; - "Instruksi Presiden No.1 tahun 2013 tentang Aksi Pencegahan dan Pemberantasan Korupsi"; - "Keputusan Presiden No.32 tahun 1990 tentang Pengelolaan Kawasan Lindung"; - "Peraturan Presiden No.21 tahun 2010 tentang Pengawasan Ketenagakerjaan"; - "Peraturan Menteri Pertanian No.98 tahun 2013 tentang Pedoman Perizinan Usaha Perkebunan"; - "Peraturan Menteri Pertanian No.14 tahun 2013 tentang Pedoman Penetapan Harga Tandan Buah Segar Kelapa sawit Produksi Pekebun"; - "Peraturan Menteri Tenaga Kerja No.9 tahun 2010 tentang Operator dan Petugas Pesawat Angkat Angkut"; <p>PT. Agro Muko (AM) and PT. Mukomuko Agro Sejahtera (MMAS) also demonstrated the record of "Pemantauan Penambahan atau Perubahan Undang-Undang/Peraturan", updated every month.</p> <p>The company has updated the regulations that must be complied provided in Indonesian Legislation relating RSPO Principles and its ratification. This document was updated on in 2017, regulations relating to "Dinas Kesehatan Kabupaten Mukomuko" which covers, e.g.: "Peraturan Menteri Kesehatan No.9 tahun 2014 tentang Klinik".</p> <p><i>Kebun Masyarakat Desa/KMD:</i> PT. Agro Muko assisted <i>Kebun Masyarakat Desa/KMDs</i> in preparing documented system to list and update all relevant laws and regulations as in "Pemantauan Penambahan atau Perubahan terhadap Persyaratan Undang-undang" – latest update December 2017.</p> <p>---</p>	<p>Non-compliance Comply</p>

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	<ul style="list-style-type: none"> - PT. Agro Muko carried out awareness/training session with <i>Kebun Masyarakat Desa/KMD/cooperative</i> leadership. Company has send out a letter from General Manager PT. Agro Muko to all Managers and <i>Kebun Masyarakat Desa/KMD</i> Chairman on the importance of the implementation to comply with RSPO P&C. Letter No.27/GM-AM/ENC/M/XII/2017 dated 12 December 2017. Awareness session was carried out on 15 December 2017 for all committee and worker of <i>Kebun Masyarakat Desa/ KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya</i>. There was also explanation related to SOP "Prosedur Informasi Perubahan Undang-undang dan Peraturan Pemerintah No.CA/SOP/01" dated 1 November 2011. - Another round of awareness was carried out on 13 and 16 December 2017 to Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera related to legal requirement update procedure. The session was attended by all committee of KMDs. <p>NC Minor: 3 <i>Kebun Masyarakat Desa/KMDs</i> (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate system for tracking any changes in the law be available.</p>	
<p>Criterion 2.2 The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</p>		

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<p>2.2.1 Documents showing legal ownership or lease, history of land tenure ownership/control, and the actual legal use of the land shall be available.</p> <p>- Major compliance -</p>	<p>PT. Agro Muko (AM): Company has a legal ownership of the land, in form of "Hak Guna Usaha/HGU" – land title, as demonstrated.</p> <p>1. "Hak Guna Usaha (HGU) No.31/HGU/BPN/89", based on "Keputusan Kepala Badan Pertanahan Nasional No.31/HGU/BPN/89 tentang Pemberian Hak Guna Usaha atas Nama PT. Tri Aqgra Persada, seluas 10,315 Ha di Desa Air Dikit, Pondok Lunang, Desa Baru, Sari Bulan, Penarik, Teras, Terunjam, Lubuk Sahung, Seri Bungkal, Sungai Jerinjing, Pondok Baru, Sungai Ipuh, Sungai Gading, Talang Petai dan Sungai Lintang, Kecamatan Mukomuko Utara, Kabupaten Bengkulu Utara, Propinsi Bengkulu - Seluas 10,000 Ha" dated 27 June 1989. HGU valid since registered and ends in 31 December 2019. "Kantor Pertanahan Kabupaten Mukomuko" issued HGU Certificate:</p> <ul style="list-style-type: none"> - "Sertifikat HGU No.02/MU" for area of 2,270 Ha, dated 27 June 1989 valid until 31 December 2019. Based on "Surat Ukur No.04/PT/1988 seluas 2.270 ha, dilengkapi peta HGU skala 1:20,000 No.04/PT/1988", dated 1 Agustus 1988; - "Sertifikat HGU No.03 untuk lahan 7,730 Ha, di Desa Air Dikit, Pondok Lunang, Dusun Baru, Sari Bulan, Penarik, Teras Terunjam, Lubuk Sahung, Surian Bungkal, Sungai Jerinjing, Pondok Baru, Sungai Ipuh, Sungai Gading" dated 18 March 1991 and valid until 31 December 2019. Based on "Surat Ukur No.13/PT/1990, seluas 7,730 Ha, dilengkapi peta HGU skala 1:50,000 No.13/PT/1990", dated 9 November 1990. <p>All of the area under HGU No.31/HGU/BPN/89 was allocated: 3,786.20 Ha for Mukomuko Estate; 923.52 Ha for Sei Betung Estate; 1,749.00 Ha for Tanah Rekah Estate; 2,270 Ha for Talang Petai Estate - supply base to Mukomuko POM.</p> <p>With regards to the validity of HGU in year 2019, company has applied for extension to "Kantor Pertanahan Kabupaten Mukomuko" through letter "Surat Permohonan Perpanjangan Sertifikat HGU No.G.199/2017 atas Sertifikat HGU No.02/MU" and "Surat Permohonan Perpanjangan Sertifikat HGU No.G.199/2017 atas Sertifikat HGU No.03" dated 6 March 2017.</p> <p>During assessment, the process has been progressed. The area under HGU has been re-measured "Pengukuran Bidang Tanah" by "Badan Pertanahan Nasional (BPN) Pusat" as pre-requisite for HGU extension. There is a note, related to hectareage deviation in the HGU decree and certificate, whereby in the decree written 10,350 Ha and total hectareage under HGU certificate 10,000 Ha. This occurred because the 350 Ha has been released from the HGU into "Hak Guna Bangunan/HGB Industri Pengolahan Kelapa Sawit" – see explanation on HGB Mukomuko POM.</p> <p>---</p>	<p>Comply</p>

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	<p>Mukomuko POM: The legal ownership of the land was based on <i>Hak Guna Bangunan</i>/HGB. The land title as per "Keputusan Gubernur Kepala Daerah Tingkat I Bengkulu No.1 tahun 1991 tentang Pemberian Hak Guna Bangunan atas Tanah Seluas 315 Ha kepada PT. Agro Muko", dated 18 February 1991. And subsequently issued with certificate "Hak Guna Bangunan No.01 di Desa Teras Terunjam". The certificate based on map "Peta Situasi No.12/PT/1990 seluas 315 Ha", dated 9 November 1990. The decree for <i>Hak Guna Bangunan</i>/HGB was excision from certificate "Sertifikat <i>Hak Guna Usaha</i>/HGU No.01/MU" dated 10 July 1989. The validity ends 18 March 2011. The said HGB has been extended as per "Surat Keputusan Kepala BPN No.02/HGB/BPNRI/2011" dated 26 April 2011, valid for 20 years up to 18 March 2031. The extension has been registered to "Kantor Pertanahan Kabupaten Mukomuko" as per "Daftar Isian 307 No.1400/2011 dan Daftar Isian 208 No.617/2011" dated 4 May 2011.</p> <p>2. "Hak Guna Usaha (HGU) No.09/HGU/BPN/93, seluas 5,786.03 Ha" dated 8 March 1993. The HGU based on "Surat Keputusan Kepala Badan Pertanahan Nasional No.9/HGU/BPN/93 tentang Pemberian Hak Guna Usaha atas nama PT. Agronusa Rafflesia atas tanah di Kabupaten Bengkulu Utara seluas 5,800 Ha dalam peta situasi tanggal 16 Desember 1988 No.12/PT/1988 tanggal 15 Mei 1989 No.09/PT/1989, tanggal 20 Desember 1989 No.23/PT/1989 (sebagian) terletak di Desa Pasar Mukomuko, Desa Tanah Rekah, Desa Lalang Luas dan Desa Penarik, Kecamatan Mukomuko Utara, Kabupaten Bengkulu Utara, Propinsi Bengkulu". The HGU valid from 8 March 1993 until 31 December 2022. As a follow up, "Kantor Pertanahan Kabupaten Mukomuko" issued certificate, which consist of:</p> <ul style="list-style-type: none"> - "Sertifikat HGU No.U.30" for area of 2,185 Ha, valid until 31 December 2022. Based on "Surat Ukur No.09/PT/1989 seluas 2,185 Ha, dilengkapi peta HGU skala 1:25,000", dated 15 May 1989; - "Sertifikat HGU No.U.31" for area of 1,515 Ha, located in Penarik village, under name PT. Agronusa Rafflesia. Based on "Surat Ukur No.65/1993 seluas 1,515 Ha", dated 10 December 1993; - "Sertifikat HGU No.U.32" for area of 2,100 Ha, valid until 31 December 2022. The certificate based on "Surat Ukur No.12/PT/1988 seluas 2,100 Ha, dilengkapi peta HGU skala 1:25,000", dated 16 December 1988; <p>All of the 5,786.03 Ha area under HGU No.09/HGU/BPN/93 was allocated: 686.60 Ha for Sei Betung Estate; 828.40 Ha for Tanah Rekah Estate; 2,171.03 Ha for Sei Kiang Estate - supply base to Mukomuko POM.</p> <p>---</p>	

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	<p>Other HGU under PT. Agro Muko, for supply base to Bunga Tanjung POM:</p> <p>3. "Hak Guna Usaha (HGU) No.4/HGU/BPN 1994 seluas 4,313 Ha" based on "Surat Keputusan Menteri Negara Agraria/Kepala Badan Pertanahan Nasional No.4/HGU/BPN/94 tentang Pemberian Hak Guna Usaha atas nama PT. Tri Aqgra Persada atas tanah di Kabupaten Bengkulu Utara", dated 2 February 1994. HGU valid until 31 December 2028. "Kantor Pertanahan Kabupaten Mukomuko" then issued HGU certificates, consist of:</p> <ul style="list-style-type: none"> - "Sertifikat HGU No.45", for area of 1,410 Ha dated 29 April 1998. Based on "Surat Ukur No.65.85/1991 lokasi di Desa Bunga Tanjung-Desa Air Bikuk, Kecamatan Mukomuko Selatan, Kabupaten Bengkulu Utara, Propinsi Bengkulu, dengan peta HGU skala 1:25,000"; - "Sertifikat HGU No.47" for area of 2,903 Ha, dated 4 August 1998 based on "Surat Ukur No.2357/1998 lokasi di Desa Bunga Tanjung, Kecamatan Mukomuko Selatan, Kabupaten Bengkulu Utara, Propinsi Bengkulu". HGU certificates completed with HGU map showing boundaries; <p>4. "Hak Guna Usaha (HGU) No.07/HGU/1990, seluas 2,500 Ha", dated 3 May 1990. The HGU based on "Surat Keputusan Kepala Badan Pertanahan Nasional No.07/HGU/1990 tentang Pemberian Hak Guna atas nama PT. Bumi Kakaotama Lestari, Jakarta, untuk HGU seluas 2,500 Ha di Desa Sumendam, Air Buluh, Talang Arah, Talang Batu dan Pulau Baru, Kecamatan Muko-muko Selatan, Kabupaten Bengkulu Utara, Propinsi Bengkulu" dated 3 May 1990 valid until 31 December 2020. "Kantor Pertanahan Kabupaten Mukomuko" then issued HGU certificate "Sertifikat HGU No.21, di Desa Sumendam, Talang Baru, Talang Arah, Tanjung Jaya; berdasarkan Surat Ukur No.06/PT/1990 seluas 2,500 Ha, tanggal 24 Juli 1990". All of the 2,500 Ha area under HGU No.07/HGU/1990 was allocated for Air Buluh Estate, supply base to Bunga Tanjung POM.</p> <p>All land compensation process for PT. Agro Muko were documented, for example in 2013, for 1.14 Ha under landowner Mr.A*** S; and for 1.36 Ha under landowner Mr. Z***** - both from Air Merah village. Land compensation documents completed, payment made on 15 July 2013. Land compensation No.30 in 2016, for 2.51 Ha under landowner Mr.A** M***; from Talang Baru village. Land compensation documents completed, payment made on 11 February 2016.</p> <p>---</p>	

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	<p>PT. Mukomuko Agro Sejahtera, Air Manjuntio Estate was utilizing area under location permit as per "Surat Keputusan Bupati Mukomuko No.700-214, tentang Perpanjangan Izin Lokasi seluas ±1,800 Ha" dated 18 March 2014. PT. Mukomuko Agro Sejahtera has carried out land compensation to landowners and documented: in 2010, compensation made to 514 landowners with total area of 1,102.7 Ha; in 2011, compensation made to 101 landowners with total area of 167.9 Ha; in 2012, compensation made to 181 landowners with total area of 285.93 Ha; in 2013, compensation made to 151 landowners with total area of 232.5 Ha; up to this moment, company has made compensation for 1,225 landowners with total area of 2,142.29 Ha;</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Based on interview with KMD committee on 29 November - 1 December 2017, it was noted that all KMD managed to demonstrate legal ownership of the land. Sample seen: KMD Bumi Mulya already has legal ownership of the land: "Surat Keterangan Tanah (SKT)" No.595.3/10/BM/2012 dated 5 October 2012 with area 20,000 m². "Surat Keterangan" from Penarik District Head No.595.3/05/BM/2013 dated 28 January 2013 stated that the land is belong to Bumi Mulya Village. "Surat Keterangan Tanah (SKT)" No.595.3/09/BM/2012 dated 5 October 2012 with area 20,000 m². "Surat Keterangan" from Penarik District Head No.595.3/04/BM/2013 dated 28 January 2013 stated that the land is belong to Bumi Mulya Village. "Surat Keterangan Tanah (SKT)" No.595.3/08/BM/2012 dated 5 October 2012 with area 20,000 m². "Surat Keterangan" from Penarik District Head No.595.3/03/BM/2013 dated 28 January 2013 stated that the land is belong to Bumi Mulya Village. "Surat Keterangan Tanah (SKT)" No.595.3/07/BM/2012 dated 5 October 2012 with area 20,000 m². "Surat Keterangan" from Penarik District Head No.595.3/02/BM/2013 dated 28 January 2013 stated that the land is belong to Bumi Mulya Village. "Surat Keterangan Tanah (SKT)" No.595.3/06/BM/2012 dated 5 October 2012 with area 20,000 m². "Surat Keterangan" from Penarik District Head No.595.3/01/BM/2013 dated 28 January 2013 stated that the land is belong to Bumi Mulya Village. For KMD Suka Maju: "Sertipikat Hak Milik (SHM)" No.00577 dated 8 April 2005, Suka Maju Village, Teras Terunjam District, Mukomuko Regency, Bengkulu Province, with area 13,031 m². "Sertipikat Hak Milik (SHM)" No.00578 dated 8 April 2005, Suka Maju Village, Teras Terunjam District, Mukomuko Regency, Bengkulu Province, with area 19,343 m². "Sertipikat Hak Milik (SHM)" No.00580 dated 8 April 2005, Suka Maju Village, Teras Terunjam District, Mukomuko Regency, Bengkulu Province, with area 14,062 m². "Sertipikat Hak Milik (SHM)" No.00581 dated 8 April 2005, Suka Maju Village, Teras Terunjam District, Mukomuko Regency, Bengkulu Province, with area 14,218 m². "Sertipikat Hak Milik (SHM)" No.00582 dated 8 April 2005, Suka Maju Village, Teras Terunjam District, Mukomuko Regency, Bengkulu Province, with area 20,187 m². "Sertipikat Hak Milik (SHM)" No.00583 dated 8 April 2005, Suka Maju Village, Teras Terunjam District, Mukomuko Regency, Bengkulu Province, with area 14,250 m².</p> <p>---</p>	

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	<p>For KMD Tunas Muda – Tunggal Jaya: "Sertipikat Hak Milik (SHM)" No.05054 dated 12 December 2012, Tunggal Jaya Village, Teras Terunjam District, Mukomuko Regency, Bengkulu Province, with area 13,597 m². "Sertipikat Hak Milik (SHM)" No.05055 dated 12 December 2012, Tunggal Jaya Village, Teras Terunjam District, Mukomuko Regency, Bengkulu Province, with area 12,012 m². "Sertipikat Hak Milik (SHM)" No.05056 dated 12 December 2012, Tunggal Jaya Village, Teras Terunjam District, Mukomuko Regency, Bengkulu Province, with area 14,865 m². "Sertipikat Hak Milik (SHM)" No.05057 dated 12 December 2012, Tunggal Jaya Village, Teras Terunjam District, Mukomuko Regency, Bengkulu Province, with area 14,986 m². "Surat Keterangan Tanah (SKT)" No.595.3/357/SKT/TJ/2017 dated 22 September 2017 at location Tunggal Jaya Village, Teras Terunjam District, Mukomuko Regency, Bengkulu Province, with area 20,140 m². The land for KMD Tunas Muda – Tunggal Jaya was originated from land purchase – bought by KMD committee.</p> <p>KMD Tunggal Jaya: The land title based on "Surat Keterangan Tanah berdasarkan Surat Keputusan Kepala Desa Tunggal Jaya, Kecamatan Teras Terunjam, Kabupaten Bengkulu Utara, No.450 tahun 2000 tentang Penyediaan Lahan Tanah Kas Desa, seluas 15 Ha", dated 8 June 2000.</p>	
<p>2.2.2</p>	<p>Legal boundaries are demonstrated clearly and maintained.</p> <p>- Minor compliance -</p> <p>PT. Agro Muko – Tanah Rekah Estate: HGU boundary poles monitored every month by Ranger, and the result recorded under "Daftar Pemeriksaan Patok Batas Kebun (HGU)". The monitoring period 2017 dated 25 February 2017, 7 June 2017, 16 October 2017 for 8 boundary poles in Division I; 13 boundary poles in Division II, 3 boundary poles in Division III; 1 boundary pole in Division IV; 17 boundary poles in Division V. There is also a checklist describing the condition (good/broken) and existence (present/missing) and photograph of each poles – completed with a map scale 1:10,000. As of October 2017, all boundary poles are in good condition. Through field visit to Division II, to boundary poles C11, C12 and C13 shows all poles sampled are maintained and can be clearly identified. Field visit to Division V, to boundary poles TRE C18 shows the boundary pole sampled was maintained and can be clearly identified. These boundary poles are part of "Sertifikat HGU No.32 tahun 1994" and "Sertifikat HGU No.03 tahun 1991".</p> <p>Talang Petai Estate: Boundary poles monitoring recorded under "Daftar Pemeriksaan Patok Batas HGU Tahun 2017", carried out on 2-monthly basis. The latest inspection carried out on 7 September 2017 and 3 November 2017, for all 28 boundary poles. Field visit to boundary poles No.AGR 9A/TPE 10 located in block 11M02A and boundary poles No. AGR 10/TPE 13, located in block 04U02A – all found to be in good condition.</p> <p>---</p>	<p>Comply</p>

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	<p><i>Kebun Masyarakat Desa/KMD:</i> All boundary for each KMD audited (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya) and Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera can be clearly identified during field visit. In some KMD, the boundary was nature boundary such as river and or tree. Based on interview with KMD committee during the assessment, it was noted that there was no dispute related to boundary in KMD and cooperative plantation.</p>	

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<p>2.2.3</p> <p>In the event that there is a dispute or a dispute has occurred, adequate evidence of legitimate acquisition and compensation or compensation settlement process through conflict resolution which has been received through Free, Prior and Informed Consent by all related parties shall be provided.</p> <p>- Minor compliance -</p>	<p>The company has a mechanism for land compensation "Prosedur Kompensasi Lahan No.SOP/CA/02" issued on 1 July 2012. In its procedure outlines the mechanism for compensation through the FPIC process (socialization), Document Verification and Measurement of land and Price Negotiation "Ganti Rugi Tanam Tumbuh/GRTT". Completeness GRTT are as follows:</p> <ol style="list-style-type: none"> 1. Letter of Request for measurement, 2. Minute of land surveying, 3. Certificate of Land or "Surat Keterangan Tanah/SKT; 4. Statement of no dispute 5. Statement of Recognition of Rights, 6. Statement Own Land / Land for smallholder (if any), 7. Letter of Waiver working on arable land, arable land compensation letters <p>Based on document verification, public consultation with "Kantor Pertanahan Kabupaten Mukomuko" and villagers in Air Dikit and Talang Petai it was known that no land dispute/land conflict between company and community.</p> <p>It is known some area that has not been compensated inside HGU of PT. Agro Muko since the traditional owner not willing to release the land. Company respect the decision made. For example, there was an area of 81.89 Ha under Sei Betung Estate (not audited) that being used by community. These land has been identified, comprise of 6 locations, whose landowners do not want to sell the land. The document completed with map. Both party respects the decision.</p> <p><i>Kebun Masyarakat Desa/KMD:</i></p> <p>Based on document verification, public consultation with "Kantor Pertanahan Kabupaten Mukomuko" and villagers/community, it was known that no land conflict for area allocated for Kebun Masyarakat Desa/KMD and cooperative. All KMD and cooperative managed to demonstrate the legal ownership of the land, documented information on land acquisition (from previous land owners) process – for the smallholder oil palm plantation.</p> <p>"Surat Keterangan Tanah Ganti Rugi Tanam Tumbuh (GRTT) Desa Talang Petai atas nama Arbain (0.9 Ha)". The statement letter indicated the land compensation from Arbain for land of 0.9 Ha, located in Talang Petai Village, V Koto district, Mukomuko Regency – to be compensated by PT. Mukomuko Agro Sejahtera. The compensation paid for Rp.30 million. Completed with map, and indicating the boundaries. Copy of receipt made available.</p> <p>"Surat Keterangan Tanah No.09/SKT/DS-TP/II/2015", dated 3 February 2015, under name Arbain, for land of 0.9 ha; located in Talang Petai Village, V Koto district, Mukomuko Regency. The land was originated from opening up land back in 1995, since then the land was under his ownership.</p> <p>"Surat Pernyataan Penguasaan Fisik Tanah", dated 3 February 2015, under name Arbain for land of 0.9 Ha, located in Talang Petai Village, V Koto district, Mukomuko Regency, since 2015.</p>	<p>Comply</p>

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<p>2.2.4</p> <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>PT. Agro Muko – Air Buluh Estate: Based on document verification, public consultation with “Kantor Pertanahan Kabupaten Mukomuko” and villagers in Air Dikit and Tunggal Jaya, it was known that no land dispute/land conflict between company and community. It is known some area that has not been compensated inside HGU of PT. Agro Muko since the traditional owner not willing to release the land. Company respect the decision made. For example, there was an area of 81.89 Ha under Sei Betung Estate (not audited during this assessment) that being used by community. These land has been identified, comprise of 6 locations, whose landowners do not want to sell the land. The document completed with map. Both party respects the decision.</p> <p>The land compensation process carried out with negotiation between both parties.</p> <p>- The FPIC process documented under “Dokumen Ganti Rugi Tanam Tumbuh/GRTT No.15”. The compensation request made from Mr.E** M*****, people of Talang Baru village, for land of 0.65 Ha. The participatory measurement map scale 1:1,500 acknowledged by Talang Baru village head, dated 26 January 2016. The process document covers “Surat Keterangan Ganti Rugi Tanah Garapan” signed by both parties and witnessed by both parties representative, acknowledged by village head and district head on 11 February 2016. “Surat Pelepasan Menggarap atas Tanah Garapan” signed by both parties on 11 February 2016, acknowledged by village head and district head. The negotiation process of “Ganti Rugi Tanam Tumbuh”, including the value has been agreed on 11 February 2016. Compensation payment made through “Bank Bengkulu Cabang Pembantu Ipuh” on 11 February 2016.</p> <p>PT. Mukomuko Agro Sejahtera: Based on document verification, public consultation with “Kantor Pertanahan Kabupaten Mukomuko” and villagers in Air Dikit and Talang Petai it was known that no land dispute/land conflict between PT. Mukomuko Agro Sejahtera and community. Company has documented all land compensation process to community since 2009 up to October 2017. Company has made compensation for 1,225 landowners with total area of 2,142.29 Ha;</p> <p>- The FPIC process documented under “Dokumen Ganti Rugi Tanam Tumbuh/GRTT No.58”. The compensation request made by Mr.Asm***, people of Talang Arah village, Malin Deman district for land of 2.9 Ha. The map scale 1:1,500 issued by Talang Arah village. The land ownership document: “Surat Keterangan Tanah No.590/055/17.06.15/2013 untuk tanah seluas 9,000 m³ yang berada di Desa Talang Arah, yang diterbitkan oleh Kepala Desa Talang Arah” dated 30 April 2013;</p> <p>---</p>	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p>“Surat Keterangan Tanah No.590/39/17.0.15.01/2013, untuk tanah seluas 20,000 m³ yang diterbitkan oleh Kepala Desa Talang Arah dan diketahui oleh Camat Malin Deman”, dated 30 April 2013. The process document covers “Surat Keterangan Ganti Rugi Tanah Garapan” signed by both parties and witnessed by both parties representative, acknowledged by village head and district head on 30 April 2013. “Surat Pelepasan Menggarap atas Tanah Garapan” signed by both parties on 30 April 2013, acknowledged by village head and district head. The negotiation process of “Ganti Rugi Tanam Tumbuh”, including the value has been agreed on 30 April 2013. Compensation payment made through “Bank Bengkulu” on 30 April 2013, with connote No.005/GRTT-MMAS/I/2013.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Based on document review and interview with KMD management and village head, it is known that up to this moment, there is no land conflict between KMD and local community. The land prepared for oil palm plantation was provided voluntarily from previous landowners for smallholder development. This was recorded during formation of KMD, which based on meeting with village community and their representatives, e.g.:</p> <ul style="list-style-type: none"> - KMD Bumi Mulya formation meeting held on 5 October 2012, attended by 30 participants, consists of: village head, BPD, kepala dusun, community leaders and youth leader. The meeting dicussed formation of KMD and land ownership transfer (Hibah) from previous owner to Bumi Mulya Village. Evidence were available, such as meeting attendance list, map, “Berita Acara Pembuatan Kebun Kas Desa” and “Surat Pernyataan Hibah”. - KMD Tunas Muda – Tunggal Jaya formation meeting held on 6 October 2016, attended by 23 participants, consists of: village head, BPD, kepala dusun, community leaders and youth leader. The meeting discussed: approval of extension of KMD area, area management performed by PT. Agro Muko and proposal for funding to PT. Agro Muko. Evidences of meeting were available, such as meeting attendance list, map, “Berita Acara Rapat Pembahasan Penambahan Kebun Masyarakat Desa (KMD) Bersama Perangkat Desa, BPD, Panitia KMD, RT, Kadus, dan Syarak Tahun 2016” and “Proposal Permohonan Pinjaman Dana Untuk Penambahan Kebun Desa Tunggal Jaya Kecamatan Teras Terunjam Kabupaten Mukomuko”. <p>KMD Tunggal Jaya formation evident as “Kesepakatan Bersama Pembentukan Panitia Desa” dated 8 June 2000. Meeting resulted provision of land by Tunggal Jaya Village, fund by PT. Agro Muko, all cost shall deducted from FFB sales, all FFB shall sold to PT. Agro Muko, Village Committee are representation of all village community, Village Committee elected once in 5 years, etc.</p>	

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<p>2.2.5 For any conflict or dispute over the land, the evidence of the extent of disputed area is mapped out in a participatory way with involvement of affected parties (including neighboring communities and local government where applicable), shall be available.</p> <p>- Minor compliance –</p>	<p>Based on document verification, public consultation with “Kantor Pertanahan Kabupaten Mukomuko” and villagers in Air Dikit and Talang Petai it was known that no land dispute/land conflict between company and community. It is known some area that has not been compensated inside HGU of PT. Agro Muko since the traditional owner not willing to release the land. Company respect the decision made.</p> <p>The company has a mechanism for land compensation “Prosedur Kompensasi Lahan No.SOP/CA/02” issued on 1 July 2012. Eventough the land was legally under company’s HGU or Izin Lokasi, since it is still under traditional owner and has not been compensated, company policy is to negotiate and offer compensation. The mechanism for conflict settlement:</p> <ul style="list-style-type: none"> - Company communicating the license/HGU to community; - If there is claim from community, company will accept the claim, if completed with evidence of land ownership; - Verification upon claimed land. If accepted, continue with field verification and measurement; - Field verification and measurement, with participation from respective claimant, village authority, government and company; - Based on field verification and measurement, producing minutes, identifying the hectarage and land coordinates – signed by all parties; - Final verification base on measurement result and maps to ensure the said land is not overlapping with other parties. <p>PT. Mukomuko Agro Sejahtera: Based on document review, shows that land belong to individual landowners that has not been released their land; are being excised from “Kadastral” measurement and not being part of HGU application by PT. Mukomuko Agro Sejahtera. Map of 1:33,700 identifying the name and location, totalling 87.53 Ha.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Based on document verification, public consultation with “Kantor Pertanahan Kabupaten Mukomuko” and villagers/community, it was known that no land conflict for the land allocated for <i>Kebun Masyarakat Desa/KMD</i> and cooperative.</p> <p>“Surat Keterangan Tanah Ganti Rugi Tanam Tumbuh (GRTT) Desa Talang Petai atas nama Arbain (0.9 Ha)”. The statement letter indicated the land compensation from Arbain for land of 0.9 Ha, located in Talang Petai Village, V Koto district, Mukomuko Regency – to be compensated by PT. Mukomuko Agro Sejahtera. The compensation paid for Rp.30 million. Completed with map, and indicating the boundaries. Copy of receipt made available.</p> <p>“Surat Keterangan Tanah No.09/SKT/DS-TP/II/2015”, dated 3 February 2015, under name Arbain, for land of 0.9 ha; located in Talang Petai Village, V Koto district, Mukomuko Regency. The land was originated from opening up land back in 1995, since then the land was under his ownership.</p> <p>“Surat Pernyataan Penguasaan Fisik Tanah”, dated 3 February 2015, under name Arbain for land of 0.9 Ha, located in Talang Petai Village, V Koto district, Mukomuko Regency, since 2015.</p>	<p>Comply</p>

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2.2.6	<p>To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and/or planned operations.</p> <p>- Major compliance –</p>	<p>Based on document verification, public consultation with “Kantor Pertanahan Kabupaten Mukomuko” and villagers in Tanah Rekah, Sei Kiang, Talang Petai and Tunggal Jaya Village it was known that no land dispute/land conflict between companies (PT. Agro Muko and PT Mukomuko Agro Sejahtera) and communities. It is known some area that has not been compensated inside HGU of PT. Agro Muko since the traditional owner not willing to release the land. Company respect the decision made.</p> <p>In addition, community stated that companies have never made any intimidation, coercion and/or use violence in handling land conflict/land compensation.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Based on document review and interview with KMD management and village head, it is known that there is no evidence of violence in operation of KMD. Village communities are voluntarily proposed their land to be managed as KMD.</p>	Comply
<p>Criterion 2.3</p> <p>Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.</p>			
2.3.1	<p>Maps with appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighboring communities where applicable, and relevant authorities).</p> <p>- Major compliance -</p>	<p>Based on document verification, public consultation with “Kantor Pertanahan Kabupaten Mukomuko” and villagers in Air Dikit and Talang Petai it was known that no land dispute/land conflict between company and community. It is known some area that has not been compensated inside HGU of PT. Agro Muko since the traditional owner not willing to release the land. Company respect the decision made.</p> <p>For example, there was an area of 81.89 Ha under Sei Betung Estate that being used by community. These land has been identified, comprise of 6 locations, whose landowners do not want to sell the land. The document completed with map. Both party respects the decision.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Based on document verification, public consultation with “Kantor Pertanahan Kabupaten Mukomuko” and villagers/community, it was known that no <i>Kebun Masyarakat Desa/KMD</i> that was developed on customary land/individual user rights. It was also known that the process for development of <i>Kebun Masyarakat Desa</i> has been acknowledged and supported by communities.</p> <p>The formation of KMD is based on meeting with village community and their representatives, e.g.:</p> <ul style="list-style-type: none"> - KMD Bumi Mulya formation meeting held on 5 October 2012, attended by 30 participants, consists of: village head, BPD, kepala dusun, community leaders and youth leader. The meeting dicussed formation of KMD and land ownership transfer (Hibah) from previous owner to Bumi Mulya Village. Evidence were available, such as meeting attendance list, map, “Berita Acara Pembuatan Kebun Kas Desa” and “Surat Pernyataan Hibah”. <p>---</p>	Comply

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		<p>Based on document review and interview with KMD management and village head, it is known that up to this moment, there is no land conflict or dispute between KMD and local community.</p> <ul style="list-style-type: none"> - KMD Tunas Muda – Tunggal Jaya formation meeting held on 6 October 2016, attended by 23 participants, consists of: village head, BPD, kepala dusun, community leaders and youth leader. The meeting discussed: approval of extension of KMD area, area management performed by PT Agro Muko and proposal of fund to PT Agro Muko. Evidences of meeting were available, such as meeting attendance list, map, "Berita Acara Rapat Pembahasan Penambahan Kebun Masyarakat Desa (KMD) Bersama Perangkat Desa, BPD, Panitia KMD, RT, Kadus, dan Syarak Tahun 2016" and "Proposal Permohonan Pinjaman Dana Untuk Penambahan Kebun Desa Tunggal Jaya Kecamatan Teras Terunjam Kabupaten Mukomuko". 	
2.3.2	<p>Copies of negotiated agreements including the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and these include:</p> <ul style="list-style-type: none"> a) Evidence of consultation b) Statement of transfer of rights c) Evidence of compensation <p>See specific guidance 2.3.2</p> <p>- Minor compliance -</p>	<p>As explained under indicator 2.2.3 and 2.2.4, PT. Agro Muko and PT. Mukomuko Agro Sejahtera has documented all land compensation process since the beginning. The process includes evidence of consultation, statement of transfer of rights, evidence of compensation to demonstrate free, prior and informed consent. Sample taken for PT. Agro Muko:</p> <ul style="list-style-type: none"> - The negotiated agreement process documented under "Dokumen Ganti Rugi Tanam Tumbuh/GRTT No.30". The compensation made to Mr.A** M****, people of Talang Baru village, for land of 2.51 Ha. The participatory measurement map scale 1:1,500 acknowledged by Talang Baru village head, dated 27 January 2016. Evidence of consultation: The process document covers "Surat Keterangan Ganti Rugi Tanah Garapan" including the value signed by both parties and witnessed by both parties representative, acknowledged by village head and district head on 11 February 2016. Statement of transfer of right: "Surat Pelepasan Menggarap atas Tanah Garapan" signed by both parties on 11 February 2016, acknowledged by village head and district head. Evidence of compensation: payment made through "Bank Bengkulu Cabang Pembantu Ipuh" on 11 February 2016. The document also complemented with photograph of the event. <p><i>Kebun Masyarakat Desa/KMD:</i></p> <p>The process to obtain land for smallholder was following meeting for agreement. The formation of KMD is based on meeting with village community and their representatives, e.g. in KMD Bumi Mulya, the KMD formation meeting held on 5 October 2012, attended by 30 participants, consists of: village head, BPD, kepala dusun, community leaders and youth leader. The meeting dicussed formation of KMD and land ownership transfer (Hibah) from previous landowner to Bumi Mulya Village. Evidence were available, such as meeting attendance list, map, "Berita Acara Pembuatan Kebun Kas Desa" and "Surat Pernyataan Hibah". Based on document review and interview with KMD management and village head, it is known that up to this moment, there is no land conflict or dispute between KMD and local community.</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
<p>2.3.3 Relevant information shall be available in appropriate forms and languages, including analysis of impacts, proposed benefit sharing, and legal arrangements.</p> <p>- Minor compliance -</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera has provided all relevant information, including the impact analysis, proposed benefit sharing and legal arrangement – in Bahasa Indonesia. One of example seen, company assisted to purchase land for <i>Kebun Masyarakat Desa/KMD</i> Desa Tanjung Jaya. <i>Kebun Masyarakat Desa</i> Tanjung Jaya, was part of smallholder assisted by PT. Agro Muko, has land of 7.83 Ha located inside area proposed for HGU of PT. Mukomuko Agro Sejahtera. After series of consultation and meeting; the agreement was <i>Kebun Masyarakat Desa</i> Tanjung Jaya to release the 7.83 Ha land inside HGU and exchanged with PT. Mukomuko Agro Sejahtera assist to purchase land outside proposed HGU area of 14.516 Ha. In addition, the balance of debt <i>Kebun Masyarakat Desa</i> Tanjung Jaya to PT. Agro Muko accounted paid as part of the agreement, 11 August 2017. This is documented under documents:</p> <ul style="list-style-type: none"> - Agreement involving the KMD committee and landowners as in "Surat Kesepakatan Pelaksanaan Kesepakatan yang Dihadiri oleh 12 Peserta yang Mewakili Pemerintah Desa Tanjung Jaya maupun Pemilik Lahan" dated 11 August 2017; - Evidence of compensation "Bukti Pembayaran (Kwitansi) dari manajemen PT MMAS kepada KMD Tanjung Jaya" dated 14 August 2017; - Statement on release of user right "Surat Keterangan dari Koperasi Tanjung Jaya Agro Muko yang menyatakan pelepasan hak atas tanah garapan yang ada di dalam Izin Lokasi PT. Mukomuko Agro Sejahtera" dated 11 August 2017; - Evidence of legal ownership "Surat Keterangan Tanah (SKT)" from landowners being compensated; <p>All documents available in Bahasa Indonesia.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> All information related to oil palm development, social-economic and environmental impact assessment, HCV assessment and procedure for land compensation is available in Bahasa Indonesia.</p>	<p>Comply</p>
<p>2.3.4 Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel.</p> <p>- Major compliance -</p>	<p>Based on document verification, public consultation with "Kantor Pertanahan Kabupaten Mukomuko" and villagers in Tanah Rekah, Sei Kiang, Talang Petai and Tunggal Jaya Village it was known that no land dispute/land conflict between company and community. It is known that all negotiation, benefit sharing, agreement, compensation being made was between individual landowners and PT. Agro Muko or PT. Mukomuko Agro Sejahtera. However the process is monitored and acknowledged by village authority and district authority.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> <i>Kebun Masyarakat Desa/KMD</i> are able to demonstrate that local communities are represented and participated during the meeting of KMD formation/development. Attendance list is available, the meeting involving all relevant stakeholders, institution and representative of surrounding communities, e.g. "Kepala Dusun, Badan Pertimbangan Desa, Karang Taruna, Pertahanan Sipil, Bendahara, Kepala Urusan Umum, Kepala Urusan Pemerintahan". "Badan Pertimbangan Desa" is the village counsel comprise of elder, traditional leader, etc.</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance																																																																						
Principle 3: Commitment to long-term economic and financial viability																																																																								
<p>Criterion 3.1</p> <p>There is an implemented management plan that aims to achieve long-term economic and financial viability.</p>																																																																								
<p>3.1.1</p> <p>A documented management plan, a minimum of three years shall be available, including, where appropriate, plan for scheme smallholders.</p> <p>- Major compliance-</p>	<p>PT. Agro Muko has prepared a business plan for period 2018 – 2022. The business plan indicating the projected production of FFB, CPO and PK; cost of production, revenue and profit estimation. This figures including from the supply base of PT. Mukomuko Agro Sejahtera’s Estate.</p> <p>Company also demonstrated independent financial audit report from “Deloitte Satrio Bing Eny”, dated April 2017. The financial audit report for financial statements for year ended 31 December 2016.</p> <p>Mukomuko POM: Available under “Business Plan of FFB, CPO/PK, and Processing Cost 2018 – 2022”:</p> <table border="1" data-bbox="632 1048 1235 1261"> <thead> <tr> <th></th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Own FFB</td> <td>352,093</td> <td>349,944</td> <td>348,125</td> <td>354,068</td> <td>348,264</td> </tr> <tr> <td>Group FFB</td> <td>30,802</td> <td>37,332</td> <td>43,152</td> <td>49,932</td> <td>55,202</td> </tr> <tr> <td>KMD</td> <td>11,371</td> <td>12,080</td> <td>12,717</td> <td>13,215</td> <td>13,469</td> </tr> <tr> <td>CPO</td> <td>90,504</td> <td>91,609</td> <td>92,617</td> <td>95,592</td> <td>95,473</td> </tr> <tr> <td>PK</td> <td>20,092</td> <td>20,338</td> <td>20,562</td> <td>21,225</td> <td>21,199</td> </tr> </tbody> </table> <p>Tanah Rekah Estate: Business Plan available, indicating the budget for hectare of planted and the FFB production. The plan also indicating the budget for cost for general field work (weeding control, pest and disease, road and bridges, pruning, manuring, organic manuring, suplying and census, upkeep drains, soil and water conservations, boundary and fences); harvesting cost (Supervision, harvesters, tools, loading ramp and harvesting market, vehicles); Proportion of general charges – all summarized into total cost field FFB.</p> <p>Budget crop FFB Tanah Rekah Estate:</p> <table border="1" data-bbox="632 1608 1273 1720"> <thead> <tr> <th rowspan="2">Description</th> <th colspan="5">Year</th> </tr> <tr> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>FFB</td> <td>58,146</td> <td>48,533</td> <td>42,396</td> <td>41,884</td> <td>41,884</td> </tr> <tr> <td>Ha (planted)</td> <td>2,851</td> <td>2,609</td> <td>2,136</td> <td>1,997</td> <td>1,993</td> </tr> </tbody> </table> <p>Meanwhile, for achivement in 2017, FFB production budgeted at 69,247 tons; current performance (up to October 2017) was at 57,070 tons.</p> <p>For KMD under Tanah Rekah Estate, crop budget:</p> <table border="1" data-bbox="632 1832 983 2000"> <thead> <tr> <th rowspan="2">KMD</th> <th>2018</th> </tr> <tr> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>KMD Pasar Mukomuko</td> <td>225</td> </tr> <tr> <td>KMD Ujung Padang</td> <td>225</td> </tr> <tr> <td>KMD Pondok Batu</td> <td>341</td> </tr> <tr> <td>KMD Tanah Rekah</td> <td>390</td> </tr> </tbody> </table> <p>---</p>		2018	2019	2020	2021	2022	Own FFB	352,093	349,944	348,125	354,068	348,264	Group FFB	30,802	37,332	43,152	49,932	55,202	KMD	11,371	12,080	12,717	13,215	13,469	CPO	90,504	91,609	92,617	95,592	95,473	PK	20,092	20,338	20,562	21,225	21,199	Description	Year					2018	2019	2020	2021	2022	FFB	58,146	48,533	42,396	41,884	41,884	Ha (planted)	2,851	2,609	2,136	1,997	1,993	KMD	2018	Budget	KMD Pasar Mukomuko	225	KMD Ujung Padang	225	KMD Pondok Batu	341	KMD Tanah Rekah	390	<p>Comply</p>
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		<p>Talang Petai Estate: Budget crop FFB Talang Petai Estate:</p> <table border="1"> <thead> <tr> <th rowspan="2">Description</th> <th colspan="5">Year</th> </tr> <tr> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>FFB</td> <td>45,000</td> <td>40,400</td> <td>35,450</td> <td>41,721</td> <td>44,473</td> </tr> <tr> <td>Ha (planted)</td> <td>1,905</td> <td>1,705</td> <td>1,507</td> <td>1,717</td> <td>1,917</td> </tr> </tbody> </table> <p>Meanwhile, for achievement in 2017, FFB production budgeted at 46,645 tons; current performance (up to October 2017) was at 36,635 tons (variance 4.9%).</p> <p>For KMD under Talang Petai Estate, crop budget:</p> <table border="1"> <thead> <tr> <th rowspan="2">KMD</th> <th>2018</th> </tr> <tr> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>KMD Sungai Gading</td> <td>240</td> </tr> <tr> <td>KMD Sungai Lintang</td> <td>360</td> </tr> <tr> <td>KMD Tunggal Jaya</td> <td>360</td> </tr> <tr> <td>KMD Talang Petai</td> <td>160</td> </tr> </tbody> </table>	Description	Year					2018	2019	2020	2021	2022	FFB	45,000	40,400	35,450	41,721	44,473	Ha (planted)	1,905	1,705	1,507	1,717	1,917	KMD	2018	Budget	KMD Sungai Gading	240	KMD Sungai Lintang	360	KMD Tunggal Jaya	360	KMD Talang Petai	160																															
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<p>4.1.1 Standard Operating Procedures (SOPs) for estates (land clearing to harvesting) and SOP for mills (reception of FFB to dispatch of CPO and PKO) shall be available.</p> <p>- Major compliance -</p>	<p>Mukomuko POM: To ensure CPO production running well, PT. Agro Muko established a working procedure and working instruction for processing of FFB as in "Prosedur Pengolahan dan Operasional", datum 2007 covers:</p> <ul style="list-style-type: none"> A. <i>Prosedur Jembatan Timbang</i> - Weighbridge; B. <i>Prosedur Loading Ramp</i>; C. <i>Prosedur Rebusan – Sterilizer</i>; D. <i>Prosedur Stasiun Threshing</i>; E. <i>Prosedur Stasiun Klarifikasi – Clarification Station</i>; F. <i>Prosedur Stasiun Kernel Recovery</i>; G. <i>Prosedur Stasiun Boiler</i>; H. <i>Prosedur Stasiun Engine Room</i>; I. <i>Prosedur Stasiun Water Treatment Plant</i>; J. <i>Prosedur Processing and Quality Control</i>; K. <i>Prosedur Stasiun FFB Plant</i>; <p>Work instructions compiled under document No.AMPOM-MR/010109/003(A), covers:</p> <ul style="list-style-type: none"> 1. Weighing FFB and Loose Fruit, No.AMPOM-WI/PROD/001A; 2. Weighing CPO truck, No.AMPOM-WI/PROD/001B; 3. Weighing Kernel truck, No.AMPOM-WI/PROD/001C; 4. Loading FFB into Sterilizer Lorry, No.AMPOM-WI/PROD/002A; 5. Sterilizer operation, No.AMPOM-WI/PROD/003B; 6. Hoisting Crane operation, No.AMPOM-WI/PROD/004A; 7. Tippler operation, No.AMPOM-WI/PROD/004B; 8. Threshing Machine operation, No.AMPOM-WI/PROD/005A; 9. Digester operation, No.AMPOM-WI/PROD/006A; 10. Screw Press operation, No.AMPOM-WI/PROD/006B; 11. Sand trap tank and vibrating screen operation, No.AMPOM-WI/PROD/007A; 12. Crude oil tank operation, No.AMPOM-WI/PROD/007B; 13. Continuous settling tank operation, No.AMPOM-WI/PROD/007C; 14. Clean oil tank operation, No.AMPOM-WI/PROD/007D; 15. Sludge tank operation, No.AMPOM-WI/PROD/007E; 16. Oil Purifier operation, No.AMPOM-WI/PROD/007F; 17. Sludge centrifuge operation, No.AMPOM-WI/PROD/007H; 18. Ripple mill operation, No.AMPOM-WI/PROD/008A; 19. Claybath Separator operation, No.AMPOM-WI/PROD/008C; 20. Winnowing I & II operation, No.AMPOM-WI/PROD/008D; 21. Kernel Silo Drier operation, No.AMPOM-WI/PROD/008F; 22. Steam Boiler operation, No.AMPOM-WI/PROD/009A; 23. Genset operation, No.AMPOM-WI/PROD/010A; 24. Steam turbine operation, No.AMPOM-WI/PROD/010B; 25. Clarifier Tank operation, No.AMPOM-WI/PROD/011A; 26. EFB Plant operation, No.AMPOM-WI/PROD/013A; 27. CPO Storage Tank operation, No.AMPOM-WI/PROD/014A; 28. Kernel Bin Storage operation, No.AMPOM-WI/PROD/015 <p>---</p>	<p>Comply</p>

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	<p>Work instruction for workshop:</p> <ol style="list-style-type: none"> 1. Electric welding operation, No.AMPOM-WI/WS/001; 2. Lathe machine operation, No.AMPOM-WI/WS/003; 3. Drilling machine operation, No.AMPOM-WI/WS/004; 4. Portable grinding machine operation, No.AMPOM-WI/WS/006; 5. Cut off machine operation, No.AMPOM-WI/WS/007; 6. Hand grinder machine operation, No.AMPOM-WI/WS/009; 7. Milling machine operation, No.AMPOM-WI/WS/011; <p>PT. Agro Muko has established CPO specification inside "Specification CPO AMPOM-SPEC/002 rev.4" dated 12 June 2015. CPO quality standard:</p> <ul style="list-style-type: none"> - FFA < 5.00%, - Moisture < 0.18%, - Dirt < 0.02%, - Peroxide value < 5.00 m.e/kg. - DOBI value >2.5 <p>PT. Agro Muko has established palm kernel quality standard as per "Specification CPO AMPOM-SPEC/003 rev.0" dated 1 January 2009:</p> <ul style="list-style-type: none"> - FFA < 1.00%, - Moisture < 8.00%, - Dirt < 8.00%, - Broken kernel < 15.00%. <p>Tanah Rekah Estate, Talang Petai Estate and <i>Kebun Masyarakat Desa/KMD</i>:</p> <p>The procedures documented in "Agricultural Manual Oil Palm" (October 2009 and revised on 2014) document #01-#18/SOP/Oil Palm/ESD, where it contains all sub section of the process, such as: Nursery, land clearing, planting in peat soil and mineral soil with zero burning, planting legume cover crops, terracing, upkeep (fertilizer and pesticides, included safe working practices), water level management, riparian and watercourse management, harvesting, replanting and FFB transport. Interviews with the employees indicate satisfactory level of understanding and implementation in relation to their respective job function. Such as:</p> <ol style="list-style-type: none"> 1. Biological aspects of Practical Importance No.01/SOP/Oil Palm/ESD – Karakteristik Vegetatif Tanaman Kelapa Sawit Pembibitan Kelapa Sawit: No.02/SOP/Oil Palm/ESD - nursery 3. Land Clearing: No.03/SOP/Oil Palm/ESD rev.2 4. Field Planting: No.04/SOP/Oil Palm/ESD rev.1 5. Palm Supplying: No.05/SOP/Oil Palm/ESD 6. Palm Thinning Out: No.06/SOP/Oil Palm/ESD 7. Ablasi: No.07/SOP/Oil Palm/ESD - Ablation 8. Frond Pruning: No.08/SOP/Oil Palm/ESD 9. Kumbang <i>E. Camerunensis</i>: No.09/SOP/Oil Palm/ESD – <i>E. Camerunensis</i> beetle 10. Sistem Pengelolaan Air: No.10/SOP/Oil Palm/ESD – water management <p>---</p>	

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		<p>11. Pemupukan: No.11/SOP/Oil Palm/ESD – fertilizer placement 12. Pest and Disease: No.12/SOP/Oil Palm/ESD 13. Harvesting Standard: No.13/SOP/Oil Palm/ESD 14. Sistem Pembuatan Jalan: No.12/SOP/Oil Palm/ESD – road construction 15. Pemakaian, Penyimpanan Pemusnahan Kemasan Bekas Pesticida: No.15/SOP/Oil Palm/ESD – pesticide handling;</p> <p><i>Kebun Masyarakat Desa/KMD</i> and cooperative were fully-managed by each estate under PT. Agro Muko or PT. Mukomuko Agro Sejahtera, therefore, using the same policy, manual, procedure and work instruction.</p>	
4.1.2	<p>Checking or monitoring of operations procedures is conducted at least once a year.</p> <p>- Minor compliance -</p>	<p>Mukomuko POM: Monitoring on mill machineries performed on several phases: daily, weekly, bi-weekly and monthly basis. The preventive maintenance has been programmed. The monitoring was reported into "Laporan Pemeriksaan dan Perawatan Mesin-mesin". This monitoring form was applicable for: weighbridge, loading ramps, fruit cages, cage transfer carriage, capstand and boiler, rail track, transfer bridge, sterilizer, air compressor, condensate piping, hoisting crane, thresher, empty bunch conveyor, screw press and digester, cake breaker conveyor, crude oil gutter, sand trap tank, vibrating tank, clarifier tank, sludge tank, separator, vacuum oil drier, depericarper, nut transport system, nut hopper silo, rippler mill, etc. – for period 28 August – 3 September 2017. Repair/maintenance: on 28-30 August 2017 repair v-belt cover, lubrication for bearing, check bearing – for Fibre Cyclone Fan No.1; On 3 September 2017 replace rail track and linear welding – for Sterilizer No.3; Director of Engineering visited Mukomuko POM on 20 June 2017. Based on the visit, some comments and findings were reported. The comment and finding was related to general condition and upkeep of the mill, mill's store/godown condition and upkeep, mill's laboratory condition, biogas plant condition, effluent ponds condition and future planning, water intake inspection, mill worker's housing inspection, etc. Mukomuko POM has prepared action plan for some of the comments and findings, and further take action to rectify the condition; others remain under planning for implementation. Comments that has been taken action: laboratory condition and upkeep has been improved, completed on 21 August 2017; water intake condition (pump condition, safety guard, lighting, security fencing) have been improved, completed on 1 August 2017.</p> <p>Tanah Rekah Estate: Recorded under "Buku Tamu – Kunjungan Agronomi dan QC. A number of visit were made by Agronomist and QC. Comments are recorded, follow up action that has been done, also recorded under the same document. 26 January 2017 – QC on harvesting quality division V. Follower up: On 19 April 2017, estate made record on QC result. ---</p>	Comply

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	<p>24 March 2017 – trial demonstration for surfactant “Miracle”. Follow up on 1 April 2017 and 1 May 2017, result stated comparison between use of Glyphosate and Methyl metsulfuron against Glyphosate, Methyl metsulfuron and Miracle; from manpower use, cost of material, cost/ha, etc.</p> <p>Director Estate Department visit, dated 7 September 2017. Comment: to adjust harvesting system to ensure FFB and loose fruit are collected together. Action plan: consistent training to harvester;</p> <p>Comment: to aim for 3x harvesting round per month. Action plan: each division optimizing daily harvesting hectarage, minimize sick rate, upgrade harvesting capacity and adding manpower;</p> <p><i>Kebun Masyarakat Desa/KMD:</i></p> <p>Visit from FHA KMD, Estate Manager SJE to KMD Bukit Makmur dated 5 November 2016: EFB application 25%; lalang spraying complete; supplying Mucuna bracteata on progress; manure application on the track;</p> <p>Action plan: EFB application to be completed ASAP; spot spraying to control lalang to be continue until complete; supplying Mucuna will be completed ASAP;</p> <p>Visit from FHA KMD, Estate Manager SJE to KMD Bumi Mulya dated 5 November 2016: circle spraying progress on the track; no palm under Mucuna; ablation has not been progressed;</p> <p>Recommendation action plan: Circle spraying will follow planned round; ablation will be carried out immediately, so harvest can be done in May 2017;</p> <p>Visit from FHA KMD, Estate Manager SJE to KMD Suka Maju dated 5 November 2016: EFB application 90%; manure application has been done as per recommendation; Few palm indicates yellowing leaf;</p> <p>Recommendation action plan: Additional manure application for yellowing palm – coordination with Agronomy Department for type and amount of manure;</p> <p>Visit from FHA KMD, Estate Manager Air Bikuk Estate to KMD Bantal, KMD Nenggalo, KMD Pondok Baru, KMD Bunga Tanjung, KMD Nelan Indah dated 4 August 2017: dissemination on harvesting quality procedure, harvesting round max.12 days; pruning and upkeep progressed as per programme, low crop identified in few KMD Bunga Tanjung;</p> <p>Recommendation action plan: to conduct palm census to identify low crop in the specified KMD.</p>	

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<p>4.1.3 Records of monitoring and any follow-up actions shall be available.</p> <p>- Minor compliance -</p>	<p>PT. Agro Muko - Mukomuko POM: Mill throughput 2017</p> <table border="1" data-bbox="630 488 1230 880"> <thead> <tr> <th>Month</th> <th>FFB processed (tons)</th> <th>Actual run hours</th> <th>Throughput (ton FFB/hour)</th> </tr> </thead> <tbody> <tr><td>Jan 2017</td><td>15,910.87</td><td>257</td><td>61.91</td></tr> <tr><td>Feb 2017</td><td>16,295.48</td><td>263</td><td>61.96</td></tr> <tr><td>Mar 2017</td><td>19,539.20</td><td>344</td><td>56.80</td></tr> <tr><td>Apr 2017</td><td>20,523.30</td><td>314</td><td>60.63</td></tr> <tr><td>May 2017</td><td>15,048.64</td><td>337</td><td>60.90</td></tr> <tr><td>Jun 2017</td><td>23,657.20</td><td>248</td><td>60.68</td></tr> <tr><td>Jul 2017</td><td>23,657.20</td><td>392</td><td>60.35</td></tr> <tr><td>Aug 2017</td><td>21,619.62</td><td>358</td><td>60.39</td></tr> <tr><td>Sept 2017</td><td>20,560.88</td><td>344</td><td>59.77</td></tr> <tr><td>Oct 2017</td><td>21,038.10</td><td>345</td><td>60.98</td></tr> </tbody> </table> <p>Director of Engineering visited Mukomuko POM on 20 June 2017. Based on the visit, some comments and findings were reported. The comment and finding was related to general condition and upkeep of the mill, mill's store/godown condition and upkeep, mill's laboratory condition, biogas plant condition, effluent ponds condition and future planning, water intake inspection, mill worker's housing inspection, etc.</p> <p>Mukomuko POM has prepared action plan for some of the comments and findings, and further take action to rectify the condition; others remain under planning for implementation. Comments that has been taken action: laboratory condition and upkeep has been improved, completed on 21 August 2017; water intake condition (pump condition, safety guard, lighting, security fencing) have been improved, completed on 1 August 2017.</p> <p>Talang Petai Estate: Director of Estate Department on 8 September 2017, whereby some comments related to harvesting progress noted. The action plan proposed by manager was to recruit another 10 harvesters and to be trained (harvesting training) on October 2017. Record of action plan taken: Based on record "Detail of Labour Statement for Fiscal Year 2017" as of November 2017, estate has an additional 13 new harvesters; from 149 harvesters in October 2017.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Visit from FHA KMD, Estate Manager Air Bikuk Estate to KMD Bantal, KMD Nenggalo, KMD Pondok Baru, KMD Bunga Tanjung, KMD Nelan Indah dated 4 August 2017: dissemination on harvesting quality procedure, harvesting round max.12 days; pruning and upkeep progressed as per programme, low crop identified in few KMD Bunga Tanjung; Recommendation action plan: to conduct palm census to identify low crop in the specified KMD.</p>	Month	FFB processed (tons)	Actual run hours	Throughput (ton FFB/hour)	Jan 2017	15,910.87	257	61.91	Feb 2017	16,295.48	263	61.96	Mar 2017	19,539.20	344	56.80	Apr 2017	20,523.30	314	60.63	May 2017	15,048.64	337	60.90	Jun 2017	23,657.20	248	60.68	Jul 2017	23,657.20	392	60.35	Aug 2017	21,619.62	358	60.39	Sept 2017	20,560.88	344	59.77	Oct 2017	21,038.10	345	60.98	<p>Comply</p>
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4.1.4	Records of the origins of all third-party FFB sourced (collector, deliver, Cooperative, Farmers Association and outgrower) shall be available. - Minor compliance -	Mukomuko POM: There is no supply from non-certified FFB. During this visit, Mukomuko POM planned to have additional supply base from <i>Kebun Masyarakat Desa/KMD</i> . Information related to location, plantation coordinates, hectarage, potential crop, productivity, production – from all <i>Kebun Masyarakat Desa/KMD</i> has been identified.	Comply
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	A record of SOP implementation to maintain soil fertility that ensures optimal and sustained yield, shall be available. - Major compliance -	Company has a procedure for good agriculture practices to maintain soil fertility, as available under “Pemupukan No.11/SOP/Oil Palm/ESD” – fertilizer placement. Fertilizer is applied to maintain and increase soil fertility, fertilizer applied following the fertilizer recommendation which created based on soil and leaf analysis. Fertilizer application record in “Monthly Manuring Program Sheet”. <i>Kebun Masyarakat Desa/KMD:</i> <i>Kebun Masyarakat Desa/KMD</i> follows the fertilizer regime, as planned and regulated by PT. Agro Muko and PT. Mukomuko Agro Sejahtera.	Comply
4.2.2	Records of fertilizer inputs shall be available. - Minor compliance -	Tanah Rekah Estate: Oil Palm Fertilizer Recommendation for PT. Agro Muko – Tanah Rekah Estate, second semester 2017, first and second semester 2018 has reported by Verdant Bioscience, through report No.VBI/PIC/X/17/227 dated September 2017. Fertilizer Recommendation Second Half 2017 for block 90B01A, 25.94 Ha, 3,297 palms – planned to be applied with Borate 340 kg (100 gram/palm) on 5 October 2017; planned to be applied with NPK 19.10.19.6 of 11,550 kg (3.5 kg/palm) on 18 August 2017. For block 90B13A, 43.55 Ha, 5,518 palms – planned to be applied with NPK 19.10.19.6 of 15,500 kg (3.5 kg/palm) on 25 August 2017. Application Record (to date October 2017) – verified through fertilizer godown database: For block 90B01A, 21.52 Ha, 3,000 palms – Applied with NPK 19.10.19.6 of 6,000 kg (2 kg/palm) on 30 August 2017 (half dosage as per GM memorandum). For block 90B13A, 43.55 Ha, 5,518 palms – Applied with NPK 19.10.19.6 of 11,050 kg (2 kg/palm) on 6 September 2017. Talang Petai Estate: Sample of fertilizer input verified: for block 00P04A, 30.06 Ha, 3,988 palms – planned to be applied with borate 399 kg (100 gram/palm), date of application October 2017. Verified through fertilizer godown record: for block 00P04A, 30.06 Ha, 3,988 palms – applied with borate 399 kg (100 gram/palm) on 10 October 2017. ---	Comply

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	<p><i>Kebun Masyarakat Desa/KMD:</i> Records of fertilizer input are available in "Rekapitulasi Kebutuhan Pupuk" that divided for each Semester. Fertilizer input realization are recorded in Monthly Manuring Program. For KMD under Sei Jerinjing Estate, fertilizer recommendation for 2017 are as follows:</p> <table border="1" data-bbox="630 600 1273 871"> <thead> <tr> <th>Type of Fertilizer</th> <th>Semester 1 (kg)</th> <th>Semester 2 (kg)</th> </tr> </thead> <tbody> <tr> <td>NPK 16:10:19:6+0.5B</td> <td>9,868</td> <td>13,041</td> </tr> <tr> <td>Urea</td> <td>4,628</td> <td>1,933</td> </tr> <tr> <td>Rock Phosphate</td> <td>1,946</td> <td>-</td> </tr> <tr> <td>TSP</td> <td>2,789</td> <td>2,148</td> </tr> <tr> <td>MOP</td> <td>4,841</td> <td>2,362</td> </tr> <tr> <td>Kieserite</td> <td>2,740</td> <td>1,611</td> </tr> <tr> <td>Borate</td> <td>139</td> <td>189</td> </tr> </tbody> </table> <p>Realization recorded of fertilizer application for example are: 640 kg of MOP, 480 kg of Kieserite, 534 kg of TSP, 53 kg of Borate at KMD Bukit Makmur; 2,870 kg of NPK 16:10:19:6+0.5B at KMD Sei Jerinjing; 3,438 kg of NPK 16:10:19:6+0.5B at KMD Teras Terunjam; 3,560 kg of NPK 16:10:19:6+0.5B at KMD Lubuk Sahung; 1,946 kg of RP, 1,946 kg of MOP at KMD Bumi Mulya; 86 kg of Borate, 1,721 kg of MOP at KMD Suka Maju.</p>	Type of Fertilizer	Semester 1 (kg)	Semester 2 (kg)	NPK 16:10:19:6+0.5B	9,868	13,041	Urea	4,628	1,933	Rock Phosphate	1,946	-	TSP	2,789	2,148	MOP	4,841	2,362	Kieserite	2,740	1,611	Borate	139	189	
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<p>4.2.3 Records of periodical leaf, soil and visual analysis shall be available. - Minor compliance -</p>	<p>Tanah Rekah Estate: Annual leaf sample (and rachis) for 2017 (for 2018 fertilizer recommendation), has been carried out on 25 October – 11 November 2017. The leaf sample and rachis sample taken from sampled estate block, from different Division, to represent soil type, planting year, progeny, etc. Sampling seen: Annual Leaf Sample No.67/TRE-GMO/X/2017 dated 2 November 2017 – sample taken from block 93C11A, 93C12A, Division III, planting year 1993, seed material Marihat, soil type peat. Oil Palm Fertilizer Recommendation for PT. Agro Muko – Tanah Rekah Estate, second semester 2017, first and second semester 2018 has reported by Verdant Bioscience, through report No.VBI/PIC/X/17/227 dated September 2017.</p> <p>Talang Petai Estate: Record of periodical leaf, soil and visual analysis is documented in Oil Palm Recommendation for PT Agro Muko – Talang Petai Estate (2nd Semester 2017, 1st and 2nd Semester 2018) by Verdant Bioscience, PT. Timbang Deli Indonesia. The Leaf Sampling Unit (LSU) in Talang Petai Estate is based on the year of planting of the palms and the division in which they are located. There are 34 LSU's representing 1,903 Ha mature area in Talang Petai Estate (average size is 50-55 ha/LSU). Leaf samples from the LSU were collected in August 2016 and the samples analyzed, to international standards, by a third party laboratory (Central Plantation Services laboratory in Pekanbaru). The leaf were analyzed for standard parameter of leaf N, P, K Mg, Ca, B, Cu and Zn as percentage of dry matter and part per million (ppm). ---</p>	<p>Comply</p>																								

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		<p>Verdant visit to TPE was conducted between 6 and 7 April 2017. The main objective of the field visit was to assess the palm performance and field condition.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Periodical leaf and soil analysis are performed by Agronomy Department.</p>	
4.2.4	<p>A nutrient recycling strategy is recorded, including use of Empty Fruit Bunches (EFB), land application, and palm residues after replanting.</p> <p>- Minor compliance -</p>	<p>Tanah Rekah Estate: EFB: For block 90B01A, 25.94 Ha, 3,297 palms – planned to be applied with EFB 45 tons/Ha, totalling 790.20 tons, for 18 Ha – Actual application of EFB 948.28 tons in 21.12 Ha; For block 90B13A, 43.55 Ha, 5,518 palms – planned to be applied with EFB 45 tons/Ha, totalling 802 tons , for 18 Ha – actual application of EFB was 95,3 tons for 2.14 Ha;</p> <p>Talang Petai Estate: There was no supply of EFB to Talang Petai Estate. The nutrient recycling in form of palm residues from frond stacking.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> No application of empty fruit bunches, main source of nutrient recycling strategy from palm fronds.</p>	Comply
<p>Criterion 4.3 Practices minimise and control erosion and degradation of soils.</p>			

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4.3.1	<p>Maps of any fragile soils shall be available.</p> <p>- Major compliance -</p>	<p>PT. Agro Muko has a semi detail soil map. The map consists of different information such as soil type, soil texture identification, elevation and slope percentage; for each estate. The soil map indicates areas with specific characteristic such as steep slope and peat soil.</p> <p>Tanah Rekah Estate: There was a soil survey in 2008 to determine the hectarage of peat soil in Tanah Rekah Estate. The latest soil survey was conducted by "Laboratorium Ilmu Tanah, Fakultas Pertanian - Universitas Bengkulu" in August 2017. The result reported under "Laporan Akhir dan Reklasifikasi Tanah Gambut PT. Agromuko di Tanah Rekah Estate – Agustus 2017". The report summarized the changes in land area between period 2008-2017.</p> <table border="1"> <thead> <tr> <th>No</th> <th>Land Description</th> <th>Area (Ha)</th> <th>(%)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Peat survey 2008</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Peat in 2008</td> <td>1,030.05</td> <td>33.54</td> </tr> <tr> <td></td> <td>Mineral 2008</td> <td>2,041.30</td> <td>66.46</td> </tr> <tr> <td></td> <td>Semi detailed peat survey 2017</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Peat in 2017</td> <td>590.28</td> <td>19.22</td> </tr> <tr> <td></td> <td>Mineral 2017</td> <td>2,481.03</td> <td>80.78</td> </tr> <tr> <td></td> <td>Depreciation of peat 2008-2017</td> <td>439.77</td> <td>14.32</td> </tr> <tr> <td></td> <td><i>Additional Mineral from changes between period 2008-2017</i></td> <td>439.77</td> <td>14.32</td> </tr> <tr> <td>2</td> <td>Depth of peatland</td> <td></td> <td></td> </tr> <tr> <td></td> <td>40 – 120 cm</td> <td>171.15</td> <td>5.57</td> </tr> <tr> <td></td> <td>120 – 300 cm</td> <td>237.29</td> <td>7.73</td> </tr> <tr> <td></td> <td>>300 cm</td> <td>181.84</td> <td>5.92</td> </tr> <tr> <td>3</td> <td>Maturity of peatland</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Saprist</td> <td>590.28</td> <td>19.22</td> </tr> <tr> <td>4</td> <td>Peat soil taxonomy</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Typic Haplosaprist</td> <td>583.46</td> <td>19.00</td> </tr> <tr> <td></td> <td>Terric Haplosaprist</td> <td>6.82</td> <td>0.22</td> </tr> <tr> <td></td> <td>Peat in 2017</td> <td>590.28</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Total area PT. Agromuko – Tanah Rekah Estate</td> <td>3,071.35 100</td> </tr> </tbody> </table>	No	Land Description	Area (Ha)	(%)	1	Peat survey 2008				Peat in 2008	1,030.05	33.54		Mineral 2008	2,041.30	66.46		Semi detailed peat survey 2017				Peat in 2017	590.28	19.22		Mineral 2017	2,481.03	80.78		Depreciation of peat 2008-2017	439.77	14.32		<i>Additional Mineral from changes between period 2008-2017</i>	439.77	14.32	2	Depth of peatland				40 – 120 cm	171.15	5.57		120 – 300 cm	237.29	7.73		>300 cm	181.84	5.92	3	Maturity of peatland				Saprist	590.28	19.22	4	Peat soil taxonomy				Typic Haplosaprist	583.46	19.00		Terric Haplosaprist	6.82	0.22		Peat in 2017	590.28				Total area PT. Agromuko – Tanah Rekah Estate	3,071.35 100	Comply
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		<p>Talang Petai Estate: The company able to presented map, consist of information related to soil type and topographic condition of Talang Petai Estate. Based on identified soil type, the plantation located on mineral soil – limiting factor identified was steep slope.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> The soil type map, topographic map is available for <i>Kebun Masyarakat Desa/KMD</i> inside planting plan. Generally located on mineral soil, planted with oil palm but limited fertility – the other limiting factor identified was slope. Sample: KMD Tunggal Jaya: "Peta Jenis Tanah Kebung Masyarakat Desa Tunggal Jaya", for area of 12.1 Ha, scale 1:100,000 indicated the the soil type is <i>Dystropepts, Haplohumults, Humitropepts, Eutropepts</i>. The other map indicating the slope class 0-5⁰ and 5-25⁰.</p>																																																																																	

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<p>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).</p> <p>- Minor compliance -</p>	<p>Tanah Rekah Estate and Talang Petai Estate: Based in soil analysis report in 2017, Tanah Rekah Estate has estimated 3,122 Ha (80.47%) are 0⁰-5⁰, 732 (18.85%) are 5⁰-10⁰ and 26 Ha (0.68%) are 10⁰-15⁰. There is in fact very little planting on sloped land throughout Tanah Rekah Estate planting on steeper terrain prepared with infrastructure such as terrace or individual terrace. Talang Petai has shown the topographic map with scale 1:30,000.</p> <p>It is a company policy to stop land clearing for area with slope more than 25⁰. Based on field visit and document review, the current management for area with slope up to 25⁰ is to apply terrace contour and/or platform. Management strategy for replanting plan is to take into consideration the current planting map, soil type map, topographic map, HCV map, rainfall data and activity schedule.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> The soil type map, topographic map for each <i>Kebun Masyarakat Desa/KMD</i> was available inside planting plan. KMD Tunggal Jaya: "Peta Jenis Tanah Kebung Masyarakat Desa Tunggal Jaya", for area of 12.1 Ha, scale 1:100,000 indicated the the soil type is <i>Dystropepts, Haplohumults, Humitropepts, Eutropepts</i>. The other map indicating the slope class 0-5⁰ and 5-25⁰.</p>	<p>Comply</p>
<p>4.3.3 A road maintenance program shall be in place.</p> <p>- Minor compliance –</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera are able to demonstrate a road maintenance programme – along with the progress.</p> <p>Tanah Rekah Estate: Road maintenance program and monitoring of realization are available in year 2017, e.g: - Grading and compacting, Divisi V Tanah Rekah Estate, road maintenance implementation 3,100 meters in January 2017; 1,600 meters in February 2017; 500 meters in March 2017; 150 meters in July 2017; - Road stoning main and collection roads, implementation in February 2017 (12,006 meters) and in November 2017 (5,000 meters); - Road Pruning, realization in March 2017 (1,000 meters); - Grading and compacting, Divisi IV Tanah Rekah Estate, road maintenance implementation in April (1,500 meters) and in June 2017 (3,150 meters);</p> <p>Talang Petai Estate: Road maintenance program and monitoring of realization are available in year 2017, e.g: - Grading and compacting, Divisi I Talang Petai Estate, road grading and compaction implemented 2,000 meters in April 2017; 1,500 meters in May 2017; 1,500 meters in June 2017; - Road stoning main and collection roads, implemented in April 2017 (4,300 meters) and in August 2017 (1,000 meters);</p> <p>---</p>	<p>Comply</p>

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		<p><i>Kebun Masyarakat Desa/KMD:</i> "Program Perawatan Jalan KMD 2018" for planning on road maintenance period 2018 sighted. Implementation 2017: recorded under "Program & Realization Perawatan Jalan Tahun 2017":</p> <ul style="list-style-type: none"> - Upkeep main road: in April plan 300 meters – realization 1,000 meters, in May plan 250 meters – realization 500 meters, in June – realization 730 meters - Upkeep collection road: in June plan 300 meters – realization 250 meters - Road stoning: in July – realization 300 meters. 	
4.3.4	<p>Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place.</p> <p>- Major compliance –</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have a set of procedure for water management (for peat soil), in line with Indonesia's regulation and best management practices guideline for peat management.</p> <p>Tanah Rekah Estate: Water management is in place with established of main drain, collection drain, field drain and controlled through water gater. Water level pole is available to monitor the water level; piezometer is in place to monitor the water level in the planting blocks. Apart from that, a soil subsidence poles are implemented in August, September and October 2017 to monitor the subsidence level.</p> <ul style="list-style-type: none"> - "Laporan pemantauan tinggi permukaan air dalam tanah (piezometer)" in October 2017, e.g in block 90C08 (average 30 cm), block 90A10A (average 37.5 cm), block 89A01A (average 38 cm); - "Laporan Pemantauan Pengukuran Permukaan/Subsistensi (peat subsidence) Tanah Gambut", dated 31 October 2017 block 90A09A division F01, the subsidene todate 1.5 cm; block 90C05A division F03, the subsidence todate 1 cm; <p>Field visit to block C11A (division III), C16A (division III), C12A (division III) and C04 (division III) were implemented with water gate and water level pole to monitors the water level at collection drain. Field visit in block C15A implemented with soil subsidence pole.</p> <p>Talang Petai Estate: The area of Talang Petai Estate of PT Agro Muko is located on mineral soil.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Based on soil map review; and field visit to smallholder block – there is no smallholder plantation located on peat soil. The area of KMD and cooperative located on mineral soil.</p>	Comply

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<p>4.3.5 Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing.</p> <p>- Minor compliance –</p>	<p>A replanting review is carried out prior to replanting, taking into consideration the FFB production trends, soil suitability, HCV assessment, etc. The soil suitability (for area with peat soil) does cover peat soil best practices, in line with company procedures.</p> <p>Tanah Rekah Estate: There are 73.37 Ha replanting in 2014 and 235.32 Ha replanting in 2015 where located on mineral soil. "Rencana replanting di 2018" – replanting plan of 262.32 Ha in 2019 and another 226.72 Ha in 2019 will involved peat area. Drainability assessment has taking into consideration the current subsidence level. This includes management plan with construction of drainage in the middle of the block.</p> <p>Talang Petai Estate: The area of Talang Petai Estate of PT Agro Muko is located on mineral soil.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Based on soil map review; and field visit to smallholder block – there is no smallholder plantation located on peat soil. The area of KMD and cooperative located on mineral soil.</p>	<p>Comply</p>
<p>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).</p> <p>- Minor compliance –</p>	<p>PT. Agro Muko has prepares all necessary procedures to maintain area with fragile soil. These procedures and guidelines then implemented on the field.</p> <p>Talang Petai Estate: There was no sandy soil and/or acid sulphate soil identified in Talang Petai Estate. Talang Petai Estate implementing terrace contour, planting <i>Mucuna bracteata</i> and maintains the conservation forest for area with steep slope. Additionally, Talang Petai Estate plant Vertiver grass on location with water crossing and river buffer zone – to minimize erosion.</p> <p>Tanah Rekah Estate: There was no sandy soil and/or acid sulphate soil identified in Tanah Rekah Estate Estate. However, there is peat soil identified onsite. Water management is in place with established of main drain, collection drain, field drain and controlled through water gater. Water level pole is available to monitor the water level; piezometer is in place to monitor the water level in the planting blocks. Apart from that, a soil subsidence poles are implemented in August, September and October 2017 to monitor the subsidence level.</p> <p>---</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance
		<p>- "Laporan pemantauan tinggi permukaan air dalam tanah (piezometer)" in October 2017, e.g in block 90C08 (average 30 cm), block 90A10A (average 37.5 cm), block 89A01A (average 38 cm);</p> <p>- "Laporan Pemantauan Pengukuran Permukaan/Subsidensi (peat subsidence) Tanah Gambut", dated 31 October 2017 block 90A09A division F01, the subsidene todate 1.5 cm; block 90C05A division F03, the subsidence todate 1 cm;</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Based on soil map and field visit, there was no sandy soil and/or acid sulphate soil identified on <i>Kebun Masyarakat Desa/KMDs</i> plantation. However, <i>Kebun Masyarakat Desa/KMD</i> suggested to develop infrastructure to minimize soil erosion; and to maintain soil fertility by consultant.</p>	
<p>Criterion 4.4</p> <p>Practices maintain the quality and availability of surface and groundwater</p>			
4.4.1	<p>An implemented water management plan shall be in place.</p> <p>- Minor compliance -</p>	<p>The company has prepared the document of Water Management Plan, revision 01, effective date on 16 October 2016. Water management plan includes use of water for mill processing and biogas plant; and domestic use. Water source coming from river and ground water located near Mukomuko POM.</p> <p>Evidences seen:</p> <ul style="list-style-type: none"> - Permit to use water: "Keputusan Menteri Pekerjaan Umum No.210/KPTS/M/2013 tentang Pemberiaan Izin Penggunaan Sumber Daya Air dari Sungai Betung kepada PT. Agro Muko" The water extraction quota is at 40 liters/second. The permit issued in 2013 and valid for 5 years. - Monitoring on water use: "Pemantauan Pemakaian Air Bawah Tanah, Air Permukaan dan Pengujian Kualitas Air (monthly)", e.g: in periode October 2017 APU/surface water extracted 35,325 liters (max. debit 33,73 liters/second), in September 2017 APU/surface water extracted 39,345 liters (max. debit 34,53 liters/second). <p>Water Management Plan – revision 2, dated 4 July 2017. Step for filtered water such as:</p> <ul style="list-style-type: none"> • Water Intake: coagulation, flocculant, and sedimentation; • Water need to mill processing and domestic consumption; • Water saving; • Maintain water quality by filtration on water treatment plant; • Water quality analysis; • Monitoring water pump running time; • Water quality testing "Hasil Pemeriksaam Air Bersih" (annually), last testing was conducted on 5 January 2017, certificate number 443.5/30/Labkes.III by "Laboratorium Kesehatan Daerah Propinsi Bengkulu". <p>---</p>	Comply

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Criterion / Indicator	Assessment Findings	Compliance
	<p>Tanah Rekah Estate: Permit for domestic water use: "Keputusan Kepala Dinas Energi dan Sumber Daya Mineral Propinsi Bengkulu No.027 tahun 2016 tentang Perpanjangan Izin Pengambilan Air Tanah (SIPA), debit air diijinkan 140m³/hari". Permit extension valid and effective since 26 January 2016; "Laporan Pemakaian Air APU dan ABT, in October 2017 e.g: Tangki Empl F1-D7 (2,565 m³/month), Tangki EM house (1,224 m³/month), Tangki Balai Karyawan (2,961 m³/month) and Tangki Perumahan Divisi 5 (1,005 m³/month) For water management on peat soil: Document of water management plan under "Program Pemantauan Tinggi Muka Air di Lahan Gambut tahun 2017", updated on 9 January 2017, such as:</p> <ul style="list-style-type: none"> - Monitoring of water level with ruler and piezometer; - Renovate and adding water gate; - Adding piezometer installed on planting block; - Drainage cleaning and upkeep for primary drain and secondary drain; - Prepares drainability assessment for all peat area; <p>Record seen:</p> <ul style="list-style-type: none"> - "Laporan pemantauan tinggi permukaan air dalam tanah (piezometer)" in October 2017, e.g in block 90C08 (average 30 cm), block 90A10A (average 37.5 cm), block 89A01A (average 38 cm); - "Laporan Pemantauan Pengukuran Permukaan/Subsidence (peat subsidence) Tanah Gambut", dated 31 October 2017 block 90A09A division F01, the subsidence todate 1.5 cm; block 90C05A division F03, the subsidence todate 1 cm; <p><i>Kebun Masyarakat Desa/KMD:</i> There was no water source identified in the KMD and cooperative smpled. Water management plan for <i>Kebun Masyarakat Desa/KMD</i> in form of agrochemical regime and maintain erosion, to minimize surface runoff – that may affect surface water quality.</p>	
<p>4.4.2</p>	<p>Protection of water courses and wetlands, including securing and maintaining appropriate riparian and other buffer zones, at the time of or prior to replanting shall be demonstrated.</p> <p>- Major compliance -</p>	<p>Comply</p>

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4.4.3	<p>Records for monitoring of effluent especially BOD (Biochemical Oxygen Demand) and efforts to comply with legal requirements, shall be available (see criteria 2.1 and 5.6).</p> <p>- Minor compliance –</p>	<p>PT. Agro Muko - Mukomuko POM has monitored the palm oil mill effluent quality, to ensure minimum impact to the environment. On regular base, Mukomuko POM sent the palm oil mill effluent for laboratory analysis. The analysis report analysis recorded and evaluated:</p> <table border="1"> <thead> <tr> <th>Parameter</th> <th>Jan 2017</th> <th>Feb 2017</th> <th>Mar 2017</th> <th>Apr 2017</th> <th>May 2017</th> </tr> </thead> <tbody> <tr> <td>BOD</td> <td>6.56</td> <td>26.4</td> <td>87.39</td> <td>52.09</td> <td>41.8</td> </tr> <tr> <td>COD</td> <td>29.37</td> <td>49.62</td> <td>215.63</td> <td>130.91</td> <td>113.73</td> </tr> <tr> <td>TSS</td> <td>23.67</td> <td>30</td> <td>205</td> <td>106.60</td> <td>97.1</td> </tr> <tr> <td>Oil&Grease</td> <td>1.58</td> <td>3.77</td> <td>13.31</td> <td>7.2</td> <td>6.4</td> </tr> <tr> <td>NH₃</td> <td>4,776.80</td> <td>4,752.35</td> <td>4,660.32</td> <td>4,995.29</td> <td>5,852.93</td> </tr> <tr> <td>pH</td> <td>3,614.40</td> <td>3,699.30</td> <td>4,525.50</td> <td>4,445.50</td> <td>4,704.80</td> </tr> <tr> <td>Nitrogen Total (as N)</td> <td>2.77</td> <td>3.29</td> <td>10.88</td> <td>3.88</td> <td>7.30</td> </tr> <tr> <td>CPO production/month</td> <td>7.2</td> <td>7.20</td> <td>7.7</td> <td>8.2</td> <td>6.6</td> </tr> <tr> <td>POME Flowrate/month</td> <td>4.62</td> <td>5.49</td> <td>24.31</td> <td>16.1</td> <td>23.49</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Parameter</th> <th>Jul 2017</th> <th>Aug 2017</th> <th>Sep 2017</th> <th>Oct 2017</th> </tr> </thead> <tbody> <tr> <td>BOD</td> <td>81.69</td> <td>92.85</td> <td>80</td> <td>93</td> </tr> <tr> <td>COD</td> <td>285.71</td> <td>212.82</td> <td>178</td> <td>273</td> </tr> <tr> <td>TSS</td> <td>40</td> <td>36.5</td> <td>42</td> <td>176</td> </tr> <tr> <td>Oil and Grease</td> <td>20</td> <td>24.4</td> <td>0.4</td> <td>2</td> </tr> <tr> <td>NH₃</td> <td>4,337.72</td> <td>6,844.46</td> <td>6,198.88</td> <td>6,681.67</td> </tr> <tr> <td>pH</td> <td>3,392.90</td> <td>4,759.90</td> <td>4,595.80</td> <td>4,910.8</td> </tr> <tr> <td>Nitrogen Total (as N)</td> <td>96.25</td> <td>20.98</td> <td>3.59</td> <td>38.6</td> </tr> <tr> <td>CPO production/month</td> <td>6.6</td> <td>7.8</td> <td>7.01</td> <td>7.91</td> </tr> <tr> <td>POME Flowrate/month</td> <td>23.49</td> <td>36.77</td> <td>7.15</td> <td>43.5</td> </tr> </tbody> </table> <p>From the analysis report and evaluation, the BOD and other parameter comply with legal requirement.</p>	Parameter	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	BOD	6.56	26.4	87.39	52.09	41.8	COD	29.37	49.62	215.63	130.91	113.73	TSS	23.67	30	205	106.60	97.1	Oil&Grease	1.58	3.77	13.31	7.2	6.4	NH ₃	4,776.80	4,752.35	4,660.32	4,995.29	5,852.93	pH	3,614.40	3,699.30	4,525.50	4,445.50	4,704.80	Nitrogen Total (as N)	2.77	3.29	10.88	3.88	7.30	CPO production/month	7.2	7.20	7.7	8.2	6.6	POME Flowrate/month	4.62	5.49	24.31	16.1	23.49	Parameter	Jul 2017	Aug 2017	Sep 2017	Oct 2017	BOD	81.69	92.85	80	93	COD	285.71	212.82	178	273	TSS	40	36.5	42	176	Oil and Grease	20	24.4	0.4	2	NH ₃	4,337.72	6,844.46	6,198.88	6,681.67	pH	3,392.90	4,759.90	4,595.80	4,910.8	Nitrogen Total (as N)	96.25	20.98	3.59	38.6	CPO production/month	6.6	7.8	7.01	7.91	POME Flowrate/month	23.49	36.77	7.15	43.5	Comply
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4.4.4	<p>Monitoring of mill water use per ton of FFB shall be recorded.</p> <p>- Minor compliance -</p>	<p>PT. Agro Muko - Mukomuko POM has monitored the use of water per tonne FFB processed. The monitoring report as shown below indicating the performance was maintained – to budget: 1 m³ water for 1 MT FFB processed.</p> <table border="1"> <thead> <tr> <th>Month</th> <th>FFB Processed (MT)</th> <th>Water usage (m³)</th> <th>Water to FFB</th> </tr> </thead> <tbody> <tr> <td>Dec 2016</td> <td>17,570.25</td> <td>31,677</td> <td>1.80</td> </tr> <tr> <td>Jan 2017</td> <td>15,968.62</td> <td>15,041</td> <td>0.94</td> </tr> <tr> <td>Feb 2017</td> <td>16,318.11</td> <td>15,520</td> <td>0.95</td> </tr> <tr> <td>Mar 2017</td> <td>19,574.23</td> <td>15,895</td> <td>0.81</td> </tr> <tr> <td>Apr 2017</td> <td>19,071.57</td> <td>14,239</td> <td>0.75</td> </tr> <tr> <td>May 2017</td> <td>20,521.90</td> <td>15,595</td> <td>0.76</td> </tr> <tr> <td>Jun 2017</td> <td>15,063.14</td> <td>12,725</td> <td>0.84</td> </tr> <tr> <td>Jul 2017</td> <td>23,673.90</td> <td>16,177</td> <td>0.77</td> </tr> <tr> <td>Aug 2017</td> <td>21,652.56</td> <td>16,690</td> <td>0.77</td> </tr> <tr> <td>Sept 2017</td> <td>20,612.85</td> <td>16,455</td> <td>0.80</td> </tr> <tr> <td>Oct 2017</td> <td>21,050.54</td> <td>18,690</td> <td>0.89</td> </tr> </tbody> </table>	Month	FFB Processed (MT)	Water usage (m ³)	Water to FFB	Dec 2016	17,570.25	31,677	1.80	Jan 2017	15,968.62	15,041	0.94	Feb 2017	16,318.11	15,520	0.95	Mar 2017	19,574.23	15,895	0.81	Apr 2017	19,071.57	14,239	0.75	May 2017	20,521.90	15,595	0.76	Jun 2017	15,063.14	12,725	0.84	Jul 2017	23,673.90	16,177	0.77	Aug 2017	21,652.56	16,690	0.77	Sept 2017	20,612.85	16,455	0.80	Oct 2017	21,050.54	18,690	0.89	Comply
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<p>Criterion 4.5</p> <p>Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate integrated Pest Management (IPM) techniques.</p>																																																			
4.5.1	<p>Monitoring of Integrated Pest Management (IPM) plan implementation shall be available.</p> <p>- Major compliance -</p>	<p>Tanah Rekah Estate: Integrated Pest Management Plan 2017 – “Program Pengendalian Hama Terpadu tahun 2017”: Monitoring of Barn Owl Box – on monthly basis. Implementation consistent on monthly basis. Sample seen: Form Owl Monitoring, Division II, barn owl boxes available in block 90B01A, 90B05A, 90B08A, 90B11A, 90B13A, 90B22A – carried out in 23 November 2017. All of the barn owl boxes indicated occupation. Field visit to barn owl boxes in block 90B01A and 90B13A, feces and rat bones sighted on the ground. Identification of beneficial weeds grown on plantation, planned every other month. Sample seen: on 10 February 2017, report from Division V, identifying beneficial plant such as <i>Axonopus compressis</i> (Rumput karpet/rumput paitan), <i>Neprolepis bisserata</i> (Pakis merambat), <i>Diplazium asperum</i> (Pakis sayur), <i>Crotalaria sp.</i> Planting of <i>Turnera subulata</i>, <i>Antigonon leptosus</i>, <i>Cassia tora</i> – sighted. “Sosialisasi Beneficial Weed to Sprayer”, dated 22 April 2017, to 16 sprayers from Division V; dated 16 November 2017, to 13 sprayers of Division V.</p> <p>Talang Petai Estate: For ganoderma disease, the company has established Standard Operating Procedure for Ganoderma Control (SOP/Oil Palm/ESD 12.A) dated 15 May 2012. The procedure described symptoms of ganoderma infection, detection procedure for ganoderma infected palms, ganoderma criteria, mounding, sanitation – applies to stage 4 palms/dead palms/sterile palms/fallen palms. Record of implementation was available, e.g. Cencus Palm Ganoderma 2017, for Division I, II, III and IV Talang Petai Estate there is no ganoderma detected. ---</p>	Comply																																																

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		<p><i>Kebun Masyarakat Desa/KMD:</i> Ganoderma census, rat attack census, termite attack census, boar attack, leaf eating caterpillar for KMD Tanah Rekah, KMD Pondok Batu, KMD Pasar Mukomuko, KMD Tunggal Jaya, KMD Sungai Lintang – carried out on November 2017. The census result shows no pest attack. Rat census result shows no rat infestation.</p>	
4.5.2	<p>Training records of Integrated Pest Management (IPM) shall be available.</p> <p>- Minor compliance –</p>	<p>Tanah Rekah Estate: Training on “Pengendalian Hama Terpadu” for 12 field assistants and supervisors, from Tanah Rekah Estate dated 20 October 2017. To prohibit sprayer accidentally spray beneficial weed, “Sosialisasi Beneficial Weed to Sprayer”, dated 22 April 2017, to 16 sprayers from Division V; dated 16 November 2017, to 13 sprayers of Division V.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Assistant and mandores which assigned for <i>Kebun Masyarakat Desa/KMD</i> has received training on integrated pest management dated 12 October 2017. Training for spraying team in <i>Kebun Masyarakat Desa/KMD</i> dated 9 November 2017 for 5 spraying team: Mr. Ab***G****, Mr. E**, Mr. M****, Mr. I*** related to introduction of beneficial weeds – and guidance on not to eradicate the beneficial weeds.</p>	Comply
<p>Criterion 4.6 Pesticides are used in ways that do not endanger health or the environment.</p>			
4.6.1	<p>Documented evidence shall be available to show that pesticide used based on regulations and the use of pesticide is specific to target species with appropriate dosage which have minimal impact on non-target species.</p> <p>- Major compliance -</p>	<p>Tanah Rekah Estate, Talang Petai Estate and <i>Kebun Masyarakat Desa/KMD</i>/cooperative: The use of pesticide is under strict requirement, only in the case of pest attack surpassed above the economic threshold. The justification of pesticide used is explained under Agricultural Manual General Section 12 Pest and Disease – and use of herbicide under Section 17 Weed Controls. The procedures explain the identification of target species, agrochemical to be used, and dosage and area per application in general. A further dosage reduction controlled through budget.</p> <p>Visit to chemical store in Tanah Rekah Estate and record review shows company chemical product for specific target species (weed). Record seen: - “Daftar pestisida yang digunakan di TRE tahun 2017” – list of pesticide used in Tanah Rekah Estate, 2017; - “Standarisasi Aplikasi Herbisida on preparation area for replanting oil palm, 2017” – agrochemical regime for replanting area.</p>	Comply

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<p>4.6.2 Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per Ha and number of applications) shall be available.</p> <p>- Major compliance -</p>	<p>Tanah Rekah Estate: Estate has records of herbicide use, available and maintained at each Estate. The records shows the total chemical used (in kg and/or liters), the active ingredients used, total area treated (in Ha), and active ingredients used per area treated and per ton FFB pre active ingredients used, total area treated (in Ha), and active ingredients used per area treated and per ton FFB produced.</p> <table border="1" data-bbox="632 658 1310 1003"> <thead> <tr> <th>Description</th> <th>Usage up to October 2017</th> <th>Active ingredients per Ha (gram/Ha)</th> </tr> </thead> <tbody> <tr> <td>INTEAM 150 SL (Amonium Glufosinat)</td> <td>101 liters</td> <td>0.006</td> </tr> <tr> <td>SMART 486 SL (Glifosat)</td> <td>3,880 liters</td> <td>0.35</td> </tr> <tr> <td>METSULINDO 20 WP (Metil Metsulfuron)</td> <td>252.3 kgs</td> <td>12</td> </tr> <tr> <td>DECIS 25 EC (Deltametrin)</td> <td>-</td> <td>-</td> </tr> <tr> <td>MARSHAL(Karbosulfan)</td> <td>152 liters</td> <td>5</td> </tr> <tr> <td>GARLON/Kenlon (Trichlopyr)</td> <td>40 liters</td> <td>0.4</td> </tr> <tr> <td>VULGAR (dimetil amine)</td> <td>6 liters</td> <td>1</td> </tr> <tr> <td>BECANO 500SC</td> <td>27 liters</td> <td>0.0039</td> </tr> </tbody> </table> <p>Note that the record has includes data for <i>Kebun Masyarakat Desa/KMD</i>.</p> <p>Tanah Rekah Estate was calculating the active ingredients per block on monthly basis, e.g. "Rekaman Penggunaan Pestisida" month October 2017 in block 90B08 (24.28 Ha) total application for Metyl Metsulfuron 4.320 gram/Ha or 21 gram/MT FFB, in block B01A (25.94 Ha) total application for Glyfosate 170.1 gram/Ha or 1.7792 gram/MT FFB.</p> <p>Talang Petai Estate: The records shows the total chemical used (in kg and/or liters), the active ingredients used, total area treated (in Ha), and active ingredients used per area treated and per ton FFB produced.</p> <table border="1" data-bbox="632 1438 1310 1675"> <thead> <tr> <th>Description</th> <th>2017 (up to October 2017)</th> <th>Active ingredients per Ha (gram/Ha)</th> </tr> </thead> <tbody> <tr> <td>INTEAM 150 SL (Amonium Glufosinat)</td> <td>165 liter</td> <td>300</td> </tr> <tr> <td>SMART 486 SL (Glifosat)</td> <td>3,060 liter</td> <td>250</td> </tr> <tr> <td>METSULINDO 20 WP (Metil Metsulfuron)</td> <td>35,250 gram</td> <td>14</td> </tr> <tr> <td>GARLON/Kenlon (Triklopir)</td> <td>252 liters</td> <td>350</td> </tr> <tr> <td>Basta</td> <td>160 liters</td> <td>500</td> </tr> </tbody> </table> <p>Note that the record has includes amount used in <i>Kebun Masyarakat Desa/KMD</i>.</p>	Description	Usage up to October 2017	Active ingredients per Ha (gram/Ha)	INTEAM 150 SL (Amonium Glufosinat)	101 liters	0.006	SMART 486 SL (Glifosat)	3,880 liters	0.35	METSULINDO 20 WP (Metil Metsulfuron)	252.3 kgs	12	DECIS 25 EC (Deltametrin)	-	-	MARSHAL(Karbosulfan)	152 liters	5	GARLON/Kenlon (Trichlopyr)	40 liters	0.4	VULGAR (dimetil amine)	6 liters	1	BECANO 500SC	27 liters	0.0039	Description	2017 (up to October 2017)	Active ingredients per Ha (gram/Ha)	INTEAM 150 SL (Amonium Glufosinat)	165 liter	300	SMART 486 SL (Glifosat)	3,060 liter	250	METSULINDO 20 WP (Metil Metsulfuron)	35,250 gram	14	GARLON/Kenlon (Triklopir)	252 liters	350	Basta	160 liters	500	<p>Comply</p>
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4.6.3	<p>Any use of pesticides shall be minimized 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 Indonesia Best Practice guidelines.</p> <p>- Major compliance -</p>	<p>There is no used of prophylactic use of pesticides throughout PT. Agro Muko, PT. Mukomuko Agro Sejahtera and in <i>Kebun Masyarakat Desa/KMD</i>. In general there is no use of pesticide to control pest in PT. Agro Muko and PT. Mukomuko Agro Sejahtera.</p>	N/A
4.6.4	<p>The evidence shall be available to demonstrate that use of Pesticides, categorized in Class 1A or 1B by World Health Organization, or those are listed in the Stockholm and Rotterdam Conventions, and paraquat are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimized and eliminated as part of a plan, and shall only be used in exceptional circumstances.</p> <p>- Minor compliance -</p>	<p>The company not using pesticide Class I and Class II. Despite paraquat is not prohibited in Indonesia, company committed to avoid use of Paraquat. The company has commitment to eliminated using Paraquat since 1 January 2017 based on General Manager letter No.35/GMAM-Est/XII/2015, dated 8 December 2015.</p> <p>Based on review of "Rekaman Pengguna Pestisida Per Metrix Ton FFB tahun 2017", interview with spraying team, and visit in chemical storage in Tanah Rekah Estate and Talang Petai Estate, there were confirmed that no paraquat using since January 2017. Visit to chemical store and record review shows company chemical product for specific target species (weed), and no paraquat.</p>	Comply

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<p>4.6.5 Evidence of pesticide application by trained person and in accordance with application guidelines in product label and storage guidelines shall be available. Appropriate safety equipment shall be provided and utilized. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7).</p> <p>- Major compliance -</p>	<p>Agrochemicals are only handled, used and applied by trained personnel. Based on field visit to chemical store, and interview with the storekeeper, they admit to have proper training. The chemical store equipped with MSDS, appropriate PPE (face shield, respirator, apron, gloves and rubber boot) and emergency equipment – in the case of spillage or exposure.</p> <p>Tanah Rekah Estate <i>Kebun Masyarakat Desa</i>/KMD: Based on interview and visit to spraying activities in block H21, Division IV; auditor confirmed that all of sprayers were using appropriate safety equipment (apron, mask, glove, overall). Record of training on handling pesticide, e.g: Tanah Rekah Estate: - “Notulen Pelatihan Team Spraying Tanah Rekah Estate”, on 15 August 2017 location in block 90A15A was attended by 27 workers, e.g: Mr. S****n AM (FA division 01), Soj***** (spv spraying), Mr. U**** S***** (spv), Mrs S*****i (spayer), Mrs. E*****i (spraying), Mrs. S*****h (spraying), etc. - Calibration Circle and Path Spray in Oil Palm Flat Area on 15 August 2017, e.g: numb SA 15 (17, 20, 11, 15, 4) the result still OK.</p> <p>Note the same sprayer performed herbicide application in <i>Kebun Masyarakat Desa</i>/KMD.</p>	<p>Comply</p>
<p>4.6.6 Storage of pesticides shall be according to recognised best practices. All pesticides containers shall be properly managed according to the existing regulations and or instructions enclosed on the containers (see criterion 5.3).</p> <p>- Major compliance -</p>	<p>Tanah Rekah Estate, Talang Petai and <i>Kebun Masyarakat Desa</i>/KMD: The storage for all pesticide is in good condition. A standard storage system appears to be implemented across PT. Agro Muko and PT. Mukomuko Agro Sejahtera. Double lock storage dedicated for WHO II chemical is available. The storage is equipped with sufficient air ventilation to provide air circulation. Hazard signs, emergency shower, secondary containment, spill kit, appropriate PPE (overall, face shield, impermeable rubber gloves, apron and mask) is available and ready for use. Working instruction for pre-mixing, stacking and storing pesticide is current, MSDS is also readily available. Material Data Safety Sheets (MSDS) are obtained for all chemicals used and are available at the areas of mixing. These were all seen be controlled by date and were readily available. No concentrates are taken into the field are pre-mixed/dilluted in designated mixing area. Empty pesticide container was triple rinsed before sent for temporary hazardous waste storage. The company supplies two sets of overalls to all pesticide operators so that one can always be considered clean. Overalls are washed at the pesticide mixing areas in specially constructed wash areas so that sprayers and mixers do not need to take them home and therefore the risk of cross contamination with family members is reduced.</p>	<p>Comply</p>

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4.6.7	<p>Application of pesticides shall be by proven methods that minimize risk and negative impacts.</p> <p>- Minor compliance -</p>	<p>Tanah Rekah Estate, Talang Petai and <i>Kebun Masyarakat Desa/KMD</i>: Pesticides used were mixed accordingly as per mixing instructions. "Standarisasi Aplikasi Pestisida" related pesticides usage, storage, mixing and handling of container properly to minimise risk and impact. Application of pesticide shall be approved by manager based on action plan from each FA (Field Assistant), reviewed by Field Head assistant. FA made spraying plan referred to result of survey. Working instruction for pre-mixing, stacking and storing pesticide is current, MSDS is also readily available. Appropriate PPE (overall, face shield, impermeable rubber gloves, apron and masker) is available and ready for use.</p>	Comply
4.6.8	<p>Pesticides may only be applied aerially where there is a documented justification. Surrounding communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.</p> <p>- Major compliance -</p>	<p>Tanah Rekah Estate, Talang Petai and <i>Kebun Masyarakat Desa/KMD</i>: There is no aerial application of pesticide throughout PT. Agro Muko, PT. Mukomuko Agro Sejahtera and <i>Kebun Masyarakat Desa/KMD</i>.</p>	N/A
4.6.9	<p>Evidence of training on handling pesticide for workers and scheme smallholder (if any) shall be available.</p> <p>- Minor compliance -</p>	<p>Agrochemicals are only handled, used and applied by trained personnel. Based on field visit to chemical store, and interview with the storekeeper, they admit to have proper training. The chemical store equipped with MSDS, appropriate PPE (face shield, respirator, apron, gloves and rubber boot) and emergency equipment – in the case of spillage or exposure.</p> <p>Talang Petai Estate:</p> <ul style="list-style-type: none"> - Spraying (including OHS and environment aspect) and spraying tools calibration, on 2, 4, 6 February 2017 (attended by 12 participants); 17 July 2017 and 5, 12 August 2017 (attended by 12 participants), 16 August 2017 (attended by 13 participants). - Integrated Pest management, on 13 February and 16 September 2017 (attended by 22 participants); - Hazardous waste and MSDS, on 3 November 2017; - Darmawati (spraying operator), has attended training of Spraying (including OHS and environment aspect) and spraying tools calibration, on 16 August 2017; - Yulianingsih has attended training of Integrated Pest Management on 27 February 2017; - Suhadi (supervisor), has attended training of spraying on 2, 4 and 6 February 2017; <p>---</p>	Comply

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	<p>Tanah Rekah Estate, <i>Kebun Masyarakat Desa</i>/KMD: Based on interview and visit to spraying activities in block H21, Division IV; auditor confirmed that all of sprayers were using appropriate safety equipment (apron, mask, glove, overall). Record of training on handling pesticide, e.g: Tanah Rekah Estate: - "Notulen Pelatihan Team Spraying Tanah Rekah Estate", on 15 August 2017 location in block 90A15A was attended by 27 workers, e.g: Mr. S****n AM (FA division 01), Soj***** (spv spraying), Mr. U**** S***** (spv), Mrs S*****i (spayer), Mrs. E*****i (spraying), Mrs. S*****h (spraying), etc. - Calibration Circle and Path Spray in Oil Palm Flat Area on 15 August 2017, e.g: numb SA 15 (17, 20, 11, 15, 4) the result still OK. Note the same sprayer performed herbicide application in <i>Kebun Masyarakat Desa</i>/KMD.</p>	
<p>4.6.10 Proof that pesticide waste has been handled as per legal regulations and understood by worker and manager, shall be demonstrated. - Minor compliance -</p>	<p>Chemical storekeeper in Tanah Rekah and Talang Petai Estate understood the procedure and re-use of ex-chemical empty container. The empty containers are triple rinsed before sent to hazardous waste storage and/or re-use as pre-mixed water container to the field. Waste storage was separately and clearly identification as follow: hazardous waste black colour, Organic waste green colour, non organic waste blue colour and economical waste yellow colour. This identification has been properly understood by all workers. Review of records showed all hazardous waste has been identified and properly monitored, such as used oil, used oil filter, used batteries, empty chemical container from Estate and Mill activities, contaminated materials, etc. Monitoring was recorded in document "Neraca Limbah B3".</p> <p>Tanah Rekah Estate: Record seen: - The permit for hazardous waste storage "Keputusan Kepala Dinas Penanaman Modal Pelayanan Perizinan dan Tenaga Kerja Kabupaten Mukomuko, No. 503/12/D.10/IPLB3/VII/2017 tentang Pemberian Izin Penyimpanan Limbah Bahan Berbahaya dan Beracun kepada PT Agromuko – Tanah Rekah Estate", dated 21 July 2017 valid until 5 years. - Lembar Necara Limbah Bahan Berbahaya dan Beracun (B3), November 2017 e.g Ex Metsulindo on 10 November 2017 (50 pieces), on 14 November 2017 (45 pieces);</p> <p>Talang Petai Estate: - The permit for hazardous waste storage "Keputusan Kepala Dinas Penanaman Modal Pelayanan Perizinan dan Tenaga Kerja Kabupaten Mukomuko, No. 503/11/D.10/IPLB3/VII/2017 tentang Pemberian Izin Penyimpanan Limbah Bahan Berbahaya dan Beracun kepada PT. Agromuko – Talang Petai Estate", dated 21 July 2017, valid until 5 years. ---</p>	<p>Comply</p>

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		<ul style="list-style-type: none"> - Lembar Negara Limbah Bahan Berbahaya dan Beracun (B3), November 2017 e.g Ex Metsulindo on 22 November 2017 (15 pieces) and on 27 November 2017 (17 pieces); - Last delivered to third parties (PT. Amindy Barokah) was conducted on 3 October 2017, e.g: Manifest No.AVT 0003286 for solid ex-chemical waste "kemasan padat terkontaminasi beracun" (0.012 ton). <p><i>Kebun Masyarakat Desa/KMD:</i> The empty chemical container from work performed upon <i>Kebun Masyarakat Desa/KMD</i> plantation stored in temporary hazardous waste store Tanah Rekah Estate and Talang Petai Estate.</p>	
4.6.11	<p>Annual medical records of pesticide operators, and follow-up treatment of medical results, shall be available.</p> <p>- Major compliance -</p>	<p>The company has conducted the annual medical checkup (MCU) regulary. In additional for specific medical checkup was also done for pesticide and chemical operator at least once a year by external clinic "Klinik Spesialis Anugerah Ibu", record of medical checkup was evident as per record "formulir pemeriksaan medis pekerja pemakai pestisida/bahan kimia" and specific medical checkup.</p> <p>Tanah Rekah Estate and <i>Kebun Masyarakat Desa/KMD:</i></p> <ul style="list-style-type: none"> - Latest special medical check up dated on 3 August 2017 covering sprayers, operator in enginee room, operator on hazardous waste handling. Special MCU was attended by 58 workers; - The result of special MCU has been socialized to all participants dated 24 October 2017. - Based on interview with spraying workers, they are confirmed that the result of special MCU was communicated. - Formulir Pemeriksaan Medis Pekerja Pemakai Pestisida dated 22 September 2017 namely Mrs. RBN, Mrs. KRS, Mrs. SRH, etc <p>Based on interview with spraying team and review medical surveillance result on sampled workers, doctor concluded there was no worker with signs of intoxication detected. This MCU also covers workers for spraying in KMD.</p> <p>Talang Petai Estate and <i>Kebun Masyarakat Desa/KMD:</i></p> <ul style="list-style-type: none"> - Laporan Hasil Pemeriksaan Kesehatan, dated 3 August 2017 by Klinik Spesialis Anugerah Ibu, namely Mrs RHY, Mrs ENT, Mrs KSN; - Attendance list on socialization of result of Special MCU was carried out on 24 October 2017 and attended by 50 workers. <p>Based on interview with spraying team and review medical surveillance result on sampled workers, doctor concluded that there was no worker with signs of intoxication detected. This MCU also covers workers for spraying in KMD.</p>	Comply

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4.6.12	Records shall be available to show that spraying is not conducted by pregnant or breast-feeding women. - Major compliance -	<p>There is no pregnant worker and breast feeding women involving for spraying, chemical and pesticides activities during audit observation and based on interview result with spraying team in Tanah Rekah Estate and Talang Petai Estate.</p> <p>Tanah Rekah Estate: - "Checklist tenaga spraying tidak hamil dan tidak menyusui" in October 2017, division F3, e.g: Mrs. Rohyati, Mrs. Yanni, Mrs. Sumiyati, Mrs. Siti Rubiha, etc. – shows not pregnant and/or breastfeeding. Note the same sprayer performed herbicide application in <i>Kebun Masyarakat Desa/KMD</i>.</p> <p>Talang Petai Estate: - "Checklist tenaga spraying tidak hamil dan tidak menyusui tidak hamil dan tidak menyusui", in October 2017 division inti, e.g: Mrs. RHY, Mrs. ENT, Mrs. KSN – not pregnant and/or breastfeeding. Note: the same sprayer performed herbicide application in <i>Kebun Masyarakat Desa/KMD</i>.</p>	Comply
<p>Criterion 4.7 An occupational health and safety plan is documented, effectively communicated and implemented.</p>			

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.1 A health and safety policy shall be in place. A health and safety plan shall be documented and implemented, and its effectiveness monitored.</p> <p>- Major compliance -</p>	<p>The company has established a health and safety policy that signed by President Director, dated 1 March 2013. In point 1 mentioned that PT. Agro Muko and PT. Mukomuko Agro Sejahtera supports the implementation of all relevant laws and regulations pf the Republic of Indonesia, and of applicable international agreements and standards. In point 2.b mentioned that the company committed to provision of adequate resources for effective implementation of the occupational health and safety (OHS) program and procedure, including strict compliance reviews.</p> <p>The company has prepared the document of "Pedoman Sistem Management Keselamatan dan Kesehatan Kerja (SMK3)", No.TTI/PSMK3/01, dated 1 July 2009. The document consist of:</p> <ol style="list-style-type: none"> 1. Commitment and policy for health and safety – "Komitmen dan Kebijakan K3" – document No. TTI/PROS/KOM/01; 2. Health and safety plan "Perencanaan Keselamatan dan Kesehatan Kerja" – document No.TTI/PROS/REN/02 <ol style="list-style-type: none"> a. Tujuan dan Sasaran K3 (Objective and target); b. Perencanaan Identifikasi Bahaya, Penilaian dan Pengendalian Resiko (Planning on hazard identification, assessment and risk control); 3. Implementation of health and safety "Penerapan Keselamatan dan Kesehatan Kerja" – document No.TTI/PROS/IMP/05; <ol style="list-style-type: none"> a. Tanggung jawab dan tanggap darurat (responsibility and emergency response); b. Pelatihan K3 dan kompetensi kerja (training and competence); c. Komunikasi (communication); d. Pelaporan K3 (reporting health and safety performance); e. Prosedur menghadapi insiden, pelaporan dan penyelidikan kecelakaan kerja/penyakit akibat kerja (Procedure against incident, reporting and investigation of work related incident/work related disease); 4. Measurement and evaluation "Pengukuran dan Evaluasi" – document No.TTI/PROS/IMP/27; <ol style="list-style-type: none"> a. Inspeksi dan pengujian (inspection and test plan); b. Audit SMK3 (health and safety audit); c. Tindakan Perbaikan dan pencegahan (corrective action and preventive action); 5. Management review "Tinjauan Ulang atau Peningkatan oleh Manajemen" – document No.TTI/PROS.IMP/31; <p>---</p>	<p>Non-Compliance</p> <p>Comply</p>

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	<p>Mukomuko POM: Muko Muko POM also has prepared a health and safety plan as in "Mukomuko POM Program 2017", dated 13 January 2017, that covering for: Meeting of P2K3 (monthly); P2K3 Report to DISNAKER on three monthly; Routine maintenance program for APAR and hydrant (monthly); Fire Drill (annually); Training on OHS including for first aider; Medical check up for workers under high risk area;</p> <p>Implementation:</p> <ul style="list-style-type: none"> - Monitoring on PPE use/PPE inspection for driver of FFB, CPO and PK (daily). E.g: on 28 November 2017, driver Mr JE, Mr JFZL, Mr RF, Mr HS, Mr DI -> PPE (AP shoes and helmet – OK); - Monitoring of PPE use/PPE inspection, dated 30 October 2017 in different premises: loading ramp, sterilizer, clarification, press station, engine room, Laboratory, – the result OK; - Muster chit on OHS, socialization of environment aspect and impact, dated 30 October 2017, was attended by 20 participants; - Emergency response training: "Berita Acara Simulasi Fire Drill dan Pelaksanaan Upacara Bulan K3 di Mukomuko POM" has implemented on 6 February 2017, the documentation (invitation letter for the simulation, photograph, and evaluation report) were available as the evidence; - First aider training on 20 September 2017, that was followed by 13 participants in Mukomuko POM, <p>Talang Petai Estate: Estate has prepared the document of OHS Program under "Program P2K3LHS Tahun 2017, such as: Meeting of P2K3 (monthly); P2K3 Report to DISNAKER on three monthly; PPE inspection (monthly); Routine maintenance program for APAR and hydrant (monthly); Fire Drill (annually); Water Quality Test – "Pemeriksaan Mutu Air (ABT and APU) oleh Labkesda Bengkulu"; Medical check up for workers under high risk area; Refresh training/Socialization on company policy's to all employee; etc.</p> <p>Implementation:</p> <ul style="list-style-type: none"> - Inspection on using PPE has implemented in "Muster Chit" – everyday; - Socialization of housekeeping in emplacement, e.g on 18 October 2017 location in Emplacement division I Talang Petai Estate, was attended by 11 personnel; - Workshop inspection checklist, dated 31 October 2017, inspected by Jaklu Sitepu. Criterion of inspection: building, cleanliness and prevention of pollution, housekeeping, health and safety, emergency first response, electrical equipment, dangerous material and waste - Communication on General MCU to all employee has conducted on 19 – 31 October 2017, e.g in Talang Petai Estate was carried out to 301 workers in detail i.e: division I 66 workers, division II 83 workers, division III 54 workers, division IV 44 workers, division V 44 workers, office 10 workers <p>---</p>	

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	<p>- The result of General medical check up has been socialization to all employee together with date of medical check up, sample seen: Form Pemeriksaan Kesehatan Berkala Karyawan – 2017, namely Mr WRS (harvester), Mr HAJ (harvester), Mrs GN (harvester), Mrs PH (manuring), Mrs YLNS (manuring), etc.</p> <p>Tanah Rekah Estate: Program P2K3LHS tahun 2017 in Tanah Rekah Estate dated 9 January 2017, covering: Meeting of P2K3 (monthly); P2K3 Report to DISNAKER on three monthly; PPE Inspection(monthly); Routine maintenace program for APAR and hydrant(monthly); Fire Drill (annually); Water quality test – “Pemeriksaan Mutu Air (ABT and APU) oleh Labkesda Bengkulu”; Medical check up for workers under high risk area; Implementation: - Socialization on hygiene - health by company’s doctor (by dr. Marhadi Marpaung) – monthly, e.g: - On 12th October 2017 – subject of socialization: “Low Back Pain (LBP)”, was attended by 27 workers; - On 14th September 2017 – subject of socialization: “Measles and Rubella”, was attended by 21 workers; - On 10th August 2017 – subject of socialization: “Hypertension”, was attended by 58 workers; - Water quality analysis records, e.g: Laporan Hasil Uji Bakteri nomor 443.5/36/Labkes.III, dated 11 January 2017 – location “Sumur Bor”, parameter total coliform the result in emplacement Division 2-A is >= 979/100 mL, in Division 2-B is >= 979/100 mL. - Training on risk assessment, e.g: on 20th November 2017 location in Emplacement Tanah Rekah Estate was attended by 21 harvesters, 4 warehouse workers, 10 operators in workshop, etc.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Statement Letter from <i>Kebun Masyarakat Desa/KMD</i> committees “Surat Pernyataaan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO” dated 12 December 2017; stating that the organization is committed to comply to relevant policies and SOP to comply with RSPO P&C requirements, as implemented by PT. Agro Muko, including health and safety policy and health and safety plan. PT. Agro Muko Occupational Health and Safety Policy (Kebijakan Keselamatan dan Kesehatan Kerja) dated 1 March 2013, available in English and Bahasa Indonesia.</p> <p>NC Major: 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate that a health and safety policy is in place; health and safety plan has not been documented and implemented, and its effectiveness monitored.</p>	

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4.7.2	<p>A documented risk assessment shall be available and its implementation shall be recorded.</p> <p>- Major compliance -</p>	<p>The company has prepared the procedure of risk assessment under "Prosedur Identifikasi Bahaya dan Penilaian Resiko No.TTI/PROS/REN/02", issued date 1 November 2009.</p> <p>Mukomuko POM:</p> <ul style="list-style-type: none"> - Risk Assessment has prepared under document "Penilaian Resiko Mukomuko POM", dated 11 September 2017, covering for all area e.g: Polyclinic, Office – weighbridge, laboratorium, warehouse, workshop, hazardous waste storage, security area, loading ramp, sterilizer station, chain/capstand, hoisting crane, screw press, kernel plant, clarification station, steam boiler, engine room, water treatment plant, house keeping, effluent pond, emplacement, EFB discharge, EFP plant, biogas plant, laboratorium of biogas plant. - Muster Chit on socialization of risk assessment, dated 28 November 2017. Attendance list available as evident. - Based on visit in Mukomuko POM there was confirmed that all safety measures has been implemented, such as covering all moving parts/machinery; <p>---</p>	Comply

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	<p>Tanah Rekah Estate:</p> <ul style="list-style-type: none"> - Risk Assessment has been prepared under Document "Penilaian Resiko – Air Buluh Estate" dated 19 August 2017. The risk assessment was covering for all activities in plantation, e.g: GP3 (chemical shed), office, enginee room, field (land clearing, planting, spraying, manuring harvesting and pruning, transport FFB, loading ramp, emplacement, landfill area, HSD oil tank, HCV area, warehouse fertilizer, limited hazardous waste, etc); - Socialization on Risk Assessment, e.g: dated 28 November 2017 (division III and IV); <p>Talang Petai Estate:</p> <ul style="list-style-type: none"> - Risk Assessment has been prepared under Document "Penilaian Resiko – Talang Petai Estate" dated 19 August 2017. The risk assessment was covering for all activities in plantation, e.g: GP3 (chemical shed), office, enginee room, field (land clearing, planting, spraying, manuring, harvesting and pruning, transport FFB, loading ramp, emplacement, landfill area, HSD oil tank, HCV area, warehouse fertilizer, limited hazardous waste, etc), children care, security; - Socialization on Risk Assessment, e.g: dated 329 November 2017 (division I); <p><i>Kebun Masyarakat Desa/KMD:</i> Statement Letter from <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataaan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to relevant policies and SOP to comply with RSPO P&C requirements, as implemented by PT. Agro Muko, including health and safety policy and health and safety plan. PT. Agro Muko Occupational Health and Safety Policy (Kebijakan Keselamatan dan Kesehatan Kerja) dated 1 March 2013, available in English and Bahasa Indonesia. PT. Agro Muko assissted <i>Kebun Masyarakat Desa/KMD</i> to update the health and safety plans of relevant estates to include the KMD/cooperatives. "Program K3 Tahun 2018 explains the health and safety plan for KMD, including safety meeting on quarterly basis, emergency response plan simulation for tackling forest fire, and prepare safety signages in KMD plantation.</p>	

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<p>4.7.3</p> <p>Records of Occupational Health and Safety (OHS) program (see 4.8) and Personal Protective Equipment (PPE) training in accordance with the result of hazard identification and risk analysis shall be available to all workers.</p> <p>- Major compliance -</p>	<p>The company has Provided the training related to OHS and PPE in accordance with the result of risk assessment. Evidences seen for Mukomuko POM:</p> <ul style="list-style-type: none"> - Berita Acara Simulasi Fire Drill dan Pelaksanaan Upacara bulan K3 di Mukomuko POM has been implemented on 6 February 2017, the documentation (invitation letter for the simulation, photograph, and evaluation report) were available as the evidence - Attendance list of first aider training on 20 September 2017, that was followed by 13 participants in Mukomuko POM, - Muster chit on Socialization of environment aspect and impact, was attended by 20 participants; - Crane Operator - SIO No.12.12850.OPK3-PAA/XII/2012, namely Mr Kasdi valid until 18 December 2017; - OHS Boiler operator 1st grade – license No.6135 OPK3-PUBT-B.1.IV/2014, namely Mr Eko Andrianto, dated 3rd April 2014 valid until 5 years; - OHS boiler operator 2nd grade – license No.6156 OPK3-PUBT-B.II/IV/2014, namely Mr Holter Manurung dated 3 April 2014 valid until 5 years; - OHS overhead traveling crane 3 – license No.14.475-OPK3-PAA/II/2014 namely Mr Sudarmono, dated 21 February 2014 valid until 5 years; - Operator of OHS steam turbine- license No.14.059-OP.TU.K3-PTP/IV/2014, namely Mr Dedy Wijaya, dated 29 April 2014 valid until 5 years; - OHS wheel loader operator – license No.79621-OPK3-LT/PAA/XI/2016, namely Mr Agung Witoyo dated 23 September 2016 valid until 5 years; - Operator of OHS Diesel – license No.14.618-OPMK3-PTP/IV/2014, namely Mr Antoni dated 29 April 2014 valid until 5 years; - Monitoring on PPE use for driver of FFB, CPO and PK (daily). e.g: on 28 November 2017, driver Mr JE, Mr JFZL, Mr RF, Mr HS, Mr DI -> PPE (AP shoes and helmet – OK); <p>PPE Inspection, dated 30 October 2017 in area: Laboratory, loading ramp, sterilizer, clarification, engine room – the result OK;</p> <p>Tanah Rekah Estate: Estate has prepared the Training Program related to OHS as in "Program Pelatihan Tahun 2017", e.g:</p> <ul style="list-style-type: none"> - Fire fighting simulation - "Laporan Simulasi Kebakaran Lahan di Divisi III", was conducted on 4 May 2017, attended by 23 personnel. Scenario, attendance list, photograph were available as evident; - Socialization on PPE and housekeeping awareness, dated 26 October 2017, was attended by 52 workers; - Muster chit has conducted to monitoring on PPE using by the workers; - Employee Training and Education Record, namely Mr Mugioto on 24 August 2017 has attended on training of harvesting risk; <p>---</p>	<p>Comply</p>

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		<ul style="list-style-type: none"> - Employee Training and Education Record, namely Mr Riadi on 3 March 2015 has attended on training for dump truck driver; - Harvesting training "Laporan Pelatihan Harvester, Mutu Buah dan Resiko Panen" has conducted on 27 February 2017 was attended by 20 workers; - Socialization on Risk Assessment to all employees in Division IV, conducted on 17 November 2017 that was attended by 32 workers; <p>Talang Petai Estate: Estate has prepared the Training Program related to OHS as in "Program Pelatihan Tahun 2017", e.g:</p> <ul style="list-style-type: none"> - Socialization and training to Spraying team related OHS and PPE in TPE and in KMD Talang Petai, KMD Tunggal Jaya, KMD Sungai Gading, KMD Sungai Lintang have carried out on 16 August 2017 location in division IV that was attended by 12 workers, location in division III that was attended by 13 workers, location in division II that was attended by 12 workers; - Training on pesticide handing and mixing, dated 2 February 2017 was attended by 15 workers; - Certificate training on operation and maintenance of power generator Perkins dated 8 October 2017 conducted by "Traktor Nusantara", namely Mr Misnari, Mr Sumarno, Mr Supriyanto, Mr Adi S; - Letter No.139/TPE-GMO/XII/2017, addressed to GMO for welding application dated 2 December 2017; <p><i>Kebun Masyarakat Desa/KMD:</i> PT. Agro Muko and PT. Mukomuko Agro Sejahtera has provided training to worker whose performed spraying activity for <i>Kebun Masyarakat Desa/KMD</i> plantation. Socialization and training to Spraying team related OHS and PPE in TPE and in KMD Talang Petai, KMD Tunggal Jaya, KMD Sungai Gading, KMD Sungai Lintang have carried out on 16 August 2017 location in division IV that was attended by 12 workers, location in division III that was attended by 13 workers, location in division II that was attended by 12 workers;</p>	
4.7.4	<p>The responsible person(s) for occupational health and safety shall be identified and there shall be records of periodical meetings on health and safety issues.</p> <p>- Major compliance -</p>	<p>The company has a safety committee under (P2K3) and Safety officer at each Estate and Mill. The records of periodical meetings on health and safety issues were available.</p> <p>Evidences seen:</p> <ul style="list-style-type: none"> - P2K3LHS (Safety and Health – Environmental – Social Relationship Committee) has registered in "Dinas Sosial, Tenaga Kerja dan Transmigrasi Kabupaten Mukomuko"; - Safety officer Mr. Mervin Roy Tua Aritonang – appointed by "Pembinaan Pengawasan Tenaga Kerja – Kementerian Tenaga Kerja No.KEP.P585/NAKER-BINWASK3/IX/2017", dated 20 September 2017, valid until 3 years. <p>---</p>	Comply

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	<p>- Record P2K3LHS Meeting (monthly) – minute of meeting on 28 October 2017, was attended by 5 personnel. Agenda: progress review of the last meeting result (September 2017), finding of identification of hazard condition in Mukomuko POM, review of OHS inspection report, review of accident report and the other issues.</p> <p>- Report of P2K3LHS to “Dinas Sosial, Tenaga Kerja dan Transmigrasi Kabupaten Mukomuko” and “Dinas Tenaga Kerja Provinsi Bengkulu”, last report was conducted on 20 October 2017. Report receipt dated 10 November 2017, via Connote No.725123326.</p> <p>The committee holds a monthly meeting to discuss the health and safety performance, including health and safety programme, monthly performance, accident records and investigation, as well as risk assessment review.</p>	
<p>4.7.5 A procedure for emergency and work accident shall be available in Indonesian Language; and the workers, who have attended First Aids training, are available in the working areas.</p> <p>- Minor compliance -</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera has prepared the procedure for emergency “Tanggap Darurat untuk POM”, dated 18 January 2010. Covering incident such as: CPO spillage in the palm oil mill, CPO spillage in bulking tank, CPO spillage during transportation from mill to tank terminal, CPO tank fire, fuel tank fire, overflowing POME from waste water ponds, overflowing POME from pipes, kernel transport accident, spillage of soda ash, acid spillage, spillage of CPO from pipe/hose, fire in factory, earthquake, and tsunami.</p> <p>Tanah Rekah Estate: Emergency and Preparedness Response Training, carried out on 4 October 2017 was attended by 12 personnel from Tanah Rekah Estate. Location in clubhouse, evident: scenario, attendance list, and evaluation of drill/training.</p> <p>Talang Petai Estate: Emergency and Preparedness Response Training, carried out on 4 October 2017 was attended by 17 personnel from Talang Petai Estate. Location in clubhouse, evident: scenario, attendance list, and evaluation of drill/training.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> PT. Agro Muko helped Kebun Masyarakat Desa/KMD to update the health and Safety plans of relevant estates to include the KMD/cooperatives. “Program K3 Tahun 2018” explains the health and safety plan for KMD, including safety meeting on quarterly basis, emergency response plan simulation for tackling forest fire, and prepare safety signages in KMD plantation.</p> <p>Monitoring of the aspects of the Health and safety plans relevant to the KMD/cooperatives is included in the Health/Safety/Environmental/Social Committee (P2K3 LHS) proceedings. Identification and risk assessment as in document “Resiko K3/OHS di area rencana penanaman Desa Tunggal Jaya. The plan covering activities of heavy machinery, felling and clearing, terrace construction, road construction, planting hole preparation, etc. – including work schedule.</p>	<p>Comply</p>

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<p>4.7.6 All workers shall be provided with medical care, and covered by accident insurance (see criterion 6.5.3).</p> <p>- Minor compliance –</p>	<p>All workers has provided with medical care, and covered by accident insurance. The company also has provided clinic for all workers. Referral are made to the nearest hospital should the case is severe in Mukomuko Region Hospital based on new regulation in Indonesia (BPJS kesehatan). The company also providing social and accident insurance in form of Jamsostek (BPJS Ketenagakerjaan) for all workers,</p> <p>Mukomuko POM:</p> <ul style="list-style-type: none"> - Insurance fee payment sampled "Detail Data Iuran BPJS Ketenagakerjaan" code No.171101381062 for period October 2017 total payment Rp.XX,653,746; - Ledger Detail Report Doc. No.BV17100299 – BPJS Ketenagakerjaan for period September 2017, total debit Rp.XX,491,025 for 127 workers; <p>Talang Petai Estate:</p> <ul style="list-style-type: none"> - Insurance fee payment sampled "Iuran BPJS Tenaga Kerja Oktober 2017" memorandum No.072/TPE-HO/2017, dated 3 November 2017. Payment for manpower paid 52, amount Rp. X,403,056; - Verification on insurance registration "Kartu BPJS Kesehatan No.0001489940278", namely Mr. Bambang Madrdiko – dated 4 March 2017; - "Kartu BPJS Kesehatan No.0001489940381", namely Mr Jumarni – dated 4 March 2016; <p>Tanah Rekah Estate:</p> <ul style="list-style-type: none"> - Insurance fee payment sampled "Iuran BPJS Tenaga Kerja October 2017" No.document BV17100437, dated 17 October 2017, amount Rp. XX,740,230; <p><i>Kebun Masyarakat Desa/KMD:</i> Workers performing plantation upkeep in <i>Kebun Masyarakat Desa/KMD</i> plantation was worker from PT. Agro Muko and/or PT. Mukomuko Agro Sejahtera. The insurance for worker has been covered by company.</p>	<p>Comply</p>
<p>4.7.7 Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics.</p> <p>- Minor compliance</p>	<p>The accident records are compiled under "Rekapitulasi Laporan Kehilangan Waktu" loss time injury on monthly basis, indicating the Lost Time Accident information.</p> <p>Mukomuko POM:</p> <ul style="list-style-type: none"> - In 2017 there was 1 case of accident, and 7 loss working days; - Supervisor investigation accident report, namely Mr. KRYT, date 21 January 2017; <p>Tanah Rekah Estate:</p> <ul style="list-style-type: none"> - "Laporan Kecelakaan Kerja" namely Mr. Edi Kurniawan dated 30 October 2017; - Supervisor Investigation Accident Report for Mr Edi Kurniawan dated 30 October 2017; <p>---</p>	<p>Comply</p>

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	<p>Talang Petai Estate: Summary of accident and lost time by accident year 2017, until October 2017 there are 17 cases of accident and lost 69 mandays. Action plan has been established to lower the number.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Workers performing plantation upkeep in <i>Kebun Masyarakat Desa/KMD</i> plantation was worker from PT. Agro Muko and/or PT. Mukomuko Agro Sejahtera. The lost time calculated as per company.</p>	
<p>Criterion 4.8 All staff,workers, smallholders and contract workers are appropriately trained.</p>		

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4.8.1	<p>Records of training program related to the aspects of RSPO Principles and Criteria shall be available.</p> <p>- Major compliance -</p>	<p>Mukomuko POM: Training program related to the aspect of RSPO in Mukomuko POM is available. The company set training program in annual basis. Training program and realization from the last 3 years were available. The training programme is prepared with consideration of training need assessment and to meet regulation, audit reports, competence level and career path. Training program and Actual in 2017 is documented in "Schedule Training Plan 2017". There are 8 items of training that has been realized, e.g.</p> <ul style="list-style-type: none"> - FFB Grading, on 21 November 2017, attended by 5 participants; - Hazardous waste and its handling, on 23 September 2017, attended by 16 participants; - Supply Chain, on 28 October 2017, attended by 17 participants; - RSPO refreshment, on 28 October 2017, attended by 17 participants; - MSDS, on 21 November 2017, attended by 16 participants - Risk Analysis, Aspect and impact list, on 19 to 24 May 2017, attended by 60 participants; - Process Control, on 19 to 24 May 2017, attended by 60 participants; - WI Biogas Plant, on 19 to 24 April 2017, attended by 16 participants; <p>Talang Petai Estate: Training program related to the aspect of RSPO in Talang Petai Estate is available. The company set training program in annual basis. Training program and realization from the last 3 years were available. The training programme is prepared with consideration of training need assessment and to meet regulation, audit reports, competence level and career path. Training program and Actual in 2017 is documented in "Program Pelatihan / Training Tahun 2017". There are 11 items of training that has been realized, e.g. Harvesting (including OHS and environment aspect) and FFB quality that can be harvested, on 8, 14, 23 February, 26 March, 2 May, 3 June, 1 July, 1 August, 25 September and 24 October 2017.</p> <p>---</p>	Comply

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	<ul style="list-style-type: none"> - Spraying (including OHS and environment aspect) and spraying tools calibration, on 2, 4, 6 February, 17 July, 5, 12 August (attended by 12 participants), 16 August 2017 (attended by 13 participants). - Manuring (including OHS and environment aspect), on 1, 3, 14, 16 February, 8, 10 July, 5, 12 August, 2 September (attended by 16 participants), and 3 September 2017 (attended by 17 participants). - First Aid, on 10 January, 12 May, 26 August 2017. - RSPO refreshment, on 2 November 2017 (attended by 18 participants) - Safety Driving, on 30 March, 21 November 2017 - Hazardous waste and MSDS, on 3 November 2017 - Operation of Genset, on 30 March and 21 November 2017 - Estate security, on 8 May and 23 September 2017 - Emergency respond, on 5 May and 4 October 2017 - Integrated Pest management, on 13 February and 16 September 2017 (attended by 22 participants). <p>Training records were available such as attendance list, questionnaire, training module and certificates.</p> <p>Tanah Rekah Estate: Employee Training and Education Record: Training record Mr. Tugiono (harvester) provided with training "Harvesting and FFB Quality" dated 27 February 2016; "Harvesting and FFB Quality" on 25 February 2017; Training record Mr. Mugito (harvester) provided with training "FFB Quality" dated 2 March 2015; "FFB Quality, Harvesting and Risk Assessment" dated 24 August 2017; Riadi (FFB Truck Driver) provided with training "Training Driver Dumptruck" dated 3 March 2015; "Training Safety for Driver" dated 31 March 2016; Cepi (FFB loader) provided with training "Training for operator and driver dumptruck" dated 1 November 2017;</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Records of training realization are available, e.g. Manuring by Manual in KMD, held on 20 June 2017, attended by 17 participants; Spraying and limited pesticide uses, held on 21 August 2017, attended by 12 participants; Harvesting in KMD held on 19 October 2017, attended by 16 participants. Training module and attendance list are available. ---</p>	
4.8.2	<p>Records of training for each employee shall be maintained.</p> <p>- Minor compliance –</p>	Comply

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	<ul style="list-style-type: none"> - M. Irsyan (weighbridge), has attended training of RSPO refreshment, RSPO Supply Chain in 2017; introduction to Supply Chain Certification, WI weighbridge, risk analysis and environmental aspect-impact, basics of OHS, introduction to ISO 9001 and 14001 in 2016; RSPO P&C 2013 and RSPO SCC 2014 in 2015; - Daniel Silalahi (workshop), has attended training of gas engine operation in 2017; first aid, risk analysis and environmental aspect-impact, basics of OHS, introduction to ISO 9001 and 14001 in 2016; preventive maintenance checklist, material use for preventive maintenance in 2015. <p>Tanah Rekah Estate: Employee Training and Education Record: Training record Mr. Tugiono (harvester) provided with training "Harvesting and FFB Quality" dated 27 February 2016; "Harvesting and FFB Quality" on 25 February 2017; Training record Mr. Mugito (harvester) provided with training "FFB Quality" dated 2 March 2015; "FFB Quality, Harvesting and Risk Assessment" dated 24 August 2017; Riadi (FFB Truck Driver) provided with training "Training Driver Dumptruck" dated 3 March 2015; "Training Safety for Driver" dated 31 March 2016; Cepi (FFB loader) provided with training "Training for operator and driver dumptruck" dated 1 November 2017;</p> <p>Talang Petai Estate:</p> <ul style="list-style-type: none"> - Darmawati (spraying operator), has attended training of Spraying (including OHS and environment aspect) and spraying tools calibration, on 16 August 2017. - Yulianingsih has attended training of Integrated Pest Management on 27 February 2017. - Suhadi (supervisor), has attended training of manuring on 2 September 2017 - Supriyanto (supervisor), has attended training of RSPO refreshment on 2 November 2017. <p><i>Kebun Masyarakat Desa/KMD:</i> Record of training for each employee are maintained, e.g. Iwan Bukit, has attended training of manuring and spraying; Upik and Candra that has attended training for harvesting.</p>	
<p>Principle 5: Environmental responsibility and conservation of natural resources and biodiversity</p>		
<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>		

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<p>5.1.1 Environmental impact assessment document(s) shall be available.</p> <p>- Major compliance -</p>	<p>PT. Agro Muko: Company has granted with environmental permit in form "Surat Kelayakan Dokumen AMDAL" as per Surat Keputusan Gubernur Bengkulu No.425 tahun 2005 tentang Kelayakan Lingkungan Kegiatan Perkebunan dan Pabrik Pengolahan Kelapa Sawit dan Karet PT Agro Muko di Kecamatan Mukomuko Utara, Kecamatan Lubuk Pinang, Kecamatan Teras Terunjam dan Kecamatan Pondok Sugu Kabupaten Mukomuko Propinsi Bengkulu" dated 14 November 2005. The analysis for environmental impact identified under "Dokumen Analisis Dampak Lingkungan (AMDAL) Perkebunan dan Pabrik Pengolahan Kelapa Sawit dan Karet di Kecamatan Mukomuko Utara, Kecamatan Lubuk Pinang, Kecamatan Teras Terunjam dan Kecamatan Pondok Sugu, Kabupaten Mukomuko, Propinsi Bengkulu, tahun 2005". The document was prepared by "Fakultas MIPA, Universitas Bengkulu". The assessment team comprise of Drs. Welly Darwis (biology); Drs. Yunofrizal (biology with "Sertifikat AMDAL A dan B"); Drs. Bambang Trihadi (chemical with "Sertifikat AMDAL A"); Dr. Suhardi (soil and water conservation, with "Sertifikat AMDAL A"); Drs. Suwarsono, MS (geophysic); Drs. Wahyudi Arianto (forest biology); Ir. Nusril, MBA (social, economy, cultural). The team has meet regulation requirement with the "Sertifikat AMDAL".</p> <p>The scope of assessment covers: impact anaylsis on oil palm plantation, rubber plantation and cocoa plantation development with area of 22,928 Ha; impact analysis on construction of 2 units palm oil mill with capacity 60 tons FFB/hour and 1 unit crumb rubber factory with capacity 0.5 tons/hour. The environmental impact assessment covers environmental impact management and monitoring plan: including type of impact, source of impact, relevant impact parameter, management and monitoring plan, management and monitoring location, person in charge, etc.</p> <p>Specific for PT. Mukomuko Agro Sejahtera; the environmental management and monitoring document and planning was approved as per: "Surat Keputusan Gubernur Bengkulu No.M.288.XXX.Tahun 2011 tentang Kelayakan Lingkungan Kegiatan Perkebunan Kelapa Sawit seluas 6,298 Ha, di Kecamatan Malin Deman, Kecamatan Ipuh dan Kecamatan V Koto, Kabupaten Mukomuko, Provinsi Bengkulu oleh PT. Mukomuko Agro Sejahtera" dated 9 September 2011.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Kebun Masyarakat Desa/KMD committee will abide to environment policy. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to relevant policies and SOP from PT. Agro Muko.</p> <p>PT. Agro Muko Environmental Policy (Kebijakan Lingkungan Hidup) dated 1 March 2013, available in English and Bahasa Indonesia.</p> <p>---</p>	<p>Non-Compliance Comply</p>

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	<p>PT. Agro Muko helped Kebun Masyarakat Desa/KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya and Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera, to prepare an environmental impact assessment document(s) covering the KMD/cooperatives location, endorsed by the relevant government agencies. The document presented in SPPL (Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup) dated 12 December 2017.</p> <ul style="list-style-type: none"> - PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of environment protection. Awareness session was carried out on 15 December 2017 for all committee and workers of <i>Kebun Masyarakat Desa/KMD</i> Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya. The session covers policies related to environment, environmental aspect, environmental management, environmental monitoring, etc. - Awareness session was carried out on 13 and 16 December 2017 for all committee and workers of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to environment, environmental aspect, environmental management, environmental monitoring, etc. <p>NC Major: 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate that environmental impact assessment document(s) has been established.</p>	
<p>5.1.2</p>	<p>Environment management plan document to prevent negative impacts, its implementation report and revision (if the identification of impact requires changes in current company’s practices) shall be available. The company’s management shall appoint the responsible person(s) for the implementation of the document.</p> <p>- Minor compliance -</p>	<p>Non-Compliance Comply</p>

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	<p><i>Kebun Masyarakat Desa/KMD:</i> Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to relevant policies and SOP from PT. Agro Muko. PT. Agro Muko Environmental Policy (Kebijakan Lingkungan Hidup) dated 1 March 2013, available in English and Bahasa Indonesia. PT. Agro Muko helped <i>Kebun Masyarakat Desa</i> to prepare an environmental impact assessment document(s) covering the KMD/cooperatives location, endorsed by the relevant government agencies. The document presented in SPPL (Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup) which also covers environment management and monitoring plan, dated 12 December 2017. The SPPL comprise plan to manage and monitors: to avoid oil palm development/land clearing on conservation/protected area (river riparian or area with steep slope); to plant legume cover crop; to control soil erosion and surface run off; to prevent loss of biodiversity; to monitor the flora and fauna on the smallholder location; no hunting in KMD area; efficient use of fertilizer and herbicide; to report environment management performance on 6 monthly base.</p> <ul style="list-style-type: none"> - PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and <i>Kebun Masyarakat Desa/KMD</i> Chairman on the importance of environment protection. Awareness session was carried out on 15 December 2017 for all committee and worker of <i>Kebun Masyarakat Desa/</i> KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya. The session covers policies related to environment, etc. - Awareness session was carried out on 13 and 16 December 2017 for all committee and worker of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to environment, etc. <p>NC Minor: 3 <i>Kebun Masyarakat Desa/KMDs</i> (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate that environment management plan document has been established.</p>	

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<p>5.1.3 Environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) shall be available. This plan is reviewed on two-yearly basis.</p> <p>- Minor compliance –</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera: The type of enviromental aspect identified, and recommended to be monitored, as per environmental management and monitoring document: monitoring on air quality (including odor), monitoring on noise (and vibration), mointoring on soil erosion, monitoring of water quality (ground and surface water), monitoring of flora, monitoring of animal/wildlife, monitoring of aquatic ecosystem, monitoring of hazardous waste, monitoring on stone mining/ quarry impact, monitoring of peat area subsidence, monitoring of mill water use for process, monitoring of solid waste emitted, etc.</p> <p>Based on "Laporan Pelaksanaan Rencana Pengelolaan dan Pemantauan Lingkungan" PT. Agro Muko and PT. Mukomuko Agro Sejahtera, all monitoring plan has been implemented for period: semester I and II, year 2017. The result demonstrates no parameter violated. Sample seen: "Laporan Pelaksanaan RKL-RPL periode semester 1 tahun 2017" – has been reported to "Dinas Lingkungan Hidup Kabupaten Mukomuko" on 25 July 2017. The document has reported the management and monitoring on environmental impact: air quality; Monitoring result: Ambient air quality in loading ramp Mukomuko POM:</p> <table border="1" data-bbox="630 1064 1313 1413"> <thead> <tr> <th>Parameter</th> <th>Result</th> <th>Permitted</th> </tr> </thead> <tbody> <tr> <td>Total suspended particulate</td> <td>74 µg/Nm³ per hour</td> <td>-</td> </tr> <tr> <td>Sulphure dioxide (SO₂)</td> <td>78 µg/Nm³ per hour</td> <td>900 µg/Nm³ per hour</td> </tr> <tr> <td>Nitrogen dioxide (NO₂)</td> <td>69 µg/Nm³ per hour</td> <td>400 µg/Nm³ per hour</td> </tr> <tr> <td>Carbon monoxide</td> <td><1145 µg/Nm³ per hour</td> <td>30,000 µg/Nm³ per hour</td> </tr> <tr> <td>Oxidant</td> <td>57 µg/Nm³ per hour</td> <td>235 µg/Nm³ per hour</td> </tr> <tr> <td>Hydrocarbon</td> <td><13 µg/Nm³</td> <td>-</td> </tr> <tr> <td>Lead (Pb)</td> <td><0.05 µg/Nm³</td> <td>-</td> </tr> </tbody> </table> <p><i>Kebun Masyarakat Desa/KMD:</i> Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataaan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to relevant policies and SOP from PT. Agro Muko. PT. Agro Muko Environmental Policy (Kebijakan Lingkungan Hidup) dated 1 March 2013, available in English and Bahasa Indonesia. PT. Agro Muko helped <i>Kebun Masyarakat Desa</i> to prepare an environmental impact assessment document(s) covering the KMD/cooperatives location, endorsed by the relevant government agencies. The document presented in SPPL (Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup) which also covers environment management and monitoring plan, dated 12 December 2017.</p> <p>---</p>	Parameter	Result	Permitted	Total suspended particulate	74 µg/Nm ³ per hour	-	Sulphure dioxide (SO ₂)	78 µg/Nm ³ per hour	900 µg/Nm ³ per hour	Nitrogen dioxide (NO ₂)	69 µg/Nm ³ per hour	400 µg/Nm ³ per hour	Carbon monoxide	<1145 µg/Nm ³ per hour	30,000 µg/Nm ³ per hour	Oxidant	57 µg/Nm ³ per hour	235 µg/Nm ³ per hour	Hydrocarbon	<13 µg/Nm ³	-	Lead (Pb)	<0.05 µg/Nm ³	-	<p>Non-Compliance Comply</p>
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	<p>The SPPL comprise plan to manage and monitors: avoid oil palm development/land clearing on conservation/protected area (river riparian or area with steep slope); to plant legume cover crop; to control soil erosion and surface run off; to prevent loss of biodiversity; to monitor the flora and fauna on the smallholder location; no hunting in KMD area; efficient use of fertilizer and herbicide; to report environment management performance on 6 monthly base.</p> <ul style="list-style-type: none"> - PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of environment protection. Awareness session was carried out on 15 December 2017 for all committee and worker of <i>Kebun Masyarakat Desa/</i> KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya. The session covers policies related to environment, etc. - Awareness session was carried out on 13 and 16 December 2017 for all committee and worker of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to environment, etc. <p>NC Minor: 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate that environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) has been made available.</p>	
<p>Criterion 5.2</p> <p>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.</p>		

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<p>5.2.1 Record(s) on the results of High Conservation Value (HCV assessment) that includes both the planted area and the relevant wider landscape-level considerations (such as wildlife corridors) shall be available.</p> <p>- Major compliance -</p>	<p>PT. Agro Muko: HCV assessment of PT. Agro Muko carried out in 2010 has been undertaken by appropriately qualified and experienced expert from "Yayasan Sawit Berkelanjutan (Indonesia Sustainable Palm Oil Foundation – YASBI Foundation)" using the guidance of Indonesia HCV Toolkit 2008 to monitor the possible extent of HCV inside the estates as well as area adjacent to it. All HCV's are mapped and identified. The assessment team comprise of Ir. Purwo Susanto (lead assessor – RSPO approved HCV assessor); Dr. Kunkun Jaka Gurmaya (biodiversity – RSPO approved HCV assessor); Neny Indrayana Shut. MT (ecology – RSPO approved HCV assessor); Ir. Hery Prasetyo (social impact); M. Setyawan N (GIS); Amirul Ikhwan (GIS); Asep Ridwan Anaribowo (biodiversity); Abdillah Luhur Nuratmaja Ssi (biodiversity); Arief Wahyu Candra Susilo, Ssos. (social-cultural); Sofyan Ansori (anthropology).</p> <p>The HCV assessment report concluded that PT. Agro Muko has already set aside conservation areas of a total of 2,304.9 Ha consisting of natural vegetation in between palm planting to provide habitat and corridors for wildlife. During the assessment HCV 1 identified in company totalling an area of 2,169.47 Ha (9.47%) in all estates; HCV 2 of 200.78 Ha (0.88%) in Sei Betung Estate, Sei Kiang Estate, and Bunga Tanjung Estate; HCV 3 of 494.73 Ha (2.16%) in Tanah Rekah Estate; HCV 4 of 1,529.96 Ha (6.68%) in Tanah Rekah Estate, Sei betung Estate, Sei Kiang Estate, Talang Petai Estate, Bunga Tanjung Estate, Air Bikuk Estate, and Air Buluh Estate; No HCV 5, and; HCV 6 of 1.56 Ha in Tanah Rekah Estate, Mukomuko Estate, Sei Betung Estate, Sei Kiang Estate, Air Bikuk Estate, and Air Buluh Estate.</p> <p>As supply base to Mukomuko POM: HCV area under Tanah Rekah Estate: a proportion of HCV 1, HCV 3, HCV 4 and HCV 6. HCV area to Talang Petai Estate: a proportion of HCV 1 and HCV 4.</p> <p>In 2012 and 2017, PT. Agro Muko has exercised ground verification against HCV assessment report upon all HCV area and reported under "Laporan Hasil Verifikasi Penilaian NKT PT Agro Muko". The activity was carried out to analyze the field condition, whereby a number of deviation from initial HCV assessment found. The ground verification has been agreed with YASBI foundation and become integral part of the HCV assessment report – and becomes guidance in management and monitoring plan for HCV area.</p> <p>---</p>	<p>Comply</p>

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	<p><i>Kebun Masyarakat Desa/KMD:</i> PT. Agro Muko and PT. Mukomuko Agro Sejahtera has accommodated an HCV assessment in cooperation with Kompasnia Enviro Institut against 10 KMD in 2017. Report presented under "Laporan Identifikasi Nilai Konservasi Tinggi Rantai Supli PT Agro Muko untuk KMD Serami Baru dan KMD Lubuk Talang, Kecamatan Malindeman, KMD Bumi Mulya, KMD Suka Maju dan KMD Bukit Makmur Kecamatan Penarik, KMD Mundam Marap Kecamatan Ipuh, KMD Tunas Muda Tunggal Jaya dan KMD Pondok Lunang Kecamatan Teras Terunjam, KSU Agro Muko Sungai Ipuh kecamatan Selagan Raya, KSU Agro Muko Sungai Kiang Kecamatan V Koto Kabupaten Mukomuko, Provinsi Bengkulu". The assessment team comprise of Sigit Budhi Setyanto (social-cultural; ALS15024SB); Wibowo A Djatmiko (ecology and biodiversity); Riswan (environmental service); Amirul Ikhsan (GIS and landscaping); Pradipta Wijaya (GIS); Chyntia Lestari (social-cultural).</p> <p>The assessment carried out on 6-16 March 2017. Public consultation was carried out on 13 March 2017, attended by 31 individuals: villagers, KMD committee, traditional leaders/Kepala kaum, etc.</p> <p>Based on the HCV assessment, there was no HCV identified KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda Tunggal Jaya, and Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera.</p>	
<p>5.2.2</p>	<p>Where rare, threatened or endangered (RTE) species and or other HCVs are present or affected by the plantation and mill operations, an appropriate measures that are expected to maintain or enhance them shall be implemented through a management plan.</p> <p>- Major compliance -</p> <p>In area of PT. Agro Muko was identified rare-threatened-endangered species such as Sumatran tiger (<i>Panthera tigris sumatrae</i>), and other species protected by Indonesian regulation.</p> <p>In order to protect the HCV area and wildlife, company has established environment protection policy – "Kebijakan Perlindungan Lingkungan" dated 1 March 2013. In point stated protection of endangered and protected animals. In implementation, the effort to protect wildlife was managed through:</p> <ul style="list-style-type: none"> - No conversion on area identified as HCV; - Company has installed signboards on HCV identity; no-hunting, no poaching, no fishing warning signs; signboards with identified/potential rare-threatened-endangered or protected animals; - Company has create posters with information of type of rare-threatened-endangered or protected animal on the field and office premises; - Company has appointed personnel responsible to manage and monitor the HCV areas – called conservation ranger; - Company has communicated the HCV areas and status/presence of rare-threatened-endangered or protected animals in the region – to local communities and its workers; - Company has cooperation with Zoological Society of London (ZSL), Bogor to provide SMART software training to its worker/conservation rangers; - Company through conservation rangers made HCV patrol periodically to monitor the flora and fauna. This is through installation of camera trap such as in Tanah Rekah Estate and Talang Petai Estate. <p>---</p>	<p>Comply</p>

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	<p>PT. Agro Muko has appointed conservation ranger for each estate, as per "Surat General Manager No.21/SMA-AM/ENC/M/VII/2013 perihal Pembentukan Ranger untuk Pemantauan dan Pengamanan Areal Konservasi PT. Agro Muko" dated 19 July 2013. The duty of ranger: monitoring conservation area, prepare report and fill checklist related to HCV area condition, provide comments and evaluation based on findings, carried out continuous improvement.</p> <p>In PT. Agro Muko, based on 2016 identification plants identified such as <i>Alstonia scholaris</i> (Milkwood pine), <i>Artocarpus elasticus</i> (Terap), <i>Archidendron jiringa</i> (Jering beans), etc. It was also identified wildlife such as 14 species of mammals, such as: <i>Felis bengalensis</i> (Leopard cat), <i>Symphalangus syndactylus</i> (black furred gibbon), <i>Macaca nemestrina</i> (Southern pig-tailed macaque). 22 species of birds such as: <i>Elanus caeruleus</i> (Black-winged kite), <i>Haliaeetus leucogaster</i> (White-bellied fish eagle), <i>Ictinaetus malayensis</i> (Black eagle), <i>Buceros bicornis</i> (Great hornbill). 5 species of reptiles, such as: <i>Varanus salvator</i> (Water monitor lizard), <i>Xenopeltis unicolor</i> (Sunbeam snake), <i>Python reticulatus</i> (Reticulated python), <i>Ophiophagus hannah</i> (King cobra).</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Based on the HCV assessment, there was no HCV identified in KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda Tunggal Jaya, and Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. Based on document verification, it was found 25 mammals species, such as <i>Nycticebus coucang</i> (Sunda slow loris), <i>Neofelis diardii</i> (Clouded leopard), etc.; 54 species of birds such as <i>Argusianus argus</i> (The great argus), <i>Halcyon smyrnenis</i> (White-throated kingfisher), etc.; 10 species of reptiles such as <i>Ophiophagus hannah</i> (King cobra), etc.; 8 types of amphibia such as <i>Leptobrachium sp.</i> (Pelobatid frog) etc.; 12 species of fish such as <i>Barbodes cf binotatus</i> (Spotted barb), etc. The HCV report from Kompas Enviro Institut has been integral part in preparing "planting plan" – to avoid conversion of HCV area in smallholder block.</p>	

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<p>5.2.3 Program(s) to socialize the status of protected, rare, threatened or endangered (RTE) to all workers shall be available, including records of appropriate sanction disciplinary measures to any individual working for the company who is found to capture, harm, collect or kill these species.</p> <p>- Minor compliance –</p>	<p>In order to protect the HCV area and wildlife, company has established environment protection policy – “Kebijakan Perlindungan Lingkungan” dated 1 March 2013. In point stated protection of endangered and protected animals. In implementation, the effort to protect wildlife was managed through:</p> <ul style="list-style-type: none"> - No conversion on area identified as HCV; - Company has installed signboards on HCV identity; no-hunting, no poaching, no fishing warning signs; signboards with identified/potential rare-threatened-endangered or protected animals; - Company has create posters with information of type of rare-threatened-endangered or protected animal on the field and office premises; - Company has appointed personnel responsible to manage and monitor the HCV areas – called conservation ranger; - Company has communicated the HCV areas and status/presence of rare-threatened-endangered or protected animals in the region – to local communities and its workers; - Company has cooperation with Zoological Society of London (ZSL), Bogor to provide SMART software training to its worker/conservation rangers; - Company through conservation rangers made HCV patrol periodically to monitor the flora and fauna. This is through installation of camera trap such as in Air Buluh Estate. <p>Inside the policy also stipulated sanction such as warning letter up to reporting to authority is in place should any worker and/or community member is found to capture, harm, collect or kill animal on company concession.</p> <p>Records reviewed and field verification: “Sosialisasi dan Training pengelolaan areal konservasi, satwa dan flora dilindungi” dated 8 May 2017 to Setia Budi Village (SP-4) attended by 13 participant; “Sosialisasi dan Training pengelolaan areal konservasi, satwa dan flora dilindungi” dated 9 October 2017 to Dusun II, Tanah Harapan Village; attended by 10 communities; “Sosialisasi dan Training pengelolaan areal konservasi, satwa dan flora dilindungi” on 4 May 2017 harvester in Division I TRE attended by 15 workers. “Sosialisasi dan Training pengelolaan areal konservasi, satwa dan flora dilindungi” dated 4 April 2017 to harvester and manuring worker Divisi III TRE attended by 24 workers. Based on interview with villagers it was found that they understand RTE species and committed to no-hunt/harm/kill policy from PT. Agro Muko. Field visit to worker house, audit team found that no house collect/keep bird as pet.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Based on interview with committee from KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda Tunggal Jaya, and Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera, it was found that committees understood the importance of HCV area and committed to follow no hunting-no killing wildlife policy from PT. Agro Muko.</p>	<p>Comply</p>

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5.2.4	Once the management plan is prepared, continuous monitoring documentation and report regarding the status of the RTE and HCVs are affected by the operations of the plantation and palm oil mill shall be available, and the results of monitoring are to be used to follow-up on the improvement of the management plan. - Minor compliance -	The monitoring result has been compiled and reported on annual basis. HCV management and monitoring report 2017 sighted. Field verification upon HCV management plan implementation, company has delineated the HCV area, in articular river buffer zone adjacent to replanting area; no replanting on river buffer zone; no chemical regime (fertilizer and/or herbicide) in HCV area – The no-spray sign in form of yellow paint along the buffer zone. Company has re-plant forest trees along river buffer zone and HCV area. <i>Kebun Masyarakat Desa/KMD:</i> Document called "Rencana Pengelolaan dan Pemantauan Areal HCV" has been prepared to manage and monitor HCV area in smallholder plantation blocks. However, there is no HCV area in smallholder plantation block supplying to Mukomuko POM. The current progress in form of delineation to avoid conversion during replanting.	Comply
5.2.5	Where HCV areas overlapped with an identified local community's land, there shall be evidence of a negotiated agreement that optimally safeguard their HCVs and the local community's rights. - Minor compliance -	There was no overlapping HCV area in PT. Agro Muko. All HCV located within the concession/HGU of PT. Agro Muko. This is confirmed through document review and consultation with villagers. <i>Kebun Masyarakat Desa/KMD:</i> There was no HCV area in KMD. Documentation on smallholder meeting with village authority has been demonstrated. A minutes of meeting provided, implying village approval to maintain identified HCV area and protect RTE species.	Comply
Criterion 5.3			
Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.			
5.3.1	A documented identified source of all waste and pollution, shall be available. - Major compliance -	The company has a waste management plan, identifying type and source of waste which documented in "Daftar Aspek dan Pengaruh Lingkungan". In Mukomuko POM: - Environmental aspect and impact list, updated in 13 September 2017. Covering for identification source of all waste and pollution in area gas enginee, enginee room, weighbridge, EFB dircharge, steam boiler, emplacement, effluent ponds, biogas plant, etc.; - Landfill report "Laporan Pemantauan TPA (tempat pembuangan akhir)" for domestic waste – last delivery on 24 November 2017 – every weeks. <i>Tanah Rekah Estate:</i> A documented identified source of all waste and pollution available under Envrionmental Aspect and Impact List (TRE updated on 14 August 2017). Identification was covering for all station/workplace in plantation, e.g: office area, workshop and enginee room, warehouse and hazardous waste limited storage, emplacement, HCV area, nursery OP, manuring, spraying, land clearing, etc. ---	Comply

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	<p>Talang Petai Estate: A documented identified source of all waste and pollution available under Environmental Aspect and Impact List Talang Petai Estate updated on 19 August 2017. Identification was covering for all station/workplace in plantation, e.g: office area, workshop and enginee room, warehouse and hazardous waste limited storage, emplacement, HCV area, nursery OP, manuring, spraying, land clearing, etc.</p>	
<p>5.3.2 There shall be evidence that all chemicals and their empty containers are disposed of responsibly. - Major compliance -</p>	<p>The company store hazardous waste in temporary storage with permit, The hazardous waste is sent to the registered collector which approved by Environmental Ministry, namely PT. Amindy Barokah. Mukomuko POM:</p> <ul style="list-style-type: none"> - Permit for hazardous waste storage "Keputusan Kepala Kantor Pelayanan Terpadu Satu Pintu Kabupaten Mukomuko No.503/06/KPTSP/IPLB3/VII/2016 tentang Pemberian Izin Penyimpanan Limbah Bahan Berbahaya dan Beracun kepada PT Agromuko – Mukomuko Palm Oil Mill", dated 25 July 2015. In process of extension; - List of hazardous waste "Daftar Limbah B3 per Oktober 2017": used oil (205 liters), used battery (40.5 kg), used oil filters (6.6 kg); - Berita Acara Serah Terina kepada PT. Amindy Barokah No.003/MM-Mill/LB3/X/2017, dated 2 October 2017, consist of: Used oil (1,200 liters), oil filter (25.75 kg), infectious waste (6 kg), used battery (81 kg), etc. - Manifest No.AVT0003254 for used oil (1,080 liters), dated 2 October 2017, unit transport BK8332XX; <p>Tanah Rekah Estate:</p> <ul style="list-style-type: none"> - The permit for hazardous waste storage "Keputusan Kepala Dinas Penanaman Modal Pelayanan Perizinan dan Tenaga Kerja Kabupaten Mukomuko, No. 503/12/D.10/IPLB3/VII/2017 tentang Pemberian Izin Penyimpanan Limbah Bahan Berbahaya dan Beracun kepada PT Agromuko – Tanah Rekah Estate", dated 21 July 2017 valid until 5 years. - Lembar Necara Limbah Bahan Berbahaya dan Beracun (B3), November 2017 e.g Ex Metsulindo on 10 November 2017 (50 pieces), on 14 November 2017 (45 pieces); <p>Talang Petai Estate:</p> <ul style="list-style-type: none"> - The permit for hazardous waste storage "Keputusan Kepala Dinas Penanaman Modal Pelayanan Perizinan dan Tenaga Kerja Kabupaten Mukomuko, No. 503/11/D.10/IPLB3/VII/2017 tentang Pemberian Izin Penyimpanan Limbah Bahan Berbahaya dan Beracun kepada PT. Agromuko – Talang Petai Estate", dated 21 July 2017, valid until 5 years. - Lembar Necara Limbah Bahan Berbahaya dan Beracun (B3), November 2017 e.g Ex Metsulindo on 22 November 2017 (15 pieces) and on 27 November 2017 (17 pieces); <p>---</p>	<p>Comply</p>

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		<p>- Last delivered to third parties (PT. Amindy Barokah) was conducted on 3 October 2017, e.g: Manifest No.AVT 0003286 for ex chemical waste "kemasan padat terkontaminasi beracun" (0.012 ton).</p> <p><i>Kebun Masyarakat Desa/KMD:</i> The waste management regime in KMD follows company code. The empty chemical waste sent back to Tanah Rekah Estate and Talang Petai Estate for proper handling and disposal.</p>	
5.3.3	<p>A documented waste management plan to avoid or reduce pollution and its implementation shall be available.</p> <p>- Minor compliance –</p>	<p>Waste management plan is documented in procedure "Pengelolaan Sampah" and "Rencana Pengelolaan Limbah". Waste management consists of domestic waste, to reduce pollution to the environment.</p> <p>Organic and inorganic waste sent to landfill and then covered with soil.</p> <p>For medical waste, and other type hazardous waste (waste oil, empty chemical container, contaminated material, battery, etc) regulated as per procedure "Penyimpanan Limbah Bahan Berbahaya dan Beracun (Limbah B3) dan Tanggap Darurat". The hazardous waste stored in a dedicated storage completed with alarm, spill kit, secondary containment and PPE for operation.</p>	Comply
<p>Criterion 5.4</p> <p>Efficiency of fossil fuel use and the use of renewable energy is optimized.</p>			
5.4.1	<p>A plan for improving efficiency of the use of fossil fuels and to optimize renewable energy shall be in place and monitored.</p> <p>- Minor compliance –</p>	<p>Mukomuko POM: Plan for improving efficiency of the use of fossil fuels and to optimise renewable energy are:</p> <ul style="list-style-type: none"> - Repair and maintenance the vehicle and heavy equipment to get best condition for fossil fuel saving. - Operation of boiler fuel using fiber and shells for electric power generation - Steam control boiler automatic installation on drum. <p>Fossil fuel usage for Genset is decreasing significantly due to Biogas Plant and EFB Plant, e.g. in October 2017: source of energy in Mill (Genset 4.37% : Steam Turbine 95.63%). Fossil fuel usage in 2013 is 491,930 litres; in 2014 is 608,000 litres; in 2015 is 457,238 litres; in 2016 is 199,035 litres and in 2017 until October is 170,805 litres. In 2017 until October, uses of fossil fuel per ton FFB were 0.88 ltr/ton FFB, whilst the budget is 1 liter/ton FFB.</p> <p>Using Methane Capture for boiler. Total renewable energy use/ton CPO from Biogas plant is recorded monthly in "Rekaman Monitoring Energi Terbarukan dari Biogas Plant" (Record of Renewable Energy Uses), the average total energy usage in 2017, e.g. October 2017 is 53.68 Kcal/ton CPO.</p> <p>Fibre and shell were also use for boiler as recorded in "Rekaman Monitoring Penggunaan Energi Terbarukan" (Record of Renewable Energy Uses).</p> <p>---</p>	Comply

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	<p>The record is Monthly basis, e.g. October 2017:</p> <ul style="list-style-type: none"> - FFB process: 21,050 tons; - EFB process in EFB Plant 1,732 tons; - Fibre: 2,865 tons; - Shell: 1,067 tons; - CPO production: 4,807 tons; - Total renewable energy 2,954 Kcal/ton CPO equivalent 1,353 litres of fossil fuel. <p>The record for 2017 until October are as follows:</p> <ul style="list-style-type: none"> - FFB process: 193,507 tons; - EFB process in EFB Plant 19,359 tons; - Fibre: 27,323 tons; - Shell: 10,058 tons; - CPO production: 44,038 tons; - Total renewable energy 32,756 Kcal/ton CPO equivalent 13,482 litres of fossil fuel; <p>Use of HSD fuel per tonne of FFB processed:</p> <table border="1" data-bbox="630 947 1321 1301"> <thead> <tr> <th>Month</th> <th>FFB Processed (MT)</th> <th>HSD Fuel usage (liters)</th> <th>HSD Fuel to FFB</th> </tr> </thead> <tbody> <tr><td>Dec 2016</td><td>17,570.25</td><td>16,175</td><td>0.92</td></tr> <tr><td>Jan 2017</td><td>15,968.62</td><td>20,195</td><td>1.26</td></tr> <tr><td>Feb 2017</td><td>16,318.11</td><td>23,660</td><td>1.45</td></tr> <tr><td>Mar 2017</td><td>19,574.23</td><td>9,825</td><td>0.50</td></tr> <tr><td>Apr 2017</td><td>19,071.57</td><td>2,595</td><td>0.14</td></tr> <tr><td>May 2017</td><td>20,521.90</td><td>2,815</td><td>0.14</td></tr> <tr><td>Jun 2017</td><td>15,063.14</td><td>18,955</td><td>1.26</td></tr> <tr><td>Jul 2017</td><td>23,673.90</td><td>5,245</td><td>0.22</td></tr> <tr><td>Aug 2017</td><td>21,652.56</td><td>8,565</td><td>0.40</td></tr> <tr><td>Sept 2017</td><td>20,612.85</td><td>36,930</td><td>1.79</td></tr> <tr><td>Oct 2017</td><td>21,050.54</td><td>42,020</td><td>2.00</td></tr> </tbody> </table> <p>Tanah Rekah Estate:</p> <table border="1" data-bbox="630 1357 1321 1711"> <thead> <tr> <th>Month</th> <th>FFB Production (MT)</th> <th>HSD Fuel usage (liters)</th> <th>HSD Fuel to FFB</th> </tr> </thead> <tbody> <tr><td>Dec 2016</td><td>5,173</td><td>29,950</td><td>5.05</td></tr> <tr><td>Jan 2017</td><td>5,136</td><td>28,601</td><td>5.56</td></tr> <tr><td>Feb 2017</td><td>5,001</td><td>30,208</td><td>6.44</td></tr> <tr><td>Mar 2017</td><td>5,747</td><td>60,809</td><td>10.57</td></tr> <tr><td>Apr 2017</td><td>5,832</td><td>23,395</td><td>4.01</td></tr> <tr><td>May 2017</td><td>6,332</td><td>26,335</td><td>4.15</td></tr> <tr><td>Jun 2017</td><td>4,327</td><td>21,590</td><td>4.98</td></tr> <tr><td>Jul 2017</td><td>7,071</td><td>26,850</td><td>3.79</td></tr> <tr><td>Aug 2017</td><td>6,131</td><td>29,417</td><td>4.79</td></tr> <tr><td>Sept 2017</td><td>5,839</td><td>28,674</td><td>4.90</td></tr> <tr><td>Oct 2017</td><td>5,459</td><td>27,581</td><td>5.05</td></tr> </tbody> </table> <p>It was noted the fuel consumption was high on March 2017, due to broken electric generator. The estate then request for repair, as well as borrowing electric generator from Central Workshop. In addition, Tanah Rekah Estate requested for Training Operator Genset to Central Workshop, on October 2017.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> The fuel for FFB transport in KMD was handled by company, therefore has been calculated.</p>	Month	FFB Processed (MT)	HSD Fuel usage (liters)	HSD Fuel to FFB	Dec 2016	17,570.25	16,175	0.92	Jan 2017	15,968.62	20,195	1.26	Feb 2017	16,318.11	23,660	1.45	Mar 2017	19,574.23	9,825	0.50	Apr 2017	19,071.57	2,595	0.14	May 2017	20,521.90	2,815	0.14	Jun 2017	15,063.14	18,955	1.26	Jul 2017	23,673.90	5,245	0.22	Aug 2017	21,652.56	8,565	0.40	Sept 2017	20,612.85	36,930	1.79	Oct 2017	21,050.54	42,020	2.00	Month	FFB Production (MT)	HSD Fuel usage (liters)	HSD Fuel to FFB	Dec 2016	5,173	29,950	5.05	Jan 2017	5,136	28,601	5.56	Feb 2017	5,001	30,208	6.44	Mar 2017	5,747	60,809	10.57	Apr 2017	5,832	23,395	4.01	May 2017	6,332	26,335	4.15	Jun 2017	4,327	21,590	4.98	Jul 2017	7,071	26,850	3.79	Aug 2017	6,131	29,417	4.79	Sept 2017	5,839	28,674	4.90	Oct 2017	5,459	27,581	5.05	
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<p>Criterion 5.5 Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.</p>		
<p>5.5.1</p>	<p>Records of land clearing with zero burning shall be available, referring to the ASEAN Policy on Zero Burning (2003) or other recognised techniques based on the existing regulations.</p> <p>- Major compliance -</p> <p>Prosedur Pencegahan dan Pengendalian Kebakaran Lahan No.ENC/SOP/10 dated 1 February 2014. The procedure explains method for fire risk status: precipitation data, water management data (for peat area), contour map, Provincial fire risk (if any). Low risk: no risk; Medium risk: no rain day 6-9 days for peat area; 14-21 days for mineral area, precipitation <10mm; High risk: no rain day more than 10 days for peat area; no rain in more than 21 days for mineral area; Extreme risk: no rain in prolonged period, strong wind, hot spot on boundary.</p> <p>Talang Petai Estate: There is no fire used for land preparation. The company implements their policy of "Zero Burning" and it was noted during field visit that there is no signs of burning for land preparation. Records show that there is no burning activity in land preparation at company Estate. Field observation at Talang Petai Estate demonstrated that there is no sign of burning activity in land preparation.</p> <p>Tanah Rekah Estate: There is no fire used for land preparation. The company implements their policy of "Zero Burning" and it was noted during field visit that there is no signs of burning for land preparation. Records show that there is no burning activity in land preparation at company estate. Field observation at Tanah Rekah Estate, there is no sign of burning activity in land preparation.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Record of land clearing available on "Laporan Mingguan Progress Kerja LC", e.g. KMD Suka Maju dated 28 to 30 September 2017, area: 9.22 Ha, based on contract No.21/KMD SP2-SJE-GMO/2017, contractor PT. Mitra Prima Usaha Maju. Description of work are chipping, filling, clearing, stacking, making road, making terrace contour, making drain, making boundary drain, leveling, making sewer, spraying, making planting hole, planting LCC, planting oil palm, etc. Records show that there is no burning activity in land preparation at KMD. Field observation at KMD Bumi Mulya and Suka Maju demonstrated that there is no burning activity in land preparation at KMD.</p>	<p>Comply</p>

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5.5.2	<p>Where fire has been used for eradication of pest during replanting, the records of the analysis of the use of fire and permit from the authorised agency shall be available.</p> <p>- Minor compliance -</p>	<p>Talang Petai Estate: There is no fire used for land preparation. The company implements their policy of "Zero Burning" and it was noted during field visit that there is no signs of burning for land preparation. Records show that there is no burning activity in land preparation at company Estate. Field observation at Talang Petai Estate demonstrated that there is no sign of burning activity in land preparation.</p> <p>Tanah Rekah Estate: There is no fire used for land preparation. The company implements their policy of "Zero Burning" and it was noted during field visit that there is no signs of burning for land preparation. Records show that there is no burning activity in land preparation at company estate. Field observation at Tanah Rekah Estate, there is no sign of burning activity in land preparation.</p> <p>Kebun Masyarakat Desa/KMD: Record of land clearing available on "Laporan Mingguan Progress Kerja LC", e.g. KMD Suka Maju dated 28 to 30 September 2017, area: 9.22 Ha, based on contract No.21/KMD SP2-SJE-GMO/2017, contractor PT. Mitra Prima Usaha Maju. Description of work are chipping, filling, clearing, stacking, making road, making terrace contour, making drain, making boundary drain, leveling, making sewer, spraying, making planting hole, planting LCC, planting oil palm, etc. Records show that there is no burning activity in land preparation at KMD. Field observation at KMD Bumi Mulya and Suka Maju demonstrated that there is no burning activity in land preparation at KMD.</p>	Comply
<p>Criterion 5.6</p> <p>Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>			

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<p>5.6.1 Document(s) assessing pollution and emission sources, including gaseous, particles, soot emissions and effluent, shall be available. (see Criterion 4.4)</p> <p>- Major compliance -</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have developed pollution and emission reduction plan. The plan covers planning, implementing plans and monitoring activities generating pollution and emission.</p> <p>Identification of pollution and emission sources recorded under Environmental Aspect & Impact List (Daftar Aspek & Dampak Lingkungan). The latest review dated 1 November 2017. The identification listed all relevant activities that generate pollution and emission from office, plantations, palm oil mill, mill effluent treatment up to workers activities.</p> <p>Sample seen: the operation of tractors and vehicle in Air Buluh Estate generates emission, noise, and possibly spillage during fuel filling; the lubricant replacement for tractor and vehicle in Air Buluh Estate generates oil spillage, waste oil, contaminated filter, contaminated rags, etc.</p> <p>Mukomuko POM: Mukomuko POM has identified all source of pollution and emission, under document Environmental Aspect & Impact List (Daftar Aspek & Pengaruh Lingkungan), latest updated on 31 September 2017. Example taken and verified: Gas engine station: From maintenance activity will produce oil drips, used oil, used fuel filter, used oil filter, used battery; from operation activity will produce smoke emission, noise emission, oil leak on oil cooler, use of fossil fuel, green house gas emission. Engine room: From maintenance activity will affect on oil drips, used oil, used fuel filter, used oil filter, used battery; generator operation will produce smoke emission, noise emission, oil leak/drip, use of fossil fuel, green house gas emission; from turbine operation will produce noise emission, oil leak/drip from oil cooler.</p> <p>---</p>	<p>Comply</p>
	<p>Mukomuko POM has analyze the type of activity, relevant regulations, cause of environmental impact/emission, potential pollution, impact severity assessment, consideration to current control – in order to prepare the environmental management plan. From the assessment, the significant impact relates to use of fossil fuel and GHG emission. Action plan for use of fossil fuel is to optimizing the use of steam turbine; action plan for GHG emission is to maximize use of turbine, EFB plant and Biogas Plant.</p> <p>The aspect-impact has been communicated to workers during musther chit, dated 23 November 2017 – attended by 21 Mukomuko POM workers.</p>	

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5.6.2	<p>Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plan to reduce or minimize them implemented.</p> <p>- Major compliance -</p>	<p>Identification of pollutant and mitigation plan, included GHG is documented in "Rencana Pengurangan Emisi Gas Rumah Kaca (GHG Emmission) as defined in procedure of "Mitigasi Gas Rumah Kaca" No.ENC/GHG/01. GHG emissions have been identified and plan for mitigation of GHG has been established.</p> <p>Mukomuko POM: Handling emission from steam boiler No.AMPOM-WI/PROD/009E, consist of guideline for minimizing soot pollution/particulate: ensure fibre and shell feed; minimize shell to prevent black smoke; setting air damper for ignition, avoid excess air; dumping grate on regular basis, to minimize unburn fuel; shoot blowing every 4 hours to clean heat exchanger pipes; ensure dust collector operating in good manner; monitor boiler exhaust emission through smoke density meter; monitor boiler emission every 6 months by independent laboratory; record any problem.</p> <p>Handling emission from engine generator No.AMPOM-WI/PROD/010D, consist of guideline for minimizing emission: ensure the generator operating at permitted load (80% from design); replace air filter element (every 1,250 hours), replace fuel filter (every 500 hours), replace oil filter (250 hours) – on regular basis; replace engine lubricant every 250 hours; should black smoke sighted – check engine load; should the black smoke sighted – check injection pump; monitor engine emission every 6 months by independent laboratory;</p>	Comply
5.6.3	<p>A monitoring plan and results of regular reporting on emission and pollutants from estate and mill operations using appropriate methods, shall be available.</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 power generator, water quality test for surface and ground water, effluent water quality, noise level, etc. The monitoring result is incorporated in RKL/RPL (environmental management and monitoring plan) and reported regularly to the government.</p> <p>GHG emission calculated base on RSPO PalmGHG Toolkit, it was seen that the total emission is 0.5 tCO₂e/ton CPO in 2017.</p> <p>---</p>	Comply

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	<p>Mukomuko POM: Ambient air quality in loading ramp Mukomuko POM:</p> <table border="1" data-bbox="630 488 1315 837"> <thead> <tr> <th>Parameter</th> <th>Result</th> <th>Permitted</th> </tr> </thead> <tbody> <tr> <td>Total suspended particulate</td> <td>74 µg/Nm³ per hour</td> <td>-</td> </tr> <tr> <td>Sulphure dioxide (SO₂)</td> <td>78 µg/Nm³ per hour</td> <td>900 µg/Nm³ per hour</td> </tr> <tr> <td>Nitrogen dioxide (NO₂)</td> <td>69 µg/Nm³ per hour</td> <td>400 µg/Nm³ per hour</td> </tr> <tr> <td>Carbon monoxide</td> <td><1145 µg/Nm³ per hour</td> <td>30,000 µg/Nm³ per hour</td> </tr> <tr> <td>Oxidant</td> <td>57 µg/Nm³ per hour</td> <td>235 µg/Nm³ per hour</td> </tr> <tr> <td>Hydrocarbon</td> <td><13 µg/Nm³</td> <td>-</td> </tr> <tr> <td>Lead (Pb)</td> <td><0.05 µg/Nm³</td> <td>-</td> </tr> </tbody> </table> <p>Ambient air test result in Worker Housing (5 June 2017):</p> <table border="1" data-bbox="630 898 1315 1247"> <thead> <tr> <th>Parameter</th> <th>Result</th> <th>Permitted</th> </tr> </thead> <tbody> <tr> <td>Total suspended particulate</td> <td>64 µg/Nm³ per hour</td> <td>-</td> </tr> <tr> <td>Sulphure dioxide (SO₂)</td> <td>71 µg/Nm³ per hour</td> <td>900 µg/Nm³ per hour</td> </tr> <tr> <td>Nitrogen dioxide (NO₂)</td> <td>63 µg/Nm³ per hour</td> <td>400 µg/Nm³ per hour</td> </tr> <tr> <td>Carbon monoxide</td> <td><1145 µg/Nm³ per hour</td> <td>30,000 µg/Nm³ per hour</td> </tr> <tr> <td>Oxidant</td> <td>52 µg/Nm³ per hour</td> <td>235 µg/Nm³ per hour</td> </tr> <tr> <td>Hydrocarbon</td> <td><13 µg/Nm³</td> <td>-</td> </tr> <tr> <td>Lead (Pb)</td> <td><0.05 µg/Nm³</td> <td>-</td> </tr> </tbody> </table> <p>Odor test result in Loading Ramp (31 May 2017):</p> <table border="1" data-bbox="630 1308 1315 1433"> <thead> <tr> <th>Parameter</th> <th>Result</th> <th>Permitted</th> </tr> </thead> <tbody> <tr> <td>Hydrogen sulphide (H₂S)</td> <td>0.006 ppm</td> <td>0.02 ppm</td> </tr> <tr> <td>Ammonia (NH₃)</td> <td>0.037 ppm</td> <td>2 ppm</td> </tr> </tbody> </table> <p>Odor test result in Worker Housing (31 May 2017):</p> <table border="1" data-bbox="630 1494 1315 1619"> <thead> <tr> <th>Parameter</th> <th>Result</th> <th>Permitted</th> </tr> </thead> <tbody> <tr> <td>Hydrogen sulphide (H₂S)</td> <td><0.005 ppm</td> <td>0.02 ppm</td> </tr> <tr> <td>Ammonia (NH₃)</td> <td><0.03 ppm</td> <td>2 ppm</td> </tr> </tbody> </table> <p>Noise level test for genset and boilers in Mukomuko POM (31 May 2017)</p> <table border="1" data-bbox="630 1702 1209 1865"> <thead> <tr> <th>Machines</th> <th>Parameter</th> <th>Equivalent noise</th> </tr> </thead> <tbody> <tr> <td>Genset room</td> <td>85 dB (A) – 8 hours</td> <td>99 dB</td> </tr> <tr> <td>Boiler #1</td> <td>85 dB (A) – 8 hours</td> <td>89 dB</td> </tr> <tr> <td>Boiler #2</td> <td>85 dB (A) – 8 hours</td> <td>90 dB</td> </tr> <tr> <td>Boiler #3</td> <td>85 dB (A) – 8 hours</td> <td>87 dB</td> </tr> </tbody> </table> <p>---</p>	Parameter	Result	Permitted	Total suspended particulate	74 µg/Nm ³ per hour	-	Sulphure dioxide (SO ₂)	78 µg/Nm ³ per hour	900 µg/Nm ³ per hour	Nitrogen dioxide (NO ₂)	69 µg/Nm ³ per hour	400 µg/Nm ³ per hour	Carbon monoxide	<1145 µg/Nm ³ per hour	30,000 µg/Nm ³ per hour	Oxidant	57 µg/Nm ³ per hour	235 µg/Nm ³ per hour	Hydrocarbon	<13 µg/Nm ³	-	Lead (Pb)	<0.05 µg/Nm ³	-	Parameter	Result	Permitted	Total suspended particulate	64 µg/Nm ³ per hour	-	Sulphure dioxide (SO ₂)	71 µg/Nm ³ per hour	900 µg/Nm ³ per hour	Nitrogen dioxide (NO ₂)	63 µg/Nm ³ per hour	400 µg/Nm ³ per hour	Carbon monoxide	<1145 µg/Nm ³ per hour	30,000 µg/Nm ³ per hour	Oxidant	52 µg/Nm ³ per hour	235 µg/Nm ³ per hour	Hydrocarbon	<13 µg/Nm ³	-	Lead (Pb)	<0.05 µg/Nm ³	-	Parameter	Result	Permitted	Hydrogen sulphide (H ₂ S)	0.006 ppm	0.02 ppm	Ammonia (NH ₃)	0.037 ppm	2 ppm	Parameter	Result	Permitted	Hydrogen sulphide (H ₂ S)	<0.005 ppm	0.02 ppm	Ammonia (NH ₃)	<0.03 ppm	2 ppm	Machines	Parameter	Equivalent noise	Genset room	85 dB (A) – 8 hours	99 dB	Boiler #1	85 dB (A) – 8 hours	89 dB	Boiler #2	85 dB (A) – 8 hours	90 dB	Boiler #3	85 dB (A) – 8 hours	87 dB	
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		Air emission test Boiler #2 in Mukomuko POM				
		Parameter	Environment parameter	Boiler #1 Result	Boiler #2 Result	
		Sulphure dioxide (SO ₂)	600 mg/Nm ³	3 mg/Nm ³	2 mg/Nm ³	
		Nitrogen dioxide (NO ₂)	800 mg/Nm ³	220 mg/Nm ³	223 mg/Nm ³	
		Ammonia (NH ₃)	1 mg/Nm ³	<0.3 mg/Nm ³	<0.3 mg/Nm ³	
		Hydrogen chloride (HCl)	5 mg/Nm ³	<4 mg/Nm ³	<4 mg/Nm ³	
		Hydrogen Fluoride (HF)	8 mg/Nm ³	<0.8 mg/Nm ³	<0.8 mg/Nm ³	
		Chlorine (Cl ₂)	5 mg/Nm ³	0.13 mg/Nm ³	0.15 mg/Nm ³	
		Total Particulate	300 mg/Nm ³	19 mg/Nm ³	24 mg/Nm ³	
		Opacity	30%	<20%	20%	
		Sulphur (H ₂ S)	-	<1 mg/Nm ³	<1 mg/Nm ³	

Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and mills

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 aspect-impact in PT. Agro Muko has been studied as per government document:</p> <p>- "Analisis Dampak Lingkungan (ANDAL) dan Rencana Pengelolaan dan Pemantauan Lingkungan (RKL-RPL) Perkebunan dan Pabrik Pengolahan Kelapa Sawit dan Karet di Kecamatan Mukomuko Utara, Kecamatan Lubuk Pinang, Kecamatan Teras Terunjam dan Kecamatan Pondok Sugu, Kabupaten Mukomuko, Propinsi Bengkulu, tahun 2005";</p> <p>Aside from that, company has prepared a social impact assessment, in cooperation with Yayasan Kelapa Sawit Berkelanjutan (YASBI), in 2010 and 2011. The scope of social impact assessment covers 15 villages around company including Kebun Masyarakat Desa/KMD of 524 Ha from 38 surrounding villages.</p> <p>PT. Mukomuko Agro Sejahtera has prepared the document, identifying social impact under document:</p> <p>- "Dokumen AMDAL untuk Kegiatan Perkebunan Kelapa Sawit seluas 6,298 Ha di Kecamatan Malin Deman, Kecamatan Ipuh dan Kecamatan V Koto, Kabupaten Mukomuko, Provinsi Bengkulu". The document was approved by "Surat Keputusan Gubernur Bengkulu No. M.288.XXX Tahun 2011" dated 9 September 2011.</p> <p>---</p>	Comply
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	<p>Aside from that, company has prepared a social impact assessment, in cooperation with Yayasan Kelapa Sawit Berkelanjutan (YASBI). The report under "Dokumen Laporan Final Penilaian Dampak Sosial dan Lingkungan yang dilaksanakan oleh Yayasan Kelapa Sawit Berkelanjutan (YASBI) pada tahun 2011 yang dilakukan terhadap dampak sosial dari pemabngunan kebun inti dan rencana pembangunan Kebun Masyarakat Desa (KMD)".</p> <p><i>Kebun Masyarakat Desa/KMD:</i> In 2010, company has prepared a social impact assessment, in cooperation with Yayasan Kelapa Sawit Berkelanjutan (YASBI). The scope of social impact assessment covers 15 villages around company including <i>Kebun Masyarakat Desa/KMD</i> of 524 Ha from 38 surrounding villages.</p> <p>In 2017, social impact assessment held in cooperation with Koompasia Enviro Institut for scope of 10 KMDs. The social impact assessment was done between 8-16 March 2017 with scope of 15 villages around KMD with focus group discussion (FGD).</p>	
<p>6.1.2 There shall be evidence that the assessment has been conducted with the participation of affected parties. - Major compliance -</p>	<p>From the social impact assessment document: "Analisis Dampak Lingkungan (AMDAL) dan Rencana Pengelolaan dan Pemantauan Lingkungan (RKL-RPL) Perkebunan dan Pabrik Pengolahan Kelapa Sawit dan Karet di Kecamatan Mukomuko Utara, Kecamatan Lubuk Pinang, Kecamatan Teras Terunjam dan Kecamatan Pondok Sugu, Kabupaten Mukomuko, Propinsi Bengkulu, tahun 2005"; and "Dokumen Pengelolaan Lingkungan Hidup (DPLH) Perkebunan Kelapa Sawit Air Buluh (luas 2,500 Ha) di Desa Semundam, Talang Baru, Talang Arah dan Tanjung Jaya, Kecamatan Malin Deman dan Kecamatan Ipuh (Pemekaran Kecamatan Mukomuko Selatan) Kabupaten Mukomuko tahun 2011" – it was found that the document prepared with public consultation process, involving stakeholders from surrounding community, government bodies, traditional leaders, etc.</p> <p>Company has a social impact assessment, in cooperation with Yayasan Kelapa Sawit Berkelanjutan (YASBI), in 2010 and 2011. The social impact assessment involving peoples from 15 villages around company; including <i>Kebun Masyarakat Desa/KMD</i> from 38 surrounding villages.</p> <p>For PT. Mukomuko Agro Sejahtera, the social impact document, "Dokumen AMDAL untuk Kegiatan Perkebunan Kelapa Sawit seluas 6,298 Ha di Kecamatan Malin Deman, Kecamatan Ipuh dan Kecamatan V Koto, Kabupaten Mukomuko, Provinsi Bengkulu" was prepared with involvement from surrounding village under Malin Deman District and V Koto District.</p> <p>To demonstrate commitment, company monitors all social aspect as identified in the documents. Monitoring and reporting carried out on 6 monthly basis.</p> <p>---</p>	<p>Comply</p>

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	<p><i>Kebun Masyarakat Desa/KMD:</i> In 2010, company has prepared a social impact assessment, in cooperation with Yayasan Kelapa Sawit Berkelanjutan (YASBI). The scope of social impact assessment covers 15 villages around company including <i>Kebun Masyarakat Desa/KMD</i> of 524 Ha from 38 surrounding villages.</p> <p>In 2017, social impact assessment held in cooperation with Koompasia Enviro Institut for scope of 10 KMDs. The social impact assessment was done between 8-16 March 2017 with scope of 15 villages around KMD with focus group discussion (FGD).</p>	
<p>6.1.3</p>	<p>Plans for management and monitoring of social impacts to avoid or reduce negative impacts and promote positive ones, based on social impact assessment, through consultation with the affected parties, shall be available, documented and timetabled, including responsibilities for implementation.</p> <p>- Major compliance -</p> <p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera: Within the AMDAL documents, 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. Under the document, the social aspect identified covers source of livelihood, community's revenue, community mobility, community perception on company activity, social conflict, social-cultural changes, community health status.</p> <p>The Social Impact Assessment documents have explained the recommendation that should be done by company to minimize negative impact and promote positive impact from social impact management. This document covers social aspect, i.e. job opportunity, business opportunity, contribution to regional economic, public and social facility, source of natural resources – related to HCV 5, cultural value – related to HCV 6.</p> <p>The social impact management plan from documents have lined out program to manage and monitors social impact, timeframe and person in charge. The plan was consulted through questionnaire/survey to surrounding communities on 6-monthly basis. Progress of implementation was monitored, evaluated and reported to government on 6-monthly basis.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> For management plans in KMD, the social impact was carried out as part of company activity, because the smallholder plantation was managed by company.</p> <p>As for the 2017 documents, the management and monitoring of social impact comprise of review upon KMD development to ensure no internal conflict at village level; prepare human resources to manage the smallholder plantation (financial, organizational, capacity building, etc.); socialization of KMD development plans; review the location of smallholder plantation location – to ensure consensus and involvement of all parties within village scope; coordination with government related to SPPL.</p>	<p>Comply</p>

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6.1.4	<p>The documented plan for management and monitoring of social impacts, shall be reviewed at least on two-yearly basis. If necessary, the plan should be updated. There shall be evidence that the review process includes participation of all affected parties.</p> <p>- Minor compliance -</p>	<p>Companies have carried out social impact evaluation on annual basis through social survey. The survey was conducted by ENC-AM/MMAS and being part of environment management and monitoring report - "Laporan Pelaksanaan RKL-RPL".</p> <p>The company PT. Agro Muko and PT. Mukomuko Agro Sejahtera have a form for interview with community to capture social aspects, dated 19 – 26 June 2017 to 135 respondents in 31 villages. From the survey result, the current social management plan is still relevant.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> For management plans in KMD, the social impact was carried out as part of company activity, because the smallholder plantation was managed by company. As explained from PT. Agro Muko and PT. Mukomuko Agro Sejahtera’s social monitoring, the current management plan is still relevant – in terms of smallholder management.</p> <p>In addition, in 2017, social impact assessment held in cooperation with Koompasia Enviro Institut for scope of 10 KMDs. The social impact assessment was done between 8-16 March 2017 with scope of 15 villages around KMD with focus group discussion (FGD).</p>	Comply
6.1.5	<p>Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).</p> <p>- Minor compliance -</p>	<p>Both PT. Agro Muko and PT. Mukomuko Agro Sejahtera are fully managing the scheme smallholder in form of Kebun Masyarakat Desa/KMD. Companies has put all resources (human resources, manpower resources, financial resources, knowledge sharing, technical support, guidance on HCV, SIA, etc.) to support the development of smallholder plantation.</p> <p>In 2010, company has prepared a social impact assessment, in cooperation with Yayasan Kelapa Sawit Berkelanjutan (YASBI). The scope of social impact assessment covers 15 villages around company including <i>Kebun Masyarakat Desa/KMD</i> of 524 Ha from 38 surrounding villages.</p> <p>In 2017, social impact assessment held in cooperation with Koompasia Enviro Institut for scope of 10 KMDs. The social impact assessment was done between 8-16 March 2017 with scope of 15 villages around KMD with focus group discussion (FGD).</p> <p>This was evident in form of minutes of meeting, attendance list of FGD in each village – parts of assessment scope.</p>	Comply
<p>Criterion 6.2</p> <p>There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.</p>			
6.2.1	<p>Communication and consultation procedures shall be documented.</p> <p>- Major compliance -</p>	<p>The company has a mechanism that regulates the activities of communication and consultation with stakeholders and set in the procedure, such as:</p> <p>1. Procedure: <i>Pemberian dan Tanggapan terhadap Permintaan Informasi</i>; No.ENC/SOP/08 dated 5 September 2014 which regulates the complete procedure for submission and responding to requests for information from stakeholders.</p> <p>---</p>	Non-Compliance Comply

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	<p>2. Procedure: <i>Keluh Kesah dengan Pihak Internal</i>, Rev II No.SOP/025/Dept dated 27 March 2015, which has been described in detail the procedures related to complaints and redress submitted by the parties, incorporating internal flow chart in response to complaints</p> <p>3. Procedure: <i>Keluh Kesah dengan Pihak Eksternal</i>, Rev II No.SOP/026/HRA dated 27 March 2015 which has been describe in detail the procedures related to complaints and redress submitted by external parties that are equipped with a flow chart in response to complaints.</p> <p>Responsible person in conducting responses to information requests in accordance with its authority (Manager Unit, GMO and Department Head), system response times to requests for information that is set up to 7 days if the responses are in authority Manager Unit, or a maximum of 25 working days if the information requires consultation of other departments or higher management levels associated with authority provide feedback information.</p> <p>Talang Petai Estate: Based on document verification, throughout 2017, there are 17 types communication and consultation, e.g.:</p> <ul style="list-style-type: none"> - Request from Polsek V Koto in August 2017 regarding request of material for development of police office of V Koto. Responded by management and the request has been realized on 21 August 2017; - Request from youth group of Talang Petai Village regarding request of fund to build volley ball field in May 2017. Responded by management and the request has been realized on 23 May 2017. <p>Internal and External Grievance Book. In 2017, there are 5 complaints logged in, e.g.:</p> <ul style="list-style-type: none"> - Complaint from KMD Sungai Lintang in July 2017 related to invoice delivery, responded by company on 8 July 2017 – stating that the invoive will be sent to KMD after payment. - Complaint from KMD Sungai Gading in September 2017 regarding road condition, responded by company on 22 September 2017 – stating that the road will be fixed on 29 September 2017. <p>Tanah Rekah Estate: Record seen and verified: On 25 March 2017, Setia Budi Village Head asking /follow up proposal for box culvert, for drainage in boundary between Setia Budi Village and Tanah Rekah Estate. On same date, 25 March 2017, Estate Manager responded that the proposal was under review by General Manager Office, waiting approval. Latest update on 2 May 2017, the donation for box culvert has been handed over. Closed. Information request dated 18 August 2017, verbal inquiry from Tanah Rekah Village Head, asking any job vacancy for village community – responded directly by Estate Manager on same date, 18 August 2017. The response from Estate Manager stating that currently no job vacancy available. Will communicate any job vacancy to Village Head.</p> <p>---</p>	

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	<p><i>Kebun Masyarakat Desa/KMD:</i> Kebun Masyarakat Desa/KMD committee will follow PT. Agro Muko's procedure on consultation and communication. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko.</p> <ul style="list-style-type: none"> - ---PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of communication and consultation, including responding to information request. Awareness session was carried out on 15 December 2017 for all committee and workers of <i>Kebun Masyarakat Desa/KMD</i> Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya. The session covers policies related to communication and consultation, responding to information request, etc. - Awareness session was carried out on 13 and 16 December 2017 for all committee and workers of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to communication and consultation, responding to information request, etc <p>Based on interview with KMD committee, the company has disseminated procedure regarding communication and consultation. Logbooks for consultation and communication sighted.</p> <p>NC Major: 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate that documented communication and consultation procedures has been established.</p>	

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<p>6.2.2 The company shall have official(s) who is responsible for consultation and communications with parties.</p> <p>- Minor compliance -</p>	<p>Based on SOP No.ENC/SOP/08 (procedure of information request and response) revision 02, dated 6 April 2016 that according to the structure of the organization that is responsible to receive and make responses to requests for information or complaints internally/externally is Manager. However, in the operations in each of the Estate indicates that an FHA also appointed Senior Manager (Field Head Assistant) and OA (Office Assistant) for communication with the surrounding community.</p> <p>Mukomuko POM: The responsible person is mill manager.</p> <p>Talang Petai Estate: The responsible person is the estate manager.</p> <p>Tanah Rekah Estate: The responsible person is the estate manager.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Each <i>Kebun Masyarakat Desa/KMD</i> and cooperative has appointed their official, responsible for consultation and communication with stakeholders.</p> <p><i>Kebun Masyarakat Desa/KMD</i> Bumi Mulya has appointed Mr. M. Syaechu; KMD Suka Maju has appointed Mr. Edi Sutrimo; KMD Tunas Muda has appointed Mr.Sudiono; Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera has appointed Mr. Armadi – as the official responsible for consultation and communications with stakeholders.</p> <p>- PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of having officer to communicate with stakeholders. Awareness session was carried out on 13, 15 and 16 December 2017 for all committee and workers.</p> <p>NC Minor: 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrate that KMD and cooperative have appointed official(s) responsible for consultation and communications with stakeholders.</p>	<p>Non-Compliance Comply</p>

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<p>6.2.3 The company shall have a list of stakeholders, records of communications, 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.</p> <p>- Minor compliance -</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have lists of stakeholders, updated when changes occurred. Communication record available under "Buku Komunikasi dan Konsultasi dengan Masyarakat".</p> <p>Mukomuko POM: Mukomuko POM has list of stakeholders, updated when changes occurred. Latest update 11 November 2017, classifying stakeholders into:</p> <ul style="list-style-type: none"> - Government office: Consist of 8 offices under Kabupaten Mukomuko; - Muspika: 4 offices under Kecamatan Teras Terunjam, Air Dikit and Penarik Raya; - Head of Village: 3 surrounding villages; - Traditional leader/Kepala Kaum: 6 surrounding kepala kaum; - Non Government Organization: 4 NGOs; LP3m, Cetak Karang Taruna, Garuda RI and Genesis - Worker union: 2 Committees of Serikat Pekerja Agromuko Mandiri (SPAM); - Local contractors: 13 Contractors; - Kebun Masyarakat Desa: 33 KMD; - Own Estate: 5 Estates. <p>Tanah Rekah Estate: "Daftar Pemangku Kepentingan – Stakeholder List", dated 26 October 2017, consist of 6 government offices (Kantor Lingkungan Hidup Kabupaten Mukomuko, BPN Kabupaten Mukomuko, Dinas Pekerjaan Umum, etc.); 10 district level stakeholders (Camat Mukomuko, Polsek Mukomuko, Komandan Rayon Militer Mukomuko, etc.); 2 hospital/clinic (Mukomuko hospital); 6 village heads (Tanah Rekah village, Pondok Batu Estate, etc.); 5 "Kepala Kaum Desa Tetangga" – cultural leaders; 5 non-government organizations; 3 local suppliers/contractors; 2 worker unions;</p> <p>Talang Petai Estate: The company has list of stakeholders, updated when changes occurred. Latest update 1 November 2017, classifying stakeholders into:</p> <ul style="list-style-type: none"> - Government office: Consist of 6 offices under Kabupaten Mukomuko; Kantor Lingkungan Hidup, Dinas PPPK, BPN, Dinas Pekerjaan Umum, BPPMD, Dinas Penanaman Modal, Pelayanan Perizinan dan Tenaga Kerja. - Muspika: 3 offices under Kecamatan V Koto; Camat V Koto, Kapolsek Lubuk Pinang, Kapolsek Lalang Luas. - Head of Village: 7 surrounding villages; Talang Petai, Talang Sepakat, Talang Sakti, Sungai Rengas, Sungai Lintang, Sungai Gading, Tunggal Jaya. - Head of Kaum: 4 surrounding kaum; Melayu Tengah, Chaniago, Melayu Gadang, Melayu Kecil. - Non Government Organization: 2 NGOs; LP3m, Genesis - Worker union: 2 Committees of Serikat Pekerja Agromuko Mandiri (SPAM); PT Agro Muko, Talang Petai Estate. - Local contractors: 4 Contractors; CV Ari Putri, CV Putri Bungsu, UD Talang Petai Sepakat, UD Talang Petai Raya. - Kebun Masyarakat Desa: 4 KMD; Tunggal Jaya, Sungai Lintang, Sungai Gading, Talang Petai. 	<p>Non-Compliance Comply</p>

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	<p><i>Kebun Masyarakat Desa/KMD:</i> Kebun Masyarakat Desa/KMD committee will follow PT. Agro Muko’s procedure on consultation and communication. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee “Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO” dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko. PT. Agro Muko’s “SOP Pemberian Tanggapan Terhadap Permintaan Informasi, No.ENC/SOP/08 rev.02” – Response upon information request procedure dated 6 April 2015, available in English and Bahasa Indonesia. Any information request will be channeled to the field head assistant <i>Kebun Masyarakat Desa/KMD</i>. List of stakeholders has been prepared by each cooperative/ <i>Kebun Masyarakat Desa/KMD</i>. - PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and <i>Kebun Masyarakat Desa/KMD</i> Chairman on the importance of communication and responding to information request. Awareness session was carried out on 13, 15 and 16 December 2017 for all committee and workers of <i>Kebun Masyarakat Desa/ KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya</i> and Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to responding to information request, etc.</p> <p>NC Minor: 3 <i>Kebun Masyarakat Desa/KMDs</i> (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrated that these KMD and cooperative have a list of stakeholders, records of communications, 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.</p>	
<p>Criterion 6.3 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.</p>		

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<p>6.3.1</p> <p>The mechanism, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested, as long as that information is supported with adequate initial evidence.</p> <p>- Major compliance -</p>	<p>Based on document verification, PT. Agro Muko and PT. Mukomuko Agro Sejahtera have a mechanism for external complaint/grievance, as per "Prosedur Keluh Kesah dengan Pihak Eksternal" Doc. No. SOP/025/Dept, dated 27 March 2015.</p> <p>Internal complaint will be settled as per "Prosedur Keluh Kesah dengan Pihak Internal" No.SOP/025/Dept dated 27 March 2015.</p> <p>Mechanism to resolve land disputes as in "Prosedur Ganti Rugi Lahan" No.SOP/CA/02, dated 1 July 2012. The procedure shows company has prepared effective land dispute resolution mechanism: Company being transparent on permits, licenses including land title to the community; In case of claim from community, company will cater as long as valid land ownership evidence presented; Status verification – when valid land ownership evidence presented, continued with field visit/survey and measurement;</p> <p>---</p>	<p>Non- Compliance Comply</p>

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	<p>Field visit/survey and measurement will involve company representative, complainant and government representatives; Based on field visit/survey and measurement, a minutes will be produced, attaching the hectare and coordinates of the claimed land – signed by all interested parties; Final verification to ensure no overlapping with other party; Once final verification can justified no overlapping occurred, company will propose land compensation/negotiation. Payment will be done once agreement between parties made.</p> <p>Inside these procedures, company provides in Bahasa Indonesia and stipulates the commitment to protect the anonymity of complainant/whistleblower (point 6.2) – if requested.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Scheme smallholder committees agreed to follow the company mechanism, for dispute resolution. Company and Kebun Masyarakat Desa/KMD agreed that Kebun Masyarakat Desa/KMD committee will follow PT. Agro Muko’s procedure on complaint/grievance/dispute resolution mechanism. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committees “Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO” dated 12 December 2017; stating that the organization is committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko.</p> <p>PT. Agro Muko’s “Prosedur Keluh Kesah dengan Pihak Internal, No.SOP/025/HRA rev.02” – grievance settling with internal parties procedure dated 27 March 2015, available in English and Bahasa Indonesia.</p> <p>PT. Agro Muko’s “Prosedur Keluh Kesah dengan Pihak Eksternal, No.SOP/026/HRA rev.02” – grievance settling with internal parties procedure dated 27 March 2015, available in English and Bahasa Indonesia.</p> <p>Any information on complaint/grievance/dispute will be channeled to the field head assisstant <i>Kebun Masyarakat Desa/KMD</i>.</p> <p>NC Major: 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrated that dispute resolution mechanism, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested.</p>	

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<p>6.3.2 There shall be records of process and outcome of dispute resolution.</p> <p>- Major compliance -</p>	<p>Mukomuko POM, Tanah Rekah Estate, Talang Petai Estate: Complaint recorded under "Rekaman Keluh-Kesah Internal & Eksternal".</p> <p>Tanah Rekah Estate: On 25 March 2017, Setia Budi Village Head asking /follow up proposal for box culvert, for drainage in boundary between Setia Budi Village and Tanah Rekah Estate. On same date, 25 March 2017, Estate Manager responded that the proposal was under review by General Manager Office, waiting approval. Latest update on 2 May 2017, the donation for box culvert has been handed over. Closed. Information request dated 18 August 2017, verbal inquiry from Tanah Rekah Village Head, asking any job vacancy for village community – responded directly by Estate Manager on same date, 18 August 2017. The response from Estate Manager stating that currently no job vacancy available. Will communicate any job vacancy to Village Head.</p> <p>Talang Petai Estate: "Rekaman Keluh-Kesah Internal & Eksternal" recorded no complaint, but some information inquiry and its respond; in 2017. Sample seen and verified: Mr. A**** S****g, contractor inquiring (via phone call) for opportunity to supply service for rod maintenance. As a response, field assistant responded on the same date, there will be job for road maintenance.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Based on document review and interview with the "Panitia KMD" from 3 Kebun Masyarakat Desa/KMDs, it was known that a dispute resolution mechanism, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested - has been established.</p>	<p>Comply</p>

Criterion 6.4

Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.

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<p>6.4.1 A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be available, referring to decision of the Constitution Court.</p> <p>- Major compliance –</p>	<p>Mechanism to identify legal, customary or user rights and identify people entitled to compensation available in "Prosedur Ganti Rugi Lahan" No.SOP/CA/02, dated 1 July 2012. The procedure shows company has prepared dispute resolution mechanism: Company being transparent on permits, licenses including land title to the community; In case of claim from community, company will cater as long as valid land ownership evidence presented; Status verification – when valid land ownership evidence presented, continued with field visit/survey and measurement; Field visit/survey and measurement will involve company representative, complainant and government representatives; Based on field visit/survey and measurement, a minutes will be produced, attaching the hectare and coordinates of the claimed land – signed by all interested parties; Final verification to ensure no overlapping with other party; Once final verification can justified no overlapping occurred, company will propose land compensation/negotiation. Payment will be done once agreement between parties made.</p> <p>This procedure is available in Bahasa Indonesia. Based on interview with community from Air Dikit village, Tnah Rekah village and Tunggal Jaya village, no reports from community on land dispute with companies.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Company and <i>Kebun Masyarakat Desa/KMD</i> agreed that <i>Kebun Masyarakat Desa/KMD</i> committee will follow PT. Agro Muko's procedure on identifying people entitled to compensation. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko. PT. Agro Muko's "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure dated 1 July 2012, available in English and Bahasa Indonesia. Any identification of people entitled for land compensation will be identified by <i>Kebun Masyarakat Desa/KMD</i> committee and acknowledged by PT. Agro Muko. Based on interview with KMD committees, the committee has understood and acknowledged the mechanism.</p> <p>NC Major: 3 <i>Kebun Masyarakat Desa/KMDs</i> (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrated procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, has been made available, referring to decision of the Constitution Court.</p>	<p>Non-Compliance Comply</p>

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<p>6.4.2 A procedure for calculating and distributing fair compensation shall be established, implemented, monitored and evaluated in a participatory way. Corrective actions are taken as a result of this evaluation.</p> <p>- Minor compliance –</p>	<p>Mechanism to calculating and distributing fair compensation available in "Prosedur Ganti Rugi Lahan" No.SOP/CA/02, dated 1 July 2012. The procedure shows company has prepared dispute resolution mechanism: Company being transparent on permits, licenses including land title to the community; In case of claim from community, company will cater as long as valid land ownership evidence presented; Status verification – when valid land ownership evidence presented, continued with field visit/survey and measurement; Field visit/survey and measurement will involve company representative, complainant and government representatives; Based on field visit/survey and measurement, a minutes will be produced, attaching the hectare and coordinates of the claimed land – signed by all interested parties; Final verification to ensure no overlapping with other party; Once final verification can justified no overlapping occurred, company will propose land compensation/negotiation. Payment will be done once agreement between parties made.</p> <p>This procedure is available in Bahasa Indonesia.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Company and <i>Kebun Masyarakat Desa/KMD</i> agreed that <i>Kebun Masyarakat Desa/KMD</i> committee will follow PT. Agro Muko's procedure on calculating and distributing fair compensation.</p> <p>Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko. PT. Agro Muko's "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure dated 1 July 2012, available in English and Bahasa Indonesia. Any identification for calculating and distributing fair compensation will be identified by <i>Kebun Masyarakat Desa/KMD</i> committee and acknowledged by PT. Agro Muko.</p> <p>Based on interview with KMD committees, the committee has understood and acknowledge the mechanism.</p> <p>NC Minor: 3 <i>Kebun Masyarakat Desa/KMDs</i> (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrated a procedure for calculating and distributing fair compensation has been established.</p>	<p>Non-Compliance Comply</p>

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<p>6.4.3 Compensation claims, process and outcome of any negotiated agreements shall be documented, with evidence of the participation of affected parties.</p> <p>- Major compliance –</p>	<p>The compensation is calculated using government guidelines for land and crop values. This is already implemented. Details of negotiation settlements, including detail of compensation (land compensation, improvement compensation, crops compensation) are held in file "Agro Muko Land Compensation" since the development of the estate in 1990s.</p> <p>The company holds the records of all compensation payments including amounts, statement letter, receipt, negotiation record, progress of complaint, details of witness and photograph of recipient.</p> <p>PT. Agro Muko: Land compensation process were documented, for example in 2013, for 1.14 Ha under landowner Mr.A*** S; and for 1.36 Ha under landowner Mr. Z***** - both from Air Merah village. Land compensation documents completed, payment made on 15 July 2013.</p> <p>In Air Buluh Estate, land compensation No.30 in 2016, for 2.51 Ha under landowner Mr.A** M***; from Talang Baru village. Land compensation documents completed, payment made on 11 February 2016. The documents comprise of "Surat Keterangan Ganti Rugi Tanah Garapan" – statement letter of compensation, dated 11 February 2016; "Surat Pelepasan Hak Menggarap Atas Tanah Garapan" – release on user right, 11 February 2016. All process signed by both parties and acknowledged by Talang Baru Village Head and Malin Deman District Head. Participatory maps scale 1:1,500 dated 27 January 2016. Negotiation minutes that has been signed, dated 11 February 2016 – explaining the negotiation chronology. Compensation payment for Rp.1**,***,*** for Mr.A** M***, dated 11 February 2016. All completed with photograph.</p> <p>Land compensation No.15 in 2016, for 0.65 Ha under landowner Mr.E** M****; from Talang Baru village. Land compensation documents completed, payment made on 11 February 2016. The documents comprise of "Surat Keterangan Ganti Rugi Tanah Garapan" – statement letter of compensation, dated 11 February 2016; "Surat Pelepasan Hak Menggarap Atas Tanah Garapan" – release on user right, 11 February 2016. All process signed by both parties and acknowledged by Talang Baru Village Head and Malin Deman District Head. Participatory maps scale 1:1,500 dated 26 January 2016. Negotiation minutes that has been signed, dated 11 February 2016 – explaining the negotiation chronology. Compensation payment for Rp.*,***,*** for Mr.E** M****, dated 11 February 2016. All completed with photograph.</p>	<p>Comply</p>

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	<p>PT. Mukomuko Agro Sejahtera: PT. Mukomuko Agro Sejahtera has carried out land compensation to landowners and documented: in 2010, compensation made to 514 landowners with total area of 1,102.7 Ha; in 2011, compensation made to 101 landowners with total area of 167.9 Ha; in 2012, compensation made to 181 landowners with total area of 285.93 Ha; in 2013, compensation made to 151 landowners with total area of 232.5 Ha; up to this moment, company has made compensation for 1,225 landowners with total area of 2,142.29 Ha; Land compensation in 2013, for 2.9 Ha under landowner Mr.As****; from Talang Arah village. Completed with Surat Keterangan Tanah/SKT No.590/055/17.05.15/2013 for 0.9 Ha and No.590/039/17.05.15/2013 for 2 Ha, dated 30 April 2013. Land compensation documents completed, payment made on 30 April 2013. ---</p>	
	<p>The documents comprise of "Surat Keterangan Ganti Rugi Tanah Garapan" – statement letter of compensation, dated 30 April 2013; "Surat Pelepasan Hak Menggarap Atas Tanah Garapan" – release on user right, 30 April 2013. All process signed by both parties and acknowledged by two witnesses from Talang Arah Village Head and Malin Deman District Head. Negotiation minutes that has been signed, dated 30 April 2013 – explaining the negotiation chronology. Compensation payment for Rp.1**,***,*** for Mr.A****, dated 30 April 2013. All completed with photograph.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> The development of KMD was through proposal, initiated from village meeting to seek consent from community. For example, KMD Bumi Mulya formation meeting held on 5 October 2012, attended by 30 participants, consists of: village head, BPD, kepala dusun, community leaders and youth leader. The meeting discussed formation of KMD and land ownership transfer (Hibah) from previous owner to Bumi Mulya Village. Evidence were available, such as meeting attendance list, map, "Berita Acara Pembuatan Kebun Kas Desa" and "Surat Pernyataan Hibah".</p> <p>KMD Tunas Muda – Tunggal Jaya formation meeting held on 6 October 2016, attended by 23 participants, consists of: village head, BPD, kepala dusun, community leaders and youth leader. The meeting discussed: approval of extension of KMD area, area management performed by PT. Agro Muko and proposal for funding to PT. Agro Muko. Evidences of meeting were available, such as meeting attendance list, map, "Berita Acara Rapat Pembahasan Penambahan Kebun Masyarakat Desa (KMD) Bersama Perangkat Desa, BPD, Panitia KMD, RT, Kadus, dan Syarak Tahun 2016" and "Proposal Permohonan Pinjaman Dana Untuk Penambahan Kebun Desa Tunggal Jaya Kecamatan Teras Terunjam Kabupaten Mukomuko".</p>	

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Criterion / Indicator	Assessment Findings	Compliance
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.		

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Criterion / Indicator	Assessment Findings	Compliance																																								
<p>6.5.1 Documentation of pay and conditions for employees based on the existing manpower regulations shall be available.</p> <p>- Major compliance -</p>	<p>The company determines minimum wages as regulated by government every year, minimum wages in Kabupaten Mukomuko Tahun 2017 base on "Surat Keputusan Gubernur Bengkulu No.N.144/Disnakertrans Tahun 2017 tentang Upah Minimum Sektor Provinsi Bengkulu tahun 2017", dated 4 April 2017. The decree stipulates minimum wages Rp. 1,800,000 per month.</p> <p>Company and worker union has made collective work agreement stated permanent worker and temporary worker will be paid in accordance to consensus between management and worker union (Serikat Pekerja Agro Mandiri).</p> <p>Company then issued letter "Surat GM Agro Muko No.12/GMO AM-All-OU/IV-17 perihal Penetapan Upah Minimum Sektor Provinsi Bengkulu sektor Pertanian dan Perkebunan Tahun 2017", dated 7 April 2017. It is lined out the minimum wage in Bengkulu Rp.1,800,000/month; minimum wage per mandays was Rp.72,000/manday (divided 25 working days); minimum wage per manhour was Rp.10,286/manhour (7 hours).</p> <p>The company has also documented regulation of payment for 2018 as Decree letter from the Governor of Bengkulu No.G.407.DISNAKER/Tahun 2017 dated 31 October 2017 for Minimum Wages in 2018 is IDR 1,888,741.00 per month. It was available General Manager letter No.50/GMO-All OU/XI-17 dated 15 November 2017, mentioning that minimum wage is IDR 1,888,741.00 per month or IDR 75,550.00 per day or IDR 10,793.00 per hour.</p> <p>Mukomuko POM: Based on document review od Payment Slip period October 2017, e.g.</p> <table border="1" data-bbox="630 1317 1321 1541"> <thead> <tr> <th>Description</th> <th>Mr. JPS</th> <th>Mr. AW</th> <th>Mr. TF</th> <th>Mr. WT</th> </tr> </thead> <tbody> <tr> <td>Basic Salary</td> <td>1,810,000</td> <td>1,810,000</td> <td>1,737,413</td> <td>1,800,000</td> </tr> <tr> <td>Rice Allowance</td> <td>133,500</td> <td>347,100</td> <td>134,025</td> <td>-</td> </tr> <tr> <td>BPJS Ketenagakerjaan</td> <td>88,100</td> <td>88,100</td> <td>85,007</td> <td>81,720</td> </tr> <tr> <td>BPJS Kesehatan</td> <td>72,400</td> <td>72,400</td> <td>69,497</td> <td>72,000</td> </tr> <tr> <td>BPJS Pensiun</td> <td>38,810</td> <td>38,810</td> <td>-</td> <td>36,000</td> </tr> <tr> <td>Premi</td> <td>116,095</td> <td>103,513</td> <td>-</td> <td>-</td> </tr> <tr> <td>Over time</td> <td>1,229,112</td> <td>1,550,292</td> <td>1,746,990</td> <td>1,211,258</td> </tr> </tbody> </table> <p>Based on review of payments slip, there is no worker's salary below minimum wages, e.g.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> All activities (planting, upkeep, manuring, harvesting, etc.) at KMD area are performed by the company worker, pay and condition are following company regulation.</p> <p>"Memorandum No.65/FAD/08-16 dar FAD kepada GMO-AM terkait Pemakaian Tenaga Kerja SKU/PKWT/FL Buku Gaji PT. Agro Muko di KMD", dated 30 August 2016.</p> <p>"Memorandum No.53/GM-AM-Mill/CRF/XIII-16 tentang Pemakaian Tenaga Kerja SKU/PKWT & Free Labour Buku Gaji PT. Agro Muko di KMD", dated 30 April 2016. The memorandum stated that the worker from PT. Agro Muko work in KMD, recorded into ledger. And by the end of each month, estate to issue Debit Note (D/N) and invoiced to KMD – referring to mandays allocated for KMD work (salary, benefit, natura).</p>	Description	Mr. JPS	Mr. AW	Mr. TF	Mr. WT	Basic Salary	1,810,000	1,810,000	1,737,413	1,800,000	Rice Allowance	133,500	347,100	134,025	-	BPJS Ketenagakerjaan	88,100	88,100	85,007	81,720	BPJS Kesehatan	72,400	72,400	69,497	72,000	BPJS Pensiun	38,810	38,810	-	36,000	Premi	116,095	103,513	-	-	Over time	1,229,112	1,550,292	1,746,990	1,211,258	<p>Comply</p>
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<p>6.5.2</p> <p>Collective Labor Agreement/Company Regulation, in accordance with the manpower regulations, shall be available in understandable language; and explained by the management or Labor Union to the workers.</p> <p>- Major compliance -</p>	<p>Company and worker union has made collective work agreement stated permanent worker and temporary worker will be paid in accordance to consensus between management and worker union (Serikat Pekerja Agro Mandiri). The collective work agreement has been approved by manpower office: "Surat Keputusan Kepala Dinas Sosial, Tenaga Kerja dan Transmigrasi Kabupaten Mukomuko No.21 Tahun 2016 tentang Perjanjian Kerja Bersama antara PT. Agro Muko dengan Pengurus Unit Kerja Serikat Pekerja Agro Mandiri (SPAM) PT. Agro Muko" dated 3 October 2016. The collective work agreement has been registered under "Dinas Sosial, Tenaga Kerja dan Transmigrasi Kabupaten Mukomuko, No.560/21/D.3/IV/2016. Available in Bahasa Indonesia. The collective work agreement valid from 1 October 2016 up to 31 October 2018.</p> <p>The work agreement has stipulates:</p> <ul style="list-style-type: none"> - Salary: in form of monetary as consensus, in compliance with government regulation. Salary can be provided in form of natura/rice 15 kg for registered worker, 9 kg for spouse, 7.5 kg for children (up to 3 child); - Chapter III: working hour, regulating the weekly working hour, change and adjustment of working hours, weekly rest day, government official holiday, working hour for female workers; - Chapter IX: Overtime, regulating overtime work, overtime rate – refer to "Keputusan Menteri Tenaga Kerja No.Kep-102/Men/VI/2004"; - Facility provided by company (housing, clean water, electricity, medical clinic, school, etc.); - Freedom of association; - Dispute settlement; etc. <p>The collective work agreement has been communicated through worker union and prior to work agreement signing with new worker.</p> <p>Tanah Rekah Estate</p> <p>The promoted workers have been explained on their right and obligation as per collective work agreement. Interview with said workers, they understood and have access to the work agreement.</p> <p><i>Kebun Masyarakat Desa/KMD:</i></p> <p>All activities (planting, upkeep, manuring, harvesting, etc.) at KMD plantation block are performed by the company worker, pay and condition are following company regulation. PKB and contract are available in understandable language, which is Bahasa Indonesia. During interview with worker, it was noted that all employee have sign the contract and understood the contract.</p>	<p>Comply</p>

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<p>6.5.3 Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where such public facilities are unavailable or inaccessible.</p> <p>- Minor compliance –</p>	<p>The company has prepared facilities for their workers, such as: Mukomuko POM: Based on field verification, Mukomuko POM provides housing 146 worker housing (with free water and electricity supplied), G2 type consist of 1 living room, 2 bed rooms, 1 toilet, 1 kitchen; 2 kindergartens; 1 creche/daycare; 3 school buses; sport fields; 1 community hall; 1 polyclinic; religious house (mosque and church); 1 ambulance. Any housing problem will be followed up accordingly by Civil Engineering Division.</p> <p>Tanah Rekah Estate: Based on field verification, Tanah Rekah Estate shared the facility for their workers. The estates have prepared 75 housing for workers (with free water and electricity supplied), consist of 1 living room, 2 bed rooms, 1 toilet, 1 kitchen; 1 elementary school; 1 school bus; 1 sport field; 1 worker hall; 1 polyclinic; religious house (masjid and church).</p> <p>As explained in indicator 4.7.6, all workers has provided with medical care, and covered by accident insurance. The company also has provided clinic for all workers, located in each estate. Referral are made to the nearest hospital should the case is severe in Mukomuko Region Hospital based on new regulation in Indonesia (BPJS kesehatan). Ambulance is standing by. The company also providing social and accident insurance in form of Jamsostek (BPJS Ketenagakerjaan) for all workers.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> All activities (planting, upkeep, manuring, harvesting, etc.) at KMD area are performed by the company worker. Adequate housing, water supplies, medical, educational and welfare amenities to national standards or above are provided by the company. Public facilities, e.g. market, school and medical facility also easy to access.</p>	<p>Comply</p>
<p>6.5.4 There shall be demonstrable efforts to improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance –</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera: The employees able to access traditional market and also there is cooperative to providing affordable food. In addition, PT. Agro Muko and PT. Mukomuko Agro Sejahtera has encourage the establishment of employee cooperative "Koperasi Serba Usaha Karyawan Agromuko" which purpose is to help worker in meet their basic food need.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> All activities (planting, upkeep, manuring, harvesting, etc.) at KMD area are performed by the company worker. Adequate housing, water supplies, medical, educational and welfare amenities to national standards or above are provided by the company. Public facilities, e.g. market, school and medical facility also easy to access.</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>Criterion 6.6</p> <p>The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>		
<p>6.6.1</p>	<p>A record of the company's policy in understandable language recognising freedom of association, shall be available.</p> <p>- Major compliance –</p> <p>The President Director of PT. Agro Muko has issued policy in understandable language (English and Bahasa Indonesia) in regards recognizing of freedom association in "<i>Kebijakan Kebebasan Berserikat</i>" (Freedom of Association Policy), dated 1 March 2013 which stated that PT. Agro Muko recognizes the role of lawful and independent workers and employees representative organization in creating a constructive working environment.</p> <p>Mukomuko POM: Based interview with the secretary of Mukomuko POM worker union (Serikat Pekerja Agro Mandiri PT. Agro Muko – Mukomuko POM), the company has facilitate establishment of worker union. It was available letter from Head of SPAM PT Agro Muko Group No.KEP.05/SK/SPAM-AM/X/2017 dated 24 October 2017 regarding "Pengesahan Pengurus Tingkat Koordinator Estate Serikat Pekerja Agro Mandiri (SPAM) PT. Agro Muko – Mukomuko POM, Desa Teruntung, Kecamatan Teras Terunjam, Kabupaten Mukomuko, Provinsi Bengkulu". The letter nominates Mr. Dahlan Elon Kartiwa as chairman, Sudirman as vice chairman, Ahmad and M. Situmeang as treasury, M. Irsyan and A. Rasyid as secretary, Mariana Purba as women empowering, Salimin, Wahdarman, Willis W., Basri Rambe and Daniel Silalahi as public relation.</p> <p>It was available letter from chaiman of "Serikat Pekerja Agro Mandiri (SPAM)" No.15/SPAM-AM/X/2017 dated 16 October 2017 regarding result of meeting (<i>Musyawah Unit Kerja – Musnik</i>) that held on 14 October 2017 on Organization Structure of SPAM period 2017 – 2019. The structure consists of Nofrizal as chairman, Edy Mulyadi and Gamansyah as vice chairman, Juramadi as secretary, Hasanudin as vice secretary, Edi Sudirman Ginting as treasury, Feri Densi as vice treasury, 3 coordinator and 16 members.</p> <p>In PT. Mukomuko Agro Sejahtera, the worker union has not been formed, because there has been lack of initiative from the worker lately. Company have demonstrate support to encourage forming of worker union.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> All activities (planting, upkeep, manuring, harvesting, etc.) at KMD area are performed by the company worker, freedom of association are following company policy. Based on interview with KMD committees, they are respecting the sovereignty of company workers in their plantation and recognize their freedom of association.</p>	<p>Comply</p>

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6.6.2	<p>Records of meetings with labor unions or workers representatives shall be available.</p> <p>- Minor compliance –</p>	<p>Meeting with the company and labour union is conducted regularly, several meetings were held.</p> <p>“Perundingan antara PT. Agro Muko and Serikat Pekerja Agromuko Mandiri” dated 19 April 2017 in clubhouse PT. Agro Muko. The meeting discussing the increment/raise following government regulation on minimum salary 2017 – applicable to permanent, contract and temporary worker. The meeting resulted in consensus, signed by 2 management representatives and 3 worker union representatives. The result: the salary raise effective (retrospective) since 1 January 2017; the salary raise will be according to each grade; worker union committed to disseminates the meeting result to all of its workers and to encourage worker to improve productivity and abide to working hour.</p> <p><i>Mukomuko POM:</i> Meeting with the company and labour union is conducted regularly, the last meeting was held on 19 April 2017, attended by 8 company representatives and 31 worker union representatives took place at Club House. The meeting discussed about salary increment from year 2016 to 2017. Attendance list, minutes meeting and photograph as evidence of meeting are available.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> All activities (planting, upkeep, manuring, harvesting, etc.) at KMD area are performed by the company worker, freedom of association are following company policy.</p> <p>Based on interview with KMD committees, they are respecting the sovereignty of company workers in their plantation and recognize their freedom of association. KMD committees respect the worker rights to attend meeting with company management.</p>	Comply
<p>Criterion 6.7 Children are not employed or exploited.</p>			

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6.7.1	<p>There shall be documented evidence that minimum age requirements are met.</p> <p>- Major compliance –</p>	<p>The company has policy related minimum ages, under “Kebijakan Pekerja Anak” signed by President Director dated 1 March 2014. The policy stipulates, the company committed to ensuring that children, under the age of 18 years are not employed. The minimum age of 18 years also regulated under recruitment procedure No.Ref GA 7 dated 19 September 1997.</p> <p>Mukomuko POM: Based on review of list of employees updated 1 November 2017, it was seen that no employees were hired under 18 years old, the youngest employee is Mr. W***o, reception/loading ramp, DoB 30 July 1995 and Mr. A*** W****, EFB plant, DoB 27 August 1994.</p> <p>Tanah Rekah Estate: Based on field visit and document verification, for period October 2017 shows no worker under age of 18 years old. The youngest worker Mrs.C*** Y***, born 14 April 1986, employed on 7 January 2016 (at 29 years old).</p> <p><i>Kebun Masyarakat Desa/KMD:</i> All activities (planting, upkeep, manuring, harvesting, etc.) at KMD area are performed by the company worker, minimum age requirements are following company policy. Interview with KMD committees, they understand the minimum age policy and confirm no underage worker at smallholder plantation. Based on field visit and document review, there was no worker for KMD under 18 years old. Sampled worker Mrs. D***** born 3 February 1980, employed on 6 January 2011 (at 30 years old).</p>	Comply
<p>Criterion 6.8</p> <p>Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.</p>			
6.8.1	<p>A company’s policy on equal opportunity and treatment for work shall be available and documented.</p> <p>- Major compliance –</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have a policy for equal opportunities, under “Kebijakan Persamaan Kesempatan Kerja”, which stipulates the company is not discriminating against anyone in the recruitment practice or in the performance of the company business operation dated 1 March 2013, signed by President Director. The policy communicated through posting in notice boards located in mills, estate offices, division office, worker hall, etc. Other means for dissemination was through morning musters.</p> <p>Mukomuko POM: The policy has been communicated to workers in form of notification board or direct briefing. Based on interview with Mukomuko POM worker on 29 November 2017, it was noted that the worker understood the policy on equal opportunity and treatment for work.</p> <p>---</p>	<p>Non-Compliance Comply</p>

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	<p>Tanah Rekah Estate: Communication of equal opportunity policy to Division I – VI workers on 4 May 2017, attended by 15 harvesters. Interview with harvester, sprayers and fertilizer applicators in Tanah Rekah Estate, the policy has been understood. The workers felt company has committed to policy – through worker evaluation and grade rise regularly, based on performance.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> All activities (planting, upkeep, manuring, harvesting, etc.) at KMD area are performed by the company worker, equal opportunity and treatment for work are following company policy. Kebun Masyarakat Desa/KMD committee made a statement to follow PT. Agro Muko’s policy on equal opportunity and treatment for work.</p> <ul style="list-style-type: none"> - PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of equal opportunity and treatment for work. Awareness session was carried out on 15 December 2017 for all committee and workers of <i>Kebun Masyarakat Desa/KMD</i> Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) The session covers policies related to equal opportunity and treatment for work – in form of “PT. Agro Muko Equal Employment Opportunity Policy (Kebijakan Persamaan Kesempatan Kerja)” dated 1 March 2013. - Awareness session was carried out on 13 and 16 December 2017 for all committee and workers of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to equal opportunity and treatment for work – in form of “PT. Agro Muko Equal Employment Opportunity Policy (Kebijakan Persamaan Kesempatan Kerja)” dated 1 March 2013. <p>NC Major: 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrated a documented policy on equal opportunity and treatment for work has been established.</p>	

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6.8.2	<p>Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated.</p> <p>- Major compliance –</p>	<p>Mukomuko POM: Based on verification upon list of workers (as of November 2017), shows there is no indication of worker discrimination related to gender, race, religion or tribe. Based on interview with worker union, "Serikat Pekerja Agro Mandiri (SPAM) – Mukomuko POM", and interview with workers (operator boiler, loader, kernel station and loading ramp) company does not discriminate any of the workers.</p> <p>Tanah Rekah Estate: Based on document verification against worker register period July – October 2017, no indication of gender, race, religion, tribe, ethic discrimination. Interview with harvester, sprayers and fertilizer applicators in Tanah Rekah Estate, the policy has been understood. The workers stated company has committed to policy – no worker discrimination. All treated equally, promotion made through worker evaluation and grade rise regularly, based on performance.</p> <p>---</p>	Comply
		<p><i>Kebun Masyarakat Desa/KMD:</i> All activities (planting, upkeep, manuring, harvesting, etc.) at KMD area are performed by the company worker. Company's policy is following above mentioned description and disseminated to related KMD committee.</p>	

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<p>6.8.3 Records of evidence that equal opportunity and treatment for work shall be available.</p> <p>– Minor compliance -</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have sets a clear human resources system: organization structure, job description, career path, incentive pattern, training plan and implementation, provision of manpower with required qualification, etc. The company has procedure hiring workers, dated 25 April 2007, regulated that hiring and promotion of workers based on skill, work experiences, interview/evaluation, and medical check up.</p> <p>The collective work agreement regulates under Chapter 15, Recruitment, Transfer, Promotion and Work Termination.</p> <p>In addition, company posted job vacancy in local newspaper, "Radar Mukomuko" and company website.</p> <p>Mukomuko POM: Based on verification against employment document and interview with worker union "Serikat Pekerja Agro Mandiri (SPAM) – Mukomuko POM" and worker representative, it was noted that recruitment, hiring and promotion are based on test, considering the job type. Promotion done through yearly worker evaluation. As example; "Form Penilaian Karyawan" consists of 10 evaluation parameters done by Evaluator (Assistant) and verified by POM Manager.</p> <p>Tanah Rekah Estate: Based on document verification against worker register period July – October 2017, no indication of gender, race, religion, tribe, ethic discrimination. PPE distribution and working tools distribution checklist for all worker sighted.</p> <p>Talang Petai Estate: Based on document verification against worker register period July – October 2017, no indication of gender, race, religion, tribe, ethic discrimination. PPE distribution and working tools distribution checklist for all worker sighted. Medical check up result for all workers – sighted; the result have been communicated back to each worker.</p> <p>Kebun Masyarakat Desa/KMD: All activities (planting, upkeep, manuring, harvesting, etc.) at KMD area are performed by the company worker. Company's policy is following above mentioned description and disseminated to related KMD committee.</p>	<p>Comply</p>
<p>Criterion 6.9</p> <p>There is no harassment or abuse in the work place, and reproductive rights are protected.</p>		

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<p>6.9.1 A policy to prevent sexual and all other forms of harassment and violence, shall be documented, implemented and communicated to all levels of the workforce.</p> <p>- Major compliance –</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have a sets policy to prevent sexual harassment under “Kebijakan Pelecehan Seksual”, signed by President director on 1 March 2013. The policy stated: Company uphold the laws under Republic of Indonesia related to sexual harassment; sexual harassment could occurs in form of physical contact, comments, jokes, exhibition or other behavior; All discrimination and sexual harassment complaint will be handle in good manner and confidential to achieve fair statement and reduce false accusation. There shall be no false sexual harassment accusation. Sexual harassment applies equally – both men and women. Sexual harassment accusation with solid evidence could lead to disciplinary action including termination. False report on sexual harassment, without evidence could also lead to disciplinary action including termination and legal action.</p> <p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have established gender committee to solve sexual harassment cases and protect reproductive right for women workers. Mukomuko POM: Latest dissemination regarding this policy was held on 15 March 2017. Interview with gender comittee (Mrs. Fitria), chapter Mukomuko POM, it is understood that female workers are protected, gender committee meeting was held regularly, and zero tolerance sanction is in place for sexual harassment case. Until ASA1-2 no case of sexual harassment occured in Mukomuko POM.</p> <p>Talang Petai Estate: Company policy on protection against sexual harrassment and protection of female reproductive rights has been disseminated: Record of policy dissemination on 11 April 2017, to 2 midwives; 4 kindergarten teachers; 6 office clerks; On 16 October 2017, to 4 mandores; 2 field clerks; 16 harvesters during morning muster;</p> <p>Tanah Rekah Estate: Communication of sexual harrassment prevention policy to Division I II workers on 4 April 2017, attended by 24 workers. Interview with harvester, sprayers and fertilizer applicators in Tanah Rekah Estate, the policy has been understood.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Kebun Masyarakat Desa/KMD committee will follow PT. Agro Muko’s policy on prevent sexual and all other forms of harassment and violence. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee “Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO” dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko.</p> <p>PT. Agro Muko’s policy “PT. Agro Muko Sexual Harassment Policy (Kebijakan Pelecehan Seksual)” dated 1 March 2013, available in English and Bahasa Indonesia has been communicated.</p> <p>---</p>	<p>Non-Compliance Comply</p>

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	<ul style="list-style-type: none"> - PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of preventing sexual and all other forms of harassment and violence. Awareness session was carried out on 15 December 2017 for all committee and workers of <i>Kebun Masyarakat Desa/KMD</i> Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya. The session covers policies related to prevent sexual and all other forms of harassment and violence – in form of “PT. Agro Muko Sexual Policy (Kebijakan Pelecehan Seksual)” dated 1 March 2013. - Awareness session was carried out on 13 and 16 December 2017 for all committee and workers of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to prevent sexual and all other forms of harassment and violence – in form of “PT. Agro Muko Sexual Policy (Kebijakan Pelecehan Seksual)” dated 1 March 2013; <p>NC Major: 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) cannot demonstrated a documented policy to prevent sexual and all other forms of harassment and violence has been established.</p>	

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Criterion / Indicator	Assessment Findings	Compliance
<p>6.9.2</p> <p>A policy to protect the reproductive rights, shall be documented, implemented and communicated to all levels of the workforce.</p> <p>- Major compliance –</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have a sets policy to protect reproductive rights under “Kebijakan Perlindungan Hak-hak Reproduksi”, signed by President director on 1 March 2013. The policy stated: The policy covers provision of counseling related to sexuality, pregnancy, contraception aid, infertility, infection and sexually-transmitted-disease; sex education and gender; prevention and medication on reproductive infection including HIV/AIDS; Provision of pregnancy, delivery and <i>ante-natal</i> treatment; Baby and infant health service; Encourage male participation in sharing responsibility related to sexual behavior, during maternal period, HIV/AIDS and domestic violence.</p> <p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have established gender committee to protect reproductive right for female workers.</p> <p>Mukomuko POM: Based on interview with gender committee, company has understood the implementation of protection on reproductive rights in form of menstruation leave issue, maternal leave, medical check up for female worker, performing jobs related to agrochemical, prevention of domestic violence, etc. The policy has been communicated through notification board and during gender committee meeting to workers.</p> <p>Talang Petai Estate: Company policy on protection against sexual harrassment and protection of female reproductive rights has been disseminated: Record of policy dissemination on 11 April 2017, to 2 midwives; 4 kindergarten teachers; 6 office clerks; On 16 October 2017, to 4 mandores; 2 field clerks; 16 harvesters during morning muster; ---</p>	<p>Non-Compliance Comply</p>

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	<p>Tanah Rekah Estate: Communication of protection of reproductive rights policy to Division I II workers on 4 April 2017, attended by 24 workers. Interview with harvester, sprayers and fertilizer applicators in Tanah Rekah Estate, the policy has been understood.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> All activities (planting, upkeep, manuring, harvesting, etc.) at KMD area are performed by the company worker, protection of reproductive rights are following company policy. Kebun Masyarakat Desa/KMD committee refers to PT. Agro Muko's policy on protection of the reproductive rights. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataaan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko. PT. Agro Muko's policy "PT. Agro Muko Kebijakan Perlindungan Hak-Hak Reproduksi (Protection of Reproductive Rights Policy)" dated 1 March 2013, available in Bahasa Indonesia; has been communicated.</p> <p>NC Major: 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) has not established a policy to protect the reproductive rights.</p>	

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Criterion / Indicator	Assessment Findings	Compliance
<p>6.9.3 A specific grievance mechanism which respects anonymity of complainants where requested, and as long as they are supported with adequate information, shall be documented, implemented, and communicated to all workforce.</p> <p>- Minor compliance –</p>	<p>Based on document review upon “Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01 dated 21 April 2011 point 52.7 stipulates mechanism for grievance for cases related to sexual harrasment or other form of violence, including protect the anonymity of complainant. Interview with gender committee, chapter Mukomuko POM, and Tanah Rekah Estate it is understood that female workers are protected, gender committee meeting was held regularly, zero tolerance sanction is in place for sexual harassment case, and a specific grievance mechanism and anonymity of complainant is in place for reporting/complaint on gender issue case.</p> <p>The company has established grievance mechanism as in “Prosedur Keluh Kesah dengan Pihak Internal” No.SOP/025/Dept dated 27 March 2015 and “Prosedur Keluh Kesah dengan Pihak Eksternal” No.SOP/026/ HRA dated 27 March 2015. The procedure explains steps to convey complaint/grievance and provide response to complaint/grievance from internal and external party, completed with flowchart for response upon complaint. The policy mentioned specific grievance mechanism which respects anonymity of complainants (whistleblower) where requested.</p> <p>Mukomuko POM: Interview with female workers at mill, they understood the sexual harrasment policy and mechanism for reporting such case. They understood the contact person in gender committee.</p> <p>Tanah Rekah Estate: Interview with female workers (sprayers and fertilizer applicators), they understood the sexual harrasment policy and mechanism for reporting such case. They understood the contact person in gender committee.</p> <p>Talang Petai Estate: Interview with female workers (sprayers), they understood the sexual harrasment policy and mechanism for reporting such case. They understood the contact person in gender committee.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> All activities (planting, upkeep, manuring, harvesting, etc.) at KMD area are performed by the company worker, prevention of sexual and all other forms of harassment and violence are following company policy. Kebun Masyarakat Desa/KMD committee refers to PT. Agro Muko’s policy on prevent sexual and all other forms of harassment and violence. Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee “Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO” dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko - sighted.</p> <p>---</p>	<p>Non-Compliance Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p>KMD also follows specific grievance mechanism for reporting case of sexual harassment, which respects anonymity as in PT. Agro Muko’s “Prosedur Keluh Kesah dengan Pihak Internal, No.SOP/025/HRA rev.02” – grievance settling with internal parties procedure dated 27 March 2015, available in Bahasa Indonesia. And in PT. Agro Muko’s “Prosedur Keluh Kesah dengan Pihak Eksternal, No.SOP/026/HRA rev.02” – grievance settling with internal parties procedure dated 27 March 2015, available in Bahasa Indonesia.</p> <ul style="list-style-type: none"> - PT. Agro Muko carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of preventing sexual and all other forms of harassment and violence. Awareness session was carried out on 15 December 2017 for all committee and workers of <i>Kebun Masyarakat Desa</i>/KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya. The session covers policies related to prevent sexual and all other forms of harassment and violence – in form of “PT. Agro Muko Sexual Policy (Kebijakan Pelecehan Seksual)” dated 1 March 2013. - Awareness session was carried out on 13 and 16 December 2017 for all committee and workers of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to prevent sexual and all other forms of harassment and violence – in form of “PT. Agro Muko Sexual Policy (Kebijakan Pelecehan Seksual)” dated 1 March 2013. <p>NC Minor: 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) has not established a specific grievance mechanism which respects anonymity of complainants with regards to sexual harassment case or violation of protection of reproductive rights.</p>	
<p>Criterion 6.10 Growers and millers deal fairly and transparently with smallholders and other local businesses.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
<p>6.10.1 Current and past prices paid for Fresh Fruit Bunches (FFB), shall be publicly available.</p> <p>- Minor compliance -</p>	<p>FFB price determined in accordance with an agreed formula as contained in Appendix 1 of the agreement between the company and the <i>Kebun Masyarakat Desa/KMD/cooperative</i> that supplies FFB. Price is updated weekly and reported by specialized staff in charge small holders company/supplier.</p> <p>Record of current and past prices for FFB available in smallholder manager, GMO office. <i>Kebun Masyarakat Desa/KMD/cooperative</i> are given short message service on the price change.</p> <p>The company has informed the current FFB price to management of "<i>Kebun Masyarakat Desa</i>" (KMD), every week; recorded in expedition book "<i>Tanda Terima Harga TBS</i>" – FFB price receipt. The company also provided record of past FFB price. Current FFB price are based on General Manager letter that issued weekly, for example:</p> <ul style="list-style-type: none"> - GM letter No.GM-AM/EDB/11/424 dated 22 November 2017, FFB purchasing price of period 20 to 26 November 2017: Category A: IDR 1,673/kg; Category B: IDR 1,658/kg; Category C: IDR 1,643/kg. - GM letter No.GM-AM/EDB/11/410 dated 16 November 2017, FFB purchasing price of period 6 to 19 November 2017: Category A: IDR 1,673/kg; Category B: IDR 1,658/kg; Category C: IDR 1,643/kg. - GM letter No.GM-AM/EDB/9/338 dated 27 September 2017, FFB purchasing price of period 25 September to 1 October 2017: Category A: IDR 1,605/kg; Category B: IDR 1,590/kg; Category C: IDR 1,575/kg. <p>FFB category A, B and C are based on General Manager letter #16/GM-Circ/2008 dated 16 February 2008 regarding FFB quality from KMD, that mentioned:</p> <ul style="list-style-type: none"> - Category A: contain ≥ 94 % of ripe bunches - Category B: contain 86 - 93 % of ripe bunches - Category C: contain ≤ 85 % of ripe bunches <p>In addition, companies are announcing the FFB paid for each entity (<i>Kebun Masyarakat Desa/KMD/cooperative</i>) on local newspaper "<i>Radar Mukomuko</i>" on regular basis.</p> <p><i>Kebun Masyarakat Desa/KMD:</i></p> <p>Based on interview with KMD committee, they have understood and accepted the FFB price updates from PT. Agro Muko and/or PT. Mukomuko Agro Sejahtera. Price usually changes/moves every week. They receive the FFB price through short message services.</p> <p>Record review on KMD, the price paid also stated in the invoice.</p> <p>To demonstrate responsibility and accountability to its stakeholder, KMD bought newspaper whereby PT. Agro Muko has indicated the price, tonnage and amount of money paid.</p>	<p>Comply</p>

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Criterion / Indicator		Assessment Findings	Compliance
6.10.2	<p>Pricing mechanisms for Fresh Fruit Bunches (FFB) and inputs/services shall be explained and documented (where these are under the control of the mill or plantation).</p> <p>- Major compliance -</p>	<p>FFB price determined in accordance with an agreed formula as contained in Appendix 1 of the agreement between the company and the <i>Kebun Masyarakat Desa/KMD</i>/cooperative that supplies FFB. The price mechanism refers to government regulation, Peraturan Menteri Pertanian No.14 tahun 2013 tentang Pedoman Penetapan Harga Tandan Buah Segar Kelapa sawit Produksi Pekebun".</p> <p>Pricing mechanism for Fresh Fruit Bunchs (FFB) was described in "<i>Daftar Cara Menghitung Indeks K</i>". The mechanism calculation are based on previous week CPO and PK price, OER, KER, previous FFB price, percent of previous sales volume, processing cost, reduction and administration cost. The price agreement for FFB coming from "<i>Kebun Masyarakat Desa</i>" (KMD) regulated under MoU between "<i>Pengurus Kebun Masyarakat</i>".</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Based on interview with KMD committee, they have understood and accepted the FFB price determination mechanism from PT. Agro Muko and/or PT. Mukomuko Agro Sejahtera. They receive the FFB price through short message services. Record review on KMD, the price paid also stated in the invoice. To demonstrate responsibility and accountability to its stakeholder, KMD bought newspaper whereby PT. Agro Muko has indicated the price, tonnage and amount of money paid.</p>	Comply
6.10.3	<p>Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.</p> <p>- Minor compliance -</p>	<p>Mukomuko POM: Based on interview with Mukomuko POM management and local contractors, it was confirmed that contract understood by them and made fairly, legal and transparent.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Based on interview with KMD committee and local contractors confirmed that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. Contracts are made in Bahasa Indonesia. Sign of approval from both parties were sight.</p>	Comply

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6.10.4	<p>Agreed payments shall be made in a timely manner.</p> <p>- Minor compliance -</p>	<p>Mukomuko POM:</p> <ul style="list-style-type: none"> - Invoice No.1/KMD-TJ/V/17 dated 30 April 2017, related sales of 16,140 kg FFB from KMD Tunggal Jaya, as much as IDR 22,031,784 with attachment document No.KM17040075. Detail invoice attachment mentioned that total FFB sales is Rp.27,345,884 then deducted Rp.5,314,100 for harvester, FFB carrier and vehicle transport. - Invoice No.10/KMD-SL/X/2017 dated 30 October 2017, related sales of 29,170 kg FFB from KMD Sungai Lintang, as much as Rp.26,067,824 with attachment document No.KM17100070. Detail invoice attachment mentioned that total FFB sales is Rp.47,268,181 then deducted Rp. 21,200,357 for loan installment, supervision, harvester, FFB carrier and external transport. <p><i>Kebun Masyarakat Desa/KMD:</i> Smallholder also committed to comply with payment upon contractual agreement. Sample seen: Invoice from KMD Tunggal Jaya 19 May 2017, Ref No.04/KMD-TJ/V/2017 for work item FFB evacuation (langsir), external transport and harvester, amount Rp.5,845,510.</p>	Comply
<p>Criterion 6.11 Growers and millers contribute to local sustainable development where appropriate.</p>			
6.11.1	<p>Records of contributions to local development based on the results of consultation with local communities shall be available.</p> <p>- Minor compliance -</p>	<p>The Company has established a program of "Community Development and Corporate Social Responsibility 2017" consists of 8 types of activities covering the infrastructure, sports event, agriculture, micro business, art, religious event and social-economy.</p> <p>Talang Petai Estate:</p> <ul style="list-style-type: none"> - Renovation sports field in Talang Sepakat Village, 18 February 2017; - Operational aid for Police Post in V Koto dated 18 February 2017; - Provision of material for public facility in Sungai Rengas Village dated 21 May 2017. <p>---</p>	Comply

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		<p>Tanah Rekah Estate:</p> <ul style="list-style-type: none"> - Provision of building material for Setia Budi Village, dated 2 November 2017 - Maintenance/re-surface of agriculture access road in Setia Budi Village on April 2017; <p><i>Kebun Masyarakat Desa/KMD:</i> Smallholder also committed to the community development of their villages/region. This commitment was implemented into the work agreement between Kebun Masyarakat Desa/KMD/cooperative PT. Agro Muko and/or PT. Mukomuko Agro Sejahtera. Chapter 13 stipulates that revenue from the FFB sales will be allocated: 50% for construction and development of village infrastructure (road for agriculture, bridge, culvert, sport field, art events, etc.); 5% for social donation; 15% for service of KMD/cooperative's committee; 1.5% for District's operation; etc. KMD contributed to village development, as mandated in the work agreement: KMD Sei Ipuh Group provided fund to repair road maintenance. The heavy machinery was supplied from PT. Agro Muko, the fuel and operational cost was from KMD Sei Ipuh. The road maintenance comprise of material provision, road grader, compacting of 1.5 km. KMD Pondok Baru contributed to construction of Village head office; road construction for access of playgroup; renovation of primary school building.s To demonstrate responsibility and accountability to its stakeholder, KMD involved in posting financial report into newspaper whereby PT. Agro Muko has indicated the price, tonnage and amount of money paid – therefore KMD being transparent on the financial resources they managed.</p>	
6.11.2	<p>Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve scheme smallholder productivity.</p> <p>- Minor compliance -</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera is helping the development of Kebun Masyarakat Desa/KMD. Companies provides technical guidance, financial credit, fertilizer support and accepting the FFB production from certified (as scheme smallholder) KMD into Mukomuko POM. Aside from that, gradually, in several phases, company guides smallholder/Kebun Masyarakat Desa/KMD/cooperatives to be RSPO-certified.</p>	Comply
<p>Criterion 6.12 No forms of forced or trafficked labor are used.</p>			

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6.12.1	<p>There shall be evidence that no forms of forced or trafficked labor are used.</p> <p>- Major compliance -</p>	<p>The company had a policy against Forced Labour or Labour traded (Company Policy on Trafficked Against Forced Labour) adopted by President Director dated 1 March 2014, that is:</p> <ul style="list-style-type: none"> - The company does not use forced labor or trafficked workers either directly or through a third party. - The company acknowledged that slave labor or trafficked labor can take many forms, all of which are equally unacceptable. Debt bondage or bonded labor employment relationship because the debt is considered forced labor. - The alleged use of forced labor or labor which are traded by the company's employees if proven would result in disciplinary action up to termination of employment and also can result in legal action. - Other party that do business with PT. Agro Muko and PT. Mukomuko Agro Sejahtera required adhere to the policy. - Violation of this policy, if proven, would result in disciplinary action up to termination of employment and may result in legal action. <p>Mukomuko POM: Based on document review and interview with workers and labour union on 29 November 2017, it is confirmed that no forced or trafficked labour used in the company.</p> <p>Tanah Rekah Estate: Communication of Company Policy on Trafficked Against Forced Labour to Division III workers on 4 April 2017, attended by 24 workers. Based on document verification against worker register period July – October 2017, all worker have appointment letter and/or work agreement signed. Interview with harvester, sprayers and fertilizer applicators in Tanah Rekah Estate, the policy has been understood and no forced labor and/or trafficked labor employed.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> All activities (planting, upkeep, manuring, harvesting, etc.) at KMD area are performed by the company worker, there is no forms of forced or trafficked labor used for KMD works.</p>	Comply

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6.12.2	<p>It shall be demonstrated that no contract substitution has occurred.</p> <p>- Minor compliance -</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have sets a clear human resources system: organization structure, job description, career path, incentive pattern, training plan and implementation, provision of manpower with required qualification, etc. All work has been sets to work as per procedure, requirement and performed by qualified worker. Based on document review and interview with workers and labour union, confirmed that no contract substitution was noted.</p> <p>Mukomuko POM: Based on document verification against worker register period July – October 2017, all worker have appointment letter and/or work agreement signed. Interview with processing, workshop worker, and office clerks, there was no contract substitution case. Based on interview with workers and labour union on 29 November 2017, it is confirmed that no forced or trafficked labour used in the company.</p> <p>Tanah Rekah Estate: Communication of Company Policy on Trafficked Against Forced Labour to Division III workers on 4 April 2017, attended by 24 workers. Based on document verification against worker register period July – October 2017, all worker have appointment letter and/or work agreement signed. Interview with harvester, sprayers and fertilizer applicators in Tanah Rekah Estate, there was no contract substitution case.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> All activities (planting, upkeep, manuring, harvesting, etc.) at KMD area are performed by the company worker. There is no forms of contract substitution used for KMD works.</p>	Comply
6.12.3	<p>Where migrant/foreign/honorary workers are employed, a special worker policy and procedures and the evidence of implementation shall be available.</p> <p>- Major compliance -</p>	<p>The agreement for temporary workers is available and signed by workers. There is no migrant worker.</p> <p>Mukomuko POM: For contract worker (PKWT), there are contract between the employer and the employee, e.g. contract on behalf Wicco Tampubolon dated 1 February 2017. The contract explained period of contract, obligation, work location and rotation, salary, medical, annual leave, holiday allowance, social insurance, etc.</p>	Comply
<p>Criterion 6.13 Growers and millers respect human rights.</p>			

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<p>6.13.1 A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations.</p> <p>- Major compliance -</p>	<p>A policy to respect human rights has been established and documented by PT. Agro Muko and PT. Mukomuko Agro Sejahtera. The policy was sign by President Director on 1 March 2013, mentioned that:</p> <ul style="list-style-type: none"> - PT. Agro Muko and PT. Mukomuko Agro Sejahtera acknowledges human rights are universal; thus applicable to all operation. - PT. Agro Muko and PT. Mukomuko Agro Sejahtera supports implementation of human rights and ILO declaration related to principles and basic rights in working place that has been ratified by Republic of Indonesia. - Accusations against violation of human rights, if proven, resulted in disciplinary action up to termination of work relation, and could cause legal action. <p>Talang Petai Estate: Estate has "Company Policy of Human Rights (Kebijakan Perusahaan tentang Hak Asasi Manusia) PT. Agro Muko", dated 23 October 2013. The human rights policy stated "PT. Agro Muko supports the implementation of the international Bill of Human Rights, and of the ILO Declaration of Fundamental Principles and Rights at Work, as they are transcribed into the laws and regulations of Republic of Indonesia".</p> <p>Tanah Rekah Estate: Estate manager has communicating the policy to respect human rights, as in "Kebijakan tentang Hak Asasi Manusia" PT. Agro Muko dated 23 October 2013 to Division I II workers on 4 April 2017, attended by 24 workers. Interview with harvester, sprayers and fertilizer applicators in Tanah Rekah Estate, the policy has been understood in form of allowing worker for sholat.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> In KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya and Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera - all activities (planting, upkeep, manuring, harvesting, etc.) at KMD area are performed by the company worker, policy to respect human right are following company policy. Kebun Masyarakat Desa/KMD committee refer to PT. Agro Muko's policy on respecting and upholding human rights. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko. ---</p>	<p>Non-Compliance Comply</p>

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	<ul style="list-style-type: none"> - PT. Agro Muko has carried out awareness/training session with KMD/cooperative leadership. Company has send out a letter from General Manager Office PT. Agro Muko to all Managers and Kebun Masyarakat Desa/KMD Chairman on the importance of respecting and upholding human rights. Awareness session was carried out on 15 December 2017 for all committee and workers of KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya and. The session covers policies related to respecting and upholding human rights – in form of policy - Awareness session was carried out on 13 and 16 December 2017 for all committee and workers of Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera. The session covers policies related to respecting and upholding human rights – in form of policy. <p>Based on interview with committee and workers, for example; workers are free to have "Shalat Jumat" on Friday – as form of religious freedom.</p> <p>NC Major: 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) has not established policy to respect human rights.</p>	

Principle 7: Responsible development of new plantings

Criterion 7.1

A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.

There was new planting (after November 2005) in PT. Mukomuko Agro Sejahtera. Under PT. Mukomuko Agro Sejahtera, Bunga Tanjung Estate was a supply base to Mukomuko POM (RSPO 646338), while Air Manjuntto Estate was a supply base to Mukomuko POM. The RSPO NPP has been done in 2012 by Mr. Allan Thomas. However, under this assessment for Mukomuko POM, Air Manjuntto Estate was not sampled.

There was new planting for 10 new Kebun Masyarakat Desa/KMD/cooperative as scheme smallholder to PT. Agro Muko and PT. Mukomuko Agro Sejahtera. There are 6 Kebun Masyarakat Desa/KMD, planned to supply FFB into PT. Agro Muko's Mukomuko POM. Kebun Masyarakat Desa/KMD/cooperative has demonstrate effort to meet the requirements from principle 7. The fulfillment of HCV assessment, SEIA, GHG assessment, LUC Analysis, soil and topographic survey, and FPIC is evident. The fulfillment of principle 7 has been reported to RSPO, on June 2017 as form of RSPO NPP – served as information only.

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<p>7.1.1</p> <p>An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented.</p> <p>- Major compliance –</p>	<p>PT. Mukomuko Agro Sejahtera; the environmental management and monitoring document and planning was approved as per "Surat Keputusan Gubernur Bengkulu No.M.288.XXX.Tahun 2011 tentang Kelayakan Lingkungan Kegiatan Perkebunan Kelapa Sawit seluas 6,298 Ha, di Kecamatan Malin Deman, Kecamatan Ipuh dan Kecamatan V Koto, Kabupaten Mukomuko, Provinsi Bengkulu oleh PT. Mukomuko Agro Sejahtera" dated 9 September 2011.</p> <p>In the environmental document: management of air quality (including odor), management of noise (including vibration), soil erosion management, management of water quality (ground and surface water), management of flora, management of animal/wildlife, management of aquatic ecosystem, management of hazardous waste, management of stone mining/ quarry, management and monitoring of peat area subsidence, monitoring of mill water use for process, management of solid waste, etc.</p> <p>Aside from that, company has prepared a social impact assessment, in cooperation with Yayasan Kelapa Sawit Berkelanjutan (YASBI), 2011. The report under "Dokumen Laporan Final Penilaian Dampak Sosial dan Lingkungan yang dilaksanakan oleh Yayasan Kelapa Sawit Berkelanjutan (YASBI) pada tahun 2011 yang dilakukan terhadap dampak sosial dari pembangunan kebun inti dan rencana pembangunan Kebun Masyarakat Desa (KMD)". Under the document, the social aspect identified covers source of livelihood, community's revenue, community mobility, community perception on company activity, social conflict, social-cultural changes, community health status.</p> <p>---</p>	<p>Comply</p>

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	<p><i>Kebun Masyarakat Desa/KMD:</i> PT. Agro Muko and PT. Mukomuko Agro Sejahtera assisted <i>Kebun Masyarakat Desa/KMD</i> to prepare an environmental impact assessment document(s) covering the KMD/cooperatives location, endorsed by the relevant government agencies. The document presented in SPPL (Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup). Sample seen: "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL" KMD Bumi Mulya dated 12 December 2017; "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL" KMD Suka Maju dated 12 December 2017; "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL" KMD Tunas Muda – Tunggal Jaya dated 12 December 2017; including aspect – impact management plan for erosion, change in vegetation composition and biodiversity due to land conversion, etc. The document prepared through series of meeting with government, traditional leaders/Kepala Kaum and community at each village.</p> <p>In 2017, social impact assessment held in cooperation with Koompasia Enviro Institut for scope of 10 KMDs. The social impact assessment was done between 8-16 March 2017 with scope of 15 villages around KMD with focus group discussion (FGD).</p>	
7.1.2	<p>Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts.</p> <p>- Minor compliance -</p> <p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera: The type of environmental aspect and impact identified, and recommended to manage, as per environmental document: management of air quality (including odor), management of noise (including vibration), soil erosion management, management of water quality (ground and surface water), management of flora, management of animal/wildlife, management of aquatic ecosystem, management of hazardous waste, management of stone mining/ quarry, management and monitoring of peat area subsidence, monitoring of mill water use for process, management of solid waste, etc.</p> <p>The management plans has been including type of impact, source of impact, relevant impact parameter, management and plan, management location, person in charge for such management, etc.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> PT. Agro Muko and PT. Mukomuko Agro Sejahtera helped <i>Kebun Masyarakat Desa/KMD</i> to prepare an environmental impact assessment document(s) covering the KMD/cooperatives location. The document presented in "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL".</p> <p>---</p>	Comply

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	<p>Sample seen: "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL" KMD Suka Maju dated 12 December 2017 including aspect – impact management plan for erosion, change in vegetation composition and biodiversity due to land conversion, etc. The management plan covers: no planting on area with slope >40°; practicing terrace contour; efficient use of fertilizer and pesticide; planting ground cover to minimize surface runoff, etc. Based on field visit to KMDs, no planting on area with slope >40°; ground cover is using <i>Mucuna</i>.</p> <p>For managing the social impact, KMD has assisted by company to have training on good bookkeeping, financial records, capacity building for organization.</p> <p>To demonstrate responsibility and accountability to its stakeholder, KMD involved in posting financial report into newspaper whereby PT. Agro Muko has indicated the price, tonnage and amount of money paid – therefore KMD being transparent on the financial resources they managed.</p>	
<p>7.1.3</p>	<p>Where the development includes an outgrower scheme (<i>skema kemitraan</i>), the impacts of the scheme and the implications of the way it is managed shall be given particular attention.</p> <p>- Minor compliance -</p> <p><i>Kebun Masyarakat Desa/KMD:</i> PT. Agro Muko and PT. Mukomuko Agro Sejahtera helped <i>Kebun Masyarakat Desa/KMD</i> to prepare an environmental impact assessment document(s) covering the KMD/cooperatives location, endorsed by the relevant government agencies. The document presented in "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL". Sample seen: "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL" KMD Suka Maju dated 12 December 2017; "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL" KMD Bumi Mulya Masad dated 12 December 2017; "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL" KMD Tunas Maju Tunggal Jaya dated 12 December 2017.</p> <p>The documents has identified aspect – impact management and monitoring plan for soil erosion, plan for change in vegetation composition and biodiversity due to land conversion, etc. The management and monitoring plan covers: no planting on area with slope >40°; practicing terrace contour; efficient use of fertilizer and pesticide; planting ground cover to minimize surface runoff, etc.</p> <p>Based on field visit to KMDs, management of such aspect-impat in form of: no planting on area with slope >40°; ground cover is using <i>Mucuna</i>. Monitoring has been carried out once per annum, result for 2017 in process of report preparation.</p> <p>For managing the social impact, KMD has assisted by company to have training on good bookkeeping, financial records, capacity building for organization.</p> <p>To demonstrate responsibility and accountability to its stakeholder, KMD involved in posting financial report into newspaper whereby PT. Agro Muko has indicated the price, tonnage and amount of money paid – therefore KMD being transparent on the financial resources they managed.</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
Criterion 7.2		
Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.		
7.2.1	<p>Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations.</p> <p>- Major compliance -</p> <p>PT. Mukomuko Agro Sejahtera is able to present map, consist of information related to the soil type and topographic condition of the Estate. Based on identified soil type, the plantation located on mineral soil – limiting factor identified was steep slope. The verdict from consultant was suitable for oil palm plantation given appropriate management for area with slope.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> The soil type map, topographic map is available for <i>Kebun Masyarakat Desa/KMD</i> inside planting plan. Peta Jenis Tanah KSU Sei Ipuh (15.97 Ha) – consist of Hapludands (mineral); Dystrudepts (mineral); Peta Jenis Tanah Rencana KMD Tunas Muda – Tunggal Jaya (7.56 Ha): consist of Hapludands (mineral) and Dystrudepts (mineral); Peta Jenis Tanah Planting Plan KSU Sei Kiang (14.37 Ha): Hapludalts and Dystrudepts; KMD Suka Maju: consist of Kandiudalts and Dystrudepts, no peat soil; Generally located on mineral soil, planted with oil palm but limited fertility. KMD Bumi Mulya: consist of Hapludalts and Dystrudepts, no peat soil; Generally located on mineral soil, planted with oil palm but limited fertility.</p>	Comply
7.2.2	<p>Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available.</p> <p>- Minor compliance -</p> <p>PT. Mukomuko Agro Sejahtera was able to present map, consist of information related to soil type and topographic condition of Malin Deman Estate. Based on identified soil type, the plantation located on mineral soil – limiting factor identified was steep slope.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> The soil type map, topographic map is available for <i>Kebun Masyarakat Desa/KMD</i> inside planting plan. Peta Topografi (Kelas Lereng) KSU Sei Ipuh (15.97 Ha): predominantly 0-6°, followed with 6° – 10° and 10° – 15°; Peta Topografi (Kelas Lereng) Rencana KMD Pondok Lunang (6.68 Ha): slope 0° – 6°, 8° – 15°, 4° - 6° and 6° – 8°; Peta Topografi (Kelas Lereng) Rencana KMD Tunas Muda – Tunggal Jaya (7.56 Ha): slope 0° – 5°, 5° – 10°, 10° - 15°; Peta Topografi (Kelas Lereng) Planting Plan KSU Sei Kiang (14.37 Ha): slope 2° – 6°, 6° – 12°, 12° - 20° and small part 20° – 25°.</p>	Comply
	<p>KMD Suka Maju: consist of Kandiudalts and Dystrudepts, no peat soil; Generally located on mineral soil, planted with oil palm but limited fertility. Topographic map suggest elevation 96-115 m asl; slope 0° – 12°. no steep area (>25°). KMD Bumi Mulya: consist of Hapludalts and Dystrudepts, no peat soil; Generally located on mineral soil, planted with oil palm but limited fertility. Topographic map suggest elevation 9 - 24 meters asl; slope 0° – 12°. no steep area (>25°).</p>	

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<p>Criterion 7.3</p>		
<p>New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.</p>		
<p>7.3.1</p>	<p>There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2).</p> <p>- Major compliance –</p> <p>The new planting principle (after November 2005) is applicable to plantation of PT. Mukomuko Agro Sejahtera – Air Manjuntio Estate. HCV assessment of PT. Mukomuko Agro Sejahtera carried out in 2010 has been undertaken by appropriately qualified and experienced expert from “Yayasan Sawit Berkelanjutan (Indonesia Sustainable Palm Oil Foundation – YASBI Foundation)” using the guidance of Indonesia HCV Toolkit 2008 to monitor the possible extent of HCV inside the estates as well as area adjacent to it. The HCV assesment reported under “Laporan Penilaian HCV PT. Mukomuko Agro Sejahtera, Provinsi Bengkulu, Juli 2010 terhadap lahan ijin lokasi seluas 8,052.29 Ha” dated July 2010. The scope of assessment has included all scheme smallholder area. The assessment team comprise of Ir. Purwo Susanto (lead assessor – RSPO approved HCV assessor); Dr. Kunkun Jaka Gurmaya (biodiversity – RSPO approved HCV assessor); Gurnita, Ssi (ecology); Drs. Bambang Suseno (social, economic and cultural); Ir. Imam Subagyo (social, economy and environmental services); Arto Seto ST (GIS); Asep Ridwan Anaribowo (biodiversity); Abdillah Luhur Nuratmaja Ssi (biodiversity).</p> <p>The HCV assessment report concluded that PT. Mukomuko Agro Sejahtera has HCV 1, HCV 3 and HCV in area of 196.09 Ha consisting of 167 Ha conservation forest and 20.79 Ha of drain riparian/buffer zone and corridor. HCV 6 of 1.56 Ha in Tanah Rekah Estate, Mukomuko Estate, Sei Betung Estate, Sei Kiang Estate, Air Bikuk Estate, and Air Buluh Estate. The HCV report has been peer reviewed on 2 April 2013, as per “HCV Toolkit Indonesia, 2008”.</p> <p>Based on the HCV assessment report, it was known that no conversion of primary forest and/or HCV area in plantation area of PT. Mukomuko Agro Sejahtera.</p>	<p>Comply</p>

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<p>7.3.2</p> <p>Reports of comprehensive HCV assessment, which involves stakeholder consultation and includes record of land-use change since November 2005, shall be available. This HCV assessment shall be conducted prior to any conversion or new planting.</p> <p>- Major compliance –</p>	<p>HCV assessment of PT. Mukomuko Agro Sejahtera carried out in 2010 has been undertaken by appropriately qualified and experienced expert from “Yayasan Sawit Berkelanjutan (Indonesia Sustainable Palm Oil Foundation – YASBI Foundation)” using the guidance of Indonesia HCV Toolkit 2008 to monitor the possible extent of HCV inside the estates as well as area adjacent to it. The HCV assesment reported under “Laporan Penilaian HCV PT. Mukomuko Agro Sejahtera, Provinsi Bengkulu, Juli 2010 terhadap lahan ijin lokasi seluas 8,052.29 Ha” dated July 2010. The scope of assessment has included all scheme smallholder area. The assessment team comprise of Ir. Purwo Susanto (lead assessor – RSPO approved HCV assessor); Dr. Kunkun Jaka Gurmaya (biodiversity – RSPO approved HCV assessor); Gurnita, Ssi (ecology); Drs. Bambang Suseno (social, economic and cultural); Ir. Imam Subagyo (social, economy and environmental services); Arto Seto ST (GIS); Asep Ridwan Anaribowo (biodiversity); Abdillah Luhur Nuratmaja Ssi (biodiversity).</p> <p>The HCV assessment report concluded that PT. Mukomuko Agro Sejahtera has HCV 1, HCV 3 and HCV in area of 196.09 Ha consisting of 167 Ha conservation forest and 20.79 Ha of drain riparian/buffer zone and corridor.</p> <p>Stakeholder consultation carried out on 9 July 2010 in “Kantor Kecamatan Malin Deman” and “Kantor Kecamatan V Koto”. The public consultation was attended by 41 individuals in Malin Deman; and 49 individuals in V Koto. Type of stakeholders: district head/<i>Camat</i>, village head/<i>Kepala Desa</i>, <i>Kepala Dusun</i>, traditional leaders/<i>Kepala Kaum</i>, individuals, workers, government offices delegation, etc.</p> <p>In 2012, PT. Mukomuko Agro Sejahtera carried out ground verification against HCV assessment report upon all HCV area and reported under “Laporan Hasil Verifikasi Penilaian NKT PT. Mukomuko Agro Sejahtera”. The activity was carried out to analyze the field condition, whereby a number of deviation from initial HCV assessment found. The ground verification has been agreed with YASBI foundation and become integral part of the HCV assessment report – and becomes guidance in management and monitoring plan for HCV area.</p> <p>The HCV report has been peer reviewed on 2 April 2013, as per “HCV Toolkit Indonesia, 2008”.</p> <p>---</p>	<p>Comply</p>

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		<p><i>Kebun Masyarakat Desa/KMD:</i> PT. Agro Muko and PT. Mukomuko Agro Sejahtera has accommodated an HCV assessment in cooperation with Kompasnia Enviro Institut against 10 KMD in 2017. Report presented under "Laporan Identifikasi Nilai Konservasi Tinggi Rantai Supli PT Agro Muko untuk KMD Serami Baru dan KMD Lubuk Talang, Kecamatan Malindeman, KMD Bumi Mulya, KMD Suka Maju dan KMD Bukit Makmur Kecamatan Penarik, KMD Mundam Marap Kecamatan Ipuh, KMD Tunas Muda Tunggal Jaya dan KMD Pondok Lunang Kecamatan Teras Terunjam, KSU Agro Muko Sungai Ipuh kecamatan Selagan Raya, KSU Agro Muko Sungai Kiang Kecamatan V Koto Kabupaten Mukomuko, Provinsi Bengkulu". The assessment team comprise of Sigit Budhi Setyanto (social-cultural; ALS15024SB); Wibowo A Djatmiko (ecology and biodiversity); Riswan (environmental service); Amirul Ikhsan (GIS and landscaping); Pradipta Wijaya (GIS); Chyntia Lestari (social-cultural).</p> <p>The assessment carried out on 6-16 March 2017. Public consultation was carried out on 13 March 2017, attended by 31 individuals: villagers, KMD committee, traditional leaders/Kepala kaum, etc.</p> <p>Based on the HCV assessment, there was HCV identified in KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda –Tunggal Jaya, Koperasi Produksi Sungai Tenang Mukomuko Agro Sejahtera.</p>	
7.3.3	<p>Records of land preparation and clearing dates shall be available.</p> <p>- Minor compliance –</p>	<p>The company has record of land preparation commencement in "Hectare Statement".</p> <p><i>Kebun Masyarakat Desa/KMD:</i> The company assisted smallholder in preparing record of land preparation commencement in "Hectare Statement KMD dan Koperasi".</p>	Comply
7.3.4	<p>An action plan shall be developed that describes operational actions consequent to the findings of the HCV assessment, and that references the grower's relevant operational procedures. (see Criterion 5.2)</p> <p>- Major compliance –</p>	<p>In area of PT. Mukomuko Agro Sejahtera was identified rare-threatened-endangered species and other species protected by Indonesian regulation. In PT. Mukomuko Agro Sejahtera, there are 3 types of vegetation cover: Shrub vegetation with two species: <i>Dicranopteris linearis</i> (Old world forked fern), <i>Imperata cylindrical</i> (Japanese blodgrass); in cash crop vegetation found 22 species such as: <i>Hevea brassiliensis</i> (Rubber tree), <i>Dyera costulata</i> (Milkwood pine), etc.; in secondary forest cover found 43 species: <i>Agathis dammara</i> (Amboina pitch tree), <i>Gluta renghas</i> (Rengas), etc.</p> <p>It was also identified wildlife divided in 16 species of mammals, such as: <i>Sus verrucosus</i> (Javan earty pig), <i>Presbytis rubicunda</i> (Maroon langur), <i>Paradoxurus hermaphroditus</i> (Asian palm civet), <i>Felis bengalensis</i> (Leopard cat). 32 species of birds such as: <i>Accipiter trivirgatus</i> (Crested goshawk), <i>Turdus poliocephalus</i> (Island thrush), <i>Gallus gallus</i> (Red junglefowl), <i>Streptopelia chinensis</i> (Spotted dove).</p> <p>---</p>	Comply

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	<p>In order to protect the wildlife, company has established environment protection policy – “Kebijakan Perlindungan Lingkungan” dated 1 March 2013. In point stated protection of endangered and protected animals. In implementation, the effort to protect wildlife was managed through:</p> <ul style="list-style-type: none"> - No conversion on area identified as HCV; - Company has installed signboards on HCV identity; no-hunting, no poaching, no fishing warning signs; signboards with identified/potential rare-threatened-endangered or protected animals; - Company has create posters with information of type of rare-threatened-endangered or protected animal on the field and office premises; - Company has appointed personnel responsible to manage and monitor the HCV areas – called conservation ranger; - Company has communicated the HCV areas and status/presence of rare-threatened-endangered or protected animals in the region – to local communities and its workers; - Company has cooperation with Zoological Society of London (ZSL), Bogor to provide SMART software training to its worker/conservation rangers; - Company through conservation rangers made HCV patrol periodically to monitor the flora and fauna. This is through installation of camera trap such as in Air Buluh Estate. <p>The monitoring result has been compiled and reported on annual basis. HCV management and monitoring report 2017 sighted.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Based on the HCV assessment, there was no HCV identified in KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya, Koperasi Produksi Plasma Sungai Tenang Mukomuko Agro Sejahtera.</p> <p>Based on document verification, it was found 25 mammals species, such as <i>Nycticebus coucang</i> (Sunda slow loris), <i>Neofelis diardii</i> (Clouded leopard), etc.; 54 species of birds such as <i>Argusianus argus</i> (The great argus), <i>Halcyon smyrnensis</i> (White-throated kingfisher), etc.; 10 species of reptiles such as <i>Ophiophagus hannah</i> (King cobra), etc.; 8 types of amphibia such as <i>Leptobrachium sp.</i> (Pelobatid frog) etc.; 12 species of fish such as <i>Barbodes cf binotatus</i> (Spotted barb), etc.</p> <p>The HCV report from Kompassia Enviro Institut has been integral part in preparing “planting plan” – to avoid conversion of HCV area in smallholder block.</p>	

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Criterion / Indicator		Assessment Findings	Compliance
7.3.5	Evidence of consultation with the affected community shall be available in order to identify the area required by such community to fulfill its basic needs, by considering the positive and negative changes to the livelihood as a result of plantation operations. Such matters shall be included in the HCV analysis and management plan (see Criteria 5.2). - Minor compliance –	Stakeholder consultation carried out on 9 July 2010 in “Kantor Kecamatan Malin Deman” and “Kantor Kecamatan V Koto”. The public consultation was attended by 41 individuals in Malin Deman; and 49 individuals in V Koto. Type of stakeholders: district head/ <i>Camat</i> , village head/ <i>Kepala Desa</i> , <i>Kepala Dusun</i> , traditional leaders/ <i>Kepala Kaum</i> , individuals, workers, government offices delegation, etc. As reflected in the HCV assessment report for PT. Mukomuko Agro Sejahtera, there was no HCV 5 and HCV 6 identified on plantation blocks.	Comply
Criterion 7.4 Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.			
7.4.1	Indicative maps showing marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided. - Major compliance –	PT. Mukomuko Agro Sejahtera is able to present map, consist of information related to soil type and topographic condition of the estates. Based on identified soil type, there is no area with excessive gradients, no peat soil in company land. <i>Kebun Masyarakat Desa/KMD:</i> Based on identified soil type, there is no area with excessive gradients, no peat soil in <i>Kebun Masyarakat Desa/KMD</i> .	Comply
7.4.2	Where limited planting on fragile and marginal soils, including peat, is proposed, a documented plan shall be developed and implemented to protect them without incurring adverse impacts. - Major compliance –	PT. Mukomuko Agro Sejahtera is able to presented map, consist of information related to soil type and topographic condition of the concession. Based on identified soil type, there is no area with excessive gradients, no peat soil in Estate. <i>Kebun Masyarakat Desa/KMD:</i> Based on identified soil type, there is no area with excessive gradients, no peat soil in <i>Kebun Masyarakat Desa/KMD</i> .	Comply
Criterion 7.5 No new plantings are established on local people’s land where it can be demonstrated that there are legal, customary or user rights, without their free, prior and informed consent. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.			

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Criterion / Indicator	Assessment Findings	Compliance
<p>7.5.1 Evidence shall be available that affected local peoples understand they have the right to say 'yes' or 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples (see Criteria 2.2, 2.3, 6.2, 6.4 and 7.6)</p> <p>- Major compliance –</p>	<p>PT. Mukomuko Agro Sejahtera has a mechanism for land compensation "Prosedur Kompensasi Lahan No.SOP/CA/02" issued on 1 July 2012. Eventough the land was legally under company's HGU or Izin Lokasi, since it is still under traditional owner and has not been compensated, company policy is to wait. Once the landowner wishes to release the land, only company follows up.</p> <p>Based on document review, shows that land belong to individual landowners that has not been released their land; are being excised from "Kadastral" measurement and not being part of HGU application by PT. Mukomuko Agro Sejahtera. Map of 1:33,700 identifying the name and location, totalling 87.53 Ha.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Based on document review and interview with KMD management and village head, it is known that up to this moment, there is no land conflict between KMD and local community. The land prepared for oil palm plantation was provided voluntarily from previous landowners for smallholder development. This was recorded during formation of KMD, which based on meeting with village community and their representatives, e.g.:</p> <ul style="list-style-type: none"> - KMD Bumi Mulya formation meeting held on 5 October 2012, attended by 30 participants, consists of: village head, BPD, kepala dusun, community leaders and youth leader. The meeting dicussed formation of KMD and land ownership transfer (Hibah) from previous owner to Bumi Mulya Village. Evidence were available, such as meeting attendance list, map, "Berita Acara Pembuatan Kebun Kas Desa" and "Surat Pernyataan Hibah". - KMD Tunas Muda – Tunggal Jaya formation meeting held on 6 October 2016, attended by 23 participants, consists of: village head, BPD, kepala dusun, community leaders and youth leader. The meeting discussed: approval of extension of KMD area, area management performed by PT. Agro Muko and proposal for funding to PT. Agro Muko. Evidences of meeting were available, such as meeting attendance list, map, "Berita Acara Rapat Pembahasan Penambahan Kebun Masyarakat Desa (KMD) Bersama Perangkat Desa, BPD, Panitia KMD, RT, Kadus, dan Syarak Tahun 2016" and "Proposal Permohonan Pinjaman Dana Untuk Penambahan Kebun Desa Tunggal Jaya Kecamatan Teras Terunjam Kabupaten Mukomuko". 	<p>Comply</p>

Criterion 7.6

Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.

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Criterion / Indicator	Assessment Findings	Compliance
<p>7.6.1</p> <p>Records of identification and assessment of legal, customary and user rights shall be available.</p> <p>- Major compliance –</p>	<p>PT. Mukomuko Agro Sejahtera (MMAS):</p> <p>Company has utilized the area under location permit: "Surat Keputusan Bupati Mukomuko No.700-212 tentang Perpanjangan Izin Lokasi seluas 1,167 Ha" dated 18 March 2014. Company has identified all landowners that possess valid user right inside the concession and negotiated to compensated the land. Based on document review and interview, PT. Mukomuko Agro Sejahtera, up to this moment, has identified and made compensation for 1,225 landowners with total area of 2,142.29 Ha.</p> <p>Based on document review, shows that land belong to individual landowners that has not been released their land; are being excised from "Kadastral" measurement and not being part of HGU application by PT. Mukomuko Agro Sejahtera. Map of 1:33,700 identifying the name and location, totalling 87.53 Ha.</p> <p><i>Kebun Masyarakat Desa/KMD:</i></p> <p>Each KMD has identified the landowners, with legal rights and/or user rights upon land parcel to be compensated. Because the potential land is within their village boundary. Sample seen: KMD Bumi Mulya identified 6 landowners whose land planned for smallholder plantation, before made compensation to individual landowner.</p>	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>7.6.2</p> <p>A procedure for identifying people entitled to compensation shall be available.</p> <p>- Major compliance –</p>	<p>PT. Mukomuko Agro Sejahtera has a mechanism for land compensation "Prosedur Kompensasi Lahan No.SOP/CA/02" issued on 1 July 2012. In the procedure outlines the mechanism for identifying, verifying people entitled to compensation through the FPIC process (socialization). Document Verification and Measurement of land and Price Negotiation "Ganti Rugi Tanam Tumbuh/GRTT". Completeness GRTT are as follows:</p> <ol style="list-style-type: none"> 1. Letter of Request for measurement, 2. Minute of land surveying, 3. Certificate of Land or "Surat Keterangan Tanah/SKT; 4. Statement of no dispute 5. Statement of Recognition of Rights, 6. Statement Own Land / Land for smallholder (if any), 7. Letter of Waiver working on arable land, arable land compensation letters. <p><i>Kebun Masyarakat Desa/KMD:</i> Kebun Masyarakat Desa/KMD committee refers to PT. Agro Muko's procedure on identifying people entitled to compensation. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO" dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko.</p> <p>PT. Agro Muko's "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure dated 1 July 2012, available in Bahasa Indonesia. Any identification of people entitled for land compensation will be identified by <i>Kebun Masyarakat Desa/KMD</i> committee and acknowledged by PT. Agro Muko.</p> <p>NC Major: 3 Kebun Masyarakat Desa/KMDs (KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda - Tunggal Jaya) and one cooperative (Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera) has not established procedure for identifying people entitled to compensation.</p>	<p>Non-Compliance Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>7.6.3</p> <p>Records of calculation system and distribution of fair compensation shall be available.</p> <p>- Major compliance –</p>	<p>PT. Mukomuko Agro Sejahtera has a mechanism for land compensation "Prosedur Kompensasi Lahan No.SOP/CA/02" issued on 1 July 2012. In the procedure outlines the mechanism for identifying, verifying people entitled to compensation through the FPIC process (socialization). Record of calculation system (based on participatory mapping and measurement) for compensation recorded in minutes of negotiation.</p> <p>One of example seen, company assisted to purchase land for <i>Kebun Masyarakat Desa/KMD</i>. The process for land compensation with <i>Kebun Masyarakat Desa</i> Tanjung Jaya, whereby land of 7.83 Ha located inside area proposed for HGU. The agreement was <i>Kebun Masyarakat Desa</i> Tanjung Jaya to release the land inside HGU and exchanged with PT. Mukomuko Agro Sejahtera assist to purchase land outside proposed HGU area of 14.516 Ha. In addition, the balance of debt accounted as paid during the agreement, 11 August 2017.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Kebun Masyarakat Desa/KMD committee refers to PT. Agro Muko's procedure on calculating compensation. Record of calculation/negotiation sighted in the minutes of meeting between KMD with community and individual landowners. Sample seen: "Surat Keterangan Tanah Ganti Rugi Tanam Tumbuh (GRTT) Desa Talang Petai atas nama Arbain (0.9 Ha)". The statement letter indicated the land compensation from Arbain for land of 0.9 Ha, located in Talang Petai Village, V Koto district, Mukomuko Regency – to be compensated by PT. Mukomuko Agro Sejahtera. The compensation paid for Rp.30 million. Completed with map, and indicating the boundaries. Copy of receipt made available.</p> <p>"Surat Keterangan Tanah No.09/SKT/DS-TP/II/2015", dated 3 February 2015, under name Arbain, for land of 0.9 ha; located in Talang Petai Village, V Koto district, Mukomuko Regency. The land was originated from opening up land back in 1995, since then the land was under his ownership.</p> <p>"Surat Pernyataan Penguasaan Fisik Tanah", dated 3 February 2015, under name Arbain for land of 0.9 Ha, located in Talang Petai Village, V Koto district, Mukomuko Regency, since 2015.</p>	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>7.6.4</p> <p>Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development.</p> <p>- Minor compliance –</p>	<p>PT. Mukomuko Agro Sejahtera opens to possibilities of providing opportunities to benefit from plantation development. In one case, the compensation made to exchange with assistance to sets up smallholder. Company assisted to purchase land for <i>Kebun Masyarakat Desa/KMD</i>. The process for land compensation with <i>Kebun Masyarakat Desa/KMD</i> Tanjung Jaya, whereby land of 7.83 Ha located inside area proposed for HGU. The agreement was <i>Kebun Masyarakat Desa</i> Tanjung Jaya to release the land inside HGU and exchanged with PT. Mukomuko Agro Sejahtera assist to purchase land outside proposed HGU area of 14.516 Ha. In addition, the balance of debt accounted as paid during the agreement, 11 August 2017.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Kebun Masyarakat Desa/KMD committee refers to PT. Agro Muko's procedure on calculating compensation. Record of calculation/negotiation sighted in the minutes of meeting between KMD with community and individual landowners.</p>	<p>Comply</p>
<p>7.6.5</p> <p>The process and outcome of any compensation claims shall be documented and made available to the affected communities and their representatives.</p> <p>- Minor compliance –</p>	<p>PT. Mukomuko Agro Sejahtera maintain complete records of negotiation process, participatory mapping and measurement, user right release and compensation payment.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Kebun Masyarakat Desa/KMD committee assisted by PT. Agro Muko and PT. Mukomuko Agro Sejahtera to maintain records of process and outcome upon land compensation.</p>	<p>Comply</p>
<p>7.6.6</p> <p>Evidence shall be available that the affected communities and rights holders have access to information and advice that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.</p> <p>- Minor compliance –</p>	<p>Based on document review and interview with compensation benefactors, or people received compensation; individual landowners are given all information; related to scope of project, benefit and detriment impacts, and free to choose their representative. In most cases for PT. Mukomuko Agro Sejahtera, the negotiation process represented by individual landowners themselves – with traditional leader/Kepala Kaum, village head and district head as witness – supervising the process.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Kebun Masyarakat Desa/KMD committee always involving the traditional leader/Kepala Kaum, village head and district head in the process of providing land compensation.</p>	<p>Comply</p>
<p>Criterion 7.7</p> <p>No use of fire in the preparation of new plantings other than in specific situations, as identified in the ASEAN Guidelines or other regional best practice.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
<p>7.7.1</p> <p>Records of zero burning implementation on land clearing, referring to the ASEAN Policy on zero burning (2003) and recognised techniques based on the existing regulations shall be available.</p> <p>- Major compliance –</p>	<p>There is no fire used for land preparation. PT. Mukomuko Agro Sejahtera implements their policy of "Zero Burning" and it was noted during field visit that there is no signs of burning for land preparation. Records show that there is no burning activity in land preparation at company Estate.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Guidance for land clearing/planting provided by PT. Agro Muko and PT. Mukomuko Agro Sejahtera in document "Planting Approval". One of the highlight, the document stipulates the mechanical work, whereby company provides technical solution for smallholder development; provided the heavy machinery and supervision (manpower) to control the process. No use of fire, all mechanical. "Laporan Mingguan Progress Kerja LC", e.g. KMD Suka Maju dated 28 to 30 September 2017, area: 9.22 Ha, based on contract No.21/KMD SP2-SJE-GMO/2017, contractor PT. Mitra Prima Usaha Maju. Description of work are chipping, filling, clearing, stacking, making road, making terrace contour, making drain, making boundary drain, leveling, making sewer, spraying, making planting hole, planting LCC, planting oil palm, etc. Records show that there is no burning activity in land preparation at KMD. Field observation at KMD Bumi Mulya and Suka Maju demonstrated that there is no burning activity in land preparation at KMD.</p>	<p>Comply</p>
<p>7.7.2</p> <p>In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN on Zero Burning' 2003, or comparable guidelines in other regions.</p> <p>- Minor compliance –</p>	<p>There is no fire used for land preparation. The company implements their policy of "Zero Burning" and it was noted during field visit that there is no signs of burning for land preparation. Records show that there is no burning activity in land preparation at company Estate. Field observation at Malind Deman Estate demonstrated that there is no sign of burning activity in land preparation.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Record of land clearing available on "Laporan Mingguan Progress Kerja LC". Description of work are chipping, filling, clearing, stacking, making road, making terrace contour, making drain, making boundary drain, leveling, making sewer, spraying, making planting hole, planting LCC, planting oil palm, etc. Records show that there is no burning activity in land preparation at KMD.</p>	<p>Comply</p>
<p>Criterion 7.8</p> <p>New plantation developments are designed to minimize net greenhouse gas emissions.</p>		

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Criterion / Indicator		Assessment Findings	Compliance
7.8.1	<p>The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated.</p> <p>- Major compliance –</p>	<p>Identification of pollutant and mitigation plan, included GHG is documented in "Rencana Pengurangan Emisi Gas Rumah Kaca (GHG Emmission) as defined in procedure of "Mitigasi Gas Rumah Kaca" No.ENC/GHG/01. GHG emissions have been identified and plan for mitigation of GHG has been established.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> PT. Agro Muko and PT. Mukomuko Agro Sejahtera has provides complete information on planting plan – including avoiding area with high carbon stock for development. Based on interview with KMD committees and document review upon "Planting Approval" document, KMD have agreed on the approach. From the HCV report, carbon stock assessment stated area that contain high carbon stock was sets aside. In KMD Lubuk Talang, the HCV area of Ipuh river buffer zone 35.72 Ha and area with secondary forest vegetation 9.79 Ha was not going to be planted. These KMD was not supply base to Mukomuko POM.</p>	Comply
7.8.2	<p>Records of a plan to minimize net GHG emissions shall be available.</p> <p>- Minor compliance –</p>	<p>From the "Hectare Statement", recording the land preparation and planting realization, no planting on primary forest and/or peat area for the Estate. HCV area and the vegetation are maintained.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> PT. Agro Muko and PT. Mukomuko Agro Sejahtera has provide complete information on planting plan – including avoiding area with high carbon stock for development. Based on interview with KMD committees and document review upon "Planting Approval" document, KMD have agreed on the approach. Based on soil survey, no peat soil identified in the smallholder land.</p> <p>From the HCV report, carbon stock assessment stated area that contain high carbon stock was sets aside. In KMD Lubuk Talang, the HCV area of Ipuh river buffer zone 35.72 Ha and area with secondary forest vegetation 9.79 Ha was not going to be planted. Based on field visit, the area was not opened. These KMD was not supply base to Mukomuko POM.</p>	Comply
<p>Principle 8: Commitment to continuous improvement in key areas of activity</p>			
<p>Criterion 8.1</p> <p>Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.</p>			

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Criterion / Indicator	Assessment Findings	Compliance
<p>8.1.1</p> <p>The action plan for monitoring shall be available, based on a consideration of the social and environmental impacts and routine evaluation of the plantation and mill operations. As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of certain chemicals (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 FFB production (Criterion 4.2) <p>- Major compliance –</p>	<p>A continuous improvement plan has been prepared and internal audit conducted to identify environmental and social activities, such as:</p> <ul style="list-style-type: none"> - (Biogas plant) for methane capture. - Applied EFB as fertilizer, fibre and shell are burned in boiler for electricity, organic and an-organic from domestic waste is separated, where an-organic wastes go through to the landfill. - Continuing dispose hazardous waste to the approval collector. - Increasing planting beneficial plant (Tunera subulata and Cassia Tora) host plant for natural predator. - Develop KMD and Plasma KKPA for local communities surrounding company area. - Report of internal audit visit date 13-14 September 2017, internal audit was conducted on P&C RSPO Principle and Criterion NI, there are 10 issues was raised. - Reduction in use of certain chemicals – available in “Monitoring Penggunaan Bahan Kimia tahun 2015, 2016 dan 2017”, the result has shown go down. E.g: use of glyphosate SMART (2015: 4,274.4 liters; 2016: 3,480 liters; 2017: 3,400 liters), - Memorandum on Paraquat use for plantation – No.35/GMAM-Est/XII/2015, dated 2015 stipulates since 1 January 2017, it is not allowed to use Paraquat. Evident “Grafik pemakaian Gramaxone 276 SL (a.i. paraquat)” in 2015: 600.2 liters; in 2016: 580 liters; in 2017: 0 liters. Based on visit in chemical warehouse there were found no gramoxone used. 	<p>Comply</p>

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Appendix B: Approved Time Bound Plan

Name of company	Name of Mill	Locatiom	Supply Base	Time Bound Plan	Target Year for RSPO
PT. Agro Muko	Muko Muko Mill	Mukomuko Regency, Bengkulu Province, Indonesia	Muko Muko estate, S. Betung estate, Tanah rekah estate, Talang Petai estate, S. Kiang estate and KMD	2011	Certified
	Bunga Tanjung Mill	Mukomuko Regency, Bengkulu Province, Indonesia	Bunga Tanjung estate, Air Bikuk estate, Air Buluh estate and KMD	2011	Certified
			PT. Mukomuko Agro Sejahtera: - Air Majunto estate - Malin Deman estate	2014	Certified
PT. Tolan Tiga	Bukit Maradja Mill	Simalungun Regency, North Sumatera, Indonesia	- Bukit Maradja Estate (PT. Eastern Sumatra Indonesia) - Kerasaan Estate (PT. Kerasaan Indonesia) - PT. Timbang Deli Indonesia	2010	Certified May 2010
	Perlabian Mill	Labuhan Batu Selatan Regency, North Sumatera, Indonesia	Perlabian estate and Tolan estate.	2018 2010	Plan to certify Certified May 2010
PT. Umbul Mas Wisesa	Umbul Mas Wisesa Mill	Labuhan Batu Selatan Regency, North Sumatera, Indonesia	UMW South estate, UMW North estate and Toton Usaha Mandiri estate	2014	Certified in March 2015
PT. Agro Kati Lama		Musirawas Regency, South Sumatera, Indonesia		2021	developed (It has been RSPO NPP), RSPO public Notification on 31 st March 2014.
PT. Agro Rawas Ulu		Musirawas Regency, South Sumatera, Indonesia		2024	developed (It has been RSPO NPP), RSPO public Notification on 31 st March 2014.
PT. Agro Muara Rupit		Musirawas Regency, South Sumatera, Indonesia		2024	developed (It has been RSPO NPP), RSPO public Notification on 31 st March 2014.
Hargy Oil Palm Limited (HOPL)	Hargy Mill	East of Bialla, West New Britain Province, PNG	Hargy Estate	2009	Certified in April 2009
	Navo Mill	50 Kms East of Bialla, West New Britain Province, PNG	Navo Estate, Bakada Estate and Mengen Estate	2009	Certified in April 2009
	Barema Mill	30 km East of Bialla, West New Britain Province, PNG	Barema Estate	2014	RSPO Certified in April 2014
PT. Dendy Maker Indah Lestari		Musirawas Utara Regency, South Sumatera Province, Indonesia			The most recent acquisition on 1 August 2017. RSPO certified in 2015.

Appendix C: GHG Reporting Executive Summary

The GHG emissions that were produced in **2017** for **Mukomuko Palm Oil Mill** and supply base was calculated using the PalmGHG Calculator version 3.0.1. The assessment team had verified the data input in the PalmGHG Calculator against operations records. PalmGHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

- i. Estates area planted data
- ii. Fuel consumed
- iii. Mill datas include CPO produced, PKO Produced and FFB Processed
- iv. Fertilizer consumed data for both estates and smallholders.

The summary of the Net GHG emitted in **2017** for **Mukomuko Palm Oil Mill** and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	0.5
PKO	0.5

Extraction	%
OER	22.74
KER	5.09

Production	t/yr
FFB Process	225085.86
CPO Produced	52251
PKO Produced	11691

Land Use	Ha
OP Planted Area	13417.64
OP Planted on peat	1129.87
Conservation (forested)	1534.95
Conservation (non-forested)	0
Total	16082.46

Summary of Field Emission and Sink

	Own Crop*		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB
Emission								
Land Conversion	74994.51	0.33	0	0	2847.09	0.61	77841.60	0.94
CO ₂ Emission from fertilizer	15550.47	0.07	0	0	332.87	0.07	15883.34	0.14
NO ₂ Emmision	22932.62	0.1	0	0	284.02	0.06	23216.64	0.16
Fuel Consumption	3319.89	0.01	0	0	0	0	3319.89	0.01
Peat Oxidation	61690.9	0.27	0	0	0	0	61690.9	0.27
Sink								
Crop Sequestration	-98637.95	-0.44	0	0	-3744.69	-0.8	-102382.64	-0.52
Conservation Sequestration	-13810	-0.06	0	0	0	0	-13810	-0.06
Total	66040.44	5.07	0	0	-280.71	-0.06	65759.73	5.01

*Note: Includes both estates and smallholders

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Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	5746.37	0.03
Fuel Consumption	630.27	0
Grid Electricity Utilisation	0	0
Credit		
Export of Grid Electricity	-5438.18	-0.02
Sales of PKS	-25721.76	-0.11
Sales of EFB	-9049.66	-0.04
Total	-33832.97	-0.15

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO₂e
PK from own mill	5837.61
PK from other source	0
Fuel Consumptions	0
Total Crusher emissions	5837.61

*This mill has no kernel crusher operation.

Palm Oil Mill Effluent (POME) Treatment:	
Divert to Compost (%)	0
Divert to anaerobic digestion (%)	100

POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond (%)	0
Divert to methane captured (flaring) (%)	0
Divert to methane captured (energy generation) (%)	100

Appendix D: CPO Mill Supply Chain Assessment Report (Module D - CPO Mills: Identity Preserved)

Requirements	Compliance
D.1 Definition	
<p>D.1.1 A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from plantation/ estates that are certified against the RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme. Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Module E is applicable.</p>	<p>Management decided PT. Agro Muko – Mukomuko POM, to implement RSPO Supply Chain Module D CPO Mills: Identity Preserved. With the implementation of Module D CPO Mills: Identity Preserved, the POM only received and process FFB from certified company-owned estate and certified smallholder/KMD.</p> <p>Agro Muko Tank Terminal (AMTT) is deemed as part of the palm oil mill. The control over tank terminal (bulking station) is under PT. Agro Muko. Agro Muko Tank Terminal is only receiving CPO from certified palm oil mills under PT Agromuko, which is Mukomuko POM and Bunga Tanjung POM. AMTT implemented the procedure of supply chain and traceability based on “Prosedur Rantai Pasok dan Mampu Telusur” (No.ENC/SCC/01 rev.03) dated 26 March 2015”. Procedure completed with the flow diagram of FFB acceptance, processing in POM, CPO shipping to tank terminal; Receiving and shipping of CPO from tank terminal. Person responsible for implementation of RSPO Supply Chain standard at the tank terminal is the manager, Mr. Subhan.</p>
D.2 Explanation	
<p>E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the certification body (CB) in the public summary of the P&C certification report. For an independent mill, the estimated tonnage of CPO and PK products shall be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p>	<p>The estimate annual tonnage for certified FFB, CPO and PK are available in the Estate and Mill annual production budget for 12 months since last surveillance assessment. The FFB tonnage received from all certified supply bases. The certified supply base is coming from Mukomuko Estate, Tanah Rekah Estate, Talang Petai Estate, Sei Kiang Estate, Sei Betung Estate; Air Manjuntto Estate; certified KMDs; certified cooperative.</p>
<p>D.2.2 The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).</p>	<p>Company holds palmTrace registration under PT. Agro Muko Mukomuko POM. Mukomuko POM registered all the transactions within PalmTrace.</p>
D.3 Documented procedures	
<p>D.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p>	<p>Company has a procedure “Rantai Pasok dan Mampu Telusur No.ENC/SCC/01 rev.3” dated 26 March 2015. The procedure explains:</p> <p>4.1.1 The harvesting procedure; 4.1.3 Recording harvest production; 4.1.4 Transporting the FFB and indicating the name of Estate, date of FFB delivery, transport detail, year of planting, block ID, total of bunches, identification of sustainable product; non-certified FFB will bear “Non-certified product” marking;</p>

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4.2.1 Weighing of FFB truck;
 4.2.2 Weighbridge ticket indicating name of POM, weighbridge ticket number, name of supplying estate, date and hour of FFB weighing, transport detail, year of planting, block ID, gross, tare and nett weight, identification of sustainable product; non-certified FFB will bear "Non-certified product" marking;
 4.2.3 Processing of FFB and loose fruit and "Processing Daily Report" which indicate: FFB sustainable, FFB processed per shift, CPO production, PK production, stock CPO sustainable and stock PK sustainable, dispatch CPO and PK, outstanding CPO and PK;
 4.3 Sales of CPO and PK;
 4.4 Delivery of CPO and PK, to include information on name of buyer, name of transporter, DO number, transport detail, commodity type, certification status, contract number, delivery address, etc.

Agro Muko Tank Terminal has implemented a supply chain and traceability procedure under "Prosedur Rantai Pasok dan Mampu Telusur" (No.ENC/SCC/01 rev.03) dated 26 March 2015". The procedure explains in all aspects of supply chain and traceability scope in PT. Agro Muko, starting from FFB harvesting, harvest recording and delivery to Palm Oil Mill; FFB receiving and processing in Palm Oil Mill, CPO and PK production and reporting; CPO and PK dispatch from Palm Oil Mill and receiving in storage tank for export, Shipping instruction and preparation, CPO stock balancing post-shipping.

AMTT has documented work instruction related to tank terminal activity, e.g.:

- Reception and Weighbridge (AMTT-WI/RW/01 – Rev.1) dated 19 November 2013
- FFA level checking, "Pemeriksaan FFA Level" (AMTT-WI/Lab/01 – Rev.0) dated 1 March 2010
- CPO unloading, "Pembongkaran CPO" (AMTT-WI/UL/01 – Rev.0) dated 3 January 2010
- Boiler Mechmar operation, "Pengoperasian Boiler Mechmar" (AMTT-WI/SHIPMENT/001 – Rev.1) dated 19 November 2013
- Despatch Pump operation, "Pengoperasian Despatch Pump" (AMTT-WI/SHIPMENT/005 – Rev.1) dated 19 November 2013.

Sample 1: CPO dispatch from Mukomuko POM and receiving in storage tank:

Dispatch Slip No.23/12/AM-MS/17 dated 4 December 2017, quantity 18.600 MT from Mukomuko POM with truck No. BA9559RZ – sustainable product IP, Transporter PT Mutia Mulia. Receiving Slip No.23/12/AM-MS/17 Ticket No.CPO17006328W, dated 5 December 2017 for 18.590 MT CPO from Mukomuko POM. Unloading ticket for truck No.BA9559RZ to Tank #7.

Storage tank daily reporting:

Daily Stock Position Report for 5 December 2017

MM-POM: receive today: 76.430 MT; month to date: 825.160

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MT; year to date: 49,094.860 MT. Despatch year to date: 45,027.880 MT; adjustment: 48.671 MT. End stock: 7,124.069 MT at tank #1: 1,935.200 MT; tank #2: 2,347.839 MT; Tank #6: 1,656.733 MT; tank #7: 900.377 MT; tank #8: 283.920 MT.

Storage tank monthly reporting:

Sample: Stock, Receiving, Despatch at Fiscal Year 2017, Month 11 (01/11/2017 – 30/11/2017).

Stock per 31 October 2017: MM-POM: 3,064.884 MT and BT-POM: 648,485 MT. Received in November 2017: MM-POM: 5,113.520 MT and BT-POM: 3,176.840 MT. Adjustment MM-POM: 2.284 MT and BT-POM: 1.789 MT. Despatch for shipping under contract No. CPO000074 (PMMO-10108, PMMO-10111, PMMO-10114, PMMO-10120, PMMO-10122 BAL, PMMO-10123, PMMO-10125, and PMMO-10126), vessel MT Tiger Tenacity; MM-POM: 1,881.779 MT and BT-POM: 2,518.185 MT. End stock per 30 November 2017 are MM-POM: 6,298.909 MT and BT-POM: 1,308.929 MT.

Storage tank shipping records MM-POM:

- Shipping Instruction No. 2017/AM-OE/SI/02 dated 14 February 2017 described commodity: Indonesian Crude Sustainable Palm Oil SG; contract/quantity: PMMO-10052 (500 MT), PMMO-10063 (500 MT), PMMO-10072 (1,000 MT), PMMO-10075 (500 MT), PMMO-10078 (500 MT) and PMMO-10080 (500 MT), total 3,500 MT. Notify Address: AAK (UK) Ltd. King George Dock, Hull, England; Shipper: PT Agro Muko, Gedung Bank Sumut Lt.7, Jl. Imam Bonjol Mo.18, Madras Hulu – Medan Polonia; Vessel MT MID Osprey, eta 23-27 February 2017; port of loading: Teluk Bayur, Padang, Indonesia; port of discharge: Hull, UK. Bill of Lading (B/L) No. MOS 1702 0901; quantity: 3,499.942 MT; Clean on Board. PalmTrace Shipping Announcement: PMMO-10052 – TR-e151aaa7-8da4; PMMO-10063 – TR-e9ddcb82-9ddf; PMMO-10072 – TR-d5eea82b-4c8b; PMMO-10075 – TR-1b6482a7-22fa; PMMO-10078 – TR-8a04c105-1f3e; PMMO-10080 – TR-733da43e-1f53

It was note that all documents, e.g. Shipping Instruction, Bill of Lading, Cargo Manifest, Shipping Document, etc have stated RSPO SG, RSPO Certificate RSPO 556042 and RSPO 646338, valid until 21 February 2018.

Based on “Prosedur Rantai Pasok dan Mampu Telusur” (No.ENC/SCC/01 rev.03) dated 26 March 2015, the company has appointed the responsible person for handling supply chain along their supply chain process, e.g. in estate (Estate Manager) in Mill (Mill Manager) and AMTT Bulking is Tank Terminal Manager as described “Diagram alir” (Flow Chart) Section 6.

b) The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site’s procedures for the implementation of this standard.

Based on “Prosedur Rantai Pasok dan Mampu Telusur” (No.ENC/SCC/01 rev.03) dated 26 March 2015, the company has appointed the responsible person for handling supply chain along their supply chain process, e.g. in estate (Estate Manager) in Mill (Mill Manager) and AMTT Bulking is Tank Terminal Manager as described “Diagram alir” (Flow Chart) Section 6.

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	<p>Person responsible for implementation of RSPO Supply Chain standard at Mukomuko POM is the manager. Person responsible for implementation of RSPO Supply Chain standard at the Agro Muko Tank Terminal is the manager, Mr. Subhan. The mill organization has just changed. The mill manager was promoted to other palm oil mill. Therefore, as per latest organization chart, dated 1 August 2016; the responsible officer for overall implementation of the standard was Mukomuko POM's head assisstant.</p> <p>Based on interview with Mill's Assisstant Head, knowledge and awareness of RSPO SCCS requirements and Mukomuko POM's Traceability Procdeure has been understood.</p> <p>All relevant staff and operators have been adequately trained: Mrs.Fitra Handayani, Office Assisstant attended training on Awareness for RSPO Supply Chain dated 28 October 2017; Mrs.Vince, Weighbridge Operator attended training on Awareness for RSPO Supply Chain dated 28 October 2017; Mr. Ayudha Rezky, MA Trainee attended training on Awareness for RSPO Supply Chain dated 28 October 2017 Mrs.Fironica Julianti, weighbridge operator received training on RSPO Supply Chain on 20 December 2016; Mr. Ramadhan, laboratory/dispatch operator received training on 20 December 2016;</p>
<p>D.3.2 The site shall have documented procedures for receiving and processing certified FFBS.</p>	<p>Company has a procedure "Rantai pasok dan Mampu Telusur No.ENC/SCC/01 rev.3" dated 26 March 2015. The procedure explains 4.1.1 The harvesting procedure; 4.1.3 Recording harvest production; 4.1.4 Transporting the FFB and indicating the name of Estate, date of FFB delivery, transport detail, year of planting, block ID, total of bunches, identification of sustainable product; non-certified FFB will bear "Non-certified product" marking; 4.2.1 Weighing of FFB truck; 4.2.2 Weighbridge ticket indicating name of POM, weighbridge ticket number, name of supplying estate, date and hour of FFB weighing, transport detail, year of planting, block ID, gross, tare and nett weight, identification of sustainable product; non-certified FFB will bear "Non-certified product" marking; Mukomuko POM demonstrates a memorandum from Director of Engineering to Mukomuko POM, dated 19 May 2017. The memorandum lined out the supply base eligible for RSPO certification scope, and the identity of FFB delivery docket and the on paper stamp. As per the memorandum, the certified supply base for Mukomuko POM consist of: Mukomuko Estate, Tanah Rekah Estate (including KMD), Talang Petai Estate (including KMD), Sei Betung Estate (including KMD), "KMD" from Sei Jerinjing Estate, Sei Kiang Estate and Air Manjunto Estate. The unique identity for certified supply base of Mukomuko POM is "Sustainable Product – IP; RSPO Cert. No.RSPO 556042". The record describing process for receiving and processing certified FFB as in Daily Production Figure 27 November 2017: Stock FFB 387.96 tons; received FFB 606.92 tons; processed 711.78 tons; balance FFB 283.09 tons; processing hour 12.92</p>

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	<p>hours; mill throughput 55.09 tons/hour; CPO extraction rate 23.48%; PK extraction rate 5.61%; FFB source: Mukomuko Estate 147.70 tons; Sei Betung Estate 39.44 tons; Tanah Rekah Estate 194.97 tons; Talang Petai Estate 132.25 tons; Sei Kiang Estate 73.51 tons; Air Majunto Estate 16.66 tons; KMD Sungai Ipuh 2.39 tons Stock CPO 1,082.83 tons; CPO production 167.13 tons; CPO dispatched 225.66 tons; balance CPO 1,024.31 tons; CPO quality: Oil FFA 3.32%; moisture 0.18%; impurities 0.03%; Stock PK 454.65 tons; PK production 39.27 tons; PK dispatched 175.33 tons; balance PK 319.04 tons; PK quality: dirt 7.34%; moisture 0.00</p>
<p>D.4 Purchasing and goods in</p>	
<p>D.4.1 The site shall verify and document the tonnage and sources of certified FFBs received.</p>	<p>Mukomuko POM referring to procedure "Rantai pasok dan Mampu Telusur No.ENC/SCC/01 rev.3" dated 26 March 2015. Section 4.1 stated the identification of certified FFB and the means of verification in the weighbridge. Sampled FFB receipt: Delivery of FFB from Talang Petai Estate No.001947, dated 28 November 2017, block P03A, P04A, M01A, M02A, planting year 2000 and 2001, total 577 bunches, using vehicle BD 8970 NK. Receiving Slip No.FFB17029561W, dated 28 November 2017, 577 bunches from Talang Petai Estate, using vehicle BD 8970 NK. Weighing 8,520 kg. Stamped with Sustainable Product – IP Cert No.RSPO 556042. Delivery of FFB from Tanah Rekah Estate No.001476, dated 28 November 2017, from block C11A and C12A, planting year 1993, total 323 bunches, using vehicle BD 8309 N. Receiving Slip No.FFB17029527W, dated 28 November 2017, 323 bunches from Tanah Rekah Estate, using vehicle BD 8309 N. Weighing 7,210 kg. Stamped with Sustainable Product – IP Cert No.RSPO 556042. Delivery of FFB from KMD Tunggal Jaya (Talang Petai Estate) No.001697, planting year 2002, total 250 bunches, using vehicle BA 8015 QU. Receiving Slip No.FFB17028284W, dated 15 November 2017, 250 bunches from KMD Tunggal Jaya (Talang Petai Estate), using vehicle BA 8015 QU. Weighing 5,970 kg. Stamped with Sustainable Product – IP Cert No.RSPO 556042.</p>
<p>D.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p>	<p>Company has a procedure "Rantai pasok dan Mampu Telusur No.ENC/SCC/01 rev.3" dated 26 March 2015. The procedure explains Marketing Department in coordination with ENC Department to report any projected overproduction; During this annual surveillance assessment, Mukomuko POM was not over sold the CPO and PK production.</p>
<p>D.5 Record keeping</p>	
<p>D.5.1 The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis.</p>	<p>Daily Production Figure 27 November 2017: Stock FFB 387.96 tons; received FFB 606.92 tons; processed 711.78 tons; balance FFB 283.09 tons; processing hour 12.92 hours; mill throughput 55.09 tons/hour; CPO extraction rate 23.48%; PK extraction rate 5.61%; FFB source: Mukomuko Estate 147.70 tons; Sei Betung Estate 39.44 tons; Tanah Rekah Estate 194.97 tons; Talang Petai</p>

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	<p>Estate 132.25 tons; Sei Kiang Estate 73.51 tons; Air Majunto Estate 16.66 tons; KMD Sungai Ipuh 2.39 tons Stock CPO 1,082.83 tons; CPO production 167.13 tons; CPO dispatched 225.66 tons; balance CPO 1,024.31 tons; CPO quality: Oil FFA 3.32%; moisture 0.18%; impurities 0.03%; Stock PK 454.65 tons; PK production 39.27 tons; PK dispatched 175.33 tons; balance PK 319.04 tons; PK quality: dirt 7.34%; moisture 0.00 Daily Production Figure 25 November 2017: Stock FFB 220.16 tons; received FFB 745.60 tons; processed 836.76 tons; balance FFB 129.02 tons; processing hour 18.33 hours; mill throughput 45.65 tons/hour; CPO extraction rate 24.93%; PK extraction rate 5.43%; FFB source: Mukomuko Estate 151.86 tons; Sei Betung Estate 93.12 tons; Tanah Rekah Estate 174.16 tons; Talang Petai Estate 117.01 tons; Sei Kiang Estate 153.63 tons; Air Majunto Estate 34.080 tons; KMDs 21 tons Stock CPO 874.25 tons; CPO production 208.57 tons; CPO dispatched 0 tons; balance CPO 1,082.83 tons; CPO quality: Oil FFA 3.07%; moisture 0.12%; impurities 0.03%; Stock PK 409.23 tons; PK production 45.25 tons; PK dispatched 0 tons; balance PK 454.65 tons; PK quality: dirt 7.34%; moisture 5.41</p> <p>Deliveries of PK: Contract No.2017/MM-PK/LTC/10; Delivery Order No.2017/MM-PK/DO/L1 for quantity 1071 tons. Dispatch slip No.PK17000555W, dated 11 November 2017, from seller: PT. Agro Muko – Mukomuko Palm Oil Mill to buyer: PT. Wira Inno Mas (LOC0506), transporter: PT. Wira Inno Mas (PTWIM). The dispatch made for PK of 16.640 tons. Product ID: Sustainable Product – IP RSPO Cert. No.RSPO 556042. Quality: Moisture 6.67%; Impurities 7.52%. Vehicle: BK 9280 XB. Seal indicator "Pemakaian Segel Stainless Seal untuk Mobil Truk Kernel", for vehicle No. BK 9280 XB, seal No.161663, 161664, 161665.</p> <p>Deliveries of CPO: Delivery Order No.2017/MM-CPO/DO/195 for quantity 250 tons. Dispatch slip No.CPO17002651W, dated 28 November 2017, from seller: PT. Agro Muko – Mukomuko Palm Oil Mill to tank terminal: PT. Agro Muko Tank Terminal, transporter: PT. Bersama Sejahtera Mandiri (PTBSM). The dispatch made for CPO of 16.050 tons. Product ID: Sustainable Product – IP RSPO Cert. No.RSPO 556042. Quality: FFA 3.23%; Moisture 0.12%; Impurities 0.02%. Vehicle: BA 9586 QU. Checklist CPO Truck Tank for vehicle BA 9586 QU, dated 28 November 2017. The checklist covers: sign of leakage, clean and dry compartment, emergency tools, particulars in cabin, fuel amount, lastig weld for all valves. Seal indicator "Pemakaian Segel Stainless Seal untuk Mobil Tangki", for vehicle No. BA 9586 QU, seal No.162283, 162284, 162285.</p>
D.6 Processing	
D.6.1 The site shall assure and verify through	Mukomuko POM did not process any non-certified product.

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<p>documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non-certified oil palm product including during transport and storage to strive for 100% separation.</p>	<p>Therefore, no non-certified FFB being entered the process, no non-certified CPO and PK being produced, no non-certified product being dispatched. Storage tank for CPO dedicated only for certified oil. Silo for PK used to store non-certified product.</p> <p>Agreement "Perjanjian Pengangkutan No.06/Angkutan/CPO/AM/09" between PT. Agro Muko and UD. Budi Syukur, dated 23 November 2009 for transport of CPO from Mukomuko POM/Bunga Tanjung POM to Agro Muko Tank Terminal. Chapter 1, verse 6 of the agreement stated "... second party (UD. Budi Syukur) provides ready-to-use tanker, under their possession or under their control, and the tank shall be clean from contamination ...".</p> <p>"Perjanjian Pengangkutan No.06/Angkutan/CPO/AM/12" between PT. Agromuko and CV. Mekar Mulia, dated 14 March 2012 for transport of CPO from Mukomuko POM/Bunga Tanjung POM to Agro Muko Tank Terminal.</p> <p>"Perjanjian Pengangkutan No.05/Angkutan/CPO/AM/12" between PT. Agromuko and CV. Genta Perdana, dated 5 March 2012 for transport of CPO from Mukomuko POM/Bunga Tanjung POM to Agro Muko Tank Terminal.</p>
<p>D.6.2 The objective is for 100 % segregated material to be reached.</p>	<p>Mukomuko POM has prepared the armada for shipping. A checklist on tanker cleanliness was used to inspect the cleanliness – in order to reach 100% IP.</p> <p>Agro Muko Tank Terminal has three dedicated tank to received CPO from Mukomuko POM. Currently Tank No.1 and Tank No.2 (capacity 2,500 MT each), Tank no. 6, Tank No. 7 and Tank No. 8 (capacity 3,000 MT each) are used to received CSPO model IP. To prevent commingling with CPO from other source, AMTT has a designated piping system to pump the CPO from Agro Muko to the tanks. Receiving station using dedicated pipe number 3, 4 and 5 for CSPO IP, whilst pipe number 1 and 2 are for other source CPO.</p> <p>Based on field observation and document review (pipe line design and blowing up checklist) that the site was able to reach 100% segregated material through ensuring that non-certified material will always be segregated from unloading material (PK) up to the dispatching products (PKO).</p>

Supply Chain Declaration

A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply bases (MT)	Volume of FFB from uncertified supply bases (MT)	Total FFB/Month (mt)
1	Jan 2017	16,226.82	0	16,226.82
2	Feb 2017	16,357.14	0	16,357.14
3	Mar 2017	19,454.74	0	19,454.74
4	Apr 2017	19,135.73	0	19,135.73
5	May 2017	20,420.59	0	20,420.59
6	Jun 2017	15,223.43	0	15,223.43
7	Jul 2017	23,560.91	0	23,560.91
8	Aug 2017	21,828.00	0	21,828.00
9	Sept 2017	20,494.18	0	20,494.18
10	Oct 2017	21,046.16	0	21,046.16
11	Nov 2017	20,047.97	0	20,047.97
12	Dec 2017	19,354.75	0	19,354.75
	Total	233,150.42	0	233,150.420

B. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (MT)	Certified PK (MT)
1	Jan 2017	3,614.44	818.74
2	Feb 2017	3,699.34	826.10
3	Mar 2017	4,525.17	970.08
4	Apr 2017	4,445.53	961.31
5	May 2017	4,704.77	1,034.24
6	Jun 2017	3,392.87	758.50
7	Jul 2017	5,287.81	1,188.87
8	Aug 2017	4,795.86	1,087.66
9	Sept 2017	4,595.78	1,067.23
10	Oct 2017	4,910.83	1,104.85
11	Nov 2017	4,734.34	1,076.25
12	Dec 2017	4,468.78	1,012.03
		53,175.52	11,905.86

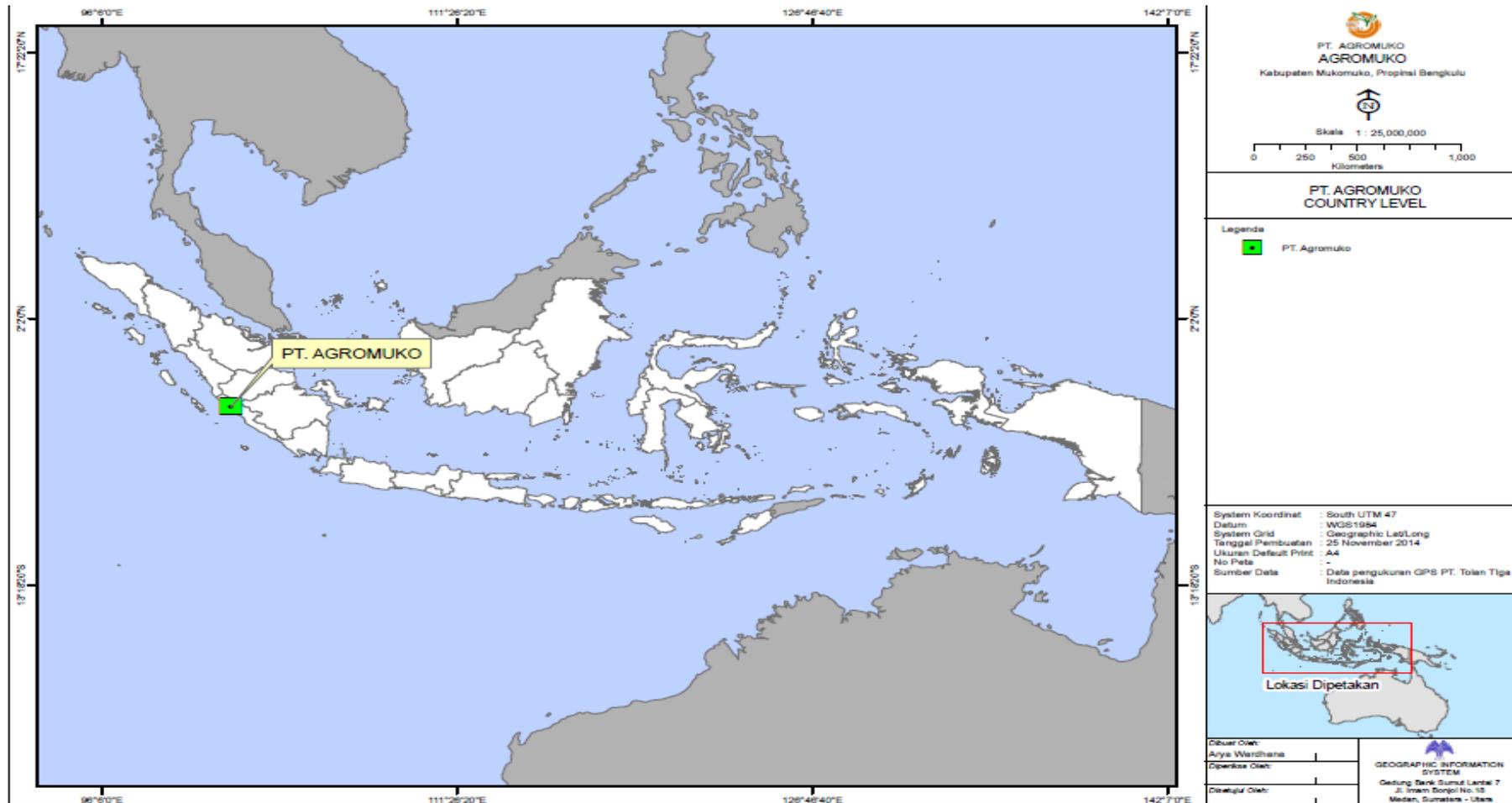
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C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the last audit				
No.	Buyers Name	Palmtrace Trading No	Certified CPO Sold (MT)	Certified PK Sold (MT)
1	Buyer A	TR-7b1be163-2717 dated 26 April 2017	500	-
2	Buyer A	TR-203026b2-6305 dated 26 April 2017	500	-
3	Buyer A	TR-329ace0e-8273 dated 26 April 2017	500	-
4	Buyer A	TR-ea2a89fb-6215 dated 26 April 2017	500	-
5	Buyer A	TR-d8c83df-af dated 26 April 2017	500	-
6	Buyer A	TR-519d6dc0-bc8d dated 26 April 2017	500	-
7	Buyer A	TR-d2560812-1863 dated 26 April 2017	499.86	-
8	Buyer A	TR-e151aaa7-8da4 dated 8 May 2017	500	-
9	Buyer A	TR-e9ddcb82-9ddf dated 8 May 2017	500	-
10	Buyer A	TR-d5eea82b-4d8b dated 8 May 2017	1,000	-
11	Buyer A	TR-1b6482a7-22fa dated 8 May 2017	500	-
12	Buyer A	TR-8a04c105-1f3e dated 8 May 2017	500	-
13	Buyer A	TR-733da43e-1f53 dated 8 May 2017	499.94	-
14	Buyer A	TR-47b6036d-d934 dated 24 May 2017	500	-
15	Buyer A	TR-b650a48b-59ea dated 24 May 2017	500	-
16	Buyer A	TR-6db397bd-81c4 dated 24 May 2017	500	-
17	Buyer A	TR-c208c2fe-4744 dated 24 May 2017	500	-
18	Buyer A	TR-c07a0e67-1554 dated 24 May 2017	500	-
19	Buyer A	TR-d87ca3ba-c910 dated 24 May 2017	500	-
20	Buyer A	TR-a2ba3ed9-f341 dated 24 May 2017	499.89	-
21	Buyer A	TR-208bc8c1-e590 dated 19 June 2017	500	-
22	Buyer A	TR-2dab6d05-71ad dated 19 June 2017	500	-
23	Buyer A	TR-416d522d-ba49 dated 19 June 2017	500	-
24	Buyer A	TR-d19cc556-0c86 dated 19 June 2017	500	-
25	Buyer A	TR-3608b0-c60 dated 19 June 2017	500	-
26	Buyer A	TR-62008898-f09c dated 19 June 2017	500	-
27	Buyer A	TR-d876041e-e246 dated 19 June 2017	499.93	-
28	Buyer A	TR-fcd79b90-bba5 dated 31 July 2017	2,000	-
29	Buyer A	TR-46f7678f-85a4 dated 31 July 2017	1,499.91	-
30	Buyer A	TR-928c292c-55a5 dated 31 July 2017	1,500	-
31	Buyer A	TR-db2dcd40-1de8 dated 31 July 2017	1,499.88	-
32	Buyer A	TR-82a17262-2a4e dated 18 August 2017	2,000	-
33	Buyer A	TR-302f1240-982c dated 18 August 2017	1,179.89	-
34	Buyer A	TR-bdd8ecf5-db40 dated 10 November 2017	1,290.87	-
35	Buyer B	TR-f7f5aabb-172a dated 30 January 2017	-	940
36	Buyer B	TR-609fb8f8-58b4 dated 14 March 2017	-	950
37	Buyer B	TR-2c8bfa20-7508 dated 27 April 2017	-	600
38	Buyer B	TR-802b0adb-3d50 dated 27 April 2017	-	900
39	Buyer B	TR-c20a58eb-69ff dated 18 May 2017	-	900
40	Buyer B	TR-826ca39b-09a0 dated 19 June 2017	-	1,000
41	Buyer B	TR-b1601c57-dfbf dated 27 July 2017	-	1,000
42	Buyer B	TR-7b2eb1da-03cd dated 10 August 2017	-	1,000
43	Buyer B	TR-6a73fb31-918d dated 18 September 2017	-	1,000
44	Buyer B	TR-fddc56c7-cad2 dated 10 October 2017	-	1,000
45	Buyer B	TR-fbc150ec-a58c dated 6 November 2017	-	1,100
			21,973.17	10,390

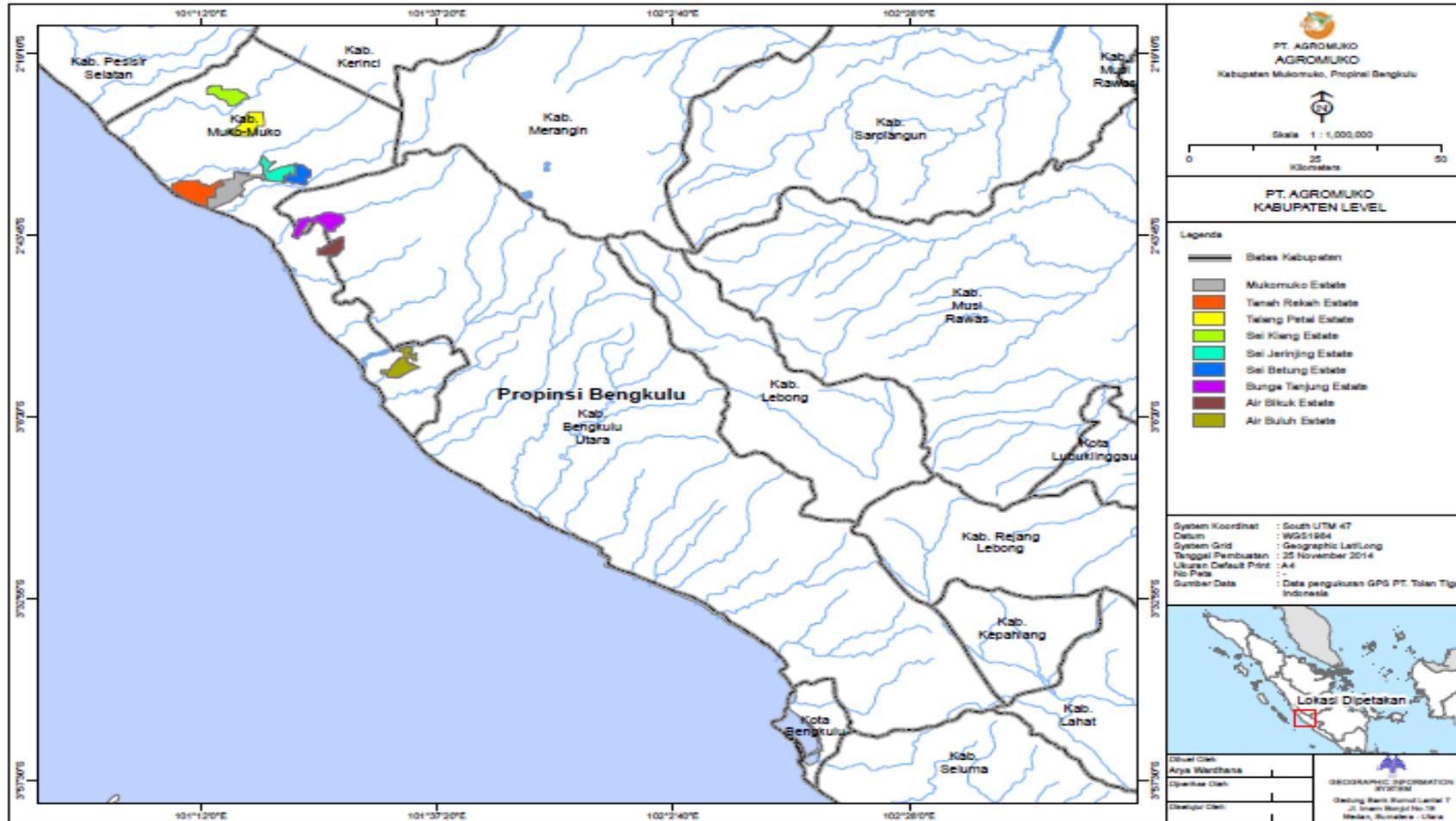
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D. Records of Certified CPO & PK Sold under RSPO Credits to Buyers since the last audit			
No.	Buyers Name	PalmTrace Trading No	RSPO Credits of Certified CPO Sold (MT)
Nil			

Appendix G: Location Map of Certification Unit and Supply bases



Appendix H: Estate Field Map



Appendix I: List of Smallholder Sampled

KMD Bumi Mulya
KMD Suka Maju
KMD Tunas Muda - Tunggal Jaya
Koperasi Produksi Plasma Sungai Tenang Sejahtera Mukomuko Agro Sejahtera

Appendix J: List of Abbreviations

BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CSPO	Certified Sustainable Palm Oil
CSPKO	Certified Sustainable Palm Kernel Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
IP	Identity Preserved
IS - CSPO	Independent Smallholder Certified Sustainable Palm Oil
IS – CSPKO	Independent Smallholder Certified Sustainable Palm Kernel Oil
IS – CSPKE	Independent Smallholder Certified Sustainable Palm Kernel Expeller
ISCC	International Sustainable Carbon Certification
LD50	Lethal Dose for 50 sample
MB	Mass Balance
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
P&C	Principles & Criteria
RTE	Rare, Threatened or Endangered species
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure