

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

Client Company name (Parent Company): PT Rigunas Agri Utama (PT Inti Indosawit Subur)
Client company Address: Jl. M.H Thamrin No.31 Jakarta 10230 Indonesia
Certification Unit: Bungo Tebo Palm Oil Mill Location of Certification Unit: Tuo Sumay and Sungai Rambai Village, PWK Sumay District and Tebo Ulu District, Bungo Tebo Regency, Jambi Province - Indonesia

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0022-06-000-00	Membership Approval Date	6 February 2006
Parent Company Name	PT Inti Indosawit Subur		
Address	Jl. M.H. Thamrin No.31 Jakarta 10230 Indonesia		
Subsidiary (Certification Unit Name)	PT Rigunas Agri Utama – Bungo Tebo Palm Oil Mill		
Address	Tuo Sumay and Sungai Rambai Village, PWK Sumay District and Tebo Ulu District, Bungo Tebo Regency, Jambi Province - Indonesia		
Contact Name	Mr. Putu Grhyate Yonata Aksa		
Website	www.asianagri.com	E-mail	Putu_Aksa@asianagri.com
Telephone	+62 21 23201119	Facsimile	+62 21 2301120

2. Certification Information			
Certificate Number	RSPO 620917	Date of First Certification	3 December 2015
		Certificate Start Date	3 December 2015
		Certificate Expiry Date	2 December 2020
Scope of Certification	Production of CPO and PK at Bungo Tebo Palm Oil Mill and FFB supplied from one (1) company owned estate namely Bungo Tebo Estate and eighteen (18) smallholder cooperatives. Palm oil mill capacity 60 tons FFB/hour.		
Applicable Standards	RSPO P&C INA NI 2016; RSPO Supply Chain Certification Standard 2014 (CPO Mill – Module E)		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
ID05/65250	ISO 14001:2004	SGS	10 June 2020
EU-ISCC-Cert-DE100-27302017	ISCC EU	SGS	7 July 2018
EU-ISCC-Cert-DE100-16462017	ISCC EU	SGS	25 September 2018
EU-ISCC-Cert-DE100-34342017	ISCC EU	SGS	17 November 2018
BSI-ISPO 619412	ISPO	BSI Group Indonesia	5 December 2021

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates	
		Latitude	Longitude
Bungo Tebo Palm Oil Mill	Tuo Sumay and Sungai Rambai Village, PWK Sumay and Tebo Ulu Sub-district, Bungo Tebo Regency, Jambi Province	01° 20' 48.00" S	102° 27' 22.00" E
Bungo Tebo Estate	Tuo Sumay and Sungai Rambai Village, PWK Sumay and Tebo Ulu Sub-district, Bungo Tebo Regency, Jambi Province	01° 15' 13.00" S 01° 21' 51.00" S	102° 21' 39.00" E 102° 29' 08.00" E
KUD Tanjung Dani Sakti	Tuo Sumay Village, Sumay District, Tebo Regency, Jambi Province	01° 19' 17.00" S	102° 24' 36.00" E
KUD Sumay Jaya	Tuo Sumay Village, Sumay District, Tebo Regency, Jambi Province	01° 23' 02.00" S	102° 26' 13.00" E
KUD Sumber Usaha	Tuo Sumay Village, Sumay District, Tebo Regency, Jambi Province	01° 23' 06.00" S	102° 26' 49.00" E
KUD Bina Tani	Sungai Rambai Village, Tebo Ulu District, Tebo Regency, Jambi Province	01° 22' 31.00" S	102° 23' 54.00" E
KUD Belarik Jaya	Jati Belarik Village, Sumay District, Tebo Regency, Jambi Province	01° 27' 36.00" S	102° 27' 06.00" E
KUD Sawit Tambara Jaya	Tambun Arang Village, Sumay District, Tebo Regency, Jambi Province	01° 26' 16.00" S	102° 28' 02.00" E
KUD Tunas Harapan	Teluk Langkap Village, Sumay District, Tebo Regency, Jambi Province	01° 26' 02.00" S	102° 26' 18.00" E
KUD Sejahtera Tani	Punti Kalo Village, Sumay District, Tebo Regency, Jambi Province	01° 25' 29.00" S	102° 25' 31.00" E
KUD Tani Mandiri	Kandang Village, Tebo Tengah District, Tebo Regency, Jambi Province	01° 26' 34.00" S	102° 29' 24.00" E
KUD Tanjung Jaya Bersama	Bungo Tanjung Village, Sumay District, Tebo Regency, Jambi Province	01° 19' 40.00" S	102° 28' 29.00" E
KUD Tanjung Aur Duri	Tanjung Aur Village, Sumay District, Tebo Regency, Jambi Province	01° 19' 38.00" S	102° 28' 03.00" E
KUD Sawit Sumay Makmur	Pinang Belai Village, Serai Serumpun District, Tebo Regency, Jambi Province	01° 16' 58.00" S	102° 21' 50.00" E
KUD Sawit Makmur	Sekutur Jaya Village, Serai Serumpun District, Tebo Regency, Jambi Province	01° 15' 34.00" S	102° 20' 01.00" E
KUD Barokah	Teluk Rambahan Village, Tebo Ulu District, Tebo Regency, Jambi Province	01° 18' 00.00" S	102° 18' 40.00" E
KUD Sawit Keluarga Sejahtera	Bungo Tanjung Village, Tebo Ulu District, Tebo Regency, Jambi Province	01° 12' 46.80" S	102° 18' 57.70" E
KUD Sawit Makmur Bersama	Bukit Pamuatan Village, Serai Serumpun District, Tebo Regency, Jambi Province	01° 12' 15.50" S	102° 18' 33.80" E

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KUD Sawit Karya Makmur	Napal Putih Village, Serai Serumpun District, Tebo Regency, Jambi Province	01° 11' 02.40" S	102° 17' 01.30" E
KUD Sawit Tanduk Perkasa	Suko Makmur Village, Serai Serumpun District, Tebo Regency, Jambi Province	01° 09' 05.00" S	102° 13' 55.50" E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Bungo Tebo Estate	2,551	17.59	113	2,664	95.75
KUD Tanjung Dani Sakti	220	52.04	0	220	100.00
KUD Sumay Jaya	232		0	232	100.00
KUD Sumber Usaha	184		0	184	100.00
KUD Bina Tani	238		0	238	100.00
KUD Belarik Jaya	182		0	182	100.00
KUD Sawit Tambara Jaya	218		0	218	100.00
KUD Tunas Harapan	144		0	144	100.00
KUD Sejahtera Tani	88		0	88	100.00
KUD Tani Mandiri	158		0	158	100.00
KUD Tanjung Jaya Bersama	68		0	68	100.00
KUD Tanjung Aur Duri	68		0	68	100.00
KUD Sawit Sumay Makmur	858		0	858	100.00
KUD Sawit Makmur	672		0	672	100.00
KUD Barokah	372		0	372	100.00
KUD Sawit Keluarga Sejahtera	136		0	136	100.00
KUD Sawit Makmur Bersama	628		0	628	100.00
KUD Sawit Karya Makmur	710		0	710	100.00
KUD Sawit Tanduk Perkasa	738	0	738	100.00	
Total	8,465	69.63	113	8,578	98.68

6. Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 – 3*	4 – 10*	11 - 20	21 - 25	26 - 30		
Bungo Tebo Estate	744	512	850	445	0	1,807	744
KUD Tanjung Dani Sakti	0	0	0	220	0	220	0
KUD Sumay Jaya	0	0	0	232	0	232	0
KUD Sumber Usaha	0	0	134	50	0	184	0
KUD Bina Tani	0	0	112	126	0	238	0
KUD Belarik Jaya	0	0	64	118	0	182	0
KUD Sawit Tambara Jaya	0	0	26	192	0	218	0
KUD Tunas Harapan	0	0	12	132	0	144	0
KUD Sejahtera Tani	0	0	28	60	0	88	0
KUD Tani Mandiri	0	0	158	0	0	158	0
KUD Tanjung Jaya Bersama	0	0	68	0	0	68	0
KUD Tanjung Aur Duri	0	0	42	26	0	68	0
KUD Sawit Sumay Makmur	0	0	0	858	0	858	0
KUD Sawit Makmur	0	0	0	672	0	672	0
KUD Barokah	0	0	0	372	0	372	0
KUD Sawit Keluarga Sejahtera	0	0	0	136	0	136	0
KUD Sawit Makmur Bersama	0	0	0	628	0	628	0
KUD Sawit Karya Makmur	0	0	0	710	0	710	0
KUD Sawit Tanduk Perkasa	0	0	222	516	0	738	0
Total (ha)	744	512	1,716	5,493	0	7,721	744
Note: * = Replanting							

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7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated (Nov 2016 – Oct 2017)	Actual (Nov 2016 – Oct 2017)	Forecast (Nov 2017 – Oct 2018)
Bungo Tebo Estate	52,193	44,285	37,443
KUD Tanjung Dani Sakti	5,280	3,064	4,148
KUD Sumay Jaya	5,568	3,072	4,374
KUD Sumber Usaha	3,221	2,487	2,819
KUD Bina Tani	5,178	2,083	4,205
KUD Belarik Jaya	3,912	3,030	3,204
KUD Sawit Tambara Jaya	4,125	5,001	3,353
KUD Tunas Harapan	2,793	3,896	2,245
KUD Sejahtera Tani	1,754	1,939	1,422
KUD Tani Mandiri	3,240	3,032	2,726
KUD Tanjung Jaya Bersama	1,462	728	1,210
KUD Tanjung Aur Duri	1,407	991	1,159
KUD Sawit Sumay Makmur	20,592	19,904	16,177
KUD Sawit Makmur	14,076	12,781	12,210
KUD Barokah	8,487	6,912	6,695
KUD Sawit Keluarga Sejahtera	2,856	1,940	2,483
KUD Sawit Makmur Bersama	13,134	12,453	11,378
KUD Sawit Karya Makmur	14,543	10,598	12,377
KUD Sawit Tanduk Perkasa	15,343	13,552	12,945
Total	179,165	151,748	142,573

8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *			
Estate	Tonnage / year		
	Estimated (Nov 2016 – Oct 2017)	Actual (Nov 2016 – Oct 2017)	Forecast (Nov 2017 – Oct 2018)
N/A	N/A	N/A	N/A
Total			

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9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable			
Independent FFB Supplier	Tonnage / year		
	Estimated (Nov 2016 – Oct 2017)	Actual (Nov 2016 – Oct 2017)	Forecast (Nov 2017 – Oct 2018)
Third party FFB supplier/collector	135,000	128,472	180,000
Total	135,000	128,472	180,000

10. Certified Tonnage			
Mill Capacity: 60 MT/hr SCC Model: MB	Estimated (Nov 2016 – Oct 2017)	Actual (Nov 2016 – Oct 2017)	Forecast (Nov 2017 – Oct 2018)
	FFB	FFB	FFB
	179,165	151,748	142,573
	CPO (OER: 21.90%)	CPO (OER: 22.31%)	CPO (OER: 22.04%)
	39,247	33,852	31,420
	PK (KER: 5.30%)	PK (KER: 5.41%)	PK (KER: 5.30%)
	9,496	8,215	7,556

11. Actual Sold Volume (CPO)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	23.19	30,138.16	0	3,690.65	33,852

12. Actual Sold Volume (PK)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	5,624.78	0	0	2,590.22	8,215

13. Actual Group certification Claims		
	Credit	Physical Volume (MT)
IS-CSPO	0	0
IS-CSPKO	0	0
IS-CSPKE	0	0

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
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2.1 Assessment Methodology, Programme, Site Visits

The 2nd annual surveillance assessment was conducted from 14 – 22 November 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 sampled estates. A range of environmental and social factors was 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 17 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 & Criteria INA NI 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 (*Note: This is applicable until 30th June 2018*).
- The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula $N = (0.8\sqrt{y}) \times (z)$ where y is the number of estates and where z is the multiplier defined by risk assessment (*Note: This is applicable starting from 1st July 2018*).
- 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 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 years cycle

Assessment Program					
Name (Mill / Supply Base)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 4)	Year 5 (ASA 5)
Bungo Tebo POM	x	x	x	x	x
Bungo Tebo Estate	x	x	x	x	x
KUD Tanjung Dani Sakti			x		
KUD Sumay Jaya		x			
KUD Sumber Usaha		x			
KUD Bina Tani			x		
KUD Belarik Jaya			x		
KUD Sawit Tambara Jaya			x		
KUD Tunas Harapan				x	
KUD Sejahtera Tani				x	
KUD Tani Mandiri				x	
KUD Tanjung Jaya Bersama				x	
KUD Tanjung Aur Duri		x			

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KUD Sawit Sumay Makmur					x
KUD Sawit Makmur		x			
KUD Barokah					x
KUD Sawit Keluarga Sejahtera					x
KUD Sawit Makmur Bersama					x
KUD Sawit Karya Makmur				x	
KUD Sawit Tanduk Perkasa					x

Tentative Date of Next Visit: September 11, 2018 - September 18, 2018

Total No. of Mandays: 27

2.2 BSI Assessment Team:

Team Member Name	Role	Qualifications
Eko Purwanto	Team Leader	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.
Mujinius Jalaraya	Team Member	Bachelor degree from Faculty of Forestry, Bogor Agricultural University (IPB) in 2008, Majoring in Forest Resources Conservation. He has a working experience in palm oil plantations as SHE Assistant at PT. Astra Agro Lestari Tbk in 2008 – 2012, as Supervisor Sustainability at Teladan Prima Group in 2012 – 2014 and as Auditor at SAI Global in April 2014 – August 2016. He joined at PT BSI Group Indonesia since September 2016 as Auditor ISO, ISPO and RSPO. Various training has followed, such as: OHS Expert/Ahli K3 Umum Training (2010), Training for Trainers (2013), HCV Assessor Training (2013), Lead Auditor ISO 9001: 2008 Training (2014), Lead Auditor ISPO Training (2014), Lead Auditor RSPO

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		Training (2014), Lead Auditor RSPO SCCS Training (2015), Lead Auditor ISO 14001:2004 Training (2015), etc. He has much experience in implementation of quality management system, environmental and OHS management system, ISPO and RSPO in the company and much involved in audit of the system. During work at SAI Global and PT. BSI Group Indonesia he has had experience for audit ISO 9001: 2008 in various industries and services company, audit RSPO and ISPO in palm oil mill and plantation companies.
Imam Fakhrurozi	Team Member	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.

Accompanying Persons:

No.	Name	Role
1	Pratama Agung Sedayu	QR

2.3 Assessment Plan

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

Date	Time	Subjects	EP	MJ	IF	PS
Monday, 13/11/2017	11.05-12.30	Flight Jakarta – Jambi (Flight GA132, ETD 11.05 – ETA 12.30)	√	√	√	√
	12.30-13.00	Break/Lunch	√	√	√	√
	13.00-19.00	Travel to Bungo Tebo	√	√	√	√
Tuesday, 14/11/2017	08.00-09.00	Opening Meeting Presentation by PT RAU – Bungo Tebo Presentation by BSI Indonesia	√	√	√	QR
	09.00-12.00	Document review: Bungo Tebo Mill General information, time bound plan, partial certification verification, RSPO P & C (EMS & OHS). RSPO SCC, RSPO P & C (Best Practice Mill)	√			QR
		RSPO P & C (Social), Interview with worker representative Field visit: Public facility, housing, clinic, childcare, etc		√		√
	12.00-14.00	Break / lunch	√	√	√	√

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	14.00-17.00	Field Visit: Bungo Tebo 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 (employment, welfare)	√			QR	
		Weight bridge, Mill process from incoming FFB to CPO storage tank/PK, EFB & POME application. Supply Chain Certification for CPO Mill Model MB		√			
		Interview with Gender Committee, Labour Union, worker representative, FFB Supplier, Local Contractor			√		
Wednesday, 15/11/2017	08.00-12.00	Bungo Tebo Estate Field Visit: Plantation upkeep (herbicide application programs, manual, etc), harvesting, nursery, fertilizer application, terracing, road maintenance, IPM implementation, etc., and Interview with Workers HCV MM implementation		√			
		Field Visit: HGU pegs maintenance. EMS & OHS implementation : Workshop, Pesticide and agrochemical storage, Equipment and PPE storage, Diesel fuel storage, and Interview with Workers (employment, welfare)	√			QR	
		Interview with government agency (BPN, BLH, Dinas Perkebunan, Dinas Tenaga Kerja)			√		
	12.00-14.00	Break/lunch	√	√	√	√	
	14.00-17.00	Bungo Tebo Estate Document review Land Legality, Best management practices Agronomy, HCV Management & Monitoring, and Continual improvement.			√		
		EMS & OHS implementation, employment, welfare and Continual improvement. Interview with Local NGO, Local Contractor, Village head, Public figure, Local community, other interested party.	√			√	QR
Thursday 16/11/2017	08.00-12.00	Field visit and Interview with members: KUD Tanjung Dani Sakti	√	√	√	QR	
	12.00-14.00	Break/lunch	√	√	√	√	
	14.00-17.00	Document review: KUD Tanjung Dani Sakti	√	√	√	QR	
Friday 17/11/2017	08.00-12.00	Field visit and Interview with members: KUD Bina Tani	√	√	√	QR	
	12.00-14.00	Break/lunch	√	√	√	√	
	14.00-17.00	Document review: KUD Bina Tani	√	√	√	QR	
Saturday 18/11/2017	08.00-12.00	Document review: Bungo Tebo Estate RSPO P & C	√			QR	
		Document review: Bungo Tebo Mill RSPO P & C		√	√		
Sunday 19/11/2017		Break onsite	√	√	√	√	
Monday 20/11/2017	08.00-12.00	Field visit and Interview with members: KUD Belarik Jaya	√	√	√	QR	

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	12.00-14.00	Break/lunch	√	√	√	√
	14.00-17.00	Document review: KUD Belarik Jaya	√	√	√	QR
Tuesday 21/11/2017	08.00-12.00	Field visit and Interview with members: KUD Sawit Tambara Jaya	√	√	√	QR
	12.00-14.00	Break/lunch	√	√	√	√
	14.00-17.00	Document review: KUD Sawit Tambara Jaya	√	√	√	QR
Wednesday 22/11/2017	08.00-09.00	Report preparation	√	√	√	QR
	11.00-12.00	Closing Meeting	√	√	√	QR
	12.00-13.00	Break/lunch	√	√	√	√
	13.00-17.00	Traveling Bungo Tebo – Jambi	√	√	√	√
	17.40-19.00	Flight Jambi – Jakarta (<i>Flight GA135, ETD 17.40 – ETA 19.00</i>)	√	√	√	√

Section 3: Assessment Findings

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

- PT Inti Indosawit Subur 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 Inti Indosawit Subur has explained the certification plan for all of its subsidiaries; indicating all palm oil mills, company-owned estates and scheme smallholder as the supply base.	Comply
Have all the estates and mills certified within five years after obtaining RSPO membership?	There is remaining mill and estate that has not certified yet, PT Mitra Unggul Pusaka – Segati POM and supply bases. The unit has gone through the RSPO Stage 2 certification audit in 2014, however it was not succeed. The company's sustainability team has conducted latest RSPO internal audit on 25 – 31 October 2017. The company is working to close nonconformities and planned to go for certification in 2018.	Comply
Is the time bound plan challenging? <ul style="list-style-type: none"> • Age of plantations. • Location. • POM development • Infrastructure. • Compliance with applicable law. 	The time bound plan is challenging. PT. Inti Indosawit Subur demonstrate progress overtime. The age of plantation was generally mature. All of plantation has been incorporated with palm oil mill to process the FFB produced. The location of plantation was covering three provinces in Sumatera Utara Province, Riau Province and Jambi Province – Indonesia.	Comply
Have there been any changes since the last audit? Are they justified?	No changes.	Comply
If there have been changes, what circumstances have occurred?	No changes.	Comply
Have there been any stakeholder comments?	No, there have no stakeholder comment related to timebound plan.	Comply

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Have there been any newly acquired subsidiaries?	No, there have no newly acquired subsidiaries.	Comply
If yes, have the newly acquisitions certified within a three-year timeframe?	No, there have no newly acquired subsidiaries.	Comply
Have there been any isolated lapses in implementation of the plan?	No isolated lapses. Company managed to demonstrate commitment to certify all of palm oil mill and supply base.	Comply
Un-Certified Units or Holdings		
No replacement after dates defined in NIs Criterion 7.3: <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. 	In area where BSI conducted audit, there are no replacement/conversion of primary forest or HCV after November 2005.	Comply
Any new plantings since January 1 st 2010 shall comply with the RSPO New Plantings Procedure.	There is no new planting after January 1 st , 2010.	Comply
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.	No more land compensation.	Comply
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.	No labor dispute noted. This was based on stakeholder interview with worker union in each unit. Furthermore, audit team found that there is no labor dispute as well based on stakeholder interview with "Dinas Tenaga Kerja" in each regency audited.	Comply
Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	No, there is no legal non-compliance addressed.	Comply
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	Yes, the company's sustainability team has conducted latest RSPO internal audit in uncertified unit on 25 – 31 October 2017. Positive assurance statement been produced, e.g.: <ul style="list-style-type: none"> There was no new planting since January 2010 so there was no replacement of primary forest or any area identified as containing HCV or required to maintain or enhance HCV. 	Comply

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	<ul style="list-style-type: none"> • There were no land conflict and labour disputes • There was no non-compliance with regulations based on internal gap analysis. 	
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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 scheme smallholders associated to PT Rigunas Agri Utama – Bungo Tebo Palm Oil Mill have been comply with the standard.	Comply

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 2nd Annual Surveillance Assessment there were seven (7) Major & one (1) Minor nonconformities raised. PT Rigunas Agri Utama – Bungo Tebo 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 it effectiveness and closed accordingly.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1550974-201711-M1	Clause & Category	Major
Date Issued	22 Nov 2017	Due Date	22 Jan 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	17 Jan 2018
Statement of Nonconformity:	Monitoring of oil palm plantation's best management practices was not consistently implemented according to the procedure Plasma Bungo Tebo, e.g. "SOP Pengendalian Gulma" (AA-SOP-06-KLO) dated 1 Februari 2009 (Reoccurrence).		
Requirement Reference:	RSPO P&C INA NI 2016 Indicator 4.1.2		
Objective Evidence:	Based on field visit to scheme smallholder oil palm plantation, some poor field condition was found, e.g.:		

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	<ul style="list-style-type: none"> - Weed condition in scheme smallholder was not controlled properly and overgrown in much area such as in KUD Tanjung Dani Sakti KT 21 Kavling 645, 679, 651, 648, KT 19: Kavling 600, 607, 618 KT 20: Kavling 632, KUD Belarik Jaya KT 31: Kavling 2239, 2240, 22441, 2242, KT 32: Kavling 2244, 2245, 2263, 2280, KUD Bina Tani KT 23: Kavling 2500, 583, 577, 583, 582, 558, 560, 573, KUD Sawit Tambara Jaya KT 46: Kavling 2163 KT 47: Kavling 2287, 2292 - During field visit in Plasma Bungo Tebo found many epiphyte (Ficus sp.) well grown in the palm oil tree which can compete the nutrition absorption and disturbing the tree and harvesting process, such as in KUD Tanjung Dani Sakti KT 21: Kavling 645, 679, 651, 648, KUD Belarik Jaya KT 31: Kavling 2240, 2241, 2242, 2247 - Based on field visit to Plasma Bungo Tebo Estate, audit team found frond stacking was not practiced, such as: in KUD Tanjung Dani Sakti KT 21 Kavling 645, 679, 651, 648, KT 19: Kavling 600, 607, 618 KT 20: Kavling 632, KUD Belarik Jaya KT 31: Kavling 2239, 2240, 22441, 2242, KT 32: Kavling 2244, 2245, 2263, 2280, KUD Bina Tani KT 23: Kavling 2500, 583, 577, 583, 582, 558, 560, 573, KUD Sawit Tambara Jaya KT 46: Kavling 2163 KT 47: Kavling 2287, 2292 - Blanket spraying found in smallholder plantation KUD Sawit Tambara Jaya KT 45 Kavling 2215.
<p>Corrections:</p>	<ul style="list-style-type: none"> • Performing weeds control in smallholder blocks by TUS team particularly in block which overgrown weeds (circle and path weeds control). • Performing weeds Epiphytes (Ficus sp) control by TUS team particularly in block which many Epiphytes. • Performing dissemination and training regarding the weeds Epiphytes (Ficus sp) control to smallholder member. • Performing frond stacking "U" shape according to procedure particularly for flat area and ICS Plasma Bungo Tebo issued the policy/memorandum regarding Frond Stacking for smallholder. Disseminated to smallholder member regarding the frond stacking policy and procedure. • Conducting dissemination/socialization against policy of prohibition of Blanket spraying to smallholder member and informed that the violation of the policy will be subjected to warning letter for smallholder member.
<p>Root Cause Analysis:</p>	<ul style="list-style-type: none"> • Weeds control by TUS team in sampled kavling during audit has not yet included. • Training has not been done to smallholder member regarding weeds Epiphytes (Ficus sp) control, during this time they control by breaking the root of ficus but it was not effective. • There was no person in charge from ICS Plasma Bungo Tebo to monitor weeds growth particularly weeds Epiphytes (Ficus sp) in smallholder blocks. • Smallholder member consider that "U" shape frond stacking in the particular area such as sloping area was not relevant based on field observation and their experience in the field to reduce the soil erosion. • Blanket spraying performed by several smallholder due to ineffective TUS team on weeds control because of rainy weather after spraying; and related

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	<p>smallholder member has not got dissemination that spraying is not recommended performed by themselves and should be done by TUS team.</p>
<p>Corrective Actions:</p>	<ul style="list-style-type: none"> • ICS Plasma Bungo Tebo has performed the weeds control according to the "SOP Pengendalian Gulma" (AA-SOP-06-KLO) in KUD Tanjung Dani Sakti KT 21 Kavling 645, 679, 651, 648, KT 19: Kavling 600, 607, 618 KT 20: Kavling 632, KUD Belarik Jaya KT 31: Kavling 2239, 2240, 22441, 2242, KT 32: Kavling 2244, 2245, 2263, 2280, KUD Bina Tani KT 23: Kavling 2500, 583, 577, 583, 582, 558, 560, 573, KUD Sawit Tambara Jaya KT 46: Kavling 2163 KT 47: Kavling 2287, 2292. Plasma management also has set the weeds control rotation and periodic monitoring to ensure the weeds control were effectively implemented. During audit evidence of weeds control can be demonstrated such as: "RKH Tim Unit Semprot" dated 8 – 10 January 2018 which contain the details of weeds control activity. During field visit noted that weeds control has been implemented properly. • ICS Plasma Bungo Tebo has conducted the socialization and training on 22 December in KUD Belarik Jaya and 21 December in KUD Tanjung Dani Sakti against weeds Epiphytes (Ficus sp) control to give the understanding regarding weeds Epiphytes (Ficus sp) control and monitoring to prevent the growing of weeds. Evidence of socialialization can be demonstrated during audit. Socialization planning to all member also has been set by ICS management. During field visit and interview with smallholder member indicated that they have sufficient understanding to control nd prevent the weeds Epiphytes (Ficus sp) growing in their blocks/kavling. • ICS Plasma Bungo Tebo also has perform the Epiphytes (Ficus sp) control (by TUS team) in KUD Tanjung Dani Sakti KT 21: Kavling 645, 679, 651, 648, KUD Belarik Jaya KT 31: Kavling 2240, 2241, 2242, 2247. During field visit can be demonstrated that Epiphytes (Ficus sp) control has properly implemented. ICS Plasma also has set the monitoring schedule for weeds control particularly Epiphytes (Ficus sp) weeds. Monitoring result of Epiphytes (Ficus sp) weeds presented in form "Monitoring Pemeriksaan Kvlng Petani". During audit result of weeds monitoring can be demonstrated. • ICS Plasma Bungo Tebo has conducted the socialization regarding frond stacking procedure and policy to smallholder member on 19 December 2017 in KUD Bina Tani, on 22 December in KUD Belarik Jaya, on 23 December to KUD Sawit Tambara Jaya, and on 21 December in KUD Tanjung Dani Sakti. Evidence of socialization can be demonstrated during audit. Based on interview with smallholder member indictaed that they have understand the frond stacking procedure and policy. Smallholder member also has adjusted the frond stacking in their blocks/kavling according to procedure and policy. ICS Plasma Bungo Tebo also has issued the policy No. 04 EX-KLO/MEMO/01/18 dated 17 January 2018 to smallholder member against the frond stacking in order to minimized the soil erosion absed on the landscape condition; in flat area U shape frond stacking should be implemented and in sloping area fornd stacking can be implemented by following the contour line to minimize soil erosion. ICS Plasma Bungo Tebo has erected the signboard of frond stacking policy. • ICS Plasma Bungo Tebo has disseminated the policy of prohibition of blanket

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	<p>spraying and chemical weeds control by smallholder member. Evidence of socialization can be demonstrated during audit. ICS Plasma also issued the warning letter to smallholder who violated the policy and performing blanket spraying by themselves. Warning letter and statement letter from smallholder member KUD Sawit Tambara Jaya KT 45 Kavling 2215 can be demonstrated. During field visit noted that there is no blanket spraying performed by smallholder member.</p>		
Assessment Conclusion:	Major NCR closed on 17 January 2018		
Nonconformity			
NCR Ref #	1550974-201711-M2	Clause & Category	Major
Date Issued	22 Nov 2017	Due Date	22 Jan 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	17 Jan 2018
Statement of Nonconformity:	<p>Based on visit to smallholder blocks, audit team found that frond stacking was not implemented in line with the procedure/best management practice, e.g. "SOP Potong Buah (AA-PLASMA-PP-KS-04)" dated 1 September 2011; SOP ICS Panen (No.019/DOC-SOP-AA/2016) dated 2 December 2016. (Reoccurrence)</p>		
Requirement Reference:	RSPO P&C INA NI 2016 Indicator 4.3.6		
Objective Evidence:	<p>Based on field visit to Plasma Bungo Tebo Estate, audit team found frond stacking was not practiced, such as: in KUD Tanjung Dani Sakti KT 21 Kavling 645, 679, 651, 648, KT 19: Kavling 600, 607, 618 KT 20: Kavling 632, KUD Belarik Jaya KT 31: Kavling 2239, 2240, 22441, 2242, KT 32: Kavling 2244, 2245, 2263, 2280, KUD Bina Tani KT 23: Kavling 2500, 583, 577, 583, 582, 558, 560, 573, KUD Sawit Tambara Jaya KT 46: Kavling 2163 KT 47: Kavling 2287, 2292.</p>		
Corrections:	<p>Performing frond stacking "U" shape according to procedure particularly for flat area and ICS Plasma Bungo Tebo issued the policy/memorandum regarding Frond Stacking for smallholder. Disseminated to smallholder member regarding the frond stacking policy and procedure.</p>		
Root Cause Analysis:	<p>ICS Plasma Bungo Tebo has not established procedure or work instruction regarding frond stacking in slope area, Smallholder member consider that "U" shape frond stacking in the particular area such as sloping area was not relevant based on field observation and their experience in the field to reduce the soil erosion, "U" shape frond stacking only applicable in flat area.</p>		
Corrective Actions:	<p>ICS Plasma Bungo Tebo has conducted the socialization regarding frond stacking procedure and policy to smallholder member on 19 December 2017 in KUD Bina Tani, on 22 December in KUD Belarik Jaya, on 23 December to KUD Sawit Tambara Jaya, and on 21 December in KUD Tanjung Dani Sakti. Evidence of socialization can be demonstrated during audit. Based on interview with smallholder member indicated that they have understand the frond stacking procedure and policy. Smallholder member also has adjusted the frond stacking in their blocks/kavling according to procedure and policy. ICS Plasma Bungo Tebo also has issued the policy No. 04 EX-KLO/MEMO/01/18 dated 17 January 2018 to smallholder member against the frond stacking in order to minimized the soil erosion absed on the landscape condition; in flat area U shape frond stacking should be implemented and in sloping area frond stacking can be implemented by following the contour line to minimize soil erosion. ICS Plasma Bungo Tebo has erected the signboard of frond stacking policy in each KUD.</p>		

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Assessment Conclusion:	Major NCR closed on 17 January 2018		
Nonconformity			
NCR Ref #	1550974-201711-M3	Clause & Category	Major
Date Issued	22 Nov 2017	Due Date	22 Jan 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	17 Jan 2018
Statement of Nonconformity:	It was found inconsistency in implementation of pesticides storage according to recognized best practices, e.g. procedure of Pesticide Handling (AA-APM-OP-1100.11-R1) dated 1 February 2009.		
Requirement Reference:	RSPO P&C INA NI 2016 Indicator 4.6.6		
Objective Evidence:	During visit to washing facility of Bungo Tebo Estate on 15 November 2017, it was found 4 bottle of pesticide Metsulindo.		
Corrections:	<ul style="list-style-type: none"> Remove the 4 bottle of pesticide Metsulindo from washing facility of Bungo Tebo Estate to Agrochemical warehouse. Conducted the training and awareness to spray foreman against best practice of Agrochemical storage. 		
Root Cause Analysis:	Spraying Foreman has not receive awareness related to the prohibition of chemical storage other than in the chemical storage warehouse.		
Corrective Actions:	<ul style="list-style-type: none"> Company has remove the 4 bottle of pesticide Metsulindo from washing facility of Bungo Tebo Estate to Agrochemical warehouse completed with MSDS. Record of pesticide removal presented in "Berita Acara Serah Terima Pengembalian Barang" dated 13 December 2017. Company also has conducted the socialization and awareness to spray foreman and warehouse workers regarding the best practice of Agrochemical storage dan prohibition of chemical storage other than in the chemical storage warehouse. Socialization conducted on 8 January 2018. Record of socialization and awareness were evident. During interview with spray foreman and warehouse workers indicated that they have understand regarding best practice of Agrochemical storage. 		
Assessment Conclusion:	Major NCR closed on 17 January 2018		
Nonconformity			
NCR Ref #	1550974-201711-M4	Clause & Category	Major
Date Issued	22 Nov 2017	Due Date	22 Jan 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	17 Jan 2018
Statement of Nonconformity:	Bungo Tebo POM was not able to demonstrate that the workplace, machinery, equipment, and processes under their control are safe and without undue risk to health; this was not comply with company policy and RSPO requirements on health and safety. (Reoccurrence)		
Requirement Reference:	RSPO P&C INA NI 2016 Indicator 4.7.1		
Objective Evidence:	Based on visit to Bungo Tebo POM on 14 November 2017, audit team found absence of control and monitoring regarding unsafe condition: <ul style="list-style-type: none"> Scattered scrap (ex thresher), trench and inappropriate bridge were found at evacuation route; 		

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	<ul style="list-style-type: none"> - Working equipment was left unattended, milling machine found in operation – but not attended by operator; - Leaking steam/condensate pipes found on several location near kernel station; - Inappropriate protection for moving/rotating parts at kernel station; - Gas tubes (oxygen/acetylene) were not tied appropriately; - No warning sign at kernel station that the noise is > 85 dB. - The addition of a house building in housing area Division II has not considered to the hazard conditions of those building.
Corrections:	<ul style="list-style-type: none"> • Remove the ex thresher from the evacuation route and improving the evacuation route to ease to be pass. Give the socialization against evacuation route standard to the workers. • Give the warning to the milling machine operator and give the awareness as well as placing the poster of prohibition to left the operated machine unattended. • Repair the leaking steam and conducted the steam leak inventory periodically by Foreman and Asisstant. • Repair the protection of moving parts/belting and monitor the condition periodically by Foreman and Asisstant. • Provide the gas tube binder chain (oxygen/acetylene) and give the awareness to mechanic against OHS standard of oxygen tube placement. • Placing the Safety sign regarding High Noise level warning in Kernel Station. • Repair the unsafe additional building in housing area and give the awareness to the housing resident regarding safety standard of additional building.
Root Cause Analysis:	<ul style="list-style-type: none"> • Related mill workers have not get dissemination against standard of evacuation route. There is no socialization against standard of evacuation route to mill workers by management. • Related operator has not get training against OHS standard of machine and equipment operation, and there was no monitoring from Mill foreman and Assistant. • Related operator has not get dissemination against the risk of leaking steam, and there was no monitoring from Mill foreman and Assistant. • Protection for moving/rotating parts at kernel station was released due to vibrating; and there was no monitoring from Mill foreman and Assistant. • The unavailability of the gas tube binder chain (oxygen/acetylene) due to related operator has not get awareness training regarding OHS standard of oxygen tube placement. • No monitoring performed by Mill Foreman and Assistant related condition of Safety sign at Kernel Station. • Related housing resident has not get dissemination against the safety and standard of additional house building.
Corrective Actions:	<ul style="list-style-type: none"> • Company has made improvement for evacuation route in Palm Oil Mill area. The ex thresher has been removed from the evacuation route, proof by "Berita Acara Pemandahan Thresher dari jalur Evakuasi" dated 5 December 2017. During field visit can be demonstrated that evacuation route was easy

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to pass. Bungo Tebo POM also has give awareness and dissemination regarding evacuation route standard to all operator and mill workers on 29 December 2017. On the evacuation route should not be any objects blocking and must be easily passed to the muster point/assembly point. During field visit and interview with the workers indicated that they have understand regarding the evacuation route standard. Management also has perform the periodic monitoring of evacuation route to ensure the evacuation route was clean and no blocking object and easy to pass.

- Bungo Tebo POM has give the warning to the milling machine operator and give the awareness to all operator on 29 December 2017. Awareness was the company emphasizes to all operators to comply with standard work procedures and not to leave the machine being operated as it would be potentially dangerous. Bungo Tebo POM also has installing signs and stickers of prohibition on leaving the machine during operation. During field visit in Bungo Tebo POM can be demonstrated that organization has made the improvement and during interview with operator they aware that they have to obey the work procedure and prohibit to leave the machine being operated. Bungo Tebo POM also has perform regular monitoring to ensure that there is no unsafe act and unsafe condition by "Monitoring K3", latest performed on 8 January 2018.
- Bungo Tebo POM has repair the leaking steam in Kernel station on 9 January 2018. Record of repair activity presented in "Berita Acara Perbaikan Pipa Steam Bocor di Stasiun Kernel". Organisation also has conducted the steam leak inventory by Foreman and Asisstant on 4 January 2018 recorded in "Formulir Inventaris Kebocoran Pipa Steam PMKS Bungo Tebo". Leak monitoring in Palm Oil Mill also performed by Bungo Tebo POM together with OHS monitoring each month which presented in "Monitoring K3". Latest monitoring performed on 8 January 2018. Mill management also has give the socialization and awareness to all operator on 29 December 2017 to report if any leaking condition in their work area/station to their foreman and assistant.
- Bungo Tebo POM has repair the protection of moving parts/belting on 29 December 2017. During field visit can be demonstrated that all moving parts/belting has given the protector and safe condition. Organisation also has perform inventory of all moving parts/belting in Bungo Tebo POM on 4 January 2018 to check the condition of moving parts/belting protector and ensure the safe condition. In addition company also has set a program to monitor the safety condition in POM area including monitor the moving parts/belting protector. The activity recorded in "Monitoring K3", latest monitoring performed on 8 January 2018.
- Bungo Tebo POM has provide the gas tube binder chain (oxygen/acetylene) and give the awareness to mechanic against OHS standard of oxygen tube placement on 29 December 2017. Company also has provide the Trolley to facilitate the gas tube replacement. In addition company also has set a program to monitor the safety condition in POM area including monitor the gas tube placement. The activity recorded in "Monitoring K3", latest monitoring performed on 8 January 2018.
- Bungo Tebo POM has installing the Safety sign regarding High Noise level

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	<p>warning in Kernel Station on 27 December 2017. During field visit in Bungo tebo POM can be demonstrated that the safety sign was adequate and quite informative as well as seen easily. In addition company also has set a program to monitor the safety sign in POM area. The activity recorded in "Monitoring K3", latest monitoring performed on 8 January 2018.</p> <ul style="list-style-type: none"> Bungo Tebo Estate has repair the unsafe additional building in housing area Afdeling II on 8 January 2018. Organisation also has give the awareness to the housing resident Afdeling II regarding safety standard of additional building on 4 January 2018. In addition organisation has perform the inventory of additional building in housing area Afdeling II and IV to ensure the safely condition and met the safety standard. Latest inventory performed on 22 December 2017 and recorded in "Inventarisasi Penambahan Bangunan Afd II/IV Pulau". 		
Assessment Conclusion:	Major NCR closed on 17 January 2018		
Nonconformity			
NCR Ref #	1550974-201711-M5	Clause & Category	Major
Date Issued	22 Nov 2017	Due Date	22 Jan 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	17 Jan 2018
Statement of Nonconformity:	Not all workers in Bungo Tebo Estate and Bungo Tebo POM exposed to high risk working area/hazardous operation was provided with adequate and appropriate protective equipment. (Reoccurrence)		
Requirement Reference:	RSPO P&C INA NI 2016 Indicator 4.7.3		
Objective Evidence:	<p>Based on field visit and interview with workers, audit team found that workers was not using protective equipment on work area with high risk:</p> <ul style="list-style-type: none"> Unloading worker at loading ramp were not using appropriate PPE, e.g. safety shoes; No warning sign at kernel station to use appropriate PPE to reduce noise, whilst the noise at the area is > 85 dB; It was found Excavator operator not using appropriate PPE (helmet) while doing terrace maintenance at block near workshop area. During visit to fertilizer warehouse it was found no MSDS of fertilizer Compound 12:12:17+TE at Bungo Tebo Estate warehouse; no MSDS of Borate and MOP at Plasma warehouse. 		
Corrections:	<ul style="list-style-type: none"> Provide socialization to the FFB unloading workers to use the shoes and standard PPE when doing FFB unloading activities and installing the warning signboard in Loading ramp area regarding the responsibility of PPE standard usage. Placing the Safety sign regarding High Noise level warning in Kernel Station. Give the warning to the excavator operator and give the awareness regarding the responsibility of PPE helmet usage during working. Complete the MSDS of Borate and MOP at Plasma warehouse. 		
Root Cause Analysis:	<ul style="list-style-type: none"> Related Smallholder and third party FFB unloading workers have not get awareness training related to PPE usage standards and there was no 		

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	<p>monitoring/supervision from POM assistant and foreman.</p> <ul style="list-style-type: none"> • No monitoring performed by Mill Foreman and Assistant related condition of Safety sign in Kernel station. • Related excavator operators has not get awareness training regarding the use of PPE while working and there was no supervision by foreman and field assistant. • No monitoring performed by storage keeper related MSDS completeness in the fertilizer warehouse.
<p>Corrective Actions:</p>	<ul style="list-style-type: none"> • Bungo Tebo POM has give the awareness and socialization on 19 December 2017 to the FFB unloading workers particularly from Smallholder and third party. Safety warning to use the standard PPE in loading ramp station also has installed. Evidence of socialization and safety warning sign placement can be demonstrated during audit. In addition company also has perform the regular PPE monitoring for unloading workers, recorded in "Monitoring Penggunaan APD oleh Tukang Bongkar TBS". Latest monitoring performed on 12 January 2018. • Bungo Tebo POM has installing the Safety sign regarding High Noise level warning in Kernel Station on 27 December 2017. During field visit in Bungo tebo POM can be demonstrated that the safety sign was adequate and quite informative as well as seen easily. In addition company also has set a program to monitor the safety sign in POM area. The activity recorded in "Monitoring K3", latest monitoring performed on 8 January 2018. • Bungo Tebo POM has give the warning to the excavator operator and give the awareness to heavy equipment operator on 12 January 2017. Awareness was the company emphasizes to operators to comply with standard work procedures and consistent to use the standard PPE. During field visit can be demonstrated that organization has made the improvement and during interview with operator they aware that they have to obey the work procedure and standard PPE usage. Bungo Tebo Estate also has perform regular monitoring to ensure that there is no unsafe act and unsafe condition by "Monitoring K3", latest performed on 8 January 2018. • Bungo Tebo Estate and Plasma has completed the MSDS of Borate and MOP at Plasma warehouse. During visit in Plasma Warehouse can be demonstrated that MSDS of all type of fertilizer has completed. Company also has a program to monitor and inventory the completeness of MSDS regularly, recorded in "Formulir Pemeriksaan Kelengkapan MSDS Kebun Bungo Tebo". Latest monitoring performed on 9 January 2018.
<p>Assessment Conclusion:</p>	<p>Major NCR closed on 17 January 2018</p>
<p>Nonconformity</p>	
<p>NCR Ref #</p>	<p>1550974-201711-M6</p>
<p>Date Issued</p>	<p>22 Nov 2017</p>
<p>Closed (Yes / No)</p>	<p>Yes</p>
<p>Statement of Nonconformity:</p>	<p>Implementation of SOP of waste pesticide management, which is SOP of hazardous waste management No.AA-KL-06-EFP, has not consistency.</p>

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Requirement Reference:	RSPO P&C INA NI 2016 Indicator 5.3.2		
Objective Evidence:	<ul style="list-style-type: none"> - Based on the visit at in emplacement Bungo Tebo POM, the auditor found a used drum of diesel and 2 (two) used oil bottle have not controlled properly as required in SOP of hazardous waste management No.AA-KL-06-EFP. - During visit on 15 November 2017, it was found an ex lubricant bottle and an ex paint can at pesticide washing facility (<i>Rumah Bilas Tim Unit Semprot</i>) of Bungo Tebo Estate. 		
Corrections:	<ul style="list-style-type: none"> • Stored the used drum of diesel and 2 (two) used oil bottle to Temporary hazardous waste storage (TPS LB3). • Stored the used paint cans and ex lubricant bottle to Temporary hazardous waste storage (TPS LB3). 		
Root Cause Analysis:	<ul style="list-style-type: none"> • Related employees and housing residence has not get dissemination related to the prohibition of ex-hazardous waste reuse and there was no monitoring performed by field assistant. • The related person in charge (spraying foreman) has not get awarenss trainingrelated to handling of used paint cans to be sent to hazardous waste storage and there was no monitoring from the field assistant. 		
Corrective Actions:	<ul style="list-style-type: none"> • Company has conducted the socialization on 19 December 2017 to housing resident of Bungo Tebo POM regarding waste management including prohibition of the hazardous waste reuse such as ex diesel drum, oil drum and pesticide jerycans/container. During field visit and interview with housing resident can be demonstrated that they have understanding on waste management and the prohibition policy of hazardous waste reuse. Company also has remove and stored the used drum of diesel and 2 (two) used oil bottle to Temporary hazardous waste storage, record of waste removal were evident in "Catatan Serah Terima Limbah B3" dated 13 January 2018. In addition company has performed the regular inspection in housing area to ensure that there is no hazardous waste in housing area and the waste management in housing area performed according to the procedure. Latest monitoring performed on 15 January 2018 and recorded in "Formulir Pemeriksaan Penggunaan Wadah Eks B3 di Perum Karyawan". • Company has conducted the socialization on 8 January 2018 to spraying foreman (Mandor semprot) regarding waste management including agrochemical storage. During field visit and interview with spraying foreman can be demonstrated that they have understanding on waste management and the agrochemical storage. Company also has remove and stored the used paint cans and ex lubricant bottle to Temporary hazardous waste storage, record of waste removal were evident in "Catatan Serah Terima Limbah B3" dated 11 December 2017. 		
Assessment Conclusion:	Major NCR closed on 17 January 2018		
Nonconformity			
NCR Ref #	1550974-201711-M7	Clause & Category	Major
Date Issued	22 Nov 2017	Due Date	22 Dec 2017
Closed (Yes / No)	Yes	Date of nonconformity Closure	19 Dec 2017

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Statement of Nonconformity:	There was a volume difference between Bungo Tebo POM Mass Balance Report and PalmTrace transaction record in regard volume of delivery.		
Requirement Reference:	RSPO SCC 2014 Module E Indicator E.5.1		
Objective Evidence:	Based on PalmTrace transaction, there was transaction records of CSPO Shipping on 2 May 2017 with volume 23.19 MT, Transaction ID TR-66320f09-15e9 with status confirmed; however, there is no deduction of CSPO product in Bungo Tebo POM record of book keeping 2017.		
Corrections:	Fix the mas balance report according to palm trace transaction and coordinate with Marketing Team and Logistics Team in improving the mechanism of announcement with maximum time limit of 3 months.		
Root Cause Analysis:	PalmTrace Recording is done by Marketing Dept in Medan Head Office, based on final shipment from warehouse/storage tank so it causing difference from recording of POM mass delivery balance, exceeds 3 months.		
Corrective Actions:	Bungo Tebo POM has fix the mas balance report according to the real CSPO and CSPK transaction which also recorded in palm trace transaction with volume deduction on May 2017 was 23.19 MT. Company also has made coordination with Marketing Team and Logistics Team in improving the mechanism of announcement with maximum time limit of 3 months. During document verification can be demonstrated that the mass balance report has met with the real transaction and all volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios. There is no volume difference between Bungo Tebo POM Mass Balance Report and PalmTrace transaction record in regard volume of delivery.		
Assessment Conclusion:	Major NCR closed on 19 December 2017		
Nonconformity			
NCR Ref #	1550974-201711-N1	Clause & Category	Minor
Date Issued	22 Nov 2017	Due Date	ASA-3
Closed (Yes / No)	No	Date of nonconformity Closure	open
Statement of Nonconformity:	Inconsistency found in implementation of waste management to avoid or reduce pollution.		
Requirement Reference:	RSPO P&C INA NI 2016 Indicator 5.3.3		
Objective Evidence:	<ul style="list-style-type: none"> - During visit to landfill area at Block B17b of Bungo Tebo Estate on 15 November 2017, it was found that domestic waste are spread at the area, landfill was not dogged and no sign and date of landfill closing. - The domestic waste management in housing area Bungo Tebo POM was not controlled properly, in housing area in Bungo Tebo POM - found scattered rubbish, in additional there was no provided trash can. 		
Corrections:	<ul style="list-style-type: none"> • Make a landfill hole to accommodate domestic housing waste. • Provide the trasch bins for domestic waste (organic and inorganic waste) in housing area. 		
Root Cause Analysis:	<ul style="list-style-type: none"> • The responsible person (Traction Assistant) has not get awareness training regarding domestic waste handling. • The responsible person in housing facility (Division Assistant) has not get awareness training regarding domestic waste handling. 		

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Corrective Actions:	Make a schedule of waste disposal from housing to landfill and supervise as well as monitoring the housing domestic waste management
Assessment Conclusion:	Effectiveness of corrective action will be verified in the next surveillance assessment.

Observation	
Ref. no	1550974-201711-01
Area/Process	Principle 4: Use of appropriate best practices by growers and millers
Clause	RSPO P&C INA NI 2016 Indicator 4.7.4
Scope	RSPO 620917
Certificate Standard	RSPO Principle & Criteria 2013
Details	The company (Bungo Tebo POM) has appointed Safety Officer based on "Keputusan Menteri Tenaga Kerja dan Transmigrasi RI No. KEP.P.1753/M/DJPPK/IX/2014 tentang Penunjukan Ahli K3" on behalf Sofianto, SE, dated 23 September 2014 valid for 3 years. During audit, the company is in process to extend the appointment letter. Mill Manager of Bungo Tebo POM has sent letter to Jambi Regional Office to process the extension. Jambi RO has reply the letter and asking Bungo Tebo POM to fulfill the requirement, e.g. photograph. Bungo Tebo POM has sent the related requirement to Jambi RO.

Opportunity for Improvements	
OFI #	Description
OFI 1	Nil

Positive Findings	
PF #	Description
PF 1	PT Rigunas Agri Utama – Bungo Tebo Palm Oil Mill and supply bases demonstrated commitment to prevent and (if necessary) tackle incident related to land and forest fire. Company equipped the fire fighting team with system and fire fighting equipment for land and forest fire.

3.4.1 Status of Nonconformities Previously Identified and Observations

Non-Conformity			
NCR Ref #		Clause & Category (Major / Minor)	Major
	1378035M1		
Closed (Yes / No)	Yes	Date of nonconformity Closure	21 Nov 2016
Statement of Nonconformity:	Lack of evidence responses upon information request provided in appropriate manner by company and smallholder: <ul style="list-style-type: none"> Company response upon information request, was more than 14 working days since the information received/recorded; this was not consistent with company procedure "Standard Operating Procedure Penanganan Permintaan Informasi Stakeholder No.SOP AA-GL-5008.1-R1" effective date 22/08/2011. 		

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	<ul style="list-style-type: none"> • Scheme smallholder's response upon information request does not indicated when the response was being provided.
<p>Requirement Reference:</p>	<p>RSPO P&C Generic 2013 Indicator 1.1.2 Records of requests for information and responses shall be maintained.</p>
<p>Objective Evidence:</p>	<p>PT. Rigunas Agri Utama: Information inquiry – “Surat Permintaan Laporan Tahunan Dinas Perkebunan Kabupaten Tebo No.525/15/Disbun/2015” dated 01/08/2016. The information request from the plantation service consist of legal aspect, plantation performance, corporate social responsibility performance, problem/issue matrix. The letter received by company on 02/14/2016. Company reponded by preparing the data on 01/11/2016. Subsequently company send it through letter “Laporan Perkembangan Kegiatan Usaha Perkebunan PT. RAU periode Juli-Desember 2015 No.EST-KBT/II/2016” dated 02/23/2016.</p> <p>KUD Sumay Jaya: Information request and response within KUD Sumay Jaya available under “Logbook Permintaan/Tanggapan Permintaan Informasi KUD Sumay Jaya”. 4 information request started to be recorded since January 2016, without information of when was the response provided upon those request.</p> <p>KUD Sawit Makmur: Cooperative received all information request and response in “Logbook Permintaan Informasi/Permintaan Tanggapan”, started from January 2016 received 17 inquiries from village, company and smallholder member. From the record, only 7 information requests provided with responses.</p>
<p>Corrective Actions:</p>	<ul style="list-style-type: none"> - PT. Rigunas Agri Utama has shown the monitoring of stakeholders report in 2016 (nucleus, mill and smallholders) to relevant stakeholders (government, NGO, KUD/smallholder cooperative, farmer), such as: <ol style="list-style-type: none"> a. Report of RKL-RPL; frequency twice a year (January and July); b. Report of land application; frequency every three months; c. Report of business development (LPUP); frequency six months. Last LPUP conducted on July 22, 2016, reported to “Badan Lingkungan Hidup Daerah/BLHD” Tebo, BLHD Jambi. <p>Based on document of “Log Book of information request and response, year 2016, there was a request for information requested by BLHD on August 27, 2016 related to Data of ozone depleting substances. Responded, and the report has been sent on same date September 2, 2016.</p> <p>In the future, public relation officer will monitor the stakeholder report on regular basis, based on stamped incoming letter to improve traceability.</p> - KUD's has updated the document of information request and response, available under “Logbook Permintaan/Tanggapan Permintaan Informasi”, such as: <ol style="list-style-type: none"> a. KUD Sumay Jaya; there are 5 requests for information in 2016, and all of information has been addressed i.e: <ul style="list-style-type: none"> • On June 9, 2016, request information related to questions outside the FFB price higher than the price of plasma; Responded on June 2016, that the price of FFB plasma in accordance with price determined by DISBUN. • On August 12, 2016; the request of splash of road, responded on August 14, 2016 that it will be discussed with the cooperative management. b. KUD Sawit Makmur; there are 17 requests for information in 2016, and all of

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	<p>information has been addressed i.e:</p> <ul style="list-style-type: none"> On October 19, 2016, the request related to postpone of "financial closing" due to the rainy season; responded on October 2016; response provided: the "financial closing" date remained on October 20, 2016. Additional transport unit will be delivered. On 25 October 2016, request related to providing the delivery order (DO) to transport of FFB; responded on October 25, 2016; response: the Delivery Order will be provided by KUD. Status of each information request has been updated. <p>As corrective action, KUD/cooperative chairman will monitor the "Logbook permintaan dan tanggapan informasi KUD". "Humas KUD" will completing the logbook information to improve traceability. Logbook has been updated.</p>		
Assessment Conclusion:	<p>During this ASA-2 the company shown monitoring of stakeholders report in 2017 (nucleus, mill and smallholders) to relevant stakeholders, and all KUD has updated "Logbook Permintaan/Tanggapan Permintaan Informasi" as documentation of information request and response. The company demonstrated consistent compliance to this requirement.</p> <p>Major NC remains closed.</p>		
Non-Conformity			
NCR Ref #	1378035M2	Clause & Category (Major / Minor)	Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	21 Nov 2016
Statement of Nonconformity:	<p>Pollution prevention and reduction plans (Criterion 5.6); Details of complaints and grievances (Criterion 6.3); Negotiation procedures (Criterion 6.4); Continual improvement plans (Criterion 8.1) was not part of publicly available document in smallholder operation, KUD Sumay Jaya and KUD Sawit Makmur; This is not comply against RSPO standard 1.2.1.</p>		
Requirement Reference:	<p>RSPO P&C Generic 2013 Indicator 1.2.1 Publicly available documents shall include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> Land titles/user rights (Criterion 2.2); Occupational health and safety plans (Criterion 4.7); Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); HCV documentation (Criteria 5.2 and 7.3); Pollution prevention and reduction plans (Criterion 5.6); Details of complaints and grievances (Criterion 6.3); Negotiation procedures (Criterion 6.4); Continual improvement plans (Criterion 8.1); Public summary of certification assessment report; Human Rights Policy (Criterion 6.13). 		
Objective Evidence:	<p>In smallholder operation, KUD Sumay Jaya and KUD Sawit Makmur, publicly available documents available under "Daftar Dokumen dan Informasi untuk Diakses Publik Koperasi Unit Desa Plasma Bungo Tebo" dated 07/20/2016. However, the list was not including: Pollution prevention and reduction plans (Criterion 5.6); Details of complaints and grievances (Criterion 6.3); Negotiation procedures (Criterion 6.4); Continual improvement plans (Criterion 8.1).</p>		
Corrective Actions:	<p>KUD Sumay Jaya and KUD Sawit Makmur have shown the list of publicly available</p>		

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	<p>documents in "List Dokumen dan Informasi untuk Di Akses Publik", such as:</p> <ol style="list-style-type: none"> 1. AMDAL; available to government, NGOs, union 2. Report of RKL-RPL; available to government, farmer, NGOs and union 3. Sosial Impact Assessment; available to government, farmer, NGOs and union 4. Identification and sources of emissions prevention available to government, farmer, NGOs and union (5.6) 5. Log Book of Complaint (6.3) 6. Mechanisms for Handling Complaints and Conflict in Plasma (6.4) 7. Communication Mechanism, Konsultasidan Complaints (6.4) 8. Continuous Improvement Program (8.1) <p>As a corrective action, KUD chairmans will create a list of accesible document, communicating the list of document as well as relevant RSPO Principle and Criteria to all smallholder farmer. Sustainability team and smallholder manager of PT. Rigunas Agri Utama will involving cooperative/KUD in preparing RKL-RPL report every 6-monthly.</p>		
<p>Assessment Conclusion:</p>	<p>During this ASA-2, the KUD audited has shown updated list of publicly available documents. The KUDs of ICS Bungo Tebo Plasma have demonstrated consistent compliance to this requirement.</p> <p>Major NC remains closed.</p>		
Non-Conformity			
<p>NCR Ref #</p>	<p>1378035M3</p>	<p>Clause & Category (Major / Minor)</p>	<p>Major</p>
<p>Closed (Yes / No)</p>	<p>Yes</p>	<p>Date of nonconformity Closure</p>	<p>17 Jan 2017</p>
<p>Statement of Nonconformity:</p>	<p>Non-compliance against relevant legal requirements identified in company and smallholder operation.</p>		
<p>Requirement Reference:</p>	<p>RSPO P&C Generic 2013 Indicator 2.1.1 Evidence of compliance with relevant legal requirements shall be available.</p>		
<p>Objective Evidence:</p>	<ul style="list-style-type: none"> • PT. Rigunas Agri Utama was not able to demonstrate environmental permit - "Izin Lingkungan" upon kernel crushing plant operation, as regulated under "Undang-undang No.32 tahun 2009 tentang Perlindungan dan Pengelolaan Lingkungan". • Based on document review, it was known that in smallholder organization, in KUD Sawit Makmur the "Tanda Daftar Perusahaan" and "Surat Izin Usaha Perdagangan" was expired since May 2015. 		
<p>Corrective Actions:</p>	<ol style="list-style-type: none"> 1. The "Badan Lingkungan Hiduo Provinsi Jambi" has issued "Surat Keputusan No.1071.1/R/BLHD-2.1/XI/2016 tentang Rekomendasi Hasil Penilaian Akhir Addendum Dokumen ANDAL dan RKL-RPL Rencana Kegiatan Pembangunan Kernel Crushing Plant (KCP) dengan Kapasitas 200 ton/hari, Pembangunan Pembangkit Listrik Tenaga Biogas (PLTBG) yang Menghasilkan Tenaga Listrik Sebesar 3 MW dan Replanting dengan Rencana Luas Lahan 2,506 Ha di Kecamatan Sumay dan Kecamatan Serai Serumpun Kabupaten Tebo Provinsi Jambi oleh PT. Rigunas Agri Utama", signed by Kepala Badan Lingkungan Hidup on 28th November 2016. The permit for KCP has been approved. 2. The "Badan Lingkungan Hiduo Provinsi Jambi" has issued "Surat Keputusan No.1071.2/ BLHD-2.1/XI/2016 tentang Penerbitan SK Kelayakan Lingkungan Hidup dan Izin Lingkungan atas nama PT. Rigunas Agri Utama", signed by Kepala Badan Lingkungan Hidup on 28th November 2016. The company has been granted with "Surat Keputusan Kelayakan Lingkungan". 		

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	<p>As a corrective action, company is working closely with "Tim Penyusun AMDAL", Badan Lingkungan Hidup Kabupaten Tebo and Badan Lingkungan Hidup Provinsi Jambi. Legal document verification on 3-monthly basis with involvement of Environmenta manager, GM PT. Rigunas Agri Utama, Manager Bungo Tebo POM, SSL team, sustainability team.</p> <p>3. KUD Sawit Makmur has shown the document of "Tanda Terdaftar Perusahaan" issued by Kantor Penanaman Modal Daerah dan Pelayanan Perizinan Terpadu Kabupaten Tebo No.05.08.5.52.0050J, on November 17, 2016; valid until November 17, 2021. KUD Sawit Makmur also has shown the document of "Surat Izin Usaha Perdagangan" issued by Kantor Penanaman Modal Daerah dan Pelayanan Perizinan Terpadu Kabupaten Tebo No.510/297/SIUP/KPMD-PPT/2016, on November 17, 2016; on Permission to undertake business activities in the entire territory of the republic of Indonesia for the company is still in the operations and shall be re-registered every 5 (five) years. Valid until November 17, 2021. The evaluation stated "Comply";</p> <p>As a corrective action, PT. Rigunas Agri Utama will help cooperative/KUD chairman to verification of license and permit for cooperatives on 3-monthly basis.</p>		
<p>Assessment Conclusion:</p>	<p>During this ASA-2 audit, the company has shown llicense as evidence of compliance with relevan legal requirements such as:</p> <ul style="list-style-type: none"> - ANDAL and RKL/RPL document for Kernel Crushing Plant (KCP) and Biogas for electricity Power Plant. - "Surat Keputusan Kelayakan Lingkungan" from "Badan Lingkungan Hiduo Provinsi Jambi". - All KUD audited has shown "Tanda Terdaftar Perusahaan" and "Surat Izin Usaha Perdagangan". <p>PT Rigunas Agri Utama and KUDs of ICS Bungo Tebo Plasma have demonstrated consistent compliance to this requirement.</p> <p>Major NC remains closed.</p>		
Non-Conformity			
<p>NCR Ref #</p>	<p>1378035M4</p>	<p>Clause & Category (Major / Minor)</p>	<p>Major</p>
<p>Closed (Yes / No)</p>	<p>Yes</p>	<p>Date of nonconformity Closure</p>	<p>21 Nov 2016</p>
<p>Statement of Nonconformity:</p>	<p>This Major NC was escalated from Minor NC. A documented system and list of legal requirements is available, however the list was found to be incomplete.</p>		
<p>Requirement Reference:</p>	<p>RSPO P&C Generic 2013 Indicator 2.1.2 A documented system, which includes written information on legal requirements, shall be maintained.</p>		
<p>Objective Evidence:</p>	<p>Based on document verification against "Dokumen evaluasi kepatuhan hukum PT. Rigunas Agri Utama 2015 and 2016" shows company has not evaluated "Peraturan Gubernur Jambi No.84 tahun 1996 tentang Baku Mutu Limbah Cair dan Emisi Udara".</p>		
<p>Corrective Actions:</p>	<p>"Peraturan Gubernur Jambi No.84 tahun 1996 tentang Baku Mutu Limbah Cair dan Emisi Udara" has been replace with "Peraturan Gubernur Jambi Nomor 20 Tahun 2007 tentang Baku Mutu Lingkungan Daerah Propinsi Jambi", As in chapter 14. PT RAU has updated the "Dokumen Kepatuhan Hukum" dated October 1, 2016, such as by added "Peraturan Gubernur Jambi Nomor 20 Tahun 2007 tentang Baku Mutu Lingkungan Daerah Propinsi Jambi". The result of evaluation is</p>		

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	<p>"compliance", the document provided in "Surface Water Quality Monitoring Report". As a corrective action, legal compliance verification whenever new regulation was issued by public relation officer.</p> <p>Evidence seen:</p> <ul style="list-style-type: none"> - Surface Water Quality Monitoring; conducted on 10-18 June 2016; location in Bungo Tebo POM; type of sample: Surface water; sample identification of headwaters-downstream in Pemuatan river, Lalo river and Belangkai river. Sample was drawn by PT Sucofindo Indonesia. - "Berita Acara Pengambilan dan Pengerjaan Contoh" No: 200/03/60/337, dated October 20, 2016, conducted by Sucofindo. 		
<p>Assessment Conclusion:</p>	<p>During this ASA-2 audit, the company has continually shown evidence of compliance to applicable regulation "Peraturan Gubernur Jambi Nomor 20 Tahun 2007 tentang Baku Mutu Lingkungan Daerah Propinsi Jambi", related environment standard. Evidence seen:</p> <ul style="list-style-type: none"> - Laporan Pemakaian Air Permukaan (surface water use) - Laporan analisa fisik dan kimia air sungai (Report on physical and chemical analysis of river water). <p>PT Rigunas Agri Utama has demonstrated consistent compliance to this requirement.</p> <p>Major NC remains closed.</p>		
Non-Conformity			
<p>NCR Ref #</p>	<p>1378035M5</p>	<p>Clause & Category (Major / Minor)</p>	<p>Major</p>
<p>Closed (Yes / No)</p>	<p>Yes</p>	<p>Date of nonconformity Closure</p>	<p>21 Nov 2016</p>
<p>Statement of Nonconformity:</p>	<p>This Major NC was escalated from Minor NC. Company mechanism for ensuring compliance to relevant regulation was not effective.</p>		
<p>Requirement Reference:</p>	<p>RSPO P&C Generic 2013 Indicator 2.1.3 A mechanism for ensuring compliance shall be implemented.</p>		
<p>Objective Evidence:</p>	<p>Based on verification upon "Evaluasi Kepatuhan Peraturan tahun 2016" shows company has not evaluated kernel crushing plant operation, with regards to the environmental permit.</p> <p>In addition:</p> <ul style="list-style-type: none"> - Based on verification upon smallholder organization "Evaluasi Kepatuhan KUD Sawit Makmur" shows "Tanda Daftar Perusahaan" and "Surat Izin Usaha Perdagangan" has expired since May 2015 – while the evaluation stated "Comply"; - Based on verification upon smallholder organization "Evaluasi Kepatuhan KUD Sumay Jaya" shows "Peraturan Gubernur Riau tentang Upah Minimum" as reference for minimum wage, and evaluated as "comply"; - Based on verification upon smallholder organization "Evaluasi Kepatuhan KUD Tanjung Aur Duri" shows organization has not hold valid permits for "Tanda Daftar Perusahaan", "Surat Izin Usaha Perdagangan", "Surat Izin Tempat Usaha" as required by Undang-undang No.3 Tahun 1982; Regulation on "Peraturan Pemerintah No.7 Tahun 1999 tentang Pengawetan Jenis Tumbuhan dan Satwa" evaluated as Comply, but no evidence provided. 		

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<p>Corrective Actions:</p>	<p>Based on review the last updated document of "Evaluasi Kepatuhan Peraturan tahun 2016", it has been shown that PT RAU has evaluated kernel crushing plant operation, with regards to the environmental permit. PT. Rigunas Agri Utama has updated the "Dokumen Kepatuhan Hukum" dated 1st October 2016. The evaluation stated "not yet comply". It has been updated further.</p> <p>As a corrective action, legal compliance verification whenever new regulation was issued by public relation officer.</p> <p>KUDs have updated the "Dokumen Evaluasi Kepatuhan Hukum", such as: KUD Sawit Makmur updated on October 10, 2016; KUD Sumay Jaya updated on October 7, 2016; and KUD Tanjung Aur Duri updated on October 10, 2016, in detail as follows:</p> <ul style="list-style-type: none"> - KUD Sawit Makmur has shown the document of "Tanda Terdaftar Perusahaan" issued by Kantor Penanaman Modal Daerah dan Pelayanan Perizinan Terpadu Kabupaten Tebo no 05.08.5.52.0050J, on November 17, 2016; valid until November 17, 2021. KUD Sawit Makmur has shown the document of "Surat Izin Usaha Perdagangan" issued by Kantor Penanaman Modal Daerah dan Pelayanan Perizinan Terpadu Kabupaten Tebo no 510/297/SIUP/KPMD-PPT/2016, on November 17, 2016; on Permission to undertake business activities in the entire territory of the republic of Indonesia for the company is still in the operations and shall be re-registered every 5 (five) years. Valid until November 17, 2021. The evaluation stated "Comply"; - KUD Sumai Jay has referred to "Surat Keputusan Gubernur Jambi No.460/KEP.GUB/DINSOSNAKERTRANS/2015 tentang Upah Minimum Propinsi Jambi Tahun 2016, as reference for minimum wage. The evaluated status as "comply"; - KUD Tanjung Aur Duri has demonstrated the document of "Evaluasi Kepatuhan Hukum", the evaluated status of permit for "Tanda Daftar Perusahaan", "Surat Izin Usaha Perdagangan", "Surat Izin Tempat Usaha" - as required by Undang-undang No.3 Tahun 1982; the evaluation status as "not yet- comply". And the evaluation to "Peraturan Pemerintah No.7 Tahun 1999 tentang Pengawetan Jenis Tumbuhan dan Satwa", status evaluation is comply. As in document of "Laporan Akhir Identifikasi Keberadaan Nilai Konservasi Tinggi (NKT) tahun 2014", in appendix 7 on the Letter of Agreement between PT. RAU, community and KUD on the protection of wildlife around company and smallholders area. (SP1, SP2, SP5, SP6 and SP7). The evaluation status as "comply" <p>As a corrective action, PT. Rigunas Agri Utama will help cooperative/KUD chairman to verification of list of regulation for cooperatives on 3-monthly basis.</p>
<p>Assessment Conclusion:</p>	<p>During this ASA-2 audit, the company has shown license as evidence of compliance with relevant legal requirements such as:</p> <ul style="list-style-type: none"> - All KUD audited has shown "Tanda Terdaftar Perusahaan" and "Surat Izin Usaha Perdagangan". - All KUD audited has shown compliance to Undang-undang No.3 Tahun 1982, and "Peraturan Pemerintah No.7 Tahun 1999 tentang Pengawetan Jenis Tumbuhan dan Satwa". <p>PT Rigunas Agri Utama and KUDs of ICS Bungo Tebo Plasma have demonstrated consistent compliance to this requirement.</p> <p>Major NC remains closed.</p>

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Non-Conformity			
NCR Ref #	1378035M6	Clause & Category (Major / Minor)	Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	21 Nov 2016
Statement of Nonconformity:	This Major NC was escalated from Minor NC. Company and smallholder organization has not monitored the boundary poles to be clearly demarcated and visibly maintained.		
Requirement Reference:	RSPO P&C Generic 2013 Indicator 2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained.		
Objective Evidence:	<p>Company cannot demonstrate all HGU boundaries as written in HGU map was available on the field. For instance, from map indicated 34 boundary pegs in HGU for Bukit Harapan area – only identified 4 boundary pegs; from map indicated 34 boundary pegs in HGU for Bukit Lalo area – only identified 6 boundary pegs found and identified on the field.</p> <p>In addition, based on field verification in sampled smallholder, shows that: Discrepancy between map of "Kelompok Tani/Hamparan" and actual field condition. For instance Map of KUD Sumay Jaya, Kelompok Tani 27 – boundary and location of smallholder blocks on the field was differ from smallholder block map;</p>		
Corrective Actions:	<p>PT. Rigunas Agri Utama has demonstrated the HGU boundaries Map under "Peta Pemasangan HGU PT. Rigunas Agri Utama" with scale 1:83,742. Based on field visit, 4 boundary pegs in HGU Bukit Harapan area has been seen preserved and identified. Such as in boundary peg no 6 in HGU Bukit Harapan are available. The boundary and location of smallholder blocks on the field was same with smallholder block map;</p> <p>As a corrective action, company has prepared the "Rencana Pemasangan Patok HGU" with due date on December 2016. This include installation of HGU boundary poles in accordance to HGU maps of "Bukit Harapan area" and "Sungai Lalo area" by March 2017.</p> <p>KUD Sumay Jaya has provided a map based on the survey data coordinates in "Kelompok Tani/hamparan 27". Boundary peg for KT 2002 in "Hamparan 27" of KUD Sumay Jaya are available. The boundary and location of smallholder blocks on the field was same with smallholder block map.</p> <p>As a corrective action, company has prepared the "Rencana Pemasangan Patok HGU" and re-identification for scheme smallholder area map (from company) and farmer group map (from smallholders) including GPS point tracking.</p>		
Assessment Conclusion:	<p>During this ASA-2 audit, the company has demonstrated HGU boundary poles as written in the HGU map. The company and ICS Bungo Tebo has demonstrated consistent monitoring of boundary poles.</p> <p>Major NC remains closed.</p>		
Non-Conformity			
NCR Ref #	1378035M7	Clause & Category (Major / Minor)	Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	21 Nov 2016

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Statement of Nonconformity:	Company cannot demonstrate a map/information showing recognized legal right/customary right/user right from participatory mapping to identify area of approximately 715 Ha in Bungo Tebo Estate, under its land title/HGU on which company cannot control.		
Requirement Reference:	RSPO P&C Generic 2013 Indicator 2.3.1 Maps of an 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 neighbouring communities where applicable, and relevant authorities).		
Objective Evidence:	Based on land title/HGU document verification against Bungo Tebo Estate plantation's hectare statement; shows approximately 715 Ha of land title/HGU was not completely planted by company. Company has not been able to demonstrate information of legal right/customary right/user right upon land proportion on which company cannot control.		
Corrective Actions:	The corrective action prepared by company is to identify the occupants on area of 715 Ha cannot control by company. Company through the public relation officer conduct discussion to identify the occupants gradually. PT. Rigunas Agri Utama has demonstrated the map of identification the land title/HGU on which company cannot control. The map shows approximately 715 Ha; with details of distribution: 272 Ha was occupied by Rambahan community; 82 Ha was occupied by Tanjung Dani community; another 35 Ha was occupied by Tanjung Dani community; 262 Ha was occupied by Tuo Sumay and Teriti community; 36 Ha was occupied by Tuo Sumay community; 27 Ha was occupied by Sungai Rambai community; and 2 Ha was occupied by Tuo Sumay community.		
Assessment Conclusion:	During this ASA-2 audit, the company demonstrated the map of identification regarding the land title/HGU on which company cannot control. The map shows approximately 715 Ha; with details of distribution: 272 Ha was occupied by Rambahan community; 82 Ha was occupied by Tanjung Dani community; another 35 Ha was occupied by Tanjung Dani community; 262 Ha was occupied by Tuo Sumay and Teriti community; 36 Ha was occupied by Tuo Sumay community; 27 Ha was occupied by Sungai Rambai community; and 2 Ha was occupied by Tuo Sumay community. Major NC remains closed.		
Non-Conformity			
NCR Ref #	1378035M8	Clause & Category (Major / Minor)	Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	21 Nov 2016
Statement of Nonconformity:	Lack of evidence that pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label; in addition, appropriate safety and application equipment was not used in smallholder plantation.		
Requirement Reference:	RSPO P&C Generic 2013 Indicator 4.6.5 Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7).		
Objective Evidence:	Based on field visit to smallholder plantation KUD Sumber Usaha (No.3378, 3379); KUD Sawit Makmur (864); KUD Sumay Jaya (2197) audit team found		

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	evidence of blanket spraying. Further interview with smallholder and workers onsite: training on safe use of pesticide has not been provided, no protective equipment was used during spraying work.		
Corrective Actions:	Smallholder cooperatives in KUD's have issued Memorandum on appeal that the application of pesticides to be carried out by spraying team (Tim Unit Semprot/TUS) of PT. Rigunas Agri Utama. The memorandum has been socialized and communicated to members of KUD, as well as information boards placed in KUD. Evidence taken: <ul style="list-style-type: none"> - KUD Sumber Usaha No: 10/KUD-SU/MEMO/10/16 dated November 20, 2016; - KUD Sawit Makmur No: 12/KUD-SU/MEMO/10/16 dated November 20, 2016;; - KUD Sumay Jaya No: 1/KUD-SU/MEMO/10/16, dated November 20, 2016; In addition, cooperative/KUD prepared posters to stop blanket spraying in all area of scheme smallholder plantation. 		
Assessment Conclusion:	During this ASA-2 audit, spraying activity in Bungo Tebo Plasma was only conducted by TUS personnel whos have had training related safe uses of pesticides and best agriculture practices. Major NC remains closed.		
Non-Conformity			
NCR Ref #	1378035M9	Clause & Category (Major / Minor)	Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	21 Nov 2016
Statement of Nonconformity:	Bungo Tebo POM was not able to demonstrate that the workplace, machinery, equipment, and processes under their control are safe and without undue risk to health; this was not comply with company policy and RSPO requirements on health and safety.		
Requirement Reference:	RSPO P&C Generic 2013 Indicator 4.7.1 A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.		
Objective Evidence:	Based on visit to Bungo Tebo POM, audit team found: <ul style="list-style-type: none"> - Housekeeping practices was poor in Bungo Tebo POM: scattered scrap metal found all over palm oil mill premise, leaking steam/condensate pipes found on several location; - Absence of control and monitoring regarding unsafe condition: scattered scrap metal found all over palm oil mill premises, working equipment was not attended, welding machines found in operation – but not attended by operator, leaking steam/condensate pipes found on several location, cable straying all over the sterilizer's control panel bridge, cable connection was not appropriate, absence of protection for moving parts in POME's pump; - No safe walk ways present in mill premise; - Lack of monitoring on protective equipment condition; Protective equipment for engine room operator found in poor condition; 		
Corrective Actions:	The corrective action plan covers activities such as; create mill cleanliness monitoring form; to prepare a system for repair request in work order book – in real time; to create job safety analysis for major work; to conduct dissemination to workers in order to improve work condition; re-communicating the emergency response plan; to monitor the personal protective equipment replacement and its		

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	<p>mechanism.</p> <p>Bungo Tebo POM has demonstrated that the workplace, machinery, equipment, and processes under their control are safe and without undue risk to health; Bungo Tebo POM has been implementing improvements, such as:</p> <ol style="list-style-type: none"> 1. Reposition existing cable on the platform; 2. Replaced the worn out PPE for engine room operator; 3. Repair steam pipe, so the pipe stew nothing is leaking; 4. Repairs to leaking condensate pipe; 5. Improved protection sewage pump pulley; 6. Lay out for evacuation/emergency in Bungo Tebo POM, <p>Evidence taken: Document of reposition the existing cable on the platform (before – after), PPE hand over record for engine room operator, and base on visit in area Bungo Tebo POM. Monitoring on PPE condition and replacement; monitoring on mill work conditio.</p>
<p>Assessment Conclusion:</p>	<p>During this ASA-2 audit, it was found recurrence to this requirement as mentioned in Major NC 1550974-201711-M4. The company has made correction and corrective action as follows:</p> <ul style="list-style-type: none"> • Company has made improvement for evacuation route in Palm Oil Mill area. The ex thresher has remove from the evacuation route, proof by “Berita Acara Pemindehan Thresher dari jalur Evakuasi” dated 5 December 2017. During field visit can be demonstrated that evacuation route was easy to pass. Bungo Tebo POM also has give awareness and dissemination regarding evacuation route standard to all operator and mill workers on 29 December 2017. On the evacuation route should not be any objects blocking and must be easily passed to the muster point/assembly point. During field visit and interview with the workers indicated that they have understand regarding the evacuation route standard. Management also has perform the periodic monitoring of evacuation route to ensure the evacuation route was clean and no blocking object and easy to pass. • Bungo Tebo POM has give the warning to the milling machine operator and give the awareness to all operator on 29 December 2017. Awareness was the company emphasizes to all operators to comply with standard work procedures and not to leave the machine being operated as it would be potentially dangerous. Bungo Tebo POM also has installing signs and stickers of prohibition on leaving the machine during operation. During field visit in Bungo Tebo POM can be demonstrated that organization has made the improvement and during interview with operator they aware that they have to obey the work procedure and prohibit to leave the machine being operated. Bungo Tebo POM also has perform regular monitoring to ensure that there is no unsafe act and unsafe condition by “Monitoring K3”, latest performed on 8 January 2018. • Bungo Tebo POM has repair the leaking steam in Kernel station on 9 January 2018. Record of repair activity presented in “Berita Acara Perbaikan Pipa Steam Bocor di Stasiun Kernel”. Organisation also has conducted the steam leak inventory by Foreman and Asisstant on 4 January 2018 recorded in “Formulir Inventaris Kebocoran Pipa Steam PMKS Bungo Tebo”. Leak monitoring in Palm Oil Mill also performed by Bungo Tebo POM together with OHS monitoring each month which presented in “Monitoring K3”. Latest monitoring performed on 8 January 2018. Mill management also has give the socialization and awareness to all operator on 29 December 2017 to report if any leaking condition in their work area/station to their foreman and assistant. • Bungo Tebo POM has repair the protection of moving parts/belting on 29

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	<p>December 2017. During field visit can be demonstrated that all moving parts/belting has given the protector and safe condition. Organisation also has perform inventory of all moving parts/belting in Bungo Tebo POM on 4 January 2018 to check the condition of moving parts/belting protector and ensure the safe condition. In addition company also has set a program to monitor the safety condition in POM area including monitor the moving parts/belting protector. The activity recorded in "Monitoring K3", latest monitoring performed on 8 January 2018.</p> <ul style="list-style-type: none"> • Bungo Tebo POM has provide the gas tube binder chain (oxygen/acetylene) and give the awareness to mechanic against OHS standard of oxygen tube placement on 29 December 2017. Company also has provide the Trolley to facilitate the gas tube replacement. In addition company also has set a program to monitor the safety condition in POM area including monitor the gas tube placement. The activity recorded in "Monitoring K3", latest monitoring performed on 8 January 2018. • Bungo Tebo POM has installing the Safety sign regarding High Noise level warning in Kernel Station on 27 December 2017. During field visit in Bungo tebo POM can be demonstrated that the safety sign was adequate and quite informative as well as seen easily. In addition company also has set a program to monitor the safety sign in POM area. The activity recorded in "Monitoring K3", latest monitoring performed on 8 January 2018. • Bungo Tebo Estate has repair the unsafe additional building in housing area Afdeling II on 8 January 2018. Organisation also has give the awareness to the housing resident Afdeling II regarding safety standard of additional building on 4 January 2018. In addition organisation has perform the inventory of additional building in housing area Afdeling II and IV to ensure the safety condition and met the safety standard. Latest inventory performed on 22 December 2017 and recorded in "Inventarisasi Penambahan Bangunan Afd II/IV Pulai". <p>Major NCR closed on 17 January 2018</p>		
Non-Conformity			
NCR Ref #	1378035M10	Clause & Category (Major / Minor)	Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	21 Nov 2016
Statement of Nonconformity:	<p>Inadequate risk and hazard identification related to estate and smallholder operation; this was not comply with the requirement whereby all operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues.</p>		
Requirement Reference:	<p>RSPO P&C Generic 2013 Indicator 4.7.2 All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p>		
Objective Evidence:	<p>Based on review upon risk assessment: Bungo Tebo Estate has prepared the Hazard Identification Risk Assessment and Control 2016, related to working activity, latest review January 2016. However, risk assessment has not identified activity on pump house.</p> <p>KUD Sawit Makmur: Risk assessment prepared for smallholder operation under "Prosedur Kesehatan dan</p>		

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	Keselamatan Kerja”, in smallholder operation has not identified hazard such as poor road condition, steep slope, wildlife conflict (elephant, monkey, etc.), harvesting near electric poles, electric fence for elephant, and other hazardous field condition in preparing risk assessment.		
Corrective Actions:	<p>PT. Rigunas Agri Utama planned to assigned “Ahli K3 Umum” to review the risk assessment on monthly basis, during P2K3 meeting. Company has shown the “Hazard Identification Risk Assessment and Control 2016”, updated on 26th September 2016. The risk and hazard identification related to estate and smallholder operation, with additional the identified activity on pump house.</p> <p>PT. Rigunas Agri Utama assisted cooperative/KUDs to prepared risk assessment to include hazard from poor road condition, steep slope, wildlife conflict, etc. KUDs have prepared risk assessment under “Prosedur Kesehatan dan Keselamatan Kerja”, up dated on 10th October 2016; related to identified hazard such as poor road condition, steep slope, wildlife conflict (elephant, monkey, etc.), harvesting near electric poles and electric fence for elephant. The risk assessment will be monitor and review whenever changes occur.</p>		
Assessment Conclusion:	<p>During this ASA-2 audit, the company demonstrated that “Ahli K3 Umum” has conducted risk assessment monthly. HIRADC in Bungo Tebo POM is updated on 16 February 2017, it has identified all activity and location within palm oil mill operation, e.g.; activity at office, weighbridge, sortation, loading ramp, sterilizer station, threshing station, boiler station, water treatment, laboratory, warehouse, waste water treatment point, etc. Whilst for Bungo Tebo Estate HIRADC was updated on 4 January 2017. Estate HIRADC has identified all activity and location within estate operation, e.g. harvesting, upkeep, replanting, fertilizing, spraying, pump house, generator, nursery, water installation, traffic, school, office, FFB transport, security, fire fighting, warehouse, etc.</p> <p>Major NC remains closed.</p>		
Non-Conformity			
NCR Ref #	1378035M11	Clause & Category (Major / Minor)	Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	21 Nov 2016
Statement of Nonconformity:	Not all worker in Bungo Tebo Estate and Bungo Tebo POM exposed to high risk working area/hazardous operation was provided with adequate and appropriate protective equipment.		
Requirement Reference:	<p>RSPO P&C Generic 2013 Indicator 4.7.3</p> <p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p>		
Objective Evidence:	<p>Based on field visit and interview with workers, audit team found that workers was not using protective equipment on work area with high risk: Pump house operator in Bukit Harapan housing compound was not using hearing protection and safety shoes (worked 10 years);</p> <p>Hearing protection for engine room operator in Bungo Tebo POM found to be in poor condition and therefore poor noise reduction ability;</p>		
Corrective Actions:	PT. Rigunas Agri Utama planned to assigned “Ahli K3 Umum” to review the risk		

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	<p>assessment on monthly basis, during P2K3 meeting. Company has shown the "Hazard Identification Risk Assessment and Control 2016", updated on 26th September 2016. The risk and hazard identification related to estate and smallholder operation, with additional the identified activity on pump house. PT. Rigunas Agri Utama has provided the PPE for Pump house operator in Bukit Harapan housing and engine room operator in Bungo Tebo POM. In addition, company planned to monitor the personal protective equipment replacement and its mechanism. Evidence taken:</p> <ul style="list-style-type: none"> - Record of hand over the hearing protection and safety shoes for Pump house operator, on October 29, 2016. - Record of hand over the hearing protection (ear muff) for engine room operator, on November 1 2016. - Monitoring on PPE condition/replacement month November 2016.
<p>Assessment Conclusion:</p>	<p>During this ASA-2 audit, found recurrence that not all workers in Bungo Tebo Estate and Bungo Tebo POM exposed to high risk working area/hazardous operation was provided with adequate and appropriate protective equipment as mentioned in Major NC 1550974-201711-M5. The company has made corrective action as follow:</p> <ul style="list-style-type: none"> • Bungo Tebo POM has give the awareness and socialization on 19 December 2017 to the FFB unloading workers particularly from Smallholder and third party. Safety warning to use the standard PPE in loading ramp station also has installed. Evidence of socialization and safety warning sign placement can be demonstrated during audit. In addition company also has perform the regular PPE monitoring for unloading workers, recorded in "Monitoring Penggunaan APD oleh Tukang Bongkar TBS". Latest monitoring performed on 12 January 2018. • Bungo Tebo POM has installing the Safety sign regarding High Noise level warning in Kernel Station on 27 December 2017. During field visit in Bungo tebo POM can be demonstrated that the safety sign was adequate and quite informative as wel as seen easily. In addition company also has set a program to monitor the safety sign in POM area. The activity recorded in "Monitoring K3", latest monitoring performed on 8 January 2018. • Bungo Tebo POM has give the warning to the excavator operator and give the awareness to heavy equipment operator on 12 January 2017. Awareness was the company emphasizes to operators to comply with standard work procedures and consistent to use the standard PPE. During field visit can be demonstrated that organization has made the improvement and during interview with operator they aware that they have to obey the work procedure and standard PPE usage. Bungo Tebo Estate also has perform regular monitoring to ensure that there is no unsafe act and unsafe condition by "Monitoring K3", latest performed on 8 January 2018. • Bungo Tebo Estate and Plasam has complete the MSDS of Borate and MOP at Plasma warehouse. During visit in Plasma Warehouse can be demonstrated that MSDS of all type of fertilizer has completed. Company also has a program to monitor and inventory the completeness of MSDS regularly, recorded in "Formulir Pemeriksaan Kelengkapan MSDS Kebun Bungo Tebo". Latest monitoring performed on 9 January 2018. <p>Major NC closed on 17 January 2018.</p>
Non-Conformity	
<p>NCR Ref #</p>	<p>1378035M12</p>
	<p>Clause & Category</p>
	<p>Major</p>

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Closed (Yes / No)	Yes	(Major / Minor) Date of nonconformity Closure	21 Nov 2016
Statement of Nonconformity:	<p>This Major NC was escalated from Minor NC. Company was not able to demonstrates program to regularly educate workforce related to management of RTE species, furthermore company and smallholder organization does not have appropriate disciplinary measures in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.</p>		
Requirement Reference:	<p>RSPO P&C Generic 2013 Indicator 5.2.3 There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.</p>		
Objective Evidence:	<p>Company has not been able to demonstrate evidence of program to regularly educate workforce related to management of RTE species, Sumatran elephant. Based on document review, company and smallholder organization does not have appropriate disciplinary measures in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.</p> <p>In addition, in smallholder operation: Based on interview with smallholder organization and smallholder members in KUD Sumay Jaya and KUD Sawit Makmur shows no management plan for RTE species including training related to RTE management, human-RTE species conflict mitigation, lack of understanding of presence of HCV area or HCV attributes in the smallholder plantation area, absence of HCV map in smallholder organization.</p>		
Corrective Actions:	<p>The corrective action plan is to have RTE species protection guidelines, communicated and implemented by all interested parties. PT. Rigunas Agri Utama has demonstrated the program to regularly educate workforce related to management of RTE species. The company and smallholders are provided the billboards, which have provided information related to the protection of wildlife, especially Sumateraan Elefant. PT. Rigunas Agri Utama also have disciplinary measures in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.</p> <p>KUD Sumay Jaya and KUD Sawit Makmur have shown management plan for RTE species including training related to RTE management, human-RTE species conflict mitigation, the program invites BKSDA, as keynote speaker.</p>		
Assessment Conclusion:	<p>During this ASA-2 audit, the company and smallholder have made the programme to socialize the status of protected, rare, threatened or endangered (RTE) to all workers minimum once a year. Programme presented in Conservation Management Plan of PT Rigunaa Agri Utama - Bungo Tebo including Scheme Smallholder 2017. For example awareness of HCV and RTE species conducted on 23 August 2017 attended by workers and local people from surrounding plasma plantation, socialization on 26 September 2017 in Division I attended by 27 participant, socialization on 12 September 2017 in Division IV attended by 30 participants.</p> <p>Major NC remains closed</p>		

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Non-Conformity			
NCR Ref #	1378035M13	Clause & Category (Major / Minor)	Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	21 Nov 2016
Statement of Nonconformity:	Smallholder organization has not identified all source of waste product.		
Requirement Reference:	RSPO P&C Generic 2013 Indicator 5.3.1 All waste products and sources of pollution shall be identified and documented.		
Objective Evidence:	Smallholder organization has identified source of waste and source of pollution. However, smallholder organizations has not identified fertilizer bag and plastic sheet as source of waste product.		
Corrective Actions:	<p>PT. Rigunas Agri Utam aassissted cooperative/KUDs to updated the source of pollution and emision identification. The plan including identification on number of fertilizer bag and its inner plastic sheet for re-use. KUDs have been identified and documented the fertilizer bag and plastic sheet as source of waste product. Evidence taken:</p> <ul style="list-style-type: none"> - The record of "Hasil Identifikasi Sumber Polusi di Perkebunan Petani (Pencemaran dan Emisi)" of KUD Sumay Jaya; - The record of "Hasil Identifikasi Sumber Polusi di Perkebunan Petani (Pencemaran dan Emisi)" of KUD Sumber Usaha; - The record of "Hasil Identifikasi Sumber Polusi di Perkebunan Petani (Pencemaran dan Emisi)" of KUD Tanjung Aur Duri; - The record of "Hasil Identifikasi Sumber Polusi di Perkebunan Petani (Pencemaran dan Emisi)" of KUD Sawit Makmur; 		
Assessment Conclusion:	<p>During this ASA-2 audit, Smallholder has demonstrated Waste Management Plan, which documented in "Identifikasi Sumber polusi dan rencana pengurangan polusi di perkebunan petani" – Identification of polutant and mitigation of pollution in smallholders' plantation. KUD has identified waste product and source of pollutan, such as: applying pesticides, fertilizing, harvesting and transportation. Polutant identified such as in harvesting: FFB transporter vehicle exhaust, dust; Fertilizer application: Fertilizer transporter vehicle exhaust, fertilizer residue, bag and plastic; Weed control/spraying: water and soil pollution from leaching herbicide; pest and disease control: water and soil pollution from leaching pesticide; General activity: exhaust from generator.</p> <p>Major NC remains closed.</p>		
Non-Conformity			
NCR Ref #	1378035M14	Clause & Category (Major / Minor)	Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	21 Nov 2016
Statement of Nonconformity:	This Major NC was escalated from Minor NC. There is inadequate evidence that company has prepared a plan for social impact and be reviewed as minimum once every two years and updated as necessary.		
Requirement Reference:	RSPO P&C Generic 2013 Indicator 6.1.4 The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties.		
Objective Evidence:	Based on document review upon "Pelaksanaan Izin Lingkungan Semester II		

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	tahun 2015 dan Semester I tahun 2016”, demonstrating company presented review related to social management; however company cannot demonstrated social management plan has been reviewed minimum 2 yearly and continuously update when necessary.		
Corrective Actions:	PT. Rigunas Agri Utama prepares plan to review “Rencana Kelola Sosial” on annual basis, led by public relation officer. Company has demonstrated the social management plan has been in the document of “Evaluasi dan Tinjauan Rencana Kelola Sosial Tahun 2015” and “Evaluasi Rencana Kelola Tahun 2016”. The Social Management Plan is reviewed by an annual basis.		
Assessment Conclusion:	During this ASA-2 audit, the company has demonstrated social management plan in the document of “Evaluasi Rencana Kelola Tahun 2016 and 2017”. The document plan for management and monitoring of social impact has been reviewed minimum in 2 years interval and continuously update when necessary, and the last review has conducted on 29 September 2016. Major NC remains closed		
Non-Conformity			
NCR Ref #	1378035M15	Clause & Category (Major / Minor)	Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	21 Nov 2016
Statement of Nonconformity:	The use of worker under minimum age was found to be working in smallholder organization KUD Sawit Makmur; this was not consistent with policy on minimum age requirements.		
Requirement Reference:	RSPO P&C Generic 2013 Indicator 6.7.1 There shall be documentary evidence that minimum age requirements are met.		
Objective Evidence:	Based on field visit to smallholder organization KUD Sawit Makmur, KT 120, audit team found and interviewed worker aged 14 years old performing loose fruit collection work on the field.		
Corrective Actions:	KUD Sawit Makmur has shown the statement letter that there would be no use of worker under minimum age (under 18 years old). The letter was signed by Mr. SL (harvester) on 20 th October 2016. Furthermore, monitoring on child/underage worker in smallholder plantation was carried out with coordination with cooperative/KUD chairman regularly.		
Assessment Conclusion:	During this ASA-2 audit, based field observation, interview and review of KUD’s list of employee, there is no underage worker that works at KUD Sawit Makmur, KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya. Major NC remains closed		
Non-Conformity			
NCR Ref #	1378035M16	Clause & Category (Major / Minor)	Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	21 Nov 2016
Statement of Nonconformity:	Smallholder organization has not established a publicly available equal opportunities policy including identification of relevant/affected groups in the local environment.		
Requirement	RSPO P&C Generic 2013 Indicator 6.8.1		

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Reference:	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented.		
Objective Evidence:	In smallholder organization, audit team cannot found cooperatives have established document related to equal opportunity policy and anti-discrimination policy.		
Corrective Actions:	<p>Company planned to assisted cooperative/KUDs to have and understand policy on equal opportunity policy and anti-discrimination of worker policy. KUD's then issued "Kebijakan Koperasi" related to equal opportunity policy and anti- discrimination of workers.</p> <p>Evidence taken: The cooperative policy of KUD Tanjung Aur Duri, KUD Sawit Makmur, KUD Sumay Jaya and KUD Sumber Usaha, in point 7, mentioned: "Cooperative will treat all employees fairly and respecting human rights, as well as representation regardless of race, caste, country of origin, religion / belief, disability gender, sexual orientation, union membership, political affiliation or age". Furthermore, it has been communicated to smallholder farmer.</p>		
Assessment Conclusion:	<p>During this ASA-2 audit, it demonstrated that Cooperative has defined the policy related to freedom of association in "Kebijakan Manager Group ICS" updated on 2 December 2016. In point 9 mentioned that cooperative respect human rights by treating all employees of KUD and farmers fairly, in terms of acceptance, assessment, working conditions and environment and representation regardless of race, caste, national origin, religion/faith, disability, gender, union membership, political affiliation and/or age.</p> <p>The policy has been disseminated to smallholder farmer on a number of occasions, e.g:</p> <ul style="list-style-type: none"> - In KUD Tanjung Dani Sakti has conducted on 2 February 2017, attended by 22 members of smallholders. - In KUD Bina Tani has conducted on 3 February 2017, attended by 40 members of smallholders. - In KUD Belarik Jaya has conducted on 6 February 2017, attended by 31 member of smallholder. In KUD Sawit Tambara Jaya has conducted on 7 February 2017, attended by 12 members of smallholder. <p>Major NC remains closed</p>		
Non-Conformity			
NCR Ref #	1378035M17	Clause & Category (Major / Minor)	Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	21 Nov 2016
Statement of Nonconformity:	Smallholder organization cannot demonstrate evidence of communication/dissemination of policy to prevent sexual and all other forms of harassment and violence to all of its smallholder member and worker in KUD Sawit Makmur and KUD Sumay Jaya.		
Requirement Reference:	RSPO P&C Generic 2013 Indicator 6.9.1 A policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce.		
Objective Evidence:	Smallholder organization cannot demonstrate evidence of communication/dissemination of policy to prevent sexual and all other forms of harassment and violence to its smallholder member and worker in KUD Sawit Makmur; meanwhile in KUD Sumay Jaya communication of this policy was done partially, has not covered all smallholder members. During interview with smallholder member, their knowledge on the matter was limited.		

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<p>Corrective Actions:</p>	<p>Company planned to assisted cooperative/KUDs to have and understand policy to prevent sexual and all other forms of harassment and violence. KUD's then issued "Kebijakan Koperasi" – cooperative policy related to policy to prevent sexual and all other forms of harassment and violence. KUDs have conducted socialization the Cooperative Policy to prevent sexual and all other forms of harassment and violence to all of its smallholder member and worker.</p> <p>Evidence taken:</p> <ul style="list-style-type: none"> - KUD Sawit Makmur; on October 2016, attended by 40 members; on October 25, 2016 attended by 37 members; and on October 27 attended by 36 members. Attendance list and documentation are available. - KUD Sumay Jaya; on October 20, 2016 attended by 30 members and on October 24, 2016 attended by 35 members. Attendance list and documentation are available. 		
<p>Assessment Conclusion:</p>	<p>During this ASA-2 audit, Smallholder's management have defined policy related to prevent sexual and all other forms of harassment and violence, which is stated in "Kebijakan Manager Group ICS" dated 2 December 2016. Chapted 11 mentioned that cooperatives prevent sexual harassment and all form of violence against women and protect their reproductive right.</p> <p>The policy has been disseminated to smallholder farmer on a number of occasions, e.g:</p> <ul style="list-style-type: none"> - In KUD Tanjung Dani Sakti has conducted on 2 February 2017, attended by 22 members of smallholders. - In KUD Bina Tani has conducted on 3 February 2017, attended by 40 members of smallholders. - In KUD Belarik Jaya has conducted on 6 February 2017, attended by 31 member of smallholder. In KUD Sawit Tambara Jaya has conducted on 7 February 2017, attended by 12 members of smallholder. <p>Based on interview with worker, labor union, gender committee, local community and smallholder farmers there is no case of sexual harassment at Bungo Tebo Plasma in the last one year.</p> <p>Major NC remains closed</p>		
<p>Non-Conformity</p>			
<p>NCR Ref #</p>	<p>1378035M18</p>	<p>Clause & Category (Major / Minor)</p>	<p>Major</p>
<p>Closed (Yes / No)</p>	<p>Yes</p>	<p>Date of nonconformity Closure</p>	<p>21 Nov 2016</p>
<p>Statement of Nonconformity:</p>	<p>Smallholder organization cannot demonstrate evidence that policy to protect the reproductive rights of all, especially of women; has communication/dissemination to all of its smallholder member and worker in KUD Sawit Makmur and KUD Sumay Jaya.</p>		
<p>Requirement Reference:</p>	<p>RSPO P&C Generic 2013 Indicator 6.9.2 A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce.</p>		
<p>Objective Evidence:</p>	<p>Smallholder organization cannot demonstrate evidence that policy to protect the reproductive rights of all, especially of women; has communication/dissemination to all of its smallholder member and worker in KUD Sawit Makmur; meanwhile in KUD Sumay Jaya communication of this policy was done partially, has not covered all smallholder members. During interview with smallholder member, understanding of protection on female reproductive rights was poor.</p>		
<p>Corrective Actions:</p>	<p>Company planned to assisted cooperative/KUDs to have and understand policy to protect the reproductive rights of all, especially of women. KUD's then issued "Kebijakan Koperasi" – cooperative policy related to policy to protect the</p>		

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	<p>reproductive rights of all, especially of women. KUDs have conducted socialization the Cooperative Policy related to protect the reproductive rights of all, especially of women; Evidence taken:</p> <ul style="list-style-type: none"> - KUD Sawit Makmur; on October 2016, attended by 40 members; on October 25, 2016 attended by 37 members; and on October 27 attended by 36 members. Attendance list and documentation are available. - KUD Sumay Jaya; on October 20, 2016 attended by 30 members and on October 24, 2016 attended by 35 members. Attendance list and documentation are available. 		
<p>Assessment Conclusion:</p>	<p>During this ASA-2 audit, Smallholder’s management has defined policy related to prevent sexual and all other forms of harassment and violence, which is stated in “Kebijakan Manager Group ICS” dated 2 December 2016. Chapted 11 mentioned that cooperatives prevent sexual harassment and all form of violence against women and protect their reproductive right.</p> <p>The policy has been disseminated to smallholder farmer on a number of occasions, e.g:</p> <ul style="list-style-type: none"> - In KUD Tanjung Dani Sakti has conducted on 2 February 2017, attended by 22 members of smallholders. - In KUD Bina Tani has conducted on 3 February 2017, attended by 40 members of smallholders. - In KUD Belarik Jaya has conducted on 6 February 2017, attended by 31 member of smallholder. In KUD Sawit Tambara Jaya has conducted on 7 February 2017, attended by 12 members of smallholder. <p>Based on interview with worker, labor union, gender committee, local community and smallholder farmers there is no case of not respecting reproductive right at Bungo Tebo Plasma in the last one year.</p> <p>Major NC remains closed</p>		
Non-Conformity			
<p>NCR Ref #</p>	<p>1378035M19</p>	<p>Clause & Category (Major / Minor)</p>	<p>Major</p>
<p>Closed (Yes / No)</p>	<p>Yes</p>	<p>Date of nonconformity Closure</p>	<p>21 Nov 2016</p>
<p>Statement of Nonconformity:</p>	<p>Smallholder organization cannot demonstrate evidence that policy to respect human rights; has communication/dissemination to all of its smallholder member and worker in KUD Sawit Makmur and KUD Sumay Jaya.</p>		
<p>Requirement Reference:</p>	<p>RSPO P&C Generic 2013 Indicator 6.13.1 A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1).</p>		
<p>Objective Evidence:</p>	<p>Based on document review, smallholder organization cannot demonstrate evidence that policy to respect human rights; has communication/dissemination to all of its smallholder member and worker in KUD Sawit Makmur; meanwhile in KUD Sumay Jaya communication of this policy was done on 06/10/2016 for 15 smallholder member, but has not covered all 116 smallholder members. During interview with smallholder member, understanding of human rights was poor.</p>		
<p>Corrective Actions:</p>	<p>Company planned to assisted cooperative/KUDs to established and understand policy to respect human rights. KUD’s then issued “Kebijakan Koperasi” – cooperative policy related to policy to respect human rights. KUDs have conducted socialization the Cooperative Policy related to respect human rights; Evidence taken:</p> <ul style="list-style-type: none"> - KUD Sawit Makmur; on October 2016, attended by 40 members; on October 25, 2016 attended by 37 members; and on October 27 attended by 36 		

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	<p>members. Attendance list and documentation are available.</p> <ul style="list-style-type: none"> - KUD Sumay Jaya; on October 6, 2016 attended by 15 member; on October 10, 2016 attended by 29 members; on October 20, 2016 attended by 30 members and on October 24, 2016 attended by 35 members. Attendance list and documentation are available. 		
Assessment Conclusion:	<p>During this ASA-2 audit, it demonstrated that Cooperative has defined the policy related to freedom of association available in "Kebijakan Manager Group ICS" updated on 2 December 2016. Point 9 mentioned that cooperative respect human rights by treating all employees of KUD and farmers fairly, in terms of acceptance, assessment, working conditions and environment and representation regardless of race, caste, national origin, religion/faith, disability, gender, union membership, political affiliation and/or age.</p> <p>The policy has been disseminated to smallholder farmer on a number of occasions, e.g:</p> <ul style="list-style-type: none"> - In KUD Tanjung Dani Sakti has conducted on 2 February 2017, attended by 22 members of smallholders. - In KUD Bina Tani has conducted on 3 February 2017, attended by 40 members of smallholders. - In KUD Belarik Jaya has conducted on 6 February 2017, attended by 31 member of smallholder. In KUD Sawit Tambara Jaya has conducted on 7 February 2017, attended by 12 members of smallholder. <p>Major NC remains closed</p>		
Non-Conformity			
NCR Ref #	1378035N1	Clause & Category (Major / Minor)	Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	17 Jan 2018
Statement of Nonconformity:	Monitoring of oil palm plantation's best management practices was not effective in Bungo Tebo Estate and smallholder plantation; implementation of estate's best management practices was not in line with PT. Rigunas Agri Utama's Agricultural Policy Manual.		
Requirement Reference:	RSPO P&C Generic 2013 Indicator 4.1.2 A mechanism to check consistent implementation of procedures shall be in place.		
Objective Evidence:	<p>Based on field visit to company and smallholder oil palm plantation, poor field condition was found:</p> <ul style="list-style-type: none"> - Weed condition in Bungo Tebo Estate, Division III block C94f, C94j, C96j, C96l; Division IV block D08o; audit team found weed was not controlled properly. - Weed condition in scheme smallholder plantation, in KUD Sumber Usaha (No.2159, 2186, etc.), KUD Sumay Jaya (219, 2002, etc.); KUD Sawit Makmur (858, 1253, 1259, etc.); KUD Tanjung Aur Duri (3243, 3241) audit team found weed was not controlled properly. - Blanket spraying found in smallholder plantation KUD Sumber Usaha (3378, 3379); KUD Sumay Jaya (2197), KUD Sawit Makmur (854); - Based on field visit to Bungo Tebo Estate, Division III block C94f, C94j, C96j, C96l; audit team found frond stacking was not practiced. - Based on visit to KUD Sumay Jaya (219, 2002, 2159, 2186); KUD Sawit Makmur (858, 1253, 1259), audit team found that frond stacking was not implemented. 		
Corrective Actions:	<p>PT. Rigunas Agri Utama planned to have:</p> <ul style="list-style-type: none"> - Memorandum issued by GM PT. Rigunas Agri Utama, related to weed condition in bonudary area – to limiting the access for FFB thief; 		

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	<ul style="list-style-type: none"> - Monitoring on FFB quality and near boundary area – on regular basis (in accordance to spraying activity; - Monitoring on spraying (Team Unit Spraying) implementation to avoid late application; - Emphasize to smallholder farmer to avoid blanket spraying; - Re-communicating the importance of water and soil conservation; All of the activity implementation will be monitored on regular basis.
<p>Assessment Conclusion:</p>	<p>Minor NC escalated to Major NC on ASA2</p> <p>During this ASA-2 audit, found recurrence of non-conformance to this indicator as mentioned in Major NC 1550974-201711-M1 below: Based on field visit to scheme smallholder oil palm plantation, some poor field condition was found, e.g.:</p> <ul style="list-style-type: none"> • Weed condition in scheme smallholder was not controlled properly and overgrown in much area such as in KUD Tanjung Dani Sakti KT 21 Kavling 645, 679, 651, 648, KT 19: Kavling 600, 607, 618 KT 20: Kavling 632, KUD Belarik Jaya KT 31: Kavling 2239, 2240, 22441, 2242, KT 32: Kavling 2244, 2245, 2263, 2280, KUD Bina Tani KT 23: Kavling 2500, 583, 577, 583, 582, 558, 560, 573, KUD Sawit Tambara Jaya KT 46: Kavling 2163 KT 47: Kavling 2287, 2292. • During field visit in Plasma Bungo Tebo found many epiphyte (Ficus sp.) well grown in the palm oil tree which can compete the nutrition absorption and disturbing the tree and harvesting process, such as in KUD Tanjung Dani Sakti KT 21: Kavling 645, 679, 651, 648, KUD Belarik Jaya KT 31: Kavling 2240, 2241, 2242, 2247. • Based on field visit to Plasma Bungo Tebo Estate, audit team found frond stacking was not practiced, such as: in KUD Tanjung Dani Sakti KT 21 Kavling 645, 679, 651, 648, KT 19: Kavling 600, 607, 618 KT 20: Kavling 632, KUD Belarik Jaya KT 31: Kavling 2239, 2240, 22441, 2242, KT 32: Kavling 2244, 2245, 2263, 2280, KUD Bina Tani KT 23: Kavling 2500, 583, 577, 583, 582, 558, 560, 573, KUD Sawit Tambara Jaya KT 46: Kavling 2163 KT 47: Kavling 2287, 2292. • Blanket spraying found in smallholder plantation KUD Sawit Tambara Jaya KT 45 Kavling 2215. <p>Plasma Bungo Tebo Smallholder has made corrective action as follow:</p> <ul style="list-style-type: none"> ✓ ICS Plasma Bungo Tebo has performed the weeds control according to the "SOP Pengendalian Gulma" (AA-SOP-06-KLO) in KUD Tanjung Dani Sakti KT 21 Kavling 645, 679, 651, 648, KT 19: Kavling 600, 607, 618 KT 20: Kavling 632, KUD Belarik Jaya KT 31: Kavling 2239, 2240, 22441, 2242, KT 32: Kavling 2244, 2245, 2263, 2280, KUD Bina Tani KT 23: Kavling 2500, 583, 577, 583, 582, 558, 560, 573, KUD Sawit Tambara Jaya KT 46: Kavling 2163 KT 47: Kavling 2287, 2292. Plasma management also has set the weeds control rotation and periodic monitoring to ensure the weeds control were effectively implemented. During audit evidence of weeds control can be demonstrated such as: "RKH Tim Unit Semprot" dated 8 – 10 January 2018 which contain the details of weeds control activity. During field visit noted that weeds control has been implemented properly. ✓ ICS Plasma Bungo Tebo has conducted the socialization and training on 22 December in KUD Belarik Jaya and 21 December in KUD Tanjung Dani Sakti against weeds Epiphytes (Ficus sp) control to give the understanding regarding weeds Epiphytes (Ficus sp) control and monitoring to prevent the growing of weeds. Evidence of socialization can be demonstrated during audit. Socialization planning to all member also has been set by ICS management. During field visit

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	<p>and interview with smallholder member indicated that they have sufficient understanding to control and prevent the weeds Epiphytes (Ficus sp) growing in their blocks/kavling.</p> <ul style="list-style-type: none"> ✓ ICS Plasma Bungo Tebo also has perform the Epiphytes (Ficus sp) control (by TUS team) in KUD Tanjung Dani Sakti KT 21: Kavling 645, 679, 651, 648, KUD Belarik Jaya KT 31: Kavling 2240, 2241, 2242, 2247. During field visit can be demonstrated that Epiphytes (Ficus sp) control has properly implemented. ICS Plasma also has set the monitoring schedule for weeds control particularly Epiphytes (Ficus sp) weeds. Monitoring result of Epiphytes (Ficus sp) weeds presented in form "Monitoring Pemeriksaan Kving Petani". During audit result of weeds monitoring can be demonstrated. ✓ ICS Plasma Bungo Tebo has conducted the socialization regarding frond stacking procedure and policy to smallholder member on 19 December 2017 in KUD Bina Tani, on 22 December in KUD Belarik Jaya, on 23 December to KUD Sawit Tambara Jaya, and on 21 December in KUD Tanjung Dani Sakti. Evidence of socialization can be demonstrated during audit. Based on interview with smallholder member indictaed that they have understand the frond stacking procedure and policy. Smallholder member also has adjusted the frond stacking in their blocks/kavling according to procedure and policy. ICS Plasma Bungo Tebo also has issued the policy No. 04 EX-KLO/MEMO/01/18 dated 17 January 2018 to smallholder member against the frond stacking in order to minimized the soil erosion absed on the landscape condition; in flat area U shape frond stacking should be implemented and in sloping area fornd stacking can be implemented by following the contour line to minimize soil erosion. ICS Plasma Bungo Tebo has erected the signboard of frond stacking policy. ✓ ICS Plasma Bungo Tebo has disseminated the policy of prohibition of blanket spraying and chemical weeds control by smallholder member. Evidence of socialization can be demonstrated during audit. ICS Plasma also issued the warning letter to smallholder who violated the policy and performing blanket spraying by themselves. Warning letter and statement letter from smallholder member KUD Sawit Tambara Jaya KT 45 Kavling 2215 can be demonstrated. During field visit noted that there is no blanket spraying performed by smallholder member. <p>Major NC closed on 17 Jan 2018</p>		
Non-Conformity			
NCR Ref #	1378035N2	Clause & Category (Major / Minor)	Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	17 Jan 2018
Statement of Nonconformity:	Implementation of best management practices for protection for fragile and problem soil in Bungo Tebo Estate and smallholder plantation was not in line with current policy "SOP Konservasi Tanah dan Air AA-APM-OP-1100.05-R1".		
Requirement Reference:	RSPO P&C Generic 2013 Indicator 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).		
Objective Evidence:	Company has a procedure for soil preservation under SOP Konservasi Tanah dan Air AA-APM-OP-1100.05-R1, whereby the method for soil and water preservation, with consideration to slope; in form of cover crop maintenance, application of empty		

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	<p>fruit bunch, frond stacking. Based on field visit to Bungo Tebo Estate, Division III block C94f, C94j, C96j, C96l; audit team found frond stacking was not practiced. Cooperatives have been provided with guideline for management of fragile soil under "Pelatihan dan Penyuluhan Konservasi Tanah dan Air, Pemupukan dan Analisa Sampel Daun". The guideline indicated soil ploughing, planting of ground cover, fertilizer recommendation, frond stacking, soil conservation (platform, terrace, silt pit, bund, etc.) as effort to managed area with problem soil/steep slope. Based on visit to smallholder blocks in KUD Sumay Jaya (No.219, 2002, 2159, 2186); KUD Sawit Makmur (858, 1253, 1259), audit team found that frond stacking was not implemented.</p>		
<p>Corrective Actions:</p>	<p>PT. Rigunas Agri Utama planned to have:</p> <ul style="list-style-type: none"> - Memorandum issued by GM PT. Rigunas Agri Utama, related to weed condition in bonudary area – to limiting the access for FFB thief; - Re-communicating the importance of water and soil conservation; - All of the activity implementation will be monitored on regular basis. 		
<p>Assessment Conclusion:</p>	<p>Minor NC escalated to Major NC on ASA2 During this ASA-2 audit, found recurrence of non-conformance to this indicator as mentioned in Major NC 1550974-201711-M2 below: Based on field visit to Plasma Bungo Tebo Estate, audit team found frond stacking was not practiced, such as: in KUD Tanjung Dani Sakti KT 21 Kavling 645, 679, 651, 648, KT 19: Kavling 600, 607, 618 KT 20: Kavling 632, KUD Belarik Jaya KT 31: Kavling 2239, 2240, 22441, 2242, KT 32: Kavling 2244, 2245, 2263, 2280, KUD Bina Tani KT 23: Kavling 2500, 583, 577, 583, 582, 558, 560, 573, KUD Sawit Tambara Jaya KT 46: Kavling 2163 KT 47: Kavling 2287, 2292.</p> <p>Plasma Bungo Tebo Smallholder has made corrective action as follow: ICS Plasma Bungo Tebo has conducted the socialization regarding frond stacking procedure and policy to smallholder member on 19 December 2017 in KUD Bina Tani, on 22 December in KUD Belarik Jaya, on 23 December to KUD Sawit Tambara Jaya, and on 21 December in KUD Tanjung Dani Sakti. Evidence of socialization can be demonstrated during audit. Based on interview with smallholder member indictaed that they have understand the frond stacking procedure and policy. Smallholder member also has adjusted the frond stacking in their blocks/kavling according to procedure and policy. ICS Plasma Bungo Tebo also has issued the policy No. 04 EX-KLO/MEMO/01/18 dated 17 January 2018 to smallholder member against the frond stacking in order to minimized the soil erosion absed on the landscape condition; in flat area U shape frond stacking should be implemented and in sloping area frond stacking can be implemented by following the contour line to minimize soil erosion. ICS Plasma Bungo Tebo has erected the signboard of frond stacking policy in each KUD.</p> <p>Major NC closed on 17 Jan 2018</p>		
Non-Conformity			
<p>NCR Ref #</p>	<p>1378035N3</p>	<p>Clause & Category (Major / Minor)</p>	<p>Minor</p>
<p>Closed (Yes / No)</p>	<p>Yes</p>	<p>Date of nonconformity Closure</p>	<p>21 Nov 2017</p>
<p>Statement of Nonconformity:</p>	<p>Smallholder organization cannot demonstrate evidence of communication/ dissemination of specific grievance mechanism which respects anonymity and protects complainants to smallholder member and workers in surrounding of KUD Sawit Makmur</p>		

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	and KUD Sumay Jaya.
Requirement Reference:	RSPO P&C Generic 2013 Indicator 6.9.3 A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce.
Objective Evidence:	Based on document review and interview with smallholder in KUD Sawit Makmur and KUD Sumay Jaya; the smallholder organization cannot demonstrate evidence of communication/dissemination of specific grievance mechanism which respects anonymity and protects complainants to smallholder member and workers in surrounding of KUD Sawit Makmur and KUD Sumay Jaya. During interview with smallholder member, understanding of specific grievance mechanism for issue related to sexual harassment was poor.
Corrective Actions:	The company has assisted cooperative/KUDs to have and understand policy to protect the reproductive rights of all, especially of women. Scheme smallholders management has issued policy "Kebijakan Manager Group ICS" on 2 December 2016. It was mentioned on article 11 that the organization prohibit sexual harassment and all kind of violence against women, the management also protect all reproductive rights. On article 12 it was mentioned that the organization respect the right of all KUD worker or farmer to form or be involved in a union and assured the confidentiality of the complainant (whistleblower). The organization has disseminated the policy to each KUD and its members. Evidence taken are as follows: <ul style="list-style-type: none"> - KUD Sawit Makmur; on October 2016, attended by 40 members; on October 25, 2016 attended by 37 members; and on October 27 attended by 36 members. Attendance list and documentation are available. - KUD Sumay Jaya; on October 20, 2016 attended by 30 members and on October 24, 2016 attended by 35 members. Attendance list and documentation are available. Audit team has reviewed and accepted the corrective action plan prepared by company. Audit team has reviewed and accepted the evidence provided by the company.
Assessment Conclusion:	During this ASA-2 audit, Cooperative has established mekanisme on communication with interested parties under "Mekanisme Komunikasi, Konsultasi dan Keluhan" dated 2 December 2016, available in "Buku Panduan dan Catatan Petani" page 19. Smallholder organization has demonstrated evidence of dissemination of specific grievance mechanism which respects anonymity and protects complainants to smallholder member and workers of KUD, e.g. in KUD Bina Tani done on 20 December 2016, which attended by 25 smallholder members and cooperative committees. Based on interview with smallholder farmer in Hamparan 23, they have demonstrated understanding on mechanism to communication and consultation. Minor NC closed on 21 November 2017.

Opportunity for Improvement	
OFI#	Description
OFI 1	RSPO P&C Generic 2013 Indicator 5.6.3 PT. Rigunas Agri Utama – Bungo Tebo has monitored the green house gas emission through RSPO PalmGHG tool. The palmGHG period 2015 has been prepared and monitored. Care should be taken by company to start reporting the green house gas monitoring to relevant RSPO working group. Mill and Estate:

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	<p>The company has conducted monitoring of emission, and then calculate it using RSPO PalmGHG Calculator Version 3.0.1. The monitoring and calculation covers estate and mill operation. Emission reduction has achieved.</p> <p>The company has prepared a strategy to reduce and mitigate pollution and emission. Monitoring of pollution and emission quality for plantation has planned and implemented, e.g. air quality ambient for boiler and generator, water quality test for river (upstream and downstream), effluent water quality, noise, etc. Monitoring of any pollutant has done in daily, weekly and monthly basis, report of monitoring recorded in the "RKL/RPL" report, and this report submitted to the related institution every 6 month.</p> <p>It was available result of monitoring and calculation of pollutant and emission using Palm GHG Calculator Version 3.0.1. Emissions per product from estate and mill activities for year 2016 are 1.13 tCO₂e/tonCPO and 1.13 tCO₂e/tonPK. The summary of the Nett GHG emitted in 2016 for PT Rigunas Agri Utama – Bungo Tebo POM and supply base are available in Appendix J of this report.</p> <p>Scheme smallholders:</p> <p>There has been evidence that KUD Tanjung Dani Sakti, Bina Tani, Belarik Jaya and Sawit Tambara Jaya has conducted monitoring on GHG mitigation, as documented in "Dokumen Identifikasi Sumber Polusi di Perkebunan Petani (Pencemaran dan Polusi)".</p>
<p>OFI 2</p>	<p>RSPO P&C Generic 2013 Indicator 6.5.3</p> <p>Company has provided housing, water supplies, electricity, medical treatment facility, educational, religious/worship house and other welfare amenities in the company property. Company could consider repair of septic tanks for worker housing in a timely fashion.</p> <p>Mill and Estate:</p> <p>Company has provided facility for employee, under Rekapitulasi Bangunan Umum, updated in October 2017, e.g:</p> <ul style="list-style-type: none"> - Kantor afdeling (4 units) - Guest house (2 units) - Poliklinik (1 unit) - Masjid (3 units) - Balai Karyawan (3 units) - Koperasi (1 unit) - D2 type employee housing (38 units); - E4 type employee housing (216 units); - E1 employee housing of 85 units; - Mill worker housing of 84 units; - school buses (4 units) - sport facilities. <p>Housing for worker was adequate. Housing compound was completed with electricity and clean water (from bore well). During visit, the condition of housing was relatively good.</p> <p>Scheme smallholder (KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya)</p> <p>Workers that worked in scheme smallholder plantation area was lived in their villages. Clean water need has been fulfilled through water well.</p>

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	CATEGORY (MAJOR/MINOR)	ISSUED	STATUS & DATE (Closure)
1137714M1	Major	19/12/2014	closed on 17/06/2015.
1137714M2	Major	19/12/2014	closed on 17/06/2015.
1137714M3	Major	19/12/2014	closed on 17/06/2015.
1137714M4	Major	19/12/2014	closed on 02/10/2015.
1137714M5	Major	19/12/2014	closed on 02/10/2015.
1137714M6	Major	19/12/2014	closed on 02/10/2015.
1137714M7	Major	19/12/2014	closed on 02/10/2015.
1137714M8	Major	19/12/2014	closed on 17/06/2015.
1137714M9	Major	19/12/2014	closed on 17/06/2015.
1137714M10	Major	19/12/2014	closed on 17/06/2015.
1137714M11	Major	19/12/2014	closed on 17/06/2015.
1137714M12	Major	19/12/2014	closed on 17/06/2015.
1137714M13	Major	19/12/2014	closed on 17/06/2015.
1137714M14	Major	19/12/2014	closed on 17/06/2015.
1137714M15	Major	19/12/2014	closed on 17/06/2015.
1137714M16	Major	19/12/2014	closed on 17/06/2015.
1137714N1	Minor	19/12/2014	closed on 22/09/2016.
1137714N2	Minor	19/12/2014	Escalated into Major NC #1378035M4. Closed on 11/11/2016.
1137714N3	Minor	19/12/2014	Escalated into Major NC #1378035M5. Closed on 11/11/2016.
1137714N4	Minor	19/12/2014	Escalated into Major NC #1378035M6. Closed on 11/11/2016.
1137714N5	Minor	19/12/2014	closed on 22/09/2016.
1137714N6	Minor	19/12/2014	closed on 22/09/2016.
1137714N7	Minor	19/12/2014	closed on 22/09/2016.
1137714N8	Minor	19/12/2014	closed on 22/09/2016.
1137714N9	Minor	19/12/2014	closed on 22/09/2016.
1137714N10	Minor	19/12/2014	closed on 22/09/2016.
1137714N11	Minor	19/12/2014	closed on 22/09/2016.
1137714N12	Minor	19/12/2014	Escalated into Major NC #1378035M12. Closed on 21/11/2016.
1137714N13	Minor	19/12/2014	closed on 22/09/2016.
1137714N14	Minor	19/12/2014	Escalated into Major NC #1378035M14. Closed on 21/11/2016.
1137714N15	Minor	19/12/2014	closed on 22/09/2016.
1137714N16	Minor	19/12/2014	closed on 22/09/2016.
1137714N17	Minor	19/12/2014	closed on 22/09/2016.
1137714N18	Minor	19/12/2014	closed on 22/09/2016.
1378035M1	Major	22/09/2016	closed on 21/11/2016.
1378035M2	Major	22/09/2016	closed on 21/11/2016.
1378035M3	Major	22/09/2016	Closed on 17/01/2017.
1378035M4	Major	22/09/2016	closed on 21/11/2016.
1378035M5	Major	22/09/2016	closed on 21/11/2016.
1378035M6	Major	22/09/2016	closed on 21/11/2016.
1378035M7	Major	22/09/2016	closed on 21/11/2016.
1378035M8	Major	22/09/2016	closed on 21/11/2016.

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1378035M9	Major	22/09/2016	closed on 21/11/2016.
1378035M10	Major	22/09/2016	closed on 21/11/2016.
1378035M11	Major	22/09/2016	closed on 21/11/2016.
1378035M12	Major	22/09/2016	closed on 21/11/2016.
1378035M13	Major	22/09/2016	closed on 21/11/2016.
1378035M14	Major	22/09/2016	closed on 21/11/2016.
1378035M15	Major	22/09/2016	closed on 21/11/2016.
1378035M16	Major	22/09/2016	closed on 21/11/2016.
1378035M17	Major	22/09/2016	closed on 21/11/2016.
1378035M18	Major	22/09/2016	closed on 21/11/2016.
1378035M19	Major	22/09/2016	closed on 21/11/2016.
1378035N1	Minor	22/09/2016	Escalated into Major NC #1550974-201711-M1. Closed on 17/01/2018.
1378035N2	Minor	22/09/2016	Escalated into Major NC #1550974-201711-M2. Closed on 17/01/2018.
1378035N3	Minor	22/09/2016	Closed on 21/11/2017
1550974-201711-M1	Major	22/11/2017	Closed on 17/01/2018
1550974-201711-M2	Major	22/11/2017	Closed on 17/01/2018
1550974-201711-M3	Major	22/11/2017	Closed on 17/01/2018
1550974-201711-M4	Major	22/11/2017	Closed on 17/01/2018
1550974-201711-M5	Major	22/11/2017	Closed on 17/01/2018
1550974-201711-M6	Major	22/11/2017	Closed on 17/01/2018
1550974-201711-M7	Major	22/11/2017	Closed on 19/12/2017
1550974-201711-N1	Minor	22/11/2017	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 Rigunas Agri Utama – Bungo Tebo POM 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 <ul style="list-style-type: none"> - Gender Committee PT Rigunas Agri Utama – Bungo Tebo - Worker Union PT Rigunas Agri Utama – Bungo Tebo - Worker of PT Rigunas Agri Utama – Bungo Tebo 	Union/Contractors/Local Communities <ul style="list-style-type: none"> - Local contractors – FFB Supplier - Triti Village and Masyarakat Adat Tuo Sumay - Scheme Smallholders
Government Departments <ul style="list-style-type: none"> - Plantation Agency in Tebo Regency - Land Agency Tebo Regency - Manpower Agency Tebo Regency - Badan Lingkungan Hidup Kabupaten Tebo – Environmental Body Tebo Regency 	NGO <ul style="list-style-type: none"> - NGO WRI

IS #	Description
1	<p>Feedbacks: Plantation Agency in Tebo Regency</p> <ul style="list-style-type: none"> - PT. Rigunas Agri Utama has shown a new document of Operational Permit (IUP) as in Surat Persetujuan Bupati Tebo No. 188/28/HK/Tahun 2014 tentang Penambahan Kapasitas Industri Pengolahan Hasil perkebunan dan Kernel Crushing Plan (KCP) PT. Rigunas Agri Utama” dated 23th October 2014. - Company was regularly submitting the plantation report (Laporan Perkembangan Usaha Perkebunan/LPUP), e.g LPUP for period first semester 2017 - There were no issue related to environment pollution noted, no issue related to land conflict noted, no complaint related to social conflict noted, no complaint related to FFB price payment noted, - In general, the way company communicating with plantation agency is fairly good. - In 2017, plantation agency did not receive report related to elephant attack. - The emergency response infrastructure is good, including fire extinguisher to suppress land and forest fire. - No report of land or forest fire near area of PT. Rigunas Agri Utama. <p>Management Responses: Positive comments</p> <p>Audit Team Findings: Audit team acknowledge the positive comments.</p>
2	<p>Feedbacks: Land Agency Tebo Regency</p> <ul style="list-style-type: none"> - PT. Rigunas Agri Utama has granted with land title “Hak Guna Usaha/HGU” through Surat Keputusan Menteri Agraria 1997” and “Surat Keputusan Kepala Kantor Wilayah Badan Pertanahan Provinsi Jambi tahun 2016. - There are a number of smallholder farmer group that awaits the issuance of land certificate. The problem was a number of land parcel has been sold/handed over from its original application therefore need up-to-date “Calon Petani Calon Lahan”. - End of the year 2016 - Kantor Pertanahan did receive report with regards to land conflict in PT. Rigunas from Desa Pinang Belai – SP1 related the indication of overlapping certificate of HGU No 1 year 1997 covering 2,318,5 Ha,

	<p>Management Responses:</p> <p>In July 2017 – The company has a consultation with BPN (land agency) in Tebo Regency and it was confirmed that the Team of TP3K (Tim Penyelesaian Permasalahan Perkebunan Kabupaten Tebo) has conducted the verification of document related to area as indication of overlapping certificate. The report of verification has been submitted to BPN in Regional Office of Jambi Province. Until the second Surveillance (ASA-2 RSPO, November 2017), still waiting for the recommendation from BPN in Regional Office in Jambi Province. Currently, the land is still planted with oil palm and utilized by the company.</p>
	<p>Audit Team Findings:</p> <p>Audit team has review the record of communication on this case. In detail has explanation in indicator 6.3.2 on records of process and outcome of dispute resolution.</p>
<p>3</p>	<p>Feedbacks: Manpower Agency Tebo Regency</p> <ul style="list-style-type: none"> - Company have implemented all employee’s right such as minimum wage, social insurance “JAMSOSTEK”, “Tunjangan Hari Raya” – benefit, and provision of worker housing (clean water, electricity, medical clinic, PPE, etc); - Company provided medical examination every 6 months for high risk workers such as sprayers, fertilizer applicators, mill workers and workshop workers; - Company has provided all normative rights for employee, such as salary as lined out in minimum wage for province level, leave entitlement, employees registered with social insurance for worker (BPJS), benefit for religious festival, provision of facilities (housing, electricity, clean water, medical clinic, school/school bus, worship house, personal protective equipment, working tools, etc.). - Report related to health and safety has been logged in regularly (P2K3, Laporan Ketenagakerjaan) - Company already has worker union, acknowledged by manpower agency. Company has bi-partite organization to accomodate any industrial dispute. - Company has provided limited pesticide training for sprayers, HIPERKES training for paramedic. - There was no report/complaint logged in related to discriminative action by company. Also, there was no report/complaint logged in related to the use of child worker/under age worker. - Company has conducted machinery test in regular basis as per relevant regulation. Machinery operators has been trained and issued with operator license (Surat Izin Operator/SIO). <p>Management Responses:</p> <p>Positive comments</p> <p>Audit Team Findings:</p> <p>Audit team acknowledge the positive comments.</p>
<p>4</p>	<p>Feedbacks: Badan Lingkungan Hidup Kabupaten Tebo – Environmental Body Tebo Regency</p> <ul style="list-style-type: none"> - The company has been managing hazardous waste and been granted the temporary permission of storage of hazardous waste in accordance with applicable laws and regulations. - There have been no complaint related to environment pollution caused by company operational - Company has conducted good management practice for palm oil mill effluent and hazardous waste. Company has also consistently reporting the environmental management: Laporan RKL-RPL, Laporan Pengelolaan Limbah B3, Laporan Pemanfaatan Limbah Cair. <p>Management Responses:</p> <p>Positive comments</p> <p>Audit Team Findings:</p> <p>Audit team acknowledge the positive comments.</p>
<p>5</p>	<p>Feedbacks:</p>

	<p>Gender Committee PT Rigunas Agri Utama – Bungo Tebo</p> <ul style="list-style-type: none"> - Company has implemented the policy related to protection of reproductive right; such as not hiring female for work activity with high risk; monthly pregnancy test for sprayer and fertilizer applicator; 6-monthly check up for sprayer and fertilizer applicator. - No report of discrimination in employment system; - All female workers in sprayer team and fertilizer team shall join pregnancy test in company clinic, once a month. - There has been no report logged in to committee related to sexual harassment and/or violence. - There is no indication that company practising sexual harassment, no indication of gender discrimination, no indication of human right violation, and forced labour. - The status of all female sprayer and fertilizer applicator are permanent worker. <p>Management Responses: Positive comments</p> <p>Audit Team Findings: Audit team acknowledge the positive comments.</p>
<p>6</p>	<p>Feedbacks: Worker Union PT. Rigunas Agri Utama – Bungo Tebo</p> <ul style="list-style-type: none"> - The company pays employee, in line with minimum wage sets by Jambi Province 2017; - There is “Perjanjian Kerja Bersama” collective work agreement; - There is bi-partite organization, registered to manpower office; - Company has a policy, no worker under 18 years old accepted for work, including family member in all field of work; - Worker salary has followed minimum wage as lined out by Jambi Province government for year 2017. - Company has provided all normative rights for employee, such as salary as lined out in minimum wage for province level, leave entitlement, employees registered with social insurance for worker (BPJS), benefit for religious festival, provision of facilities (housing, electricity, clean water, medical clinic, school/school bus, worship house, personal protective equipment, working tools, etc.). - Company has provided regular medical check up for workers in high risk such as sprayer team, fertilizer applicator, workshop worker and mill operators. - Company has conducted a briefing related to use of personal protective equipment (PPE) at job site for their contractor’s workers, also provided PPE for them - All workers have valid employment contract. - All operators who work in special station have the permit/SIO, e.g. welding workers, generator operator, etc. <p>Management Responses: Positive comments</p> <p>Audit Team Findings: Audit team acknowledge the positive comments.</p>
<p>7</p>	<p>Feedbacks: Local contractors – FFB Supplier</p> <ul style="list-style-type: none"> - There is no bribery in contractor activities. - The payment upon work made by PT. Rigunas Agri Utama is in accordance with working agreement. - Contractor admitted that they have never experienced late payment. <p>Management Responses Positive comments</p> <p>Audit Team Findings</p>

	Audit team acknowledge the positive comments.
8	Feedbacks: Triti Village and Masyarakat Adat Tuo Sumay <ul style="list-style-type: none"> - PT. Rigunas Agri Utama provides work opportunity for people of Triti village. - Communication between PT. Rigunas Agri Utama, KUD and village is good. - The plasma/scheme smallholder was a government program through PIR-Trans and PIR-Lokal. During the development of plantation, both company and smallholder plantation, there was no land compensation being paid. - Local community understood about the plantation boundary between company and scheme smallholder plantation and village land – in form of large moat/drainage. - PT. Rigunas Agri Utama provides work for people of Tuo Sumay village. - Company has communicating the CSR program to village authorities and communities before being implemented. The CSR program in form of infrastructure construction, village activity including cultural activities.
	Management Responses Positive comments
	Audit Team Findings Audit team acknowledge the positive comments.
9	Feedbacks: NGO WRI <ul style="list-style-type: none"> - There is no fire hotspot exist in the Company area for year 2015-2017.
	Management Responses Positive comments
	Audit Team Findings Audit team acknowledge the positive comments.

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Formal Signing-off of Assessment Conclusion and Recommendation	
<p>The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that PT Rigunas Agri Utama – Bungo Tebo POM has complied with the RSPO INA NI 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 Rigunas Agri Utama – Bungo Tebo POM is continued.</p>	
Report prepared by	Acceptance of Assessment Conclusion
Name: Eko Purwanto	Name: Welly Pardede
Company Name: on behalf of BSI Services Malaysia Sdn. Bhd.	Company Name: PT Rigunas Agri Utama
Title: Lead Assessor	Title: Head of Sustainability and CSR
Signature: 	Signature: <p><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></p> 
Date: 4 February 2018	Date: 7 February 2018

Appendix A: Summary of Findings

No.	Criterion / Indicator	Assessment Findings	Compliance
Principle 1: Commitment to Transparency			
<p>Criterion 1.1:</p> <p>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.</p>			
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>Mill and Estate:</p> <p>PT. Rigunas Agri Utama has a "Standard Operating Procedure Penanganan Permintaan Informasi Stakeholder No.SOP AA-GL-5008.1-R1" effective date 22 August 2011. The procedure lines out that initial response will be given within 14 working days. Information request will then recorded into logbook by public relation officer. After fulfilment the records of information request will be kept for 3 years.</p> <p>Bungo Tebo POM and Estate:</p> <p>List of Stakeholders, updated in August 2017, e.g:</p> <ul style="list-style-type: none"> • Government: Bupati Tebo; DPRD Tebo; Dinas Perkebunan, Peternakan dan Perikanan; Dinas Koperasi, Perdagangan, Perindustrian dan Tenaga Kerja, Dinas Lingkungan Hidup, BPJS Kesehatan Cabang Tebo, BPJS Ketenagakerjaan, Badan Pertanahan Nasional Tebo • Masyarakat: Camat Serai Serumpun, Camat Sumay, Kapolsek Serai Serumpun, Kapolsek Sumay, Danramil Tebo Tengah, Danramil Tebo Ulu, Babinsa Desa tuo Sumay, Puskesmas Sumay, Puskesmas seari Serumpun, Lembaga Adat Tuo Sumay, Kades SP1-SP7, Kades Dusun Tuo, Kades Teriti, Kades Kandang, SPSI PT RAU 	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<ul style="list-style-type: none"> • KUDs: KUD Sawit Sumay Makmur, KUD Sawit Makmur, KUD Sawit Makmur Bersama, etc (there are 19 KUDs) • NGO: Sawit Watch, Serikat Petani Kelapa Sawit, WWF for Nature, World Agroforestry Centre (ICRAF), Environmental Services Program <p>List of distribution information, e.g: Daftar Distribusi Eksternal – Laporan RKL RPL Periode Januari 2017 to DLH Propinsi Jambi (on 20 July 2017), Dinas Perkebunan Peternakan dan Perikanan Tebo (on 19 July 2017), DLH Tebo (on 19 July 2017), Dinas Pekebunan Jambi (on 20 July 2017)</p> <p>Scheme smallholder</p> <p>(KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya)</p> <p>Cooperative has prepared mekanisme on communication with interested parties under “Mekanisme Komunikasi, Konsultasi dan Keluhan” dated 2 December 2016, available in Buku Pintar Petani Plasma page 19.</p> <p>List of stakeholders updated on 6th February 2017 consist of:</p> <ol style="list-style-type: none"> 1. Stakeholders Local (43 stakeholders), e.g: Kades SP 1 – SP6, Kades Dusun Tuo, Kades Teriti, Kades Kandang, Lembaga Adat Tuo Sumay, etc 2. Stakeholders in District Level (10 stakeholders), e.g: Camat Serai Serumpun, Camat Sumay, Kapolsek Serai Serumpun, Danramil Tebo Ulu, Puskesmas Sumay, Babinsa Sumay. 	
1.1.2	<p>Records of requests for information and responses to the information requested shall be available.</p> <p>- Major compliance -</p>	<p>Mill and Estate:</p> <p>PT Rigunas Agri Utama has prepared a register of information request and responses to those information request under record called “Logbook Permintaan Informasi dan Respon Terhadap Permintaan Informasi PT Rigunas Agri Utama Tahun 2017”. The register was</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>updated as far as 31st October 2017.</p> <p>Evidences seen:</p> <ul style="list-style-type: none"> - Information inquiry – “Surat Bupati Tebo nomor 050/295/II/ BAPPELITANGDA/2017. The information request from the Bupati Tebo consist of program and realization of corporate social responsibility. The letter received by company on 14 September 2017. PT RAU has reponded by preparing and send through document “Data Program Tanggungjawab Sosial Perusahaan (TJSP)/Corporate Social Responsibility (CSR) PT Rigunas Agri Utama” no letter: 093/EST-KBT/EXT/IX/2017 on 15 September 2017 sent to BAPEDA Tebo. - Data inquiry – “Surat Tugas nomor B-053/BPS/15081/07/2017 from Kepala Badan Pusat Statistik Kabupaten Tebo on PCS Pendataan Usaha Kecil dan Usaha Menengah Besar – Sensus Ekonomi 2016 tahun 2017 Kabupaten Tebo”. The inquiry letter received by company on 05 September 2017. PT RAU has responded on 16 September 2017 through document of “Sensus Ekonomi 2016 - Pendataan Usaha Kecil dan Usaha Menengah Besar – Sensus Ekonomi 2016” sent to Mitra BPS Kabupaten Tebo. - Document inquiry – “Surat Kepala Dinas Perkebunan, Peternakan dan Perikanan Kabupaten Tebo, No.525/516/DISBUNNAKKAN/2017 tentang Penilaian Usaha Perkebunan”. The letter received by company on 31 October 2017. PT RAU has reponded on 8 November 2017 through “Dokumen Pendukung Penilaian Usaha Perkebunan” sent to Dinas Perkebunan, Peternakan dan Perikanan Kabupaten Tebo. - Laporan Lingkungan Rutin (RKL-RPL Periode January – June 2017), to PPLH Regional Sumatera – was sent on 9 July 2017. <p>Scheme smallholder: KUD Tanjung Dani Sakti: Cooperative received all information request and response in “Buku Keluhan KUD Tanjung</p>	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>Dani Sakti”, in 2017 there are 9 informations request, e.g:</p> <ul style="list-style-type: none"> - Information required from farmer member (Mr Muhammad K) on 6 October 2017 - the information request regarding round of interline spraying in a year. The cooperative has responded on 6 October 2017 that interline spraying round is once a year. - Information required from Mr Anwar S. on 3 August 2017 – the information request related on how to control nettle caterpillar. The cooperative has responded on 3 August 2017 that the answer is by planting <i>Turnera subulatta</i>. <p>KUD Bina Tani:</p> <p>Cooperative received all information request and response in “Buku Keluhan KUD Bina Tani”, in 2017 there are 10 information request, e.g:</p> <ul style="list-style-type: none"> - Information required from Mr. Musleb on 20 April 2017 - the information related to request on heavy equipment to repair road in smallholder area. The cooperative has responded on 20 April 2017 that the answer is heavy equipment still in use in another KUD. - Information required from Mr Simson on 18 August 2017 – the information request related to when will ZA fertilizer come. The cooperative has responded on 19 August 2017 that the fertilizer is in delivery progress. <p>KUD Belarik Jaya:</p> <p>Cooperative received all information request and response in “Buku Keluhan KUD Belarik Jaya”, in 2017 there are 16 information request, e.g:</p> <ul style="list-style-type: none"> - Information required from Mr. Basri on 6 April 2017 - the information request is that the farmer has not receive any DO yet. The cooperative has responded on 6 April 2017 that DO has been arranged by the each Division Assisstant. - Information required from Mr Suparmin on 14 Augsut 2017 – the information related 	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>request of road repair at Hamparan 33. The cooperative has responded on 16 August 2017 that the reopair have to wait heavy equipment turn.</p> <p>KUD Sawit Tambara Jaya:</p> <p>Cooperative received all information request and response in "Buku Keluhan KUD Sawit Tambara Jaya", in 2017 there are 24 information request, e.g:</p> <ul style="list-style-type: none"> - Information required from Mr. Irwan on 3 March 2017; the information request regarding proposal to open the weighbridge on 5 March 2017 because there are still plenty of FFB. The cooperative has responded on 4 March 2017 that it will be proposed to Bungo Tebo POM. - Information required from Mr Suparmin on 10 May 2017; the information request related to when will the MOP fertilizer come. The cooperative has responded on 16 May 2017 that the fertilizer is in delivery process. 	
<p>Criterion 1.2:</p> <p>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>			
1.2.1	<p>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) 	<p>Mill and Estate:</p> <p>Publicly available documents were evident under "Daftar Dokumen dan Informasi untuk Diakses Publik PT Rigunas Agri Utama 2017", that was updated on 11 January 2017, there are 32 publicly available document such as:</p> <ul style="list-style-type: none"> a) AMDAL (EIA), Laporan RKL-RPL, Social Impact Assessment, Dokumen Corporate Social Responsibility - Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8) b) Perizinan Lahan (Land use permit) consist of Izin Lokasi, Izin Prinsip, Izin Pelepasan Kawasan Hutan, HGU - Land titles/user rights (Criterion 2.2) 	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> 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>	<ul style="list-style-type: none"> c) Dokumen K3 - Occupational health and safety plans (Criterion 4.7) d) Identifikasi HCV dan Laporan JCV - HCV documentation (Criteria 5.2 and 7.3) e) Program Management Lingkungan, Continuous Improvement Program - Pollution prevention and reduction plans (Criterion 5.6) f) Rekaman Proses Musyawarah dan Hasil Kompensasi Ganti Rugi - Details of complaints and grievances (Criterion 6.3); g) Standard Operating Procedure Social (Penanganan Informasi, Keluhan, Konflik Lahan, dll) - Negotiation procedures (Criterion 6.4) h) Continuous Improvement Program - Continual improvement plans (Criterion 8.1) i) Laporan Audit dari Lembaga Sertifikasi - Public summary of certification assessment report j) Kebijakan Perusahaan - Human Rights Policy (Criterion 6.13) <p>Another documented information made available:</p> <ul style="list-style-type: none"> a) IMB (building permit) b) Izin-izin pabrik (Palm Oil Mill licenses) c) FFB price in Papan Harga TBS d) Medical check up result e) Laporan Pemakaian Air Permukaan (surface water use) f) Wajib lapor tenaga kerja (Mandatory reporting of labor) g) Laporan analisa fisik dan kimia air sungai (Report on physical and chemical analysis of river water). <p>Scheme smallholder:</p> <p>KUD Tanjung Dani Sakti:</p> <p>Publicly available documents were evident under "List Dokumen dan Informasi untuk diakses Publik, Koperasi Unit Desa Tanjung Dani Sakti Kebun Plasma Bunga Tebo",</p>	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>updated on 7 January 2017, such as:</p> <ul style="list-style-type: none"> a) Sertifikat Hak Milik Petani, Izin Mendirikan Bangunan - Land titles/user rights (Criterion 2.2) b) Pelaksanaan K3 - Occupational health and safety plans (Criterion 4.7) c) AMDAL, Laporan RKL/RPL, Social Impact Assessment, Dokumen Corporate Social Responsibility - Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8) d) Identifikasi HCV - HCV documentation (Criteria 5.2 and 7.3) e) Identifikasi dan Pengurangan Sumber Polusi - Pollution prevention and reduction plans (Criterion 5.6) f) Mekanisme Komunikasi, Konsultasi dan keluhan - Details of complaints and grievances (Criterion 6.3) g) Mekanisme Penganganan Konflik Area Plasma - Negotiation procedures (Criterion 6.4) h) Program Perbaikan Terus Menerus - Continual improvement plans (Criterion 8.1) i) Public summary of certification assessment report j) Kebijakan Koperasi - Human Rights Policy (Criterion 6.13) <p>Another documented information that made available are Akte pendirian (deed of establishment) koperasi, FFB price in "Papan Harga TBS", pajak dan retribusi (taxes and retribution), RAT documents (Annual member meeting), Log bookof complaint.</p> <p>KUD Belarik Jaya:</p> <p>Publicly available documents were evident under "List Dokumen dan Informasi untuk diakses Publik, Koperasi Unit Desa Belarik Jaya Kebun Plasma Bunga Tebo", updated on 10 January 2017, such as:</p> <ul style="list-style-type: none"> a) Sertifikat Hak Milik Petani, Izin Mendirikan Bangunan - Land titles/user rights (Criterion 2.2) 	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>b) Pelaksanaan K3 - Occupational health and safety plans (Criterion 4.7) c) AMDAL, Laporan RKL/RPL, Social Impact Assessment, Dokumen Corporate Social Responsibility - Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8) d) Identifikasi HCV - HCV documentation (Criteria 5.2 and 7.3) e) Identifikasi dan Pengurangan Sumber Polusi - Pollution prevention and reduction plans (Criterion 5.6) f) Mekanisme Komunikasi, Konsultasi dan keluhan - Details of complaints and grievances (Criterion 6.3) g) Mekanisme Penganganan Konflik Area Plasma - Negotiation procedures (Criterion 6.4) h) Program Perbaikan Terus Menerus - Continual improvement plans (Criterion 8.1) i) Public summary of certification assessment report j) Kebijakan Koperasi - Human Rights Policy (Criterion 6.13)</p> <p>Another documented information that made available are Akte pendirian (deed of establishment) koperasi, FFB price in "Papan Harga TBS", pajak dan retribusi (taxes and retribution), RAT documents (Annual member meeting), Log bookof complaint.</p> <p>KUD Bina Tani: Publicly available documents were evident under "List Dokumen dan Informasi untuk diakses Publik, Koperasi Unit Desa Bina Tani Kebun Plasma Bunga Tebo", updated on 18 June 2017, such as:</p> <p>a) Sertifikat Hak Milik Petani, Izin Mendirikan Bangunan - Land titles/user rights (Criterion 2.2) b) Pelaksanaan K3 - Occupational health and safety plans (Criterion 4.7) c) AMDAL, Laporan RKL/RPL, Social Impact Assessment, Dokumen Corporate Social Responsibility - Plans and impact assessments relating to environmental and social</p>	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>impacts (Criteria 5.1, 6.1, 7.1 and 7.8)</p> <p>d) Identifikasi HCV - HCV documentation (Criteria 5.2 and 7.3)</p> <p>e) Identifikasi dan Pengurangan Sumber Polusi - Pollution prevention and reduction plans (Criterion 5.6)</p> <p>f) Mekanisme Komunikasi, Konsultasi dan keluhan - Details of complaints and grievances (Criterion 6.3)</p> <p>g) Mekanisme Penganganan Konflik Area Plasma - Negotiation procedures (Criterion 6.4)</p> <p>h) Program Perbaikan Terus Menerus - Continual improvement plans (Criterion 8.1)</p> <p>i) Public summary of certification assessment report</p> <p>j) Kebijakan Kopreasi - Human Rights Policy (Criterion 6.13)</p> <p>Another documented information that made available are Akte pendirian (deed of establishment) koperasi, FFB price in "Papan Harga TBS", pajak dan retribusi (taxes and retribution), RAT documents (Annual member meeting), Log bookof complaint.</p> <p>KUD Belarik Jaya:</p> <p>Publicly available documents were evident under "List Dokumen dan Informasi untuk diakses Publik, Koperasi Unit Desa Belarik Jaya Kebun Plasma Bunga Tebo", updated on 10 January 2017, such as:</p> <p>a) Sertifikat Hak Milik Petani, Izin Mendirikan Bangunan - Land titles/user rights (Criterion 2.2)</p> <p>b) Pelaksanaan K3 - Occupational health and safety plans (Criterion 4.7)</p> <p>c) AMDAL, Laporan RKL/RPL, Social Impact Assessment, Dokumen Corporate Social Responsibility - Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8)</p> <p>d) Identifikasi HCV - HCV documentation (Criteria 5.2 and 7.3)</p> <p>e) Identifikasi dan Pengurangan Sumber Polusi - Pollution prevention and reduction plans</p>	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>(Criterion 5.6)</p> <p>f) Mekanisme Komunikasi, Konsultasi dan keluhan - Details of complaints and grievances (Criterion 6.3)</p> <p>g) Mekanisme Penganganan Konflik Area Plasma - Negotiation procedures (Criterion 6.4)</p> <p>h) Program Perbaikan Terus Menerus - Continual improvement plans (Criterion 8.1)</p> <p>i) Public summary of certification assessment report</p> <p>j) Kebijakan Kopreasi - Human Rights Policy (Criterion 6.13)</p> <p>Another documented information that made available are Akte pendirian (deed of establishment) koperasi, FFB price in "Papan Harga TBS", pajak dan retribusi (taxes and retribution), RAT documents (Annual member meeting), Log bookof complaint.</p> <p>KUD Sawit Tambara Jaya:</p> <p>Publicly available documents available under "List Dokumen dan Informasi untuk diakses Publik, Koperasi Unit Desa Sawit Tambara Jaya Kebun Plasma Bunga Tebo", updated on 10 8 March 2017, such as:</p> <p>a) Sertifikat Hak Milik Petani, Izin Mendirikan Bangunan - Land titles/user rights (Criterion 2.2)</p> <p>b) Pelaksanaan K3 - Occupational health and safety plans (Criterion 4.7)</p> <p>c) AMDAL, Laporan RKL/RPL, Social Impact Assessment, Dokumen Corporate Social Responsibility - Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8)</p> <p>d) Identifikasi HCV - HCV documentation (Criteria 5.2 and 7.3)</p> <p>e) Identifikasi dan Pengurangan Sumber Polusi - Pollution prevention and reduction plans (Criterion 5.6)</p> <p>f) Mekanisme Komunikasi, Konsultasi dan keluhan - Details of complaints and grievances (Criterion 6.3)</p>	

No.	Criterion / Indicator	Assessment Findings	Compliance
		g) Mekanisme Penganganan Konflik Area Plasma - Negotiation procedures (Criterion 6.4) h) Program Perbaikan Terus Menerus - Continual improvement plans (Criterion 8.1) i) Public summary of certification assessment report j) Kebijakan Kopreasi - Human Rights Policy (Criterion 6.13) Another documented information that made available are Akte pendirian (deed of establishment) koperasi, FFB price in "Papan Harga TBS", pajak dan retribusi (taxes and retribution), RAT documents (Annual member meeting), Log bookof complaint.	
<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>Mill and Estate: PT Rigunas Agri Utama – Bungo Tebo POM has prepared a written policy to commit to a code of ethical conduct and integrity in all operation and transactions though Company Policy - "Kebijakan Perusahaan", signed by Managing Director on 1 December 2014. The policy mentioned company's commitment to uphold and respect code of ethical conduct in all operation. The commitment includes prevention of corruption, collusion and nepotism.</p> <p>The company policy is available on notice board. Based on interview with workers, during stakeholder consultation, it was noted that worker has a basic understanding of company policy related to code of ethical conduct.</p> <p>Attendance list on dissemination of Company Policy "Kebijakan Perusahaan" were evident, e.g:</p> <ul style="list-style-type: none"> - On 4 August 2017 in Bungo Tebo Mill, attended by 15 workers - On 20 July 2017 in Bungo Tebo Mill, attended by 15 workers - On 21 August 2017 in Division IV, attended by 30 workers 	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>- On 12 July 2017 in Division II, attended by 14 workers</p> <p>Scheme smallholders (KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya)</p> <p>Cooperative has defined their policy for code of ethical conduct in "Kebijakan Koperasi Manager Group ICS" updated on 2 December 2016, in point 2 mentioned the commitment to respect code of ethical conduct and prohibit any form of corruption, bribery and fraud on use of data and resources in cooperative operation.</p> <p>The policy has been disseminated to smallholder farmer on a number of occasions, e.g:</p> <ul style="list-style-type: none"> - In KUD Tanjung Dani Sakti has conducted on 2 February 2017, attended by 22 members of smallholder. - In KUD Bina Tani has conducted on 3 February 2017, attended by 40 members of smallholder. - In KUD Belarik Jaya has conducted on 6 February 2017, attended by 31 smallholder farmers. - In KUD Sawit Tambara Jaya has conducted on 7 February 2017, attended by 12 members of smallholder. 	
<p>Principle 2: Compliance with applicable laws and regulations</p>			
<p>Criterion 2.1</p> <p>There is compliance with all applicable local, national and ratified international laws and regulations.</p>			
2.1.1	Evidence of compliance with relevant legal requirements shall be available.	PT Rigunas Agri Utama has conducted evaluation of compliance with relevant legal requirements. The evaluation was conducted by public relation officer in annual basis. Latest evaluation of legal compliance was available dated 1 st September 2017. In 2017 evaluation document, the company added:	Comply

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No.	Criterion / Indicator	Assessment Findings	Compliance
	<p>- Major compliance –</p>	<ul style="list-style-type: none"> - Regulation of Minister of Agriculture No. 26/Permentan/OT.140/2/2017 article 9 verse 1, article 11 verse 1, article 34 and article 42 verse 1 regarding IUP (plantation permit). - Regulation of Jambi Province No.2/2016 regarding avoidance and handling of forest and area fire, article 5 verse 1, article 10 verse 1-5. - Regulation of Jambi Governor No.31/2016 regarding Technical guidance on implementation of Regulation of Jambi Province No.2/2016, article 7 verse 2 and 3. - Regulation of Tebo Regent No.23/2017 regarding Reporting Guidance on Plantation Business Progress, article 3 verse 1-3 and article 4 verse 3. <p>The company has shown environment permit on "Adendum ANDAL (Analisa Dampalk Lingkungan) & Rencana Pengelolaan Lingkungan Hidup – Rencana Pemantauan Lingkungan Hidup (RKL – RPL)" regarding development of Development of Kernel Crushing Plant (KCP) with production capacity 200 ton/day, development of electricity power (PLTBG) that produced electricity 3 MW and replanting for 2,506 Ha. The documents have been approved based on Decree of Tebo regent No.86 Year 2017" dated 2nd February 2017 regarding Environment Permit (Izin Lingkungan) and No.85 Year 2017 dated 2nd February 2017 regarding "Kelayakan Lingkungan".</p> <p>Bungo Tebo POM: Mill machineries permit and inspection:</p> <ul style="list-style-type: none"> - IMB (Building Permit): No.163, 164, 165, 167 issued by Tebo Regent dated 2^d May 2006 - "Pengesahan Pemakaian Ketel Uap" by Dinas Tenaga Kerja Kabupaten Tebo No.02/566/KU/2015 dated 1 October 2015. Latest inspection by PT Super Andalas Steel. Report stated the boiler condition and function is good. - "Izin Pengesahan Pemakaian Motor Diesel" by Tebo Regency Office of Labour and Transmigration No. 07/MD/VI/2007 and 08/MD/VI/2007 dated 8 June 2007 for 2 units of motor diesel Cummings. Latest inspection report dated 16 June 2017. Report stated that 2 units of motor diesels condition and function are good. - "Pengesahan Penggunaan Instalasi Penyalur Petir di Tempat Kerja" by Tebo Regency Office of Labour and Transmigration No.04/IPP/2007 8 June 2007 for lighting arrester installation "INDELEC" by PT Sinar Galuh Pratama. Latest inspection report was evident dated 17 June 2017 and reported that the condition is good and it well functioned - "Pengesahan Penggunaan Instalasi Listrik di Tempat Kerja" by Tebo Regency Office of Labour and Transmigration No.04/IL/2007 8 June 2007 for electrical installation. Latest inspection 	

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No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>report was evident dated 16 June 2017. Report stated the installation condition and function is good.</p> <ul style="list-style-type: none"> - Izin Pengesahan Pemakaian Turbin” by Tebo Regency Office of Labour and Transmigration No. 05/TU/2007 dated 8 June 2007 for Turbin vessel Deeser rmd. Latest inspection report dated 16 June 2017. Report stated that steam exhaust, main steam, emergency stop, oil cooler and safety valve condition and function are good. <p>License, Certificate and competency:</p> <ul style="list-style-type: none"> - Sertifikat Ahli K3 Umum No.10.5162/AK3-U/DJPPK-P2K/VIII/2010 on behalf Sofianto, SE dated 2nd August 2010. Keputusan Menteri Tenaga Kerja dan Transmigrasi RI No. KEP.P.1753/M/DJPPK/IX/2014 tentang Penunjukan Ahli K3 on behalf Sofianto, SE, dated 23rd September 2014 valid for 3 years. - Sertifikat Operator Pesawat Uap Kelas I No.688/PNK3-PUBT/OB-I/VII/08 on behalf Darmawansyah, dated 7 July 2008. Lisensi K3 Operator Pesawat Uap Kelas I No.P.08.688-OPK3-PUBT-B.I/VI/2013 on behalf Darmawansyah valid until 7 June 2018. - Sertifikat Operator Pesawat Uap Kelas I No.10.621/PNK3-PUBT/OB-I/V/10 on behalf Muslihudin, dated 17 May 2010. Lisensi K3 Operator Pesawat Uap Kelas I No.P.10.621-OPK3-PUBT-B.I/VI/2013 on behalf Muslihudin valid until 7 June 2018. - Sertifikat Juru Las Kelas II No.S.227/JL/PNK3/VI/2014 on behalf Royal Andi W. Panggabean, dated 20 June 2014. - Sertifikat Operator K3 Diesel No.Ser.13.131/OP.D.K3/PTP/V/2013 on behalf Budiman Siahaan, dated 13 May 2013. Lisensi K3 Operator Pesawat Tenaga & Produksi No.13.275-OPDK3-PTP/V/2013 on behalf Budiman Siahaan valid until 13 Mei 2018. - Sertifikat Operator Pesawat Uap Kelas I No.10.669/PNK3-PUBT/OB-I/V/10 on behalf Syahmadin, dated 17 May 2010. Lisensi K3 Operator Pesawat Uap Kelas I No.P.10.669-OPK3-PUBT-B.I/VI/2013 on behalf Syahmadin valid until 7 June 2018. - Sertifikat Operator K3 Diesel No.Ser.13.132/OP.D.K3/PTP/V/2013 on behalf Kadri, dated 13 May 2013. Lisensi K3 Operator Pesawat Tenaga & Produksi No.13.276-OPDK3-PTP/V/2013 on behalf Kadri valid until 13 Mei 2018. - Sertifikat Operator Pesawat Uap Kelas II No.Ser.656-OPK3-B.II/VI/ 2013 on behalf Suwito, dated 24 June 2013. Lisensi K3 Operator Pesawat Uap Kelas II No.656-OPK3-PUBT-B.II/VI/2013 on behalf Suwito valid until 24 June 2018. - Sertifikat Operator Pesawat Uap Kelas I No.690/PNK3-PUBT/OB-I/VII/08 on behalf Jimmer 	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>Hutagalung, dated 7 July 2008. Lisensi K3 Operator Pesawat Uap Kelas I No.P.08.690-OPK3-PUBT-B.I/VI/2013 on behalf Jimmer Hutagalung valid until 7 June 2018.</p> <ul style="list-style-type: none"> - Sertifikat Operator K3 Pesawat Uap Kelas II No.Ser.652-OPK3-PUBT-B.II/VI/ 2013 on behalf Harzonel Sihombing, dated 24 June 2013. Lisensi K3 Operator Pesawat Uap Kelas II No.652-OPK3-PUBT-B.II/VI/2013 on behalf Harzonel Sihombing valid until 24 June 2018. - Sertifikat Operator K3 Pesawat Uap Kelas II No.Ser.653-OPK3-PUBT-B.II/VI/ 2013 on behalf Yamo Taroma Zebua, dated 24 June 2013. Lisensi K3 Operator Pesawat Uap Kelas II No.653-OPK3-PUBT-B.II/VI/2013 on behalf Yamo Taroma Zebua valid until 24 June 2018. <p>Scheme smallholder:</p> <p>Legal compliance evaluation covers every chapter in the regulation, which related to cooperative operation, compliant requirement, status of compliance, evidence of compliance as explained in "Dokumen Evaluasi Kepatuhan Hukum" which updated every time new regulation issued.</p> <p>KUD Tanjung Dani Sakti: Evaluation to observe cooperative and smallholder member compliance against all relevant laws and regulation documented under "Evaluasi Kepatuhan Hukum KUD Tanjung Dani Sakti", latest review on 17 November 2016. KUD Tanjung Dani Sakti has shown evidence of compliance against relevan laws and regulation, as follows:</p> <ul style="list-style-type: none"> - "Izin Tempat Usaha", based on "Keputusan Kepala Kantor Penanaman Modal Daerah dan Pelayanan Perizinan Terpadu" No.503/611/ITU/KPMD-PPT/2016, issued on 21 December 2016 valid for 3 years. - "Pengesahan Akta Pendirian Koperasi" based on "Keputusan Menteri Negara Urusan Koperasi dan Usaha Kecil dan Menengah Republik Indonesia No.14/BH/DISPERINDAGKOP/III/2002, issued on 11 March 2002. - "Tanda Daftar Perusahaan" No.05.08.5.52.00540 issued by "Kantor Penanaman Modal Daerah dan Pelayanan Perizinan Terpadu Kabupaten Tebo" on 21 December 2016 valid until 21 December 2021. - "Surat Izin Usaha Perdagangan" No.510/534/SIUP/KPMD-PPT/2016 issued by "Kantor Penanaman Modal Daerah dan Pelayanan Perizinan Terpadu Kabupaten Tebo" on 21 December 2016 valid until 21 December 2021. - Tax registration number: NPWP 02.970.880.5.332.000; member since 22 December 2016. 	

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No.	Criterion / Indicator	Assessment Findings	Compliance
		<ul style="list-style-type: none"> - Memorandum of Understanding between PT Rigunas Agri Utama and KUD Tanjung Dani Sakti is available in "Surat Perjanjian Produksi, Jual Beli TBS dan Pemeliharaan Tanaman setelah Undian Kapling sampai Akad Kredit", between Kelompok Tani (farmer group) in KUD and the company. Sample taken: MOU between the company and Kelompok Tani (KT) Lalo Indah (Hampanan 19) on behalf Marzuki T.; KT Tanjung Dani Sakti (Hampanan 20) on behalf Hasbi; KT Agro Sawit (Hampanan 21) on behalf Bakti G.; KT Sungai Karang (Hampanan 24) on behalf Siatin – signed in October 1999 and witnessed by Tuo Sumay Village Head, Sumay District Head, and Assisstant II Sekwilda Dati-II Bungo Tebo Regent. <p>KUD Bina Tani: Evaluation to observe cooperative and smallholder member compliance against all relevant laws and regulation documented under "Evaluasi Kepatuhan Hukum KUD Bina Tani", latest review on 9 January 2017. KUD Bina Tani has shown evidence of compliance against relevan laws and regulation, as follows:</p> <ul style="list-style-type: none"> - "Akta Pernyataan Keputusan Rapat Anggota Luar Biasa Koperasi Sawit Bina Tani" No.38 dated 29 November 2013. - "Keputusan Kepala Kantor Pelayanan Terpadu Satu Pintu Kabupaten Tebo" No.413.32/BH/KPTSP/28/2013 dated 17 September 2013 regarding "Pengesahan Perubahan Anggaran Dasar Koperasi". - "Tanda Daftar Perusahaan Koperasi Bina Sawit", No. TDP 05.08.5.52.000452 dated 17 December 2013, valid until 17 December 2018. - "Surat Izin Usaha Perdagangan" No. 510/450/SIUP/KPTSP/2013 dated 17 December 2013, valid until 17 December 2018. - "Surat Perjanjian Produksi, Jual Beli TBS dan Pemeliharaan Tanaman Setelah Undian Kapling Sampai Akad Kredit Antara petani Dengan Perusahaan Inti" dated 1 October 1999. - "Izin Tempat Usaha", based on "Keputusan Kepala Kantor Pelayanan Terpadu Satu Pintu Kabupaten Tebo" No.503/543/ITU/KPTSP/2015 dated 17 Desember 2015, valid until 17 December 2018. - Tax registration number: NPWP No. 02.854.480.3.331.000 since 18 Dec 2013. - Memorandum of Understanding between PT Rigunas Agri Utama and KUD Bina Tani is available in "Surat Perjanjian Produksi, Jual Beli TBS dan Pemeliharaan Tanaman setelah Undian Kapling sampai Akad Kredit", between Kelompok Tani (farmer group) in KUD and the company. Sample taken: MOU between the company and Kelompok Tani (KT) Sungai Indah (Hampanan 23) on 	

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No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>behalf Saukanis; KT Sungai Napal (Hamparan 87) on behalf Musleh; KT (Hamparan 92) on behalf Jarkoni; KT (Hamparan 123) on behalf Bawi M. – signed in October 1999 and witnessed by Sungai Rambai Village Head, Tebo Ulu District Head, and Assisstant II Sekwilda Dati-II Bungo Tebo Regent.</p> <p>KUD Belarik Jaya: Evaluation to observe cooperative and smallholder member compliance against all relevant laws and regulation documented under "Evaluasi Kepatuhan Hukum KUD Belarik Jaya", latest review on 9 January 2017. KUD Belarik Jaya has shown evidence of compliance against relevan laws and regulation, as follows:</p> <ul style="list-style-type: none"> - "Keputusan Kepala Dinas Koperindag dan Pengelolaan Pasar Kabupaten Tebo" No.413.32/BH/KOPERINDAG & PP/01/2014 dated 20 November 2014 regarding "Pengesahan Akta Pendirian Koperasi Belarik Jaya". - "Izin Tempat Usaha", based on "Keputusan Kepala Kantor Pelayanan Terpadu Satu Pintu Kabupaten Tebo" No.203/212/ITU/KPTSP/2015 dated 13 March 2015, issued on 13 March 2015 valid until 13 March 2018. - "Surat Izin Usaha Perdagangan" No. 590/150/SIUP/KPTSP/2015 dated 13 March 2015, valid until 13 March 2020. - "Tanda Daftar Perusahaan Koperasi Belarik Jaya", No. TDP 08.04.5.52.000152 dated 13 March 2015, valid until 13 March 2020. - Tax registration number: NPWP No. 02.837.524.3.320.000 since 13 Mar 2015. - Memorandum of Understanding between PT Rigunas Agri Utama and KUD Belarik Jaya is available in "Surat Perjanjian Produksi, Jual Beli TBS dan Pemeliharaan Tanaman setelah Undian Kapling sampai Akad Kredit", between Kelompok Tani (farmer group) in KUD and the company. Sample taken: MOU between the company and Kelompok Tani (KT) Harapan Baru (Hamparan 31) on behalf Basri; KT Jati Lestari (Hamparan 32) on behalf Ridwan; KT Tanjung Jati (Hamparan 33) on behalf Syamsuar; KT Jati Jaya (Hamparan 104) on behalf Saribuna – signed in October 1999 and witnessed by Jati Belarik Village Head, Sumay District Head and Assisstant II Sekwilda Dati-II Bungo Tebo Regent. <p>KUD Sawit Tambara Jaya: Evaluation to observe cooperative and smallholder member compliance against all relevant laws and regulation documented under "Evaluasi Kepatuhan Hukum KUD Sawit Tambara Jaya", latest review</p>	

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No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>on 16 January 2017. KUD Sawit Tambara Jaya has shown evidence of compliance against relevant laws and regulation, as follows:</p> <ul style="list-style-type: none"> - "Keputusan Kepala Kantor Pelayanan Terpadu Satu Pintu Kabupaten Tebo" No.413.32/BH/PAD/KPTSP/07/2013 dated 17 April 2013 regarding "Pengesahan Perubahan Anggaran Dasar Koperasi Sawit Tambara Jaya". - "Surat Izin Usaha Perdagangan" No. 510/190/SIUP/KPTSP/2013 dated 17 April 2013, valid until 17 April 2018. - "Izin Tempat Usaha", based on "Keputusan Kepala Kantor Pelayanan Terpadu Satu Pintu" No.503/215/ITU/KPTSP/2015, issued on 17 April 2015 valid until 17 April 2018. - "Tanda Daftar Perusahaan Koperasi Sawit Tambara Jaya", No. TDP 05.08.5.52.000194 dated 17 April 2013, valid until 17 April 2018. - "Izin Undang-Undang Gangguan / Hinder Ordonatie (HO) Koperasi" based on "Keputusan Kepala Kantor Pelayanan Terpadu Satu Pintu" No.503.08/202/ KPTSP/2015 dated 17 April 2015, valid until 2018. - Tax registration number: NPWP No. 02.875.538.7-332.000 since 18 Apr 2013. - Annual Member Meeting: "Pemilihan dan Pengangkatan Pengurus dan Pengawas Koperasi Sawit Tambara Jaya Periode 2015-2017" meeting conducted on 3 May 2015. - Memorandum of Understanding between PT Rigunas Agri Utama and KUD Sawit Tambara Jaya is available in "Surat Perjanjian Produksi, Jual Beli TBS dan Pemeliharaan Tanaman setelah Undian Kapling sampai Akad Kredit", between Kelompok Tani (farmer group) in KUD and the company. Sample taken: MOU between the company and Kelompok Tani (KT) Sinar Jaya (Hampan 45) on behalf Sularto; KT Mawar Indah (Hampan 46) on behalf Yahya Ali; KT Cahaya Tani (Hampan 47) on behalf Budiono; KT Tambara Indah (Hampan 106) on behalf Ahmad Fauzi – signed on 21 May 2001 and witnessed by Tambun Arang Village Head, Sumay District Head, and Assisstant II Tebo Regent. 	
2.1.2	<p>A documented system, which includes written information on legal requirements, shall be maintained.</p> <p>- Minor compliance –</p>	<p>The Company has established mechanism for ensuring compliance with applicable legal requirement. It was stated on "Prosedur Pemenuhan Peraturan Perundang - undangan dan Perubahannya (SOP AA-GL-5001.1-R0), dated 5 December 2009. This procedure stated that company assigned PIC for law compliance was Social, Security and Legal (SSL) Department. The department is obliged to inform the issuance of any new regulation and communicating interpretation and implementation of this new regulation. Relevant departments are obliged to review the process on their department and ensure the relevant regulations are implemented. If necessary, relevant department will revise the</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>policy, revise the procedure/work instruction, and communicating the changes to all interested parties. PT Rigunas Agri Utama has conducted evaluation of compliance with relevant legal requirements in "Dokumen Kepatuhan Hukum". The evaluation was conducted by public relation officer on annual basis. Latest evaluation was conducted on 1 September 2017, the document stated that the company has evaluated new regulation as follows:</p> <ul style="list-style-type: none"> - Regulation of Minister of Agriculture No. 26/Permentan/OT.140/2/2017 article 9 verse 1, article 11 verse 1, article 34 and article 42 verse 1 regarding IUP (plantation permit). - Regulation of Jambi Province No.2/2016 regarding avoidance and handling of forest and area fire, article 5 verse 1, article 10 verse 1-5. - Regulation of Jambi Governor No.31/2016 regarding Technical guidance on implementation of Regulation of Jambi Province No.2/2016, article 7 verse 2 and 3. - Regulation of Tebo Regent No.23/2017 regarding Reporting Guidance on Plantation Business Progress, article 3 verse 1-3 and article 4 verse 3. - "Peraturan Gubernur Jambi Nomor 20 Tahun 2007 tentang Baku Mutu Lingkungan Daerah Propinsi Jambi", As in chapter 14. <p>The copies of the applicable regulations were distributed to related section according to their evaluation and to themanagement level such as mill manager and estate manager.</p> <p>Scheme smallholders:</p> <p>KUD Tanjung Dani Sakti, Bina Tani, Belarik Jaya and Sawit Tambara Jaya:</p> <p>Cooperative has show a list of regulations covering 27 types of regulations. All KUD have consistently evaluating regulation compliance. For example, on 5th July 2017 cooperative has evaluated 27 types of regulations, such as "Undang-Undang No.25 Tahun 1982 tentang Perkoperasian dan Pemasarakatannya", "Undang-Undang No.5 tahun 1990 tentang Konservasi Sumberdaya Alam Hayati dan Ekosistemnya", "Peraturan Menteri Pertanian No.14/Permentan/ OT.140/2/2013 tentang Pedoman Penetapan Harga Pembelian TBS Produksi Pekebun". The evaluation covers evaluation per chapter related to cooperative operational, requirement compliance and status of compliance and evidence of compliance.</p>	

No.	Criterion / Indicator	Assessment Findings	Compliance
2.1.3	<p>A mechanism for ensuring compliance shall be implemented.</p> <p>- Minor compliance –</p>	<p>The Company has established mechanism for ensuring compliance with applicable legal requirement. It was stated on "Prosedur Pemenuhan Peraturan Perundang - undangan dan Perubahannya (SOP AA-GL-5001.1-R0), dated 5 December 2009. This procedure stated that company has assigned PIC for law compliance was Social, Security and Legal (SSL) Department. The department is obliged to inform the issuance of any new regulation and communicating interpretation and implementation of this new regulation. Relevant departments are obliged to review the process on their department and ensure the relevant regulations are implemented. If necessary, relevant department will revise the policy, revise the procedure/work instruction, and communicating the changes to all interested parties.</p> <p>In the case of new regulation, PIC Law compliance will conduct update on regulation compliance evaluation. Based on verification on document "Status Evaluasi Kepatuhan terhadap Peraturan 2017" shows company has conducted evaluation on newly regulation as follows:</p> <ul style="list-style-type: none"> - Regulation of Minister of Agriculture No. 26/Permentan/OT.140/2/2017 article 9 verse 1, article 11 verse 1, article 34 and article 42 verse 1 regarding IUP (plantation permit). - Regulation of Jambi Province No.2/2016 regarding avoidance and handling of forest and area fire, article 5 verse 1, article 10 verse 1-5. - Regulation of Jambi Governor No.31/2016 regarding Technical guidance on implementation of Regulation of Jambi Province No.2/2016, article 7 verse 2 and 3. - Regulation of Tebo Regent No.23/2017 regarding Reporting Guidance on Plantation Business Progress, article 3 verse 1-3 and article 4 verse 3. <p>Scheme smallholders:</p> <p>KUD Tanjung Dani Sakti, Bina Tani, Belarik Jaya and Sawit Tambara Jaya:</p> <p>The company assisted cooperative to identify all relevant laws and regulations. Some of the laws and regulations identified: "Undang- undang No.25 tahun 1992 tentang Koperasi dan Pemasarakatannya", "Undang-undang No.12 tahun 1992 tentang Sistem Budidaya Tanaman", "Undang-undang No.13 tahun 2003 tentang Ketenagakerjaan", "Peraturan Menteri Pertanian No.14/Permentan/OT.140/2/2013 tentang Pedoman Penetapan Harga Pembelian Tandan Buah Segar Kelapa Sawit Produksi Pertanian".</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		Evidence of compliance has been shown such as: <ul style="list-style-type: none"> - "Tanda Terdaftar Perusahaan" of each KUD - "Surat Izin Usaha Perdagangan" of each KUD - "Surat Keputusan Gubernur Jambi No.223/KEP.GUB/DINSOSNAKERTRANS /2017 tentang Upah Minimum Propinsi Jambi Tahun 2017, as reference for minimum wage. 	
2.1.4	A system for tracking any changes in the law shall be available and implemented. - Minor compliance –	<p>Bungo Tebo POM and Estate</p> <p>Documented methodology for tracking any changes in the law was described in "Prosedur Pemenuhan Peraturan Perundang – undangan dan Perubahannya (SOP AA-GL-5001.1-R0)", dated 5 December 2009. The PIC of Law Compliance and SSL (social, security, and licence) Department was conducted identification, verification and registering all legal and other requirements include environment issues, OHS, agronomy, manufacturing, social, etc.</p> <p>The SSL Department is obliged to inform the issuance of any new regulation and communicating interpretation and implementation of this new regulation. Relevant departments are obliged to review the process on their department and ensure the relevant regulations are implemented. If necessary, relevant department will revise the policy, revise the procedure/work instruction, and communicating the changes to all interested parties. Every time a new regulation PIC of Law Compliance will update the legal compliance evaluation.</p> <p>Scheme Smallholder</p> <p>Scheme manager will inform the scheme smallholders (cooperative) if there is any change or amendment in laws and regulations. Scheme manager conduct meetings with the cooperative members to ensure compliance. Evidence at the Scheme Smallholders office shows that document was relevant and up-to-date, identified regulation related to SIUP/TDP.</p>	Comply
<p>Criterion 2.2</p> <p>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>			
2.2.1	Documents showing legal ownership or lease, history of land tenure ownership/control, and the	<p>Bungo Tebo Estate:</p> <p>The company has legal land use from government in form of:</p> <ul style="list-style-type: none"> - Izin Rencana Proyek Transmigrasi - Permit for transmigration project; issued through "Surat 	Comply

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	<p>actual legal use of the land shall be available.</p> <p>- Major compliance -</p>	<p>Keputusan Menteri Keuangan No.SS-32/MK.013/1989” dated 6th January 1989 and “Surat Keputusan Menteri Pertanian No.74/Kpts/KB.510/1/1989 tentang Pengesahan Rencana Pelaksanaan Proyek PIR-Trans Kelapa Sawit PT. Rigunas Agri Utama di Kabupaten Bungo Tebo, Provinsi Jambi”, dated 31st January 1989.</p> <ul style="list-style-type: none"> - Izin Pencadangan Tanah – Land reserve permit as in “Surat Keputusan Gubernur Jambi No.176 tahun 1990 tentang Pencadangan Tanah untuk Keperluan PIR Kelapa Sawit PT Rigunas Agri Utama, tertanggal seluas ± 30.000 Ha”, dated 25th May 1990. Based on the permit, the HGU for nucleus estate of 5,000 Ha and the rest develop as scheme smallholder. - Izin pelepasan kawasan hutan – forest area release permit; issued through “Surat Keputusan Menteri Kehutanan No.771/Kpts- II/1993 tentang Pelepasan Sebagian Kelompok Hutan Sungai Langisip, Sungai Kilis, Sungai Batanghari terletak di Kabupaten Bungo Tebo, Provinsi Jambi seluas 22.710 Ha” dated 18th November 1993. - Izin Pelaksanaan proyek PIR-Trans Kelapa Sawit PT Rigunas Agri Utama – Permit for PIR-Trans development of PT Rigunas Agri Utama as in “Surat Keputusan Menteri Transmigrasi dan Pemukiman Perambah Hutan No.KEP/165/MEN/1994 tentang Izin Pelaksanaan Transmigrasi (sementara) Pola PIR Trans dengan Komoditas Kelapa Sawit kepada PT. Rigunas Agri Utama II di Lokasi Peranap, Kecamatan Tebo Ulu dan Tebo Tengah, Kabupaten Bungo Tebo” dated 13th Desember 1994. - Izin penggunaan Penanaman modal dalam negeri – Permit for Investment; “Surat Keputusan Badan Koordinasi Penanaman Modal Persetujuan Tetap Penanaman Modal Dalam Negeri No.85/I/PMDN/1987 tertanggal 18 Maret 1987 juncto No.33/III/PMDN/1996 tertanggal 16 Januari 1996”. - PT. Rigunas Agri Utama obtains legal land use right, land title - Hak Guna Usaha (HGU) as stated in “Surat Keputusan Menteri Agraria/Kepala BPN melalui Keputusan No.51/HGU/BPN/96 tentang Pemberian Hak Guna Usaha atas nama PT. Rigunas Agri Utama, atas tanah di Kabupaten Bungo Tebo dengan luas ±4.388,50 Ha terletak di Kecamatan Tebo Ulu dan Perwakilan Sumai. - Kabupaten Bungo Tebo, Provinsi Jambi”, dated 27th November 1996. The land title was based on “Hasil Risalah Panitia Pemeriksaan Tanah B melalui Risalah No. 01/Pan.B/1994 dan 02/Pan.B/1994”, dated 14th April 1994. In 1997, “Kantor Pertanahan Kabupaten BungoTebo issued HGU certificate for PT Rigunas Agri Utama, consist of: <ul style="list-style-type: none"> ✓ “Sertifikat No.1 dengan luas 2,070 Ha berada di Desa Tuo Sumai sesuai dengan Surat Ukur No.160/1994 tertanggal 03 Mei 1994”, dated 1st May 1997. Valid until 1st May 2032. In 2002, there was reduction in HGU hectarage of 465.70 Ha for scheme smallholder plantation 	

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		<p>and listed to "Kantor Pertanahan Kabupaten Tebo (DP No. 50/2002)" on 19th July 2002. Final hectarage 1,604.3 Ha.</p> <ul style="list-style-type: none"> ✓ "Sertifikat No.1 dengan luas 2,318.5 Ha berada di Desa Sungai Rambai sesuai dengan Surat Ukur No.161/1994 tertanggal 3 Mei 1994" dated 1st May 1997. HGU valid until 1st May 2032. Back in 1999, there was reduction in HGU hectarage of 636.3 Ha for scheme smallholder plantation. "Kantor Pertanahan Kabupaten Bungo Tebo (DP No. 4277/1999 dan W. No. 3191/1999) registered this reduction on 14th September 1999. Another reduction in HGU occurred in 2002 of 634.846 Ha for scheme smallholder plantation, as registered in "Kantor Pertanahan Kabupaten Tebo (DP No. 49/2002)" on 19th July 2002. The final hectarage was 1,047.354 Ha. ✓ "Sertifikat No. 39 with area 133.71 ha in Desa Tuo Sumay, Kecamatan Sumay Kab. Tebo Provinsi Jambi in accordance with Surat Ukur No. 28/06.09.00.00/2016 dated 19 August 2016. HGU valid until 2046 ✓ "Sertifikat No. 40 with area 108.06 ha in Desa Teluk Singkawang Kecamatan Sumay Kab. Tebo Provinsi Jambi in accordance with Surat Ukur No.29/06.09.00.00/2016 dated 19 August 2016. ✓ "Sertifikat No. 41 with area 103.97 ha in Desa Tuo Sumay Kecamatan Sumay Kab. Tebo Provinsi Jambi in accordance with Surat Ukur No.30/06.09.00.00/2016 dated 19 August 2016. ✓ "Sertifikat No. 42 with area 74.14 ha in Desa Tuo Sumay Kecamatan Sumay Kab. Tebo Provinsi Jambi in accordance with Surat Ukur No.31/06.09.00.00/2016 dated 19 August 2016. ✓ "Sertifikat No. 43 with area 134.02 ha in Desa Tuo Sumay Kecamatan Sumay Kab. Tebo Provinsi Jambi in accordance with Surat Ukur No.32/06.09.00.00/2016 dated 19 August 2016. ✓ "Sertifikat No. 44 with area 161.73 ha in Desa Pinang Beli Kecamatan Serai Serumpun Kab. Tebo Provinsi Jambi in accordance with Surat Ukur No.33/06.09.00.00/2016 dated 19 August 2016. <p>Total HGU area PT Rigunas Agri Utama was 3,367.284 ha, however there is an occupation from surrounding community to the land of 715.284 ha. PT Rigunas Agri Utama currently owned clearly in HGU with area 2,562 ha.</p> <p>Areal statement PT Rigunas Agri Utama total 2,652 ha consist of:</p>	

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		<ul style="list-style-type: none"> - Planted area: Mature 1,783 Ha and immature 744 Ha - Nursery 11 Ha - Emplasemen 17 Ha - Palm Oil Mill & Emplasemen 12 Ha - Others 57 Ha - Riparian, hills, lowland/swamp, etc 28 Ha <p>Scheme Smallholder: The land ownership of PIR-Trans participants/scheme smallholders consist of: Based on interview with participants of PIR- Lokal Project, it was understood that in order to gain status as participant of PIR-Lokal – community needs to gave the land to government for PIR programme and then granted with land parcel for scheme smallholder plantation; Or as PIR-Trans whereby participants from Java island were granted with land for plantation of 2 Ha and land for house.</p> <p>All smallholder member has legal ownership/land title in the form of "Sertifikat Hak Milik (SHM)". Land Ownership Certificate (Certificate of Ownership/SHM) kept by each farmer while Smallholder Management keeps a copy of the document. Each smallholder member average has land title 2 ha. During audit, sample taken for SHM such as:</p> <p>KUD Tanjung Dani Sakti, Tuo Sumay Village, Sumay District:</p> <p>(1) Hamparan 19:</p> <ul style="list-style-type: none"> a. Document of land ownership of Kapling #600 on behalf of Mr. Maki with SHM No.86 located in Tuo Sumay Village, Sumay District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.16-520.1-06-03-2002 #84 dated 23 September 2002 with an area of 21,380 m² in accordance with the Letter of Measurement No.84/TUO SUMAY/2002 dated 10 September 2002. Currently the land has been transferred to Mr. E. Rambe. b. Document of land ownership of Kapling #607 on behalf of Mr. A. Rahman with SHM No.993 located in Sungai Rambai Village, Tebo Ulu District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.11-520.1-06-03-2002 #283 dated 23 September 2002 with an area of 21,300 m² in accordance with the Letter of Measurement No.354/SUNGAI RAMBAI/2002 dated 10 September 2002. c. Document of land ownership of Kapling #618 on behalf of Mr. Marzuki T. with SHM No.994 	

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		<p>located in Sungai Rambai Village, Tebo Ulu District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.11-520.1-06-03-2002 #284 dated 23 September 2002 with an area of 23,670 m² in accordance with the Letter of Measurement No.355/SUNGAI RAMBAI/2002 dated 10 September 2002.</p> <p>(2) Hamparan 20:</p> <ul style="list-style-type: none"> a. Document of land ownership of Kapling #660 on behalf of Mr. Hasbi Hadijan with SHM No.99 located in Tuo Sumay Village, Sumay District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.16-520.1-06-03-2002 #97 dated 23 September 2002 with an area of 20,530 m² in accordance with the Letter of Measurement No.97/TUO SUMAY/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Riduan. b. Document of land ownership of Kapling #632 on behalf of Mr. Hanafi Ja'far with SHM No.82 located in Tuo Sumay Village, Sumay District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.16-520.1-06-03-2002 #80 dated 23 September 2002 with an area of 20,890 m² in accordance with the Letter of Measurement No.80/TUO SUMAY/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Sargawi. <p>(3) Hamparan 21:</p> <ul style="list-style-type: none"> a. SHM No. 1016 dated 26 September 2002 on behalf Hasoloan Sianipar with area 19,460 m² located in Sungai Rambai Vilage, Tebo Ulu District, Tebo Regency, Jambi Province. Curenly the land was own by J. Silalahi Kavling No. 651 Hamparan 21 b. SHM No. 1022 dated 20 September 2002 on behalf Juner Manurung with area 26,850 m² located in Sungai Rambai Vilage, Tebo Ulu District, Tebo Regency, Jambi Province. Curenly the land was own by Mustajab kavling No. 679 Hamparan 21 c. SHM No. 129 dated 26 September 2002 on behalf Maringot S with area 21,000 m² located in Tuo Sumay Village, Tebo District, Tebo Regency, Jambi Province. Curenly the land was own by Sianipar kavling No. 645 Hamparan 21 d. SHM No. 944 dated 26 September 2002 on behalf Robertson Girsang with area 23,380 m² located in Sungai Rambai Village, Tebo Ulu District, Tebo Regency, Jambi Province. Kavling No. 648 Hamparan 21 	

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		<p>KUD Bina Tani, Desa Sungai Rambai, Tebo Ulu District:</p> <p>(1) Hamparan 23:</p> <ul style="list-style-type: none"> a. Document of land ownership of Kapling #567 on behalf of Mr. Muhamad with SHM No.786 dated 26 September 2002, based on Decree Letter from Head of Land Agency of Tebo regency No.11-520.1-06-03-2002 #76 dated 23 September 2002 with an area of 23,880 m² in accordance with the Letter of Measurement No. 147/SUNGAI RAMBAI/2002 dated 10 September 2002. b. Document of land ownership of Kapling #583 on behalf of Mr. Safi'I H. Sipin with SHM No.787 dated 26 September 2002 based on Decree Letter from Head of land Agency of Tebo Regency No.11-520.1-06-03-2002 #312 dated 23 September 2002 with an area of 26,850 m² in accordance with the Letter of Measurement No.383/SUNGAI RAMBAI/2002 dated 10 September 2002. c. Document of land ownership of Kapling #582 on behalf of Mr. Suryasbi with SHM No.788 dated 26 September 2002 located in Sungai Rambai Village, Tebo Ulu District, Tebo Regency. Based on Decree Letter from Head of land Agency of Tebo Regency No.11-520.1-06-03-2002 #77 dated 23 September 2002 with an area of 23,880 m² in accordance with the Letter of Measurement No.142/SUNGAI RAMBAI/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Mardani. d. Document of land ownership of Kapling #572 on behalf of Mr. Mastur G with SHM No.791 dated 26 September 2002 located in Sungai Rambai Village, Tebo Ulu District, Tebo Regency. Based on Decree Letter from Head of land Agency of Tebo Regency No.11-520.1-06-03-2002 #133 dated 23 September 2002 with an area of 19,540 m² in accordance with the Letter of Measurement No.228/SUNGAI RAMBAI/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Atkia. e. Document of land ownership of Kapling #577 on behalf of Mr. Mujiono with SHM No.795 dated 26 September 2002 located in Sungai Rambai Village, Tebo Ulu District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.11-520.1-06-03-2002 #282 dated 23 September 2002 with an area of 23,670 m² in accordance with the Letter of Measurement No.352/SUNGAI RAMBAI/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Mansur. f. Document of land ownership of Kapling #560 on behalf of Mr. Yahya with SHM No.798 dated 26 September 2002 located in Sungai Rambai Village, Tebo Ulu District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.11-520.1- 	

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		<p>06-03-2002 #88 dated 23 September 2002 with an area of 19,470 m² in accordance with the Letter of Measurement No.159/SUNGAI RAMBAI/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Riduan.</p> <p>g. Document of land ownership of Kapling #561 on behalf of Mr. Hamim with SHM No.799 dated 26 September 2002 located in Sungai Rambai Village, Tebo Ulu District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.11-520.1-06-03-2002 #88 dated 23 September 2002 with an area of 19,770 m² in accordance with the Letter of Measurement No.152/SUNGAI RAMBAI/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Sahrul.</p> <p>h. Document of land ownership of Kapling #558 on behalf of Mr. Anuar H. with SHM No.800 dated 26 September 2002 located in Sungai Rambai Village, Tebo Ulu District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.11-520.1-06-03-2002 #89 dated 23 September 2002 with an area of 19,160 m² in accordance with the Letter of Measurement No.166/SUNGAI RAMBAI/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Rayan.</p> <p>i. Document of land ownership of Kapling #566 on behalf of Mr. Budin with SHM No.804 dated 26 September 2002 located in Sungai Rambai Village, Tebo Ulu District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.11-520.1-06-03-2002 #288 dated 23 September 2002 with an area of 21,200 m² in accordance with the Letter of Measurement No.355/SUNGAI RAMBAI/2002 dated 10 September 2002.</p> <p>j. Document of land ownership of Kapling #559 on behalf of Mr. Mastur Yahya with SHM No.808 dated 26 September 2002 located in Sungai Rambai Village, Tebo Ulu District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.11-520.1-06-03-2002 #98 dated 23 September 2002 with an area of 21,270 m² in accordance with the Letter of Measurement No.169/SUNGAI RAMBAI/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Kasio.</p> <p>k. Document of land ownership of Kapling #580 on behalf of Mr. A. Bahrudin with SHM No.812 dated 26 September 2002 located in Sungai Rambai Village, Tebo Ulu District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.11-520.1-06-03-2002 #102 dated 23 September 2002 with an area of 19,020 m² in accordance with the Letter of Measurement No.173/SUNGAI RAMBAI/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Bahrudin.</p> <p>l. Document of land ownership of Kapling #2500 on behalf of Mr. Silahudin with SHM No.1168</p>	

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		<p>dated 20 December 2013 located in Sungai Rambai Village, Tebo Ulu District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.217/HM/BPN-15.09/Redis-Sungai Rambai/2013 #1 dated 20 December 2013 with an area of 25,320 m² in accordance with the Letter of Measurement No.02/11/2013 dated 19 December 2013.</p> <p>m. Document of land ownership of Kapling #2503 on behalf of Mr. Muhamad Marijo with SHM No.1206 dated 20 December 2013 located in Sungai Rambai Village, Tebo Ulu District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.217/HM/BPN-15.09/Redis-Sungai Rambai/2013 #39 dated 20 December 2013 with an area of 17,071 m² in accordance with the Letter of Measurement No.040/11/2013 dated 19 December 2013. Currently the land has been transferred to Mr. Hasibuan.</p> <p>KUD Belarik Jaya, Jati Belarik Village, Sumay District:</p> <p>(1) Hamparan 31:</p> <p>a. SHM No. 21 dated 26 September 2002 on behalf Sudirman with area 19,990 m² located in Tuo Sumay Village, Sumay District, Tebo Regency, Jambi Province. Curently the land was own by Muklis kavling No. 2241 Hamparan 31.</p> <p>b. SHM No. 17 dated 26 September 2002 on behalf M. rosi with area 19,990 m² located in Tuo Sumay Village, Sumay District, Tebo Regency, Jambi Province. Curently the land was own by Zuldayamin kavling No. 2240 Hamparan 31.</p> <p>c. SHM No. 44 dated 26 September 2002 on behalf Tajul with area 19,990 m² located in Tuo Sumay Village, Sumay District, Tebo Regency, Jambi Province. Curently the land was own by Pemi kavling No. 2242 Hamparan 31.</p> <p>d. SHM No. 221 dated 26 September 2002 on behalf Ishak with area 21,680 m² located in Tuo Sumay Village, Sumay District, Tebo Regency, Jambi Province. Curently the land still own by Ishak kavling No. 2247 Hamparan 31.</p> <p>e. SHM No. 31 dated 26 September 2002 on behalf Sopiyan with area 20,420 m² located in Tuo Sumay Village, Sumay District, Tebo Regency, Jambi Province. Curently the land was own by Zul P. kavling No. 2239 Hamparan 31.</p> <p>(2) Hamparan 32:</p> <p>f. Document of land ownership of Kapling #2244 on behalf of Mr. Idrus SHM No.42 dated 26 September 2002 located in Tuo Sumay Village, Sumay District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.16-520.1-06-03-2002 #42</p>	

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		<p>dated 23 September 2002 with an area of 24,600 m² in accordance with the Letter of Measurement No. 42/TUO SUMAY/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Maripul.</p> <p>g. Document of land ownership of Kapling #2280 on behalf of Mr. Nur Syahid, SHM No.78 dated 26 September 2002 located in Tuo Sumay Village, Sumay District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.16-520.1-06-03-2002 #83 dated 23 September 2002 with an area of 20,420 m² in accordance with the Letter of Measurement No.49/TUO SUMAY/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Tumorang.</p> <p>h. Document of land ownership of Kapling #2263 on behalf of Mr. Heri Aprizal, SHM No.58 dated 26 September 2002 located in Tuo Sumay Village, Sumay District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.16-520.1-06-03-2002 #58 dated 23 September 2002 with an area of 20,420 m² in accordance with the Letter of Measurement No.58/TUO SUMAY/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Suparmin.</p> <p>i. Document of land ownership of Kapling #2245 on behalf of Mr. Rd Musbah, SHM No.43 dated 26 September 2002 located in Tuo Sumay Village, Sumay District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.16-520.1-06-03-2002 #43 dated 23 September 2002 with an area of 22,500 m² in accordance with the Letter of Measurement No.43/TUO SUMAY/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Robertson Girsang.</p> <p>KUD Sawit Tambara Jaya, Tambun Arang Village, Sumay District: (1) Hamparan 45:</p> <p>a. Document of land ownership of Kapling #2202 on behalf of Mr. Sarmidi, SHM No.234 dated 26 September 2002 located in Tuo Sumay Village, Sumay District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.16-520.1-06-03-2002 #232 dated 23 September 2002 with an area of 19,220 m² in accordance with the Letter of Measurement No. 232/TUO SUMAY/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Amir.</p> <p>b. Document of land ownership of Kapling #2216 on behalf of Mr. Muhdi Sarpin, SHM No.205 dated 26 September 2002 located in Tuo Sumay Village, Sumay District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.16-520.1-06-03-</p>	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>2002 #203 dated 23 September 2002 with an area of 22,730 m² in accordance with the Letter of Measurement No. 203/TUO SUMAY/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Saprida.</p> <p>c. Document of land ownership of Kapling #2217 on behalf of Mr. Nurhadid, SHM No.182 dated 26 September 2002 located in Tuo Sumay Village, Sumay District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.16-520.1-06-03-2002 #180 dated 23 September 2002 with an area of 20,100 m² in accordance with the Letter of Measurement No. 180/TUO SUMAY/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Nasir.</p> <p>d. Document of land ownership of Kapling #2218 on behalf of Mr. Sudiby, SHM No.189 dated 26 September 2002 located in Tuo Sumay Village, Sumay District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.16-520.1-06-03-2002 #187 dated 23 September 2002 with an area of 22,480 m² in accordance with the Letter of Measurement No. 187/TUO SUMAY/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Irwan.</p> <p>e. Document of land ownership of Kapling #2194 on behalf of Mr. Bujang H.M., SHM No.188 dated 26 September 2002 located in Tuo Sumay Village, Sumay District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.16-520.1-06-03-2002 #167 dated 23 September 2002 with an area of 19,880 m² in accordance with the Letter of Measurement No. 176/TUO SUMAY/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Ulil.</p> <p>(2) Hamparan 46:</p> <p>a. Document of land ownership of Kapling #2151 on behalf of Mr. Wiwik, SHM No.253 dated 26 September 2002 located in Tuo Sumay Village, Sumay District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.16-520.1-06-03-2002 #251 dated 23 September 2002 with an area of 21,600 m² in accordance with the Letter of Measurement No. 251/TUO SUMAY/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Hariadi.</p> <p>b. Document of land ownership of Kapling #2165 on behalf of Mr. Muhammad Kamal, SHM No.193 dated 26 September 2002 located in Tuo Sumay Village, Sumay District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.16-520.1-06-03-2002 #191 dated 23 September 2002 with an area of 20,090 m² in accordance with</p>	

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		<p>the Letter of Measurement No. 191/TUO SUMAY/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Zulkarnain.</p> <p>c. Document of land ownership of Kapling #2273 on behalf of Mr. Yusran D., SHM No.251 dated 26 September 2002 located in Tuo Sumay Village, Sumay District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.16-520.1-06-03-2002 #249 dated 23 September 2002 with an area of 21,180 m² in accordance with the Letter of Measurement No. 249/TUO SUMAY/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Parmin.</p> <p>d. Document of land ownership of Kapling #2275 on behalf of Mr. Suardi, SHM No.178 dated 26 September 2002 located in Tuo Sumay Village, Sumay District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.16-520.1-06-03-2002 #176 dated 23 September 2002 with an area of 19,820 m² in accordance with the Letter of Measurement No. 176/TUO SUMAY/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Andika.</p> <p>e. Document of land ownership of Kapling #2276 on behalf of Mr. Kusairi, SHM No.231 dated 26 September 2002 located in Tuo Sumay Village, Sumay District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.16-520.1-06-03-2002 #229 dated 23 September 2002 with an area of 20,820 m² in accordance with the Letter of Measurement No. 229/TUO SUMAY/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Sayuti.</p> <p>f. Document of land ownership of Kapling #2163 on behalf of Mr. Zahabir, SHM No.228 dated 26 September 2002 located in Tuo Sumay Village, Sumay District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.16-520.1-06-03-2002 #226 dated 23 September 2002 with an area of 20,970 m² in accordance with the Letter of Measurement No. 226/TUO SUMAY/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Hardis.</p> <p>(3) Hamparan 47:</p> <p>a. Document of land ownership of Kapling #2287 on behalf of Mr. Iskandar, SHM No.271 dated 26 September 2002 located in Tuo Sumay Village, Sumay District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.16-520.1-06-03-2002 #269 dated 23 September 2002 with an area of 21,680 m² in accordance with the Letter of Measurement No. 269/TUO SUMAY/2002 dated 10 September 2002. Currently the</p>	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>land has been transferred to Mr. Purba.</p> <p>b. Document of land ownership of Kapling #2288 on behalf of Mr. Masngut, SHM No.255 dated 26 September 2002 located in Tuo Sumay Village, Sumay District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.16-520.1-06-03-2002 #253 dated 23 September 2002 with an area of 23,080 m² in accordance with the Letter of Measurement No. 253/TUO SUMAY/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Asbulyadi.</p> <p>c. Document of land ownership of Kapling #2292 on behalf of Mr. Arwanto, SHM No.234 dated 26 September 2002 located in Tuo Sumay Village, Sumay District, Tebo Regency. Based on Decree Letter from Head of Land Agency of Tebo Regency No.16-520.1-06-03-2002 #232 dated 23 September 2002 with an area of 19,220 m² in accordance with the Letter of Measurement No. 232/TUO SUMAY/2002 dated 10 September 2002. Currently the land has been transferred to Mr. Pilmi.</p>	
2.2.2	<p>Legal boundaries are demonstrated clearly and maintained.</p> <p>- Minor compliance -</p>	<p>Bungo Tebo Estate:</p> <p>Company has a map of boundary stones as in "Peta Hasil Survey Patok HGU 2014" with scale 1:50,000 back in 2014. From the identification map, it was found 4 HGU stones in Bukit Harapan and 6 boundary stones in Sungai Lalo area. For 2016, company updated the identification map with scale 1:86,293 with the addition of boundary stones from 2016 HGU (See 2.2.1 above) with total 53 boundary stones. The boundary map completed with GPS coordinates of each boundary stones. Based on verification of HGU certificates and HGU maps, showing that: 34 boundary stones as per HGU located in Bukit Harapan area; 32 boundary stones as per HGU was located in Sungai Lalo area.</p> <p>Company has conducted monitoring on boundary stones every 6-monthly basis, and reported under "Laporan Pemeriksaan dan Perawatan Patok Batas PT Rigunas Agri Utama ". For example, boundary monitoring on 7th July 2017 as reported in "Laporan No.001 - 008/SSL/LAP/VII/2016". Report of boundary monitoring indicated that all the boundary was well maintained.</p> <p>There were physical presence of boundary markers in the form of HGU pegs. Legal boundaries marker were sighted during the audit and maintained along the perimeters of estate lands which were mapped with Global Positioning System (GPS). Field observation was conducted to pegs number:</p> <ul style="list-style-type: none"> - RAU 05⁵ (1° 21' 04.8" S and 102° 26' 48.1" E, at Block B96v, bordering with Dusun Tuo Sumay. 	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<ul style="list-style-type: none"> - RAU 01⁵ (1° 20' 41.4" S and 102° 26' 26.3" E, at Block D08j, bordering with Dusun Tuo Sumay. - RAU 09⁵ (1° 20' 32.6" S and 102° 26' 20.9" E, at Block D08j, bordering with Dusun Tuo Sumay. <p>Scheme Smallholder: During field visit in sampel of smallholder member KUD can be demonstrated that legal boundary was clearly demarcated and maintained. There are 4 poles in each kavling as boundary marker in the form of konkret pipe poles.</p> <p>Field visit and observation of boundary marker conducted in:</p> <ul style="list-style-type: none"> • KUD Tanjung Dani Sakti: Hamparan 19, Kavling No. 600, 607 and 618; Hamparan 20, Kavling No. 632 and 660; Hamparan 21, Kavling No. 651, 679, 645 and 648; Hamparan 24, Kavling No. 534, 536, 539 and 543. • KUD Bina Tani: Hamparan 23, Kavling 558, 559, 560, 561, 566, 567, 572, 577, 580, 582, 2503, 583 and 573. • KUD Belarik Jaya: Hamparan 31, Kavling No.2234, 2238, 2239, 2240, 2241, 2242, 2247 and 2255; Hamparan 32, Kavling No. 2244, 2245, 2263, 2280 and 2256. • KUD Sawit Tambara Jaya: Hamparan 45, Kavling No. 2202, 2216, 2217 and 2218; Hamparan 46, Kavling 2151, 2165, 2273, 2275, 2163 and 2180; Hamparan 47, Kavling No. 2287 and 2295. 	
2.2.3	<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>Mill and Estate; Company has prepared a procedure to resolve land conflict in form of "Standard Operating Procedure (SOP) No.AA-GL-5003.1-R2 tentang Penanganan Konflik Lahan rev.2" dated 8th May 2015. The SOP has described flow process and mechanism to handle land conflict.</p> <p>The company area was a government project back on 1990's. The project was initiated as PIR-Trans of Community Transmigration Plantation Programme. In this programme, the land was prepared by government and selected company involved in this programme. The government was the only entities who can grant a company with the permit. Company was assigned as the mother company for scheme smallholder and granted by the land title as well as communties were granted with the land certificate. The FFB produced from</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>smallholder are supplying the FFBS to the company's palm oil mill.</p> <p>According to that, there is no land dispute within company and scheme smallholder concession areas. This has been confirmed as well during stakeholder consultation with local government and local communities. All company plantation area have valid land use right "Hak Guna Usaha/HGU" – land title, whilst scheme smallholder area have valid land title (Sertifikat Hak Milik/SHM).</p> <p>Scheme smallholders (KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya)</p> <p>Cooperative has a mechanism for land conflict settlement dated 1 August 2014. The mechanism has explained flow process for conflict settlement and involving PT Rigunas Agri Utama, village authorities and relevant stakeholders.</p> <p>Based on interview with participants of PIR-Lokal Project, it was understood that in order to gain status as participant of PIR-Lokal – community needs to gave the land to government for PIR programme and then granted with land parcel for scheme smallholder plantation; whilst PIR-Trans participants from Java granted with 2 Ha land for plantation and addition for housing.</p> <p>Part of scheme smallholder plantation that has been developed was located in area with topography and/or attacked by elephant. For the failure, company replace the smallholder area with company-owned plantation. This was recorded as in above-mentioned explanation: Partial Release of "HGU No.1 tahun 1997 Desa Tuo Sumay" of 465.7 Ha dated 19 July 2012; Partial Release of "HGU No.1 tahun 1997 Desa Sungai Rambai" of 636.3 Ha dated 14 September 1999 and another 634.846 Ha dated 19 July 2012; as replacement for scheme smallholder plantation.</p>	
2.2.4	There shall be an absence of significant land	Mill, Estate and Scheme Smallholders:	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
	<p>conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</p> <p>- Major compliance –</p>	<p>Based on stakeholder consultation with Land Agency of Tebo Regency, Plantation Agency of Tebo Regency, and surrounding local community including smallholders, it was known that there has been no complaint related to land conflict between PT Rigunas Agri Utama and other party including local communities. There was no report of land conflict between smallholders with other parties including with local communities.</p> <p>Company has no policy to expand the plantation. Based on field visit, it was known that PT Rigunas Agri Utama has a boundary moat, along the plantation boundary.</p>	
2.2.5	<p>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>Mill and Estate:</p> <p>Company has prepared a procedure to resolve land conflict in form of Standard Operating Procedure (SOP) No.AA-GL-5003.1-R2 revision 2 dated 8 May 2015 regarding Land Conflict Handling. The SOP described flow process and mechanism to handle land conflict. The SOP has taking into consideration the FPIC guide for RSPO Member 2015, whereby in the SOP has regulate information conveyance, negotiation, participatory land measurement and other activities including engagement with relevant parties and other parties neighboring the plantation and/or conflict land. Up to this moment, company does not have planning to expand the plantation. Based on field visit, PT Rigunas Agri Utama has a boundary moat to border the neighboring entity.</p> <p>Based on stakeholder consultation with Land Agency of Tebo Regency, Plantation Agency of Tebo Regency and surrounding local community including smallholders, it was known that there has been no complaint related to land conflict between PT Rigunas Agri Utama and land belong to other party including local communities.</p> <p>Scheme smallholders</p> <p>(KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya and KUD Sawit Tambara Jaya)</p> <p>Cooperative has a mechanism for land conflict settlement dated 1 August 2014. The mechanism has explained flow process for conflict settlement and involving PT Rigunas</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>Agri Utama, village authorities and relevant stakeholders. Based on interview with cooperative committee and sampled smallholders member, there has been no land conflict between scheme smallholder members and/or between scheme smallholder with other parties.</p>	
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>Mill and Estate: Company has prepared a procedure to resolve land conflict in form of Standard Operating Procedure (SOP) No.AA-GL-5003.1-R2 revision 2 dated 8 May 2015 regarding Land Conflict Handling. The SOP described flow process and mechanism to handle land conflict. The SOP has taking into consideration the FPIC guide for RSPO Member 2015, whereby in the SOP has regulate information convenience, negotiation, participatory land measurement and other activities including engagement with relevant parties and other parties neighboring the plantation and/or conflict land. Up to this moment, company does not have planning to expand the plantation. Based on field visit, PT Rigunas Agri Utama has a boundary moat to border the neighboring entity.</p> <p>Based on stakeholder consultation with Land Agency of Tebo Regency, Plantation Agency of Tebo Regency and surrounding local community including smallholders, it was known that there has been no complaint related to land conflict between PT Rigunas Agri Utama and land belong to other party including local communities.</p> <p>Scheme smallholders (KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya and KUD Sawit Tambara Jaya)</p> <p>Cooperative has a mechanism for land conflict settlement dated 1 August 2014. The mechanism has explained flow process for conflict settlement and involving PT Rigunas Agri Utama, village authorities and relevant stakeholders. Based on interview with cooperative committee and sampled smallholders member, there has been no land conflict between scheme smallholder members and/or between scheme smallholder with other parties.</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
<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>			
<p>2.3.1</p>	<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>Mill Estate and Scheme smallholders</p> <p>PT Rigunas Agri Utama demonstrated hectare statement, updated in October 2017 – indicating the land for oil palm plantation and palm oil mill of 2,652 Ha. Based on document verification, comparison between HGU and company’s hectare statement, showing that there was an area of 715 Ha that was not controlled by company.</p> <p>Company has demonstrated a clear map and information showing recognized legal right, customary right, and user right from participatory mapping to identify area of approximately 715 Ha in Bungo Tebo Estate, under its land title/HGU on which company cannot control.</p> <p>PT Rigunas Agri Utama also has identified the occupants on area of 715 Ha that cannot be controlled by company. Company through the public relation officer conduct discussion to identify the occupants gradually. PT Rigunas Agri Utama has demonstrated the map of identification regarding the land title/HGU on which company cannot control. The map shows approximately 715 Ha; with details of distribution: 272 Ha was occupied by Rambahan community; 82 Ha was occupied by Tanjung Dani community; another 35 Ha was occupied by Tanjung Dani community; 262 Ha was occupied by Tuo Sumay and Teriti community; 36 Ha was occupied by Tuo Sumay community; 27 Ha was occupied by Sungai Rambai community; and 2 Ha was occupied by Tuo Sumay community.</p>	<p>Comply</p>
<p>2.3.2</p>	<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 	<p>Mill and Estate;</p> <p>The company area was a government project back on 1990’s. The project was initiated as PIR-Trans of Community Transmigration Plantation Programme. On this programme the land was prepared by government and PT Rigunas Agri Utama as selected company involved in this programme. The government was the only entities who can grant a company with the permit. Company was assigned as the mother company for scheme smallholder and granted by the land title as well as communties were granted with the land</p>	<p>Comply</p>

No.	Criterion / Indicator	Assessment Findings	Compliance
	<p>c) Evidence of compensation See specific guidance 2.3.2 - Minor compliance -</p>	<p>certificate. The FFB produced from smallholder are supplying the FFBs to the company's palm oil mill.</p> <p>According to that, there is no land dispute within company and scheme smallholder concession areas. This has been confirmed as well during stakeholder consultation with local government and local communities. All company plantation area have valid land use right "Hak Guna Usaha/HGU" – land title, whilst scheme smallholder area have valid land title (Sertifikat Hak Milik/SHM).</p> <p>As explained above, the company did not conduct any land compensation process during oil palm plantation development. The reason because the plantation development was part of government program trough PIR-Trans project. Nonetheless company has prepared procedure for land conflict settlement in form of Standard Operating Procedure (SOP) No.AA-GL-5003.1-R2 revision 2 dated 8 May 2015 regarding Land Conflict Handling. The SOP described the flow process and mechanism to handle land conflict, and adjusting to the FPIC Guide for RSPO Member 2015: information conveyance, negotiation, participatory mapping and participatory boundary marking, including involvement of other party and bordering land.</p> <p>Scheme smallholders (KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya and KUD Sawit Tambara Jaya)</p> <p>Based on interview with participants of PIR-Lokal Project, it was understood that in order to gain status as participant of PIR-Lokal – community needs to gave the land to government for PIR programme and then granted with land parcel for scheme smallholder plantation; whilst PIR-Trans participants from Java, were granted with 2 Ha land for plantation and land addition for housing.</p> <p>Based on HGU of PT Rigunas Agri Utama's document verification, part of scheme smallholder plantation that has been developed was located in area with topography</p>	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>and/or attacked by elephant. For the failure, company has to replace the smallholder area with company-owned plantation. This was recorded as in above-mentioned explanation: Partial Release of "HGU No.1 tahun 1997 Desa Tuo Sumay" of 465.7 Ha dated 19 July 2012; Partial Release of "HGU No.1 tahun 1997 Desa Sungai Rambai" of 636.3 Ha dated 14 September 1999 and another 634.846 Ha dated 19 July 2012; as replacement for scheme smallholder plantation.</p> <p>Based on public consultation, it was known that there was no land conflict between company and scheme smallholder with other party.</p>	
2.3.3	<p>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>Mill and Estate;</p> <p>The company area was a government project back on 1990's. The project was initiated as PIR-Trans of Community Transmigration Plantation Programme. On this programme the land was prepared by government and PT Rigunas Agri Utama as selected company involved in this programme. The government was the only entities who can grant a company with the permit. Company was assigned as the mother company for scheme smallholder and granted by the land title as well as communities were granted with the land certificate. The FFB produced from smallholder are supplying the FFBs to the company's palm oil mill.</p> <p>According to that, there is no land dispute within company and scheme smallholder concession areas. This has been confirmed as well during stakeholder consultation with local government and local communities. All company plantation area have valid land use right "Hak Guna Usaha/HGU" – land title, whilst scheme smallholder area have valid land title (Sertifikat Hak Milik/SHM).</p> <p>As explained above, the company did not conduct any land compensation process during oil palm plantation development. The reason because the plantation development was part of government program through PIR-Trans project. Nonetheless company has prepared procedure for land conflict settlement in form of Standard Operating Procedure (SOP)</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>No.AA-GL-5003.1-R2 revision 2 dated 8 May 2015 regarding Land Conflict Handling. The SOP described the flow process and mechanism to handle land conflict, and adjusting to the FPIC Guide for RSPO Member 2015: information conveyance, negotiation, participatory mapping and participatory boundary marking, including involvement of other party and bordering land.</p> <p>Scheme smallholders (KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya and KUD Sawit Tambara Jaya)</p> <p>Based on interview with participants of PIR-Lokal Project, it was understood that in order to gain status as participant of PIR-Lokal – community needs to gave the land to government for PIR programme and then granted with land parcel for scheme smallholder plantation; whilst PIR-Trans participants from Java, were granted with 2 Ha land for plantation and land addition for housing.</p> <p>Based on HGU of PT Rigunas Agri Utama’s document verification, part of scheme smallholder plantation that has been developed was located in area with topography and/or attacked by elephant. For the failure, company has to replace the smallholder area with company-owned plantation. This was recorded as in above-mentioned explanation: Partial Release of “HGU No.1 tahun 1997 Desa Tuo Sumay” of 465.7 Ha dated 19 July 2012; Partial Release of “HGU No.1 tahun 1997 Desa Sungai Rambai” of 636.3 Ha dated 14 September 1999 and another 634.846 Ha dated 19 July 2012; as replacement for scheme smallholder plantation.</p> <p>Based on public consultation, it was known that there was no land conflict between company and scheme smallholder with other party.</p>	
2.3.4	Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including	<p>Mill and Estate;</p> <p>The company area was a government project back on 1990’s. The project was initiated as</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
	<p>legal counsel. - Major compliance -</p>	<p>PIR-Trans of Community Transmigration Plantation Programme. On this programme the land was prepared by government and PT Rigunas Agri Utama as selected company involved in this programme. The government was the only entities who can grant a company with the permit. Company was assigned as the mother company for scheme smallholder and granted by the land title as well as communities were granted with the land certificate. The FFB produced from smallholder are supplying the FFBS to the company's palm oil mill.</p> <p>According to that, there is no land dispute within company and scheme smallholder concession areas. This has been confirmed as well during stakeholder consultation with local government and local communities. All company plantation area have valid land use right "Hak Guna Usaha/HGU" – land title, whilst scheme smallholder area have valid land title (Sertifikat Hak Milik/SHM).</p> <p>As explained above, the company did not conduct any land compensation process during oil palm plantation development. The reason because the plantation development was part of government program trough PIR-Trans project. Nonetheless company has prepared procedure for land conflict settlement in form of Standard Operating Procedure (SOP) No.AA-GL-5003.1-R2 revision 2 dated 8 May 2015 regarding Land Conflict Handling. The SOP described the flow process and mechanism to handle land conflict, and adjusting to the FPIC Guide for RSPO Member 2015: information conveyance, negotiation, participatory mapping and participatory boundary marking, including involvement of other party and bordering land.</p> <p>Scheme smallholders (KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya and KUD Sawit Tambara Jaya)</p> <p>Based on interview with participants of PIR-Lokal Project, it was understood that in order to gain status as participant of PIR-Lokal – community needs to gave the land to</p>	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>government for PIR programme and then granted with land parcel for scheme smallholder plantation; whilst PIR-Trans participants from Java, were granted with 2 Ha land for plantation and land addition for housing.</p> <p>Based on HGU of PT Rigunas Agri Utama’s document verification, part of scheme smallholder plantation that has been developed was located in area with topography and/or attacked by elephant. For the failure, company has to replace the smallholder area with company-owned plantation. This was recorded as in above-mentioned explanation: Partial Release of “HGU No.1 tahun 1997 Desa Tuo Sumay” of 465.7 Ha dated 19 July 2012; Partial Release of “HGU No.1 tahun 1997 Desa Sungai Rambai” of 636.3 Ha dated 14 September 1999 and another 634.846 Ha dated 19 July 2012; as replacement for scheme smallholder plantation.</p> <p>Based on public consultation, it was known that there was no land conflict between company and scheme smallholder with other party.</p>	
<p>Principle 3: Commitment to long-term economic and financial viability</p>			
<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>Bungo Tebo POM and Estate:</p> <p>The company has committed to economic and financial sustainability and has documented the working plan in the Financial Budget Plan “Penyusunan Anggaran Detail”. The company has set up a business management plan for the next 5 years and the forecast have been well documented in the document “Proyeksi Produk Sustainable & Non Sustainable PT Rigunas Agri Utama Group Bungo Tebo” 2017 - 2020. Management plan was set up including independent FFB suppliers. Its management plan include:</p> <ol style="list-style-type: none"> 1. FFB Production projection 2017 – 2020 	<p>Comply</p>

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No.	Criterion / Indicator	Assessment Findings	Compliance																																													
		<p>2. CPO, PK, production projection 2017 – 2020 3. OER, KER projection 2017 – 2020 4. Estate Cost Estimation: Upkeep cost, manuring cost, pest and disease management cost, pruning cost, census cost, terrace maintenance cost, road and bridge maintenance cost, harvesting cost. 5. Mill Cost, KCP Cost, Selling cost, Bulking cost and Tax portion actual 2016 and projection 2018 – 2022 6. Nett Profit/Loss</p> <p>Scheme Smallholder:</p> <p>KUD has made a management plan for 5 years 2017 – 2021 and documented in “Estimasi Biaya” covering:</p> <ul style="list-style-type: none"> - FFB Production estimation - Average FFB price - Total Revenue - Cost estimation: Fertilizing, Weeds control, Pruning, Transportation - Nett income/profit <p>For example management plan in KUD for year 2017:</p> <table border="1" data-bbox="875 1027 1951 1385"> <thead> <tr> <th>Description</th> <th>KUD Tanjung Dani Sakti</th> <th>KUD Bina Tani</th> <th>KUD Belarik Jaya</th> <th>KUD Sawit Tambara Jaya</th> </tr> </thead> <tbody> <tr> <td>Hectarage</td> <td>220</td> <td>238</td> <td>182</td> <td>218</td> </tr> <tr> <td>Number of smallholder</td> <td>110</td> <td>119</td> <td>91</td> <td>109</td> </tr> <tr> <td>FFB Production estimation (kg)</td> <td>4,148,030</td> <td>4,205,193</td> <td>3,203,692</td> <td>3,353,174</td> </tr> <tr> <td>FFB Price average</td> <td>1,850</td> <td>1,850</td> <td>1,850</td> <td>1,850</td> </tr> <tr> <td>Total Revenue</td> <td>***</td> <td>***</td> <td>***</td> <td>***</td> </tr> <tr> <td colspan="5">Cost Estimation</td> </tr> <tr> <td>Fertilizer</td> <td>***</td> <td>***</td> <td>***</td> <td>***</td> </tr> <tr> <td>Weeds Control</td> <td>***</td> <td>***</td> <td>***</td> <td>***</td> </tr> </tbody> </table>	Description	KUD Tanjung Dani Sakti	KUD Bina Tani	KUD Belarik Jaya	KUD Sawit Tambara Jaya	Hectarage	220	238	182	218	Number of smallholder	110	119	91	109	FFB Production estimation (kg)	4,148,030	4,205,193	3,203,692	3,353,174	FFB Price average	1,850	1,850	1,850	1,850	Total Revenue	***	***	***	***	Cost Estimation					Fertilizer	***	***	***	***	Weeds Control	***	***	***	***	
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3.1.2	<p>An annual replanting program projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available.</p> <p>- Minor compliance-</p>	<p>Bungo Tebo Estate:</p> <p>Company has made the replanting programme 2016 – 2020 and 2035. Below are the programme of replanting PT Rigunas Agri Utama – Bungo Tebo Estate:</p> <table border="1" data-bbox="875 850 1948 1150"> <thead> <tr> <th>Replanting Year</th> <th>Afdeling</th> <th>Year Planted</th> <th>Total Hectare</th> <th>Riparian area</th> <th>Planted area</th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>I</td> <td>1995</td> <td>290</td> <td>2</td> <td>288</td> </tr> <tr> <td>2017</td> <td>II, III</td> <td>1994, 1995, 1996</td> <td>467</td> <td>15</td> <td>452</td> </tr> <tr> <td>2018</td> <td>I, III</td> <td>1994, 1996</td> <td>420</td> <td>7</td> <td>418</td> </tr> <tr> <td>2019</td> <td>I, II</td> <td>1994, 1995, 1996</td> <td>452</td> <td>4</td> <td>449</td> </tr> <tr> <td>2020</td> <td>II, III</td> <td>1995, 1996</td> <td>402</td> <td>6</td> <td>396</td> </tr> <tr> <td>2035</td> <td>IV</td> <td>2008</td> <td>512</td> <td>5</td> <td>507</td> </tr> <tr> <td colspan="3">Total</td> <td>2,543</td> <td>37</td> <td>2,511</td> </tr> </tbody> </table> <p>Realisation replanting programme 2016 – 2017:</p> <table border="1" data-bbox="875 1211 1529 1385"> <thead> <tr> <th rowspan="2">Work item</th> <th colspan="2">Replanting Year</th> </tr> <tr> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>Planted area (ha)</td> <td>295</td> <td>449</td> </tr> <tr> <td>Total planting (palm tree)</td> <td>41,779</td> <td>46,727</td> </tr> <tr> <td>SPH (palm/ha)</td> <td>142</td> <td>104</td> </tr> </tbody> </table>						Replanting Year	Afdeling	Year Planted	Total Hectare	Riparian area	Planted area	2016	I	1995	290	2	288	2017	II, III	1994, 1995, 1996	467	15	452	2018	I, III	1994, 1996	420	7	418	2019	I, II	1994, 1995, 1996	452	4	449	2020	II, III	1995, 1996	402	6	396	2035	IV	2008	512	5	507	Total			2,543	37	2,511	Work item	Replanting Year		2016	2017	Planted area (ha)	295	449	Total planting (palm tree)	41,779	46,727	SPH (palm/ha)	142	104	Comply
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		Total road length (m)	49,554	72,044	<p>Replanting activity performed mechanically and zero burning. During field visit, it can be demonstrated that company has apply zero burning for replanting activity.</p> <p>Scheme Smallholder:</p> <p>Plasma Bungo Tebo assist by PT Rigunas Utama has made Draft Replanting for each KUD. Draft replanting covered the step of replanting work item begins from field survey, infrastructure development for plantation, felling, chipping, stacking, planting preparation, cover crop planting, planted, etc. Below are the replanting plan begins from 2022 – 2027:</p> <table border="1" data-bbox="871 991 1953 1267"> <thead> <tr> <th>Replanting Plan</th> <th>KUD Tanjung Dani Sakti</th> <th>KUD Bina Tani</th> <th>KUD Belarik Jaya</th> <th>KUD Sawit Tambara Jaya</th> </tr> </thead> <tbody> <tr> <td>2022</td> <td>110</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>2023</td> <td>110</td> <td>70</td> <td>76</td> <td>-</td> </tr> <tr> <td>2024</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>2025</td> <td>-</td> <td>66</td> <td>42</td> <td>-</td> </tr> <tr> <td>2026</td> <td>-</td> <td>56</td> <td>-</td> <td>-</td> </tr> <tr> <td>2027</td> <td>-</td> <td>46</td> <td>64</td> <td>218</td> </tr> <tr> <td>Total</td> <td>220</td> <td>238</td> <td>182</td> <td>218</td> </tr> </tbody> </table> <p>Cost estimation for replanting also has been set by Plasma Bungo Tebo for each KUD. Total cost estimation for each kavling/block of replanting was IDR 46,034,500 (cost estimation is not fixed and will be changed according to the current/update price).</p>	Replanting Plan	KUD Tanjung Dani Sakti	KUD Bina Tani	KUD Belarik Jaya	KUD Sawit Tambara Jaya	2022	110	-	-	-	2023	110	70	76	-	2024	-	-	-	-	2025	-	66	42	-	2026	-	56	-	-	2027	-	46	64	218	Total	220	238	182	218
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Ratio ditch/ha	49	59																																											
Main drain	6,358	-																																											
Ratio main drain/ha	22	-																																											
Terracing	119,588	305,630																																											

No.	Criterion / Indicator	Assessment Findings	Compliance
Principle 4: Use of appropriate best practices by growers and millers			
Criterion 4.1			
Operating procedures are appropriately documented, consistently implemented and monitored.			
4.1.1	<p>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>Bungo Tebo POM and Estate:</p> <p>The company has procedures for estate starts from land preparation up to replanting, such as:</p> <ol style="list-style-type: none"> 1. SOP AA-APM-OP-1100.01-R4 dated 5/09/2016 Pembibitan; 2. SOP AA-APM-OP-1100.02-R3 10/06/2015 Penanaman Areal Baru; 3. SOP AA-APM-OP-1100.03-R2 24/07/2015 Pembuatan dan Perawatan Jalan dan Jembatan explains road and bridge construction and maintenance; 4. SOP AA-APM-OP-1100.04-R3 07/12/2015 Pembuatan dan Pemeliharaan Parit berisi tentang tuntutan teknis pekerjaan pembuatan dan pemeliharaan parit secara sistematis explains culvert/drainage construction and maintenance; 5. SOP AA-APM-OP-1100.05-R3 23/11/2016 Konservasi Tanah dan Air explains Soil & Water Conservation; 6. SOP AA-APM-OP-1100.06-R6 16/02/2017 Menanam kacang related to Planting cover crops; 7. SOP AA-APM-OP-1100.07-R6 16/02/2017, Menanam Kelapa Sawit related to Planting; 8. SOP AA-APM-OP-1100.08-R6 11/05/2016 Pengendalian Gulma or Weed control; 9. SOP AA-APM-OP-1100.09. R5 5/09/2016 Pemupukan related to Fertilizer application; 10. SOP AA-APM-OP-1100.10. R6 23/11/2016 Pengendalian Hama dan Penyakit explains Pests & Disease Control; 11. SOP AA-APM-OP-1100.11. R1 01/02/2009 Pestisida dan Pengendaliannya for pesticide handling; 12. SOP AA-APM-OP-1100.12. R3 23/11/2016 Kastrasi explains castration (cutting all generative product (male flower, female flower, all fruit, to support vegetative growth) – done 5-6 months before being harvested; 	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>13. SOP AA-APM-OP-1100.13. R3 04/03/2016 Tunas Pokok for pruning; 14. SOP AA-APM-OP-1100.14. R3 16/02/2017 Sensus dan Identifikasi Pokok explains census and palm identification; 15. SOP AA-APM-OP-1100.15. R2 01/10/2010 Sensus Produksi related to production census; 16. SOP AA-APM-OP-1100.16. R1 01/02/2009 Konsolidasi Pohon Tumbang explains provision of support to fallen palm; 17. SOP AA-APM-OP-1100.17. R1 23/10/2014 Pengelolaan Air related to water management; 18. SOP AA-APM-OP-1100.18. R3 20/04/2015 Potong Buah related to harvesting; 19. SOP AA-APM-OP-1100.19. R1 01/02/2009 Pengelolaan Transport explains FFB Transport; 20. SOP AA-APM-OP-1100.20-R6 16/02/2017 Replanting;</p> <p>Bungo Tebo POM has established a procedure to process the FFB to become CPO and PK starts from reception of FFB to dispatch of CPO and PKO:</p> <ol style="list-style-type: none"> 1. SOP AA-MPM-OP-1400.02.R2 Stasiun Penerimaan for FFB receiving station; 2. SOP AA-MPM-OP-1400.03.R1 Stasiun Rebusan for sterilizer; 3. SOP AA-MPM-OP-1400.04.R1 Stasiun Pemisahan Berondolan for loose fruit separation; 4. SOP AA-MPM-OP-1400.05-R1 Stasiun pengadukan dan pengempaan for pressing station; 5. SOP AA-MPM-OP-1400.06-R1 Stasiun pemurnian for clarification; 6. SOP AA-MPM-OP-1400.07-R1 Stasiun pemisahan nut dan fiber for nut and fiber separation; 7. SOP AA-MPM-OP-1400.08-R1 Stasiun kernel for kernel station; 8. SOP AA-MPM-OP-1400.09-R1 Stasiun boiler; 9. SOP AA-MPM-OP-1400.10-R1 Stasiun engine room; 10. SOP AA-MPM-OP-1400.11-R1 Stasiun water treatment; 11. SOP AA-MPM-OP-1400.12-R1 Laboratorium; 12. SOP AA-MPM-OP-1400.13-R1 Stasiun pengelolaan limbah for palm oil mill effluent treatment; 13. SOP AA-MPM-OP-1400.14-R2 Stasiun penimbunan dan pengiriman CPO dan kernel for CPO and PK bulking and despatch operation; 14. SOP AA-MPM-OP-1400.15-R1 Perawatan for preventive maintenance; 15. SOP AA-MPM-OP-1400.19.R2 Manajemen dan Metode Menghitung Emisi Gas rumah kaca (GHG) 16. SOP AA-MPM-OP-1400.18-R4 Book Keeping 	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>17. AA-MPM-OP-1400.17-R6 Traceability</p> <p>The mill operational procedures explains the flow process, specification of material and process, machinery and tools required, step-by-step process, control, monitoring and measurement and health and safety requirements.</p> <p>Scheme Smallholder:</p> <p>Plasma Bungo Tebo Group has established a guidance to monitor the best management practise. SOP was follow the procedure of PT Inti Indosawit Subur. The procedure were sighted, for example:</p> <ol style="list-style-type: none"> 1. Nursery procedure SOP AA-Plasma-PP-KS-01; 2. Pest and Disease Control procedure SOP AA-Plasma-PP-KS-02 3. Fertilizing procedure SOP AA-Plasma-PP-KS-03 4. Harvesting procedure SOP AA-Plasma-PP-KS-4 5. Internal Communication Group Certification SOP No. 007/DOK/SOP/AA2016 6. Assessment and Inspection Member Group Plantation SOP No. 013/DOK/SOP/AA/2016 7. FFB sale Mechanism SOP No. 020/DOK/SOP/AA/2016 8. Weeds Control procedure "Pengendalian Gulma" AA-SOP-06-KLO dated 1 February 2009. <p>Group manager plasma cooperate with KUD has developed the training programme for Agronomy Best management practise according to the procedure for smallholder member such as:</p> <ul style="list-style-type: none"> - Harvesting best management practise training, performed on 6 January 2017 in KUD Tanjung Dani, on 5 January in KUD Tambara Jaya, on 3 January 2017 in KUD Belarik Jaya, on 4 January 2017 in KUD Bina Tani - Integrated pest management training, performed on 9 February 2017 in KUD Tanjung Dani Sakti, on 8 February 2017 in KUD Tambara Jaya, on 6 February 2017 in KUD Belarik Jaya, on 7 February 2017 in KUD Bina Tani - Weeds control and kavling upkeep, performed on 13 July 2017 in KUD Tanjung Dani Sakti, on 12 July 2017 in KUD Sawit Tambara Jaya, on 10 July 2017 in KUD Belarik Jaya, on 11 July 2017 in 	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>KUD Bina Tani</p> <p>Soil and water conservation, fertilizing and leaf sampling analysis training, performed on 22 August 2017 in KUD Tanjung Dani Sakti, on 9 August 2017 in KUD Sawit Tambara Jaya, on 15 August 2017 in KUD Belarik Jaya, on 8 August 2017 in KUD Bina Tani.</p>	
4.1.2	<p>Checking or monitoring of operations procedures is conducted at least once a year.</p> <p>- Minor compliance -</p>	<p>Bungo Tebo POM and Estate:</p> <p>PT Rigunas Agri Utama follows procedure for internal audit under Standard Operating Procedures AA-SOP-ES-6001-R1 01/03/2013. The procedure stated that internal audit conducted minimum once a year. Upon finding, management unit shall prepare review on audit finding and prepare root cause analysis, prepare corrective action – with person in charge and completion target. The latest RSPO internal audit has performed on 4 May 2017.</p> <p>To checking and monitoring of operations procedures, PT Rigunas Agri Utama has conducted any others internal audit and visit both in estate and mill:</p> <ul style="list-style-type: none"> - R&D and PD Visit Report, conducted once a year to check and monitor the implementation of Agronomy best management practices particularly for pest and disease control and plant upkeep. Last visit performed in Bungo Tebo Estate on 14 – 15 September 2017 by Daniel Erikson H. During visit found that disease attack is still under control and there is no critical issue to be solved regarding pest and disease attack. - Visiting Agent conducted once a year to check and monitor the implementation of general Agronomy best management practices. Last visit performed in Bungo Tebo Estate on 3 to 7 April 2017 by Ngu Heng Shio number of comments were made such as: <ul style="list-style-type: none"> ✓ EFB applications were rather haphazard and not completed on a block-by-block basis and were reportedly due to poor access due to recent wet weather. Estate has followed it up by completed the EFB application systematically on a block-by-block basis and made the proper planning. ✓ Likely Ganoderma/Phellinus infected palms with unopened spears and snapped fronds were sighted. Estate has immediately remove the infected palms and apply Trichoderma to the hole dug for the bole and to the 6 surrounding palms. ✓ Damaged barn owl nest boxes were still spotted in the fields. Estate has repair and replace all damaged barn owl nest boxes immediately. 	<p>Not Comply</p> <p>(Major NC 1550974- 201711 M1)</p> <p>Comply</p>

No.	Criterion / Indicator	Assessment Findings	Compliance
		<ul style="list-style-type: none"> - Visiting Engineering (VE) performed once a year to check and monitoring the implementation of mill operation procedure. Last visit performed on 18 – 21 May 2017 by TCJ Thomas. All issue found during visit has been addressed and solved by Bungo Tebo POM. For example: <ul style="list-style-type: none"> ✓ Vibrating screen operating in condition of screen mesh jammed, it has been followed up by fixed the Chute Vibrating and clean up the Vibrating screen each shift replacement. ✓ Automatic drain sand trap tank has not been operated since 3 days, it has been followed up by monitoring the evacuation of san in the sand trap tank and create the line of throwing drain sand trap directly to fit tank. - Process and Quality Control visit performed each semester to check the quality parameter of mill process and mill production (CPO and PK standard quality), loses, FFB quality, sterilizer pressure, process temperature, unstriped bunches, raw water treatment plant, laboratory, etc. Last visit performed on 11 – 13 January 2017 by Firman Siregar. <p>Scheme Smallholder:</p> <p>Plasma Bungo Tebo has a procedure “Inspeksi Internal” No.026/DOK/SOP/AA/ 2016. Internal inspection to all members performed to check the compliance of each smallholder against procedure and standard determined by Plasma Bungo Tebo. Inspection result of each member recorded in “Formulir Pemeriksaan Internal Petani Plasma”. For example, inspection in Kavling 645 Hamparan 21 KUD Tanjung Dani dated 14 March 2017, inspection in Kavling 2287 Hamparan 47 KUD Tambara Jaya dated 25 January 2017, inspection in Kavling 2241 hamparan 31 KUD Belarik Jaya dated 6 March 2017, inspection in Kavling 2500 hamparan 23 KUD Bina Tani dated 7 February 2017.</p> <p>Plasma Bungo Tebo has determined the Internal Audit Program period 2018 – 2021. Each KUD, KT and its member has determined the audit program. Internal audit performed by Internal Control System organization in Plasma Bungo Tebo. Internal audit for Plasma management also conducted by Sustainability team of Asian Agri to check and ensure the plasma management was comply against regulation and RSPO standard. Internal audit performed once a year, latest performed on 4 April 2017.</p> <p>To check the quality of FFB harvested by plasma according to the procedure and FFB quality standard, Foreman/Mandor plasma check the FFB quality in TPH each day before loading and delivered to Bungo Tebo POM. FFB quality divided in to cathegory: normal, abnormal, empty bunch,</p>	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>long stalk and unripe bunch.</p> <p>Plasma Bungo Tebo performed weeds control monitoring in monthly basis to monitor the work progress of upkeep in each KT and KUD. The activity recorded in "Rencana dan Realisasi Kerja Tahun 2017".</p> <p>Head of Smallholder Visit conducted once a year to monitor the implementation of best management practice, infrastructure condition, FFB quality of harvesting, etc. latest visit in Bungo Tebo Plasma conducted on 3 to 4 April 2017 by Pangarapen Gurusinga. Visit report was available and Bungo Tebo Plasma has performed action taken for any issue from the visit result.</p> <p>Non-conformities:</p> <p>Monitoring of oil palm plantation's best management practices was not consistently implemented according to the procedure Plasma Bungo Tebo, e.g. "SOP Pengendalian Gulma" (AA-SOP-06-KLO) dated 1 Februari 2009 (Reoccurrence). Based on field visit to scheme smallholder oil palm plantation, some poor field condition was found, e.g.:</p> <ul style="list-style-type: none"> - Weed condition in scheme smallholder was not controlled properly and overgrown in much area such as in KUD Tanjung Dani Sakti KT 21 Kavling 645, 679, 651, 648, KT 19: Kavling 600, 607, 618 KT 20: Kavling 632, KUD Belarik Jaya KT 31: Kavling 2239, 2240, 22441, 2242, KT 32: Kavling 2244, 2245, 2263, 2280, KUD Bina Tani KT 23: Kavling 2500, 583, 577, 583, 582, 558, 560, 573, KUD Sawit Tambara Jaya KT 46: Kavling 2163 KT 47: Kavling 2287, 2292 - During field visit in Plasma Bungo Tebo found many epiphyte (Ficus sp.) well grown in the palm oil tree which can compete the nutrition absorption and disturbing the tree and harvesting process, such as in KUD Tanjung Dani Sakti KT 21: Kavling 645, 679, 651, 648, KUD Belarik Jaya KT 31: Kavling 2240, 2241, 2242, 2247 - Based on field visit to Plasma Bungo Tebo Estate, audit team found frond stacking was not practiced, such as: in KUD Tanjung Dani Sakti KT 21 Kavling 645, 679, 651, 648, KT 19: Kavling 600, 607, 618 KT 20: Kavling 632, KUD Belarik Jaya KT 31: Kavling 2239, 2240, 22441, 2242, KT 32: Kavling 2244, 2245, 2263, 2280, KUD Bina Tani KT 23: Kavling 2500, 583, 577, 583, 582, 558, 560, 573, KUD Sawit Tambara Jaya KT 46: Kavling 2163 KT 47: Kavling 2287, 2292 - Blanket spraying found in smallholder plantation KUD Sawit Tambara Jaya KT 45 Kavling 2215. 	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>Corrective Action:</p> <ul style="list-style-type: none"> ICS Plasma Bungo Tebo has performed the weeds control according to the "SOP Pengendalian Gulma" (AA-SOP-06-KLO) in KUD Tanjung Dani Sakti KT 21 Kavling 645, 679, 651, 648, KT 19: Kavling 600, 607, 618 KT 20: Kavling 632, KUD Belarik Jaya KT 31: Kavling 2239, 2240, 22441, 2242, KT 32: Kavling 2244, 2245, 2263, 2280, KUD Bina Tani KT 23: Kavling 2500, 583, 577, 583, 582, 558, 560, 573, KUD Sawit Tambara Jaya KT 46: Kavling 2163 KT 47: Kavling 2287, 2292. Plasma management also has set the weeds control rotation and periodic monitoring to ensure the weeds control were effectively implemented. During audit evidence of weeds control can be demonstrated such as: "RKH Tim Unit Semprot" dated 8 – 10 January 2018 which contain the details of weeds control activity. During field visit noted that weeds control has been implemented properly. ICS Plasma Bungo Tebo has conducted the socialization and training on 22 December in KUD Belarik Jaya and 21 December in KUD Tanjung Dani Sakti against weeds Epiphytes (Ficus sp) control to give the understanding regarding weeds Epiphytes (Ficus sp) control and monitoring to prevent the growing of weeds. Evidence of socialization can be demonstrated during audit. Socialization planning to all member also has been set by ICS management. During field visit and interview with smallholder member indicated that they have sufficient understanding to control and prevent the weeds Epiphytes (Ficus sp) growing in their blocks/kavling. ICS Plasma Bungo Tebo also has perform the Epiphytes (Ficus sp) control (by TUS team) in KUD Tanjung Dani Sakti KT 21: Kavling 645, 679, 651, 648, KUD Belarik Jaya KT 31: Kavling 2240, 2241, 2242, 2247. During field visit can be demonstrated that Epiphytes (Ficus sp) control has properly implemented. ICS Plasma also has set the monitoring schedule for weeds control particularly Epiphytes (Ficus sp) weeds. Monitoring result of Epiphytes (Ficus sp) weeds presented in form "Monitoring Pemeriksaan Kavleng Petani". During audit result of weeds monitoring can be demonstrated. 	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<ul style="list-style-type: none"> ICS Plasma Bungo Tebo has conducted the socialization regarding frond stacking procedure and policy to smallholder member on 19 December 2017 in KUD Bina Tani, on 22 December in KUD Belarik Jaya, on 23 December to KUD Sawit Tambara Jaya, and on 21 December in KUD Tanjung Dani Sakti. Evidence of socialization can be demonstrated during audit. Based on interview with smallholder member indicated that they have understand the frond stacking procedure and policy. Smallholder member also has adjusted the frond stacking in their blocks/kavling according to procedure and policy. ICS Plasma Bungo Tebo also has issued the policy No. 04 EX-KLO/MEMO/01/18 dated 17 January 2018 to smallholder member against the frond stacking in order to minimized the soil erosion based on the landscape condition; in flat area U shape frond stacking should be implemented and in sloping area frond stacking can be implemented by following the contour line to minimize soil erosion. ICS Plasma Bungo Tebo has erected the signboard of frond stacking policy. ICS Plasma Bungo Tebo has disseminated the policy of prohibition of blanket spraying and chemical weeds control by smallholder member. Evidence of socialization can be demonstrated during audit. ICS Plasma also issued the warning letter to smallholder who violated the policy and performing blanket spraying by themselves. Warning letter and statement letter from smallholder member KUD Sawit Tambara Jaya KT 45 Kavling 2215 can be demonstrated. During field visit noted that there is no blanket spraying performed by smallholder member. 	
4.1.3	Records of monitoring and any follow-up actions shall be available. - Minor compliance -	Bungo Tebo POM and Estate: Records of monitoring and any follow up actions can be demonstrated during audit, such as: <ul style="list-style-type: none"> - RSPO internal audit report, which done in 13 – 14 September 2017 in both Bungo Tebo Estate and Palm Oil Mill. Audit result findings can be demonstrated and the corrective action has been implemented to addressed issue found during audit. - R&D P & D Visit Report Bungo Tebo Estate KBT/R&D-P&D/03-17 date of visit 14-15 September 2017 by Daniel Erikson H. All issue found during visit has been addressed by company as 	Comply

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No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>explained in indicator 4.1.2 above.</p> <ul style="list-style-type: none"> - Report Visiting Agent No.KBT/VA/FULL 01-17 by Ngu Heng Siau, dated 03-07/04/2017 in Bungo Tebo Estate. All issue found during visit has ben addressed by company as explained in indicator 4.1.2 above. - Production Performance report, that explained the FFB production performance and evaluation as well as determined production target for next year. Evaluation FFB production each block to date October 2017 can be demonstrated. - Mandor logbook, contain information of daily work monitoring covering: harvesting, spraying, fertilizing, pest and disease cencus, road and infrastructure maintenance, and others. During audit verified sample of Bungo Tebo Estate. - Visiting Engineering report No.PBT-VE-FULL 01-17 dated 18 – 21 May 2017 by TCJ Thomas. All issue found during visit has ben addressed by company as explained in indicator 4.1.2 above. - Process and QC visit report No. PBT/CI-P&QC/01-2017 dated 11 – 13 January 2017 by Firman Siregar. All issue found during visit has been addressed by company as explained in indicator 4.1.2 above. - Internal Audit RSPO SSC report dated 12 September 2017 by Rico Santoso Pakpahan. - Daily Report Bungo Tebo POM, latest on 13 November 2017; contain information covering FFB receiving, FFB process: gross and net FFB processed, FFB stock, shift hour, process hour, press hour, press capacity, sterilizer process, Utility factor commercial and capacity, CPO and PK production, CPO and PK extraction rate, CPO and PK quality. Process performance evaluated each day by mill manager and some corrective action to address some issue has been developed by Bungo Tebo POM. <p>It is a routine that the estate and mill management prepare monthly reports and send to the company's head office for monitoring purpose as well. Monthly Report Document has recorded all field inspection results.</p> <p>Scheme Smallholder:</p> <p>Records of monitoring and any follow up actions can be demonstrated during audit, such as:</p> <ul style="list-style-type: none"> - Internal inspection recorded in "Formulir Pemeriksaan Internal Petani Plasma". For example, inspection in Kavling 645 Hampanan 21 KUD Tanjung Dani dated 14 March 2017, inspection in 	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>Kavling 2287 Hamparan 47 KUD Tambara Jaya dated 25 January 2017, inspection in Kavling 2241 hamparan 31 KUD Belarik Jaya dated 6 March 2017, inspection in Kavling 2500 hamparan 23 KUD Bina Tani dated 7 February 2017.</p> <ul style="list-style-type: none"> - Internal audit Plasma Bungo Tebo management recorded in "Formulir Pemeriksaan Internal Manager Group ICS" dated 4 April 2017. - FFB quality inspection recorded in "Pemeriksaan Mutu Buah Plasma di Lapangan". For example FFB quality inspection dated 24 October 2017 in kavling 2245, 2246, 2262, 2244, 2263 Hamparan 32 KUD Belarik Jaya, inspection result is 96% FFB in normal category, 2% abnormal FFB, 2% empty bunch and 10 bunch long stalk. FFB quality inspection in KUD Tanjung Dani Sakti, Kavling 54, 546, 544, 532, 526 dated 20 October 2017 inspection result: 95% FFB in normal category, 2.5% abnormal, 2.5% empty bunch and 4 bunch longstalk. - Weeds control and upkeep monitoring recorded in "Rencana & Realisasi Kerja Tahun 2017 – Semprot Piringan, Semprot Gawangan" KUD Tanjung Dani Sakti, KUD Sawit Ambara Jaya, KUD Belarik Jaya, KUD Bina Tani. Document verified was for period August 2017; latest monitoring performed in August 2017. <p>Head of Smallholder Visit Report No.KLO/HS/01-2017 dated 3 – 4 April 2017 by Pangarapen Gurusinga. Contain information of visit report of head smallholder to area of smallholder covered best management practice, infrastructure condition, FFB quality of harvesting, etc.</p>	
4.1.4	<p>Records of the origins of all third-party FFB sourced (collector, deliver, Cooperative, Farmers Association and outgrower) shall be available.</p> <p>- Major compliance -</p>	<p>Bungo Tebo POM:</p> <p>PT Rigunas Agri Utama – Bungo Tebo POM has a policy related to purchase of non-certified FFB under "Kebijakan Perusahaan" dated 1 December 2014". Point 17 of the policy stated "Melakukan komunikasi dan evaluasi kepada pihak ketiga terkait asal penerimaan TBS dari lahan yang legalitasnya dapat dibuktikan; tidak ada pembakaran untuk pembukaan areal baru maupun peremajaan (replanting); tidak melakukan pembukaan areal gambut setelah September 2014; tidak terdapat konflik lahan dan tidak mempekerjakan anak-anak dalam pengelolaannya". The meaning is to communicate and evaluate third party related to purchase of FFB from legally demonstrable area; no burning for new development or replanting; no new development in peat area after September 2014; no land conflict and not employing children in the process.</p> <p>Seven (7) contractors registered as third party FFB supplier, as follows:</p>	Comply

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No.	Criterion / Indicator	Assessment Findings	Compliance
		<ul style="list-style-type: none"> - CV Asri Bersaudara - Koperasi Sawit Makmur (Kebun Pekarangan) - KUD Sawit Tanduk Perkasa (Kebun Pekarangan) - Pandawa Lima Lapan, CV - Pdasan Jaya - SDR (Masrihadi Putra) - UD Royal <p>PT Rigunas Agri Utama – Bungo Tebo POM has a procedure to communicate and evaluate the source of third party FFB (non-certified). SOP "Pengawasan Sumber Pembelian TBS Luar" (AA-MM-506.2-R0), dated 1 January 2014. The objective of the procedure was to ensure third party FFB sourced from non-forest area, completed with legal use of the land. The procedure consist of various steps, as follows:</p> <ul style="list-style-type: none"> - to check supporting document from supplier (delivery order, declaration, plantation block maps); - compare the plantation location map/coordinate against the legal documents; - verification team will compare the plantation location map against the spatial mapping; - conduct field verification to the source of FFB (oil palm plantation belong to farmer), randomly selected samples; - Verification team will prepare database and list the complying suppliers. <p>FFB that supplied from area that legally contested or coming from protected forest, plantation forest, conservation area – will be rejected. During audit evidence of supplier verification can be demonstrated for example supplier "SDR", filed verification conducted to all of their planted area and source of FFB from the local farmer. Verification result completed with farmer name, location, year planting and GPS coordinate.</p> <p>The cooperation agreement between company and local supplier recorded in the "Surat Pernyataan dan Jaminan". E.g., Surat Pernyataan dan Jaminan UD Royal dated 4 January 2016; Surat Pernyataan dan Jaminan Masrihadi Putra (SDR) dated 21 December 2015. A statement and warranty stating that the supplier is willing to comply with the provisions of PT Rigunas Agri Utama and FFB received from land that has been controlled in accordance with the laws and regulations and does not originate from restricted areas such as protected forest areas, industrial forest estate, production</p>	

No.	Criterion / Indicator	Assessment Findings	Compliance														
		<p>forest area, conservation areas, etc.</p> <p>FFB receiving from third party recorded each day in "Laporan Harian Pabrik" and reported each month in "Laporan Unit Pabrik". Below are the FFB received since January 2017 – September 2017 from third party:</p> <ul style="list-style-type: none"> - CV Asri Bersaudara 13,291,962 kg - Koperasi Sawit Makmur (Kebun Pekarangan) 38,803 kg - KUD Sawit Tanduk Perkasa (Kebun pekarangan) 812,835 kg - Pandawa Lima Lapan, CV 33,308,092 kg - Pdasan Jaya 2,144,242 kg - SDR (Masrihadi Putra) 45,165,612 kg - UD Royal 13,787,477 kg <p>Total non-certified FFB from third party since January – October 2017 are 108,627,549 kg.</p>															
<p>Criterion 4.2 Practices maintain soil fertility at, or where possible improve soil fertility to a level that ensures optimal and sustained yield.</p>																	
<p>4.2.1</p>	<p>A record of SOP implementation to maintain soil fertility that ensures optimal and sustained yield, shall be available.</p> <p>- Major compliance -</p>	<p>Bungo Tebo Estate:</p> <p>The company has established procedure soil fertility in "SOP AA-APM-OP-1100.09. R1" - SOP Pemupukan, consist of type and recommendation of fertilizer for immature and mature areas, cycle, dosage and when fertilizer is applied.</p> <p>To maintain soil fertility by placing palm frond above ground level (L shape) and empty bunch application as well as Palm Oil Mill Effluent (POME) application (land application). During field visit can be demonstrated that company has applied management strategy to maintain soil fertility according to the procedure.</p> <p>Record of fertilizer application in Bungo Tebo Estate 2017 as a recommendation are available in "Fertilizer application and recommendation 2017 Bungo Tebo Estate":</p> <table border="1" data-bbox="875 1310 1756 1374"> <thead> <tr> <th>Volume (Kg)</th> <th>RP</th> <th>Kieserite</th> <th>Dolomite</th> <th>HGFB</th> <th>MOP</th> <th>ZA</th> </tr> </thead> <tbody> <tr> <td> </td> </tr> </tbody> </table>	Volume (Kg)	RP	Kieserite	Dolomite	HGFB	MOP	ZA								<p>Comply</p>
Volume (Kg)	RP	Kieserite	Dolomite	HGFB	MOP	ZA											

No.	Criterion / Indicator	Assessment Findings						Compliance																																									
		Dosage	1.00 – 2.50 kg/palm	1.25 kg/palm	2.00 – 2.50 kg/palm	0.10 kg/palm	1.50 – 2.00 kg/palm	1.50 – 3.50 kg/palm																																									
		Recom.	236,131	36,809	139,880	16,561	426,570	577,145																																									
		Application	236,131	36,809	139,880	16,561	426,570	577,148																																									
		Area	2,248	2,248	2,248	2,248	2,248	2,248																																									
		%	100%	100%	100%	100%	100%	100%																																									
		Fertilizer realization in Bungo Tebo Estate 2017 has completed 100% as recommendation.																																															
		Scheme Smallholder:																																															
		Plasma Bungo Tebo has established procedure soil fertility in AA-PLASMA-PP-KS-03 – Panduan Pelaksanaan Pemupukan. The procedure covered type of fertilizer and its content, fertilizer quality analysis, fertilizer recommendation and fertilizer application which must be appropriate in dosage, time, place and technique.																																															
		To maintain soil fertility, plasma management also applied palm frond stacking in U shape around palm oil trees.																																															
		Record of fertilizer application in 2017 as a recommendation are available in "Fertilizer application and recommendation 2017 Plasma Bungo Tebo":																																															
		<table border="1"> <thead> <tr> <th data-bbox="871 1107 1153 1158">Fertilizer recommendation</th> <th data-bbox="1158 1107 1355 1158">KUD Tanjung Dani Sakti</th> <th data-bbox="1359 1107 1556 1158">KUD Bina Tani</th> <th data-bbox="1561 1107 1758 1158">KUD Belarik Jaya</th> <th data-bbox="1762 1107 1951 1158">KUD Sawit Tambara Jaya</th> </tr> </thead> <tbody> <tr> <td colspan="5" data-bbox="871 1161 1951 1190">ZA</td> </tr> <tr> <td data-bbox="871 1193 1153 1222">Dosage</td> <td colspan="4" data-bbox="1158 1193 1951 1222">3 kg (2 x application)</td> </tr> <tr> <td data-bbox="871 1225 1153 1254">Recommendation (kg)</td> <td data-bbox="1158 1225 1355 1254">84,480</td> <td data-bbox="1359 1225 1556 1254">91,392</td> <td data-bbox="1561 1225 1758 1254">69,888</td> <td data-bbox="1762 1225 1951 1254">83,712</td> </tr> <tr> <td data-bbox="871 1257 1153 1286">Realisation (kg)</td> <td data-bbox="1158 1257 1355 1286">84,480</td> <td data-bbox="1359 1257 1556 1286">91,392</td> <td data-bbox="1561 1257 1758 1286">69,888</td> <td data-bbox="1762 1257 1951 1286">83,712</td> </tr> <tr> <td colspan="5" data-bbox="871 1289 1951 1318">RP</td> </tr> <tr> <td data-bbox="871 1321 1153 1350">Dosage</td> <td colspan="4" data-bbox="1158 1321 1951 1350">1 kg (1 x application)</td> </tr> <tr> <td data-bbox="871 1353 1153 1382">Recommendation (kg)</td> <td data-bbox="1158 1353 1355 1382">28,160</td> <td data-bbox="1359 1353 1556 1382">30,464</td> <td data-bbox="1561 1353 1758 1382">23,296</td> <td data-bbox="1762 1353 1951 1382">27,904</td> </tr> </tbody> </table>							Fertilizer recommendation	KUD Tanjung Dani Sakti	KUD Bina Tani	KUD Belarik Jaya	KUD Sawit Tambara Jaya	ZA					Dosage	3 kg (2 x application)				Recommendation (kg)	84,480	91,392	69,888	83,712	Realisation (kg)	84,480	91,392	69,888	83,712	RP					Dosage	1 kg (1 x application)				Recommendation (kg)	28,160	30,464	23,296	27,904	
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		Realisation (kg)	28,160	30,464	23,296	27,904	
		MOP					
		Dosage	3 kg (2 x application)				
		Recommendation (kg)	84,480	91,392	69,888	83,712	
		Realisation (kg)	84,480	91,392	69,888	83,712	
		Dolomite					
		Dosage (kg)	1 kg (1 x application)				
		Recommendation (kg)	28,160	30,464	23,296	27,904	
		Realisation	28,160	30,464	23,296	27,904	
		HGFB					
		Dosage	0,10 kg (1 x application)				
		Recommendation (kg)	2,816	3,046	2,330	2,790	
		Realisation (kg)	2,816	3,046	2,330	2,790	
		Fertilizer realization in Bungo Tebo Plasma 2017 has completed 100% as recommendation.					

No.	Criterion / Indicator	Assessment Findings	Compliance																																										
4.2.2	<p>Records of fertilizer inputs shall be available.</p> <p>- Minor compliance -</p>	<p>Bungo Tebo Estate:</p> <p>The company has set the fertilizer recommendations each year by Research and Development department and recorded in Recommendation Fertilization Bungo Tebo Estate 2017. Fertilizer recommendation was develop based on periodical leaf sampling analysis and soil sampling analysis.</p> <p>Fertilizer recommendation in 2017 in Bungo Tebo Estate:</p> <table border="1" data-bbox="875 655 1809 823"> <thead> <tr> <th>Volume (Kg)</th> <th>RP</th> <th>Kieserite</th> <th>Dolomite</th> <th>HGFB</th> <th>MOP</th> <th>ZA</th> </tr> </thead> <tbody> <tr> <td>Dosage</td> <td>1.00 – 2.50 kg/palm</td> <td>1.25 kg/palm</td> <td>2.00 – 2.50 kg/palm</td> <td>0.10 kg/palm</td> <td>1.50 – 2.00 kg/palm</td> <td>1.50 – 3.50 kg/palm</td> </tr> <tr> <td>Recommendation</td> <td>236,131</td> <td>36,809</td> <td>139,880</td> <td>16,561</td> <td>426,570</td> <td>577,145</td> </tr> </tbody> </table> <p>Fertilizer recommendation in 2018 in Bungo Tebo Estate:</p> <table border="1" data-bbox="875 887 1809 1031"> <thead> <tr> <th>Volume (Kg)</th> <th>RP</th> <th>Kieserite</th> <th>Dolomite</th> <th>HGFB</th> <th>MOP</th> <th>ZA</th> </tr> </thead> <tbody> <tr> <td>Dosage</td> <td>2.37 kg/palm</td> <td>0.58 kg/palm</td> <td>1.39 kg/palm</td> <td>0,20 kg/palm</td> <td>4.04 kg/palm</td> <td>5.36 kg/palm</td> </tr> <tr> <td>Recommendation</td> <td>160,103</td> <td>39,234</td> <td>93,777</td> <td>13,532</td> <td>273,092</td> <td>362,863</td> </tr> </tbody> </table> <p>Scheme Smallholder</p> <p>Plasma Bungo Tebo has set the fertilizer recommendations assist by PT Rigunas Agri Utama based on leaf sampling analysis. Fertilizer input and recommendation recorded in "Rekomendasi Pemupukan Kelapa Sawit 2017 Kebun Plasma Bungo Tebo". Fertilizer recommendation for each KUD were available such as:</p>	Volume (Kg)	RP	Kieserite	Dolomite	HGFB	MOP	ZA	Dosage	1.00 – 2.50 kg/palm	1.25 kg/palm	2.00 – 2.50 kg/palm	0.10 kg/palm	1.50 – 2.00 kg/palm	1.50 – 3.50 kg/palm	Recommendation	236,131	36,809	139,880	16,561	426,570	577,145	Volume (Kg)	RP	Kieserite	Dolomite	HGFB	MOP	ZA	Dosage	2.37 kg/palm	0.58 kg/palm	1.39 kg/palm	0,20 kg/palm	4.04 kg/palm	5.36 kg/palm	Recommendation	160,103	39,234	93,777	13,532	273,092	362,863	Comply
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Recommendation	236,131	36,809	139,880	16,561	426,570	577,145																																							
Volume (Kg)	RP	Kieserite	Dolomite	HGFB	MOP	ZA																																							
Dosage	2.37 kg/palm	0.58 kg/palm	1.39 kg/palm	0,20 kg/palm	4.04 kg/palm	5.36 kg/palm																																							
Recommendation	160,103	39,234	93,777	13,532	273,092	362,863																																							

No.	Criterion / Indicator	Assessment Findings					Compliance
		Fertilizer recommendation	KUD Tanjung Dani Sakti	KUD Bina Tani	KUD Belarik Jaya	KUD Sawit Tambara Jaya	
		ZA					
		Dosage					3 kg (2 x application)
		Recommendation (kg)					84,480 91,392 69,888 83,712
		RP					
		Dosage					1 kg (1 x application)
		Recommendation (kg)					28,160 30,464 23,296 27,904
		MOP					
		Dosage					3 kg (2 x application)
		Recommendation (kg)					84,480 91,392 69,888 83,712
		Dolomite					
		Dosage (kg)					1 kg (1 x application)
		Recommendation (kg)					28,160 30,464 23,296 27,904
		HGFB					
		Dosage					0,10 kg (1 x application)
		Recommendation (kg)					2,816 3,046 2,330 2,790
4.2.3	Records of periodical leaf, soil and visual analysis shall be available. - Minor compliance -	<p>Bungo Tebo Estate:</p> <p>PT Rigunas Agri Utama provides soil fertility test/soil type analysis based on Research and Development Asian Agri Group dated back in 2012. The soil type/classification consists of Arenic hapludults, Typic hapludults, and Typic endoaquepts.</p> <p>PT Nusa Pusaka Kencana Analytical and QC Laboratory did leaf analysis for BUngo Tebo Estate in 2017. Sample seen:</p> <ul style="list-style-type: none"> - Analysis report No. 074/INT/R&D/JUN/L/17 dated 30/06/17 number of sample 42 (11 samples from Afd II, 6 samples from Afd III, and 25 samples from Afd IV) <p>Scheme Smallholder:</p> <p>Leaf sampling analysis conducted each year. Leaf sampling analysis conducted by PT Nusa Pusaka</p>					Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>Kencana Analytical and QC Laboratory. Sample seen:</p> <ul style="list-style-type: none"> - KUD Tanjung Dani Sakti: Latest analysis done on 20 September 2016, Analysis report No. 136/INT/R&D/SEP/L/16 dated 29/09/2017 with number of samples was 22. - KUD Bina Tani: Latest analysis done on 13 October 2016, Analysis report No. 145/INT/R&D/OKT/L/16 dated 19 October 2016 with number samples was 23. - KUD Belarik Jaya: Latest analysis done on 12 November 2016, Analysis report No. 131/INT/R&D/DES/L/16 dated 14 December 2016 with number samples was 24. - KUD Sawit Tambara Jaya: Latest analysis done on 14 December 2016, Analysis report No. 131/INT/R&D/OKT/L/16 dated 14 December 2016 with number samples was 22. 	
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>Bungo Tebo Estate:</p> <p>EFB application: Dosage for mature plantation 250 kg/palm/year and for immature plantation 125 kg/palm/year. Rotation for EFB application is 12 months. Total EFB application in 2017 Bungo Tebo Estate Mature plantation from January – October 2017 was 10,138,957 kg. Total EFB application in 2017 for immature plantation was 15,224,228 kg.</p> <p>Land application (waste water application to plantation) performed in Bungo Tebo Estate in 13 blocks such as in block B59G, B95H, B95i, B95J, B95K, B96t, B96x, etc. Total area land application was 159 ha. Dosage for land application was 710 m³/ha/year. Total application of wastewater in Bungo Tebo Estate period January – October 2017 was 142,315 m³.</p> <p>Scheme Smallholder</p> <p>Nutrient recycling strategy in Bungo Tebo plasma was applied by frond stacking between palm oil trees increase organic material and improved the soil structure and fertility.</p> <p>There is no EFB application and Land Application due to distance from mill reason.</p>	Comply
<p>Criterion 4.3 Practices minimise and control erosion and degradation of soils.</p>			

No.	Criterion / Indicator	Assessment Findings	Compliance																																				
4.3.1	<p>Maps of any fragile soils shall be available.</p> <p>- Major compliance -</p>	<p>Bungo Tebo Estate:</p> <p>PT Rigunas Agri Utama showed soil map in "Laporan Survey Tanah Semidetil Area Perkebunan Kelapa Sawit PT. Rigunas Agri Utama Kebun Bungo Tebo". A map of fragile soil is available. The map indicated the predominant soil type consist of:</p> <table border="1" data-bbox="875 596 1503 783"> <thead> <tr> <th>Type</th> <th>Slope (%)</th> <th>Area (Ha)</th> </tr> </thead> <tbody> <tr> <td>Aquic dystrochrepts</td> <td>0 - 8</td> <td>142.7</td> </tr> <tr> <td>Typic endoaquults</td> <td>0 - 8</td> <td>146.1</td> </tr> <tr> <td>Typic hapludults</td> <td>8 - 15</td> <td>13.8</td> </tr> <tr> <td>Typic hapludults</td> <td>15 - 30</td> <td>753.9</td> </tr> <tr> <td>Typic hapludults</td> <td>>30</td> <td>1,574.5</td> </tr> </tbody> </table> <p>There is also topographic map indicating the elevation of Bungo Tebo Estate consist of 0-8% and >30%. The limitation for the area is steep slope on some area. PT Rigunas Agri Utama did not open the area with steep slope > 40%. Topografi level consist of 45 - 105 m.</p> <p>Scheme Smallholder:</p> <p>Plasma Bungo Tebo Group can be shown the soil maps in "Peta satuan tanah Kebun Plasma Bungo Tebo". PT Rigunas Agri Utama provided a map. Based on soil survey semi detail, soil type in Plasma Bungo Tebo consist of:</p> <table border="1" data-bbox="875 1142 1951 1369"> <thead> <tr> <th>Soil classification</th> <th>Slope (%)</th> <th>Drainage</th> <th>Class of land</th> <th>Limitation factor</th> <th>Hectare</th> </tr> </thead> <tbody> <tr> <td>Aquic dystrochrepts</td> <td>0 - 8</td> <td>Bad (hampered)</td> <td>Suitable (S3)</td> <td>Drainage, nutrient retention and availability</td> <td>349</td> </tr> <tr> <td>Typic endoaquults</td> <td>0 - 8</td> <td>Bad (hampered)</td> <td>Not Suitable with condition (N1)</td> <td>Drainage, nutrient retention and availability</td> <td>1,132</td> </tr> </tbody> </table>	Type	Slope (%)	Area (Ha)	Aquic dystrochrepts	0 - 8	142.7	Typic endoaquults	0 - 8	146.1	Typic hapludults	8 - 15	13.8	Typic hapludults	15 - 30	753.9	Typic hapludults	>30	1,574.5	Soil classification	Slope (%)	Drainage	Class of land	Limitation factor	Hectare	Aquic dystrochrepts	0 - 8	Bad (hampered)	Suitable (S3)	Drainage, nutrient retention and availability	349	Typic endoaquults	0 - 8	Bad (hampered)	Not Suitable with condition (N1)	Drainage, nutrient retention and availability	1,132	Comply
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No.	Criterion / Indicator	Assessment Findings						Compliance
		Typic kandiudults	8 – 15	Good	Suitable (S2)	Nutrient retention and availability	539	
		Typic kandiudults	15 – 30	Good	Suitable (S3)	Texture, nutrient retention and contour	1,057	
		Typic kandiudults	>30	Good	Not Suitable with condition (N1)	Tekstur, nutrient retention and contour	2,197	
		Typic hapludults	15 – 30	Good	Suitable (S3)	Tekstur, nutrient retention and contour	492	
		Typic hapludults	>30	Good	Not Suitable with condition (N1)	Tekstur, nutrient retention and contour	2,133	
		Based on soil maps semi detail indicated that there is no fragile soil identified in Plasma Bungo Tebo. There were identified soil as unsuitable class however it can be cultivated and optimized by EFB application particularly in soil with sandy texture.						
4.3.2	<p>A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soiland climate specific).</p> <p>- Minor compliance -</p>	<p>Bungo Tebo Estate:</p> <p>Procedure no. AA-SOP-OP-1100-05.R1 "Konservasi Tanah dan Air" has determined strategy control erosion particular in slope area, such as: 0 – 5°, 6 – 12°, 13 -20° , and more than 20°. The company has applied silt pit, L shape stacking frond and terracing in slope area to reduce erosion.</p> <p>The realization of soil and water conservation work are:</p> <ol style="list-style-type: none"> 1. Terracing, realization in 2016 was 119,588 meters and in 2017 is 305,630 meters. 2. Maintenance "Tapak Kuda" (individual platform), realization in 2017 up to October are 388 units. <p>Scheme Smallholder:</p> <p>Plasma Bungo Tebo has create the "Draft Replanting" dated 2 February 2017 which explain the steps of replanting such as survey and blocking area, road and drainage stacking, felling, chipping, holing,</p>						Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>planting, terracing, etc. In the draft of replanting, Management Plasma Bungo Tebo has determined the strategy for planting on slopes by terracing. In the area of slope > 10° plasma shall applied terrace contour. Wide of each terrace was 4 m and the distance between terracing was 7.30 – 8.90 m. Individual terrace was applied in the sloping area above certain limit. Detail of terracing and individual terrace was explained in the Draft Replanting.</p> <p>In addition, plasma management has determined in the replanting activity before planting Palm Oil tree there must be planting land cover crop (<i>Mucuna bracteata</i>) or leguminous cover plants to minimize soil erosion and enhance the soil fertility and soil structure. Leguminous cover plants was applied in 3 point for each palm oil plant.</p> <p>During field visit in KUD Tanjung Dani Sakti, KUD Belarik Jaya, KUD Bina Tani and KUD Sawit Tambara Jaya there is no replanting activity. The oldest palm oil planting was 1994 and the nearest replanting will be conducted in 2022 as explain in indicator 3.1.2.</p> <p>During field visit, it was demonstrated that KUD has applied individual terrace, “U” shape frond stacking and selective spraying to minimize the soil erosion.</p>	
4.3.3	<p>A road maintenance program shall be in place.</p> <p>- Minor compliance –</p>	<p>Bungo Tebo Estate:</p> <p>Road maintenance program and progress made and recorded in "Monitoring Realisasi Pengerasan Jalan Manual dan Mekanis 2017". Road maintenance implementation in Bungo Tebo Estate:</p> <ul style="list-style-type: none"> - Road maintenance mechanically using Grader/Road Grading in 2017 total 294,101 m (Afd I 8,251 m; Afd II 29,320 m; Afd III 198,050 m; Afd IV 58,480 m). - Road maintenance manually and road service by spreading split stone in 2017 total 77,500 m (Afd II 38,890 m; Afd III 38,610 m). - Road hardening in 2017 to date September 2017 total 112,900 m and 45,160 m³ split stone. <p>During field visit and audit in PT Rigunas Agri Utama found that road condition was in good condition and well maintained.</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>Scheme Smallholder:</p> <p>KUD has shown document of "Peta Kondisi Jalan", total road length in plasma Bungo Tebo is 357,471 m. Road condition in plasma Bungo Tebo year to date October 2017 divided in to:</p> <ul style="list-style-type: none"> - Medium condition 29,406 m (8.23%) - Bad condition 42,680 m (11.94%) - Others road condition is in good condition. <p>Plasma Bungo Tebo has made the road maintenance programme. Road maintenance from January to October 2017 has progress :</p> <ul style="list-style-type: none"> - Medium condition road service and maintenance as much as 234,209 m (65.52%) - Bad condition road service and maintenance as much as 184,060 (51.49%) <p>During field visit in Plasma Bungo Tebo it can be shown that road condition generally in good condition particularly in main road, however in collection road the condition is medium and several found in bad condition.</p>	
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>Based on semi-detailed soil survey and field observation, there is no peat soil in both Bungo Tebo Estate and scheme smallholder area.</p>	N/A
4.3.5	<p>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>Based on semi-detailed soil survey and field observation, there is no peat soil in both Bungo Tebo Estate and scheme smallholder area.</p>	N/A
4.3.6	<p>A management strategy shall be in place for other</p>	<p>Bungo Tebo Estate:</p>	Not Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
	<p>fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils).</p> <p>- Minor compliance –</p>	<p>Based on procedure AA-SOP-OP-1100-05.R1 “Konservasi Tanah dan Air”, the company has determined strategy to control erosion particular in slope area, such as: 0 – 5°, 6 – 12°, 13 -20°, and more than 20°. The company has applied silt pit, “L” shape stacking frond and terracing in slope area to reduce soil erosion.</p> <p>Scheme Smallholder:</p> <p>Smallholder has implemented minimum spraying (using spraying team service), selected spraying only in circle, path and TPH area. Frond stacking letter “U” applied to minimized soil erosion particularly in sloping area. In area with bad drainage, smallholder has made the ditch to drainage the area. During field visit there is no flood area in plasma Bungo Tebo. KUD also has applied individual terrace and “U” shape frond stacking to minimize the soil erosion.</p> <p>Non-conformities:</p> <p>Based on visit to smallholder blocks, audit team found that frond stacking was not implemented in line with the procedure/best management practice, e.g. “SOP Potong Buah (AA-PLASMA-PP-KS-04)” dated 1 September 2011; SOP ICS Panen (No.019/DOC-SOP-AA/2016) dated 2 December 2016. (Reoccurrence). Based on field visit to Plasma Bungo Tebo Estate, audit team found frond stacking was not practiced, such as: in KUD Tanjung Dani Sakti KT 21 Kavling 645, 679, 651, 648, KT 19: Kavling 600, 607, 618 KT 20: Kavling 632, KUD Belarik Jaya KT 31: Kavling 2239, 2240, 22441, 2242, KT 32: Kavling 2244, 2245, 2263, 2280, KUD Bina Tani KT 23: Kavling 2500, 583, 577, 583, 582, 558, 560, 573, KUD Sawit Tambara Jaya KT 46: Kavling 2163 KT 47: Kavling 2287, 2292.</p> <p>Corrective Action:</p> <p>ICS Plasma Bungo Tebo has conducted the socialization regarding frond stacking procedure and policy to smallholder member on 19 December 2017 in KUD Bina Tani, on 22 December in KUD Belarik Jaya, on 23 December to KUD Sawit Tambara Jaya, and on 21 December in KUD Tanjung Dani Sakti. Evidence of socialization can be demonstrated during audit. Based on interview with smallholder member indicated that they have understand the frond stacking procedure and policy. Smallholder member also has adjusted the frond stacking in their blocks/kavling according to procedure and policy. ICS Plasma Bungo Tebo also has issued the policy No. 04 EX-KLO/MEMO/01/18 dated 17 January 2018 to smallholder member against the frond stacking in order to minimized the</p>	<p>(Major NCR 1550974-201711-M2)</p> <p>Comply</p>

No.	Criterion / Indicator	Assessment Findings	Compliance
		soil erosion abased on the landscape condition; in flat area U shape frond stacking should be implemented and in sloping area frond stacking can be implemented by following the contour line to minimize soil erosion. ICS Plasma Bungo Tebo has erected the signboard of frond stacking policy in each KUD.	
<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 a water management plan as documented in "Water management Kebun Bungo Tebo – Praktek Praktek Mempertahankan Kualitas dan ketersediaan Air permukaan dan Air Tanah – Water Sustainable". Water Management Plan, covering: identification water need as regulated in "Peraturan Menteri PU No.14/PRT/M/2010 (domestic consumption is 60 liters/person/day and water needed for mill processing, Ground and surface water resources and its permit, management and monitoring waste water, included domestic waste water, etc.</p> <p>The company has conducted measurement of water quality regularly and consistent, the result shown that water quality is complies with national regulation.</p> <p>Regular monitoring of water quality has been conducted. Water sample was taken from Observing well within land application and non land application area, upstream and downstream of Pemuatan River, Lalo River and Belangkai River water (downstream and upstream). Sample taken every six month.</p> <p>Review of record show all parameter tested were in accordance with relevant regulation i.e. Permenkes 416/1990 and PP 82/2001.</p> <p>No chemical applied nearby water sources and protected riparian zones this has been confirmed during field visit to estate block area and interview with chemical sprayers.</p> <p>Scheme smallholders:</p> <p>The soil and water conservation in form of maintain soft weed by selective spraying (team TUS). The</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		soft weed for natural cover crop – in order to maintain micro-climate and minimize surface run-off.	
4.4.2	<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>Bungo Tebo POM and Estate:</p> <p>The water used for domestic purposes comes from the surface water then pumped into the tank and supplied to employee housing. To maintain the water source, the Bungo Tebo Estate has planted the native trees around riparian rivers as programmed and recorded in "Riparian Restoration Program Tahun 2017". The company has demarcated left and right side along the river, treat it as riparian zones. There is no chemical-related spraying in the area, to prevent contamination into the river water.</p> <p>Procedure for maintaining riparian zone is on SOP AA-APM-OP-1100.05. R1 "Konservasi Tanah dan Air", it is stated that at during land clearing area along the river shall be conserved.</p> <p>Scheme smallholders:</p> <p>The soil and water conservation in form of maintain soft weed by selective spraying (team TUS). The soft weed for natural cover crop – in order to maintain micro-climate and minimize surface run-off.</p>	Comply
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>Bungo Tebo POM:</p> <p>Bungo Tebo POM has a procedure to manage the palm oil mill effluent, under AA-MPM-OP-1400.13-R1. The process detail is from recovery tank into cooling pond, into acidification pond (anaerobic bacterial activation) into primary anaerobic pond (decomposition), secondary anaerobic pond. The purpose was to reduce BOD <100 ppm.</p> <p>Based on field visit, Bungo Tebo POM are using 6 ponds with 3 buffer ponds was not used. Acid pond capacity: 4,500 m³; cooling pond capacity 4,500 m³; anaerobic pond I capacity 10,600 m³; secondary anaerobic pond 1 capacity 10,600 m³; sedimentation pond capacity 10,600 m³; buffer ponds capacity 15,428 m³.</p> <p>Mill has a work instruction for management of POME pond, under "Work Instruction Pengoperasian Kolam Limbah". The fresh palm oil mill effluent was processed in order to meet "Keputusan Menteri Lingkungan Hidup No.Kep.51/MenLH/10/1995 which stated the parameter should be within pH 6-9;</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance																																				
		<p>BOD 100 mg/L; COD 350 mg/L; TSS 250 mg/L; Oil and Fat 25 mg/L; NH3 50 mg/L.</p> <p>Mill effluent was utilized for land application, adding nutrient to oil palm plantation. The land application permit was based on "Keputusan Bupati Tebo No.354 Tahun 2015 tentang Izin Pemanfaatan Air Limbah Pabrik Kelapa Sawit pada Tanah di Perkebunan Kelapa Sawit Milik PT. Rigunas Agri Utama" dated 23 June 2015 valid for 5 years. The permit regulates the application of palm oil mill effluent with maximum BOD sets at 5,000 ppm.</p> <p>Company has regularly reported to "Kantor Lingkungan Hidup Kabupaten Tebo" on monthly basis. Record seen: "Daftar Distribusi Eksternal Laporan Land Aplikasi Period October 2017" dated 9 November 2017. Company also send the report to "Badan Lingkungan Hidup Provinsi Jambi", "Kementerian Lingkungan Hidup Republik Indonesia" for report of land application period January – July 2017. POME quality monitoring, analysis was conducted by Badan Lingkungan Daerah, Unit Pelayanan Teknis Laboratorium Lingkungan Daerah Provinsi Jambi", e.g. as documented on Report of Analysis No.1259/LHU/L2JBI/X/17 for period October 2017:</p> <table border="1" data-bbox="875 860 1731 1161"> <thead> <tr> <th>Parameter</th> <th>UOM</th> <th>Test Result</th> <th>Method Specification</th> </tr> </thead> <tbody> <tr> <td>pH</td> <td>-</td> <td>7.39</td> <td>SNI 06-6989.11-2004</td> </tr> <tr> <td>BOD</td> <td>(mg/L)</td> <td>2215</td> <td>SNI 6989-72-2009</td> </tr> <tr> <td>COD</td> <td>(mg/L)</td> <td>4034</td> <td>APHA 5220 D-2012</td> </tr> <tr> <td>Oil and Grease</td> <td>(mg/L)</td> <td>165</td> <td>SNI 6989-10-2011</td> </tr> <tr> <td>Cadnium (Cd)</td> <td>(mg/L)</td> <td><0.002</td> <td>APHA 3111B-2012</td> </tr> <tr> <td>Cuprum (Cu)</td> <td>(mg/L)</td> <td>2.91</td> <td>APHA 3111B-2012</td> </tr> <tr> <td>Plumbum (Pb)</td> <td>(mg/L)</td> <td><0.03</td> <td>APHA 3111B-2012</td> </tr> <tr> <td>Zink (Zn)</td> <td>(mg/L)</td> <td>4.12</td> <td>APHA 3111B-2012</td> </tr> </tbody> </table> <p>Note: sample number 1056//AL/X/17 No.FPPS: AL – 1056 (A-R); taken on 9 October 2017; date of analysis: 9 – 25 October 2017.</p> <p>Treatment for palm oil mill effluent is sufficient.</p>	Parameter	UOM	Test Result	Method Specification	pH	-	7.39	SNI 06-6989.11-2004	BOD	(mg/L)	2215	SNI 6989-72-2009	COD	(mg/L)	4034	APHA 5220 D-2012	Oil and Grease	(mg/L)	165	SNI 6989-10-2011	Cadnium (Cd)	(mg/L)	<0.002	APHA 3111B-2012	Cuprum (Cu)	(mg/L)	2.91	APHA 3111B-2012	Plumbum (Pb)	(mg/L)	<0.03	APHA 3111B-2012	Zink (Zn)	(mg/L)	4.12	APHA 3111B-2012	
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No.	Criterion / Indicator	Assessment Findings	Compliance																																												
4.4.4	<p>Monitoring of mill water use per ton of FFB shall be recorded.</p> <p>- Minor compliance –</p>	<p>Mill water use per tonne of FFB is monitored monthly. Result of monitoring of mill water use per tonne of FFB was sighted in January to October 2017. The organisation has a program to reduce water consumption, such as: recycle the water cooler turbine discharge water basin; recycle condensate water discharge water dilution; minimize duration of cleaning to be every two weeks.</p> <p>The following is mill water use per tonne of FFB in January to October 2017. Water efficiency, budget for water use is 1.1 m³/ton FFB processed. The result for 2017 shows as follow:</p> <table border="1" data-bbox="969 655 1850 1050"> <thead> <tr> <th>Month</th> <th>FFB processed (ton)</th> <th>Process Water Consumption (m³)</th> <th>Water Efficiency (m³/ton)</th> </tr> </thead> <tbody> <tr><td>January</td><td>26,674</td><td>18,145</td><td>0.68</td></tr> <tr><td>February</td><td>20,383</td><td>15,345</td><td>0.75</td></tr> <tr><td>March</td><td>22,803</td><td>17,005</td><td>0.75</td></tr> <tr><td>April</td><td>23,521</td><td>20,174</td><td>0.86</td></tr> <tr><td>May</td><td>24,357</td><td>16,027</td><td>0.66</td></tr> <tr><td>June</td><td>19,267</td><td>14,465</td><td>0.75</td></tr> <tr><td>July</td><td>22,198</td><td>14,577</td><td>0.66</td></tr> <tr><td>August</td><td>23,408</td><td>14,040</td><td>0.60</td></tr> <tr><td>September</td><td>24,459</td><td>14,210</td><td>0.58</td></tr> <tr><td>October</td><td>27,992</td><td>16,076</td><td>0.57</td></tr> </tbody> </table>	Month	FFB processed (ton)	Process Water Consumption (m ³)	Water Efficiency (m ³ /ton)	January	26,674	18,145	0.68	February	20,383	15,345	0.75	March	22,803	17,005	0.75	April	23,521	20,174	0.86	May	24,357	16,027	0.66	June	19,267	14,465	0.75	July	22,198	14,577	0.66	August	23,408	14,040	0.60	September	24,459	14,210	0.58	October	27,992	16,076	0.57	Comply
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<p>Criterion 4.5 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>Bungo Tebo Estate:</p> <p>The company has Integrated Pest Management plan and its implemented, such as:</p> <ol style="list-style-type: none"> Planting "Beneficial Plant" such as: <i>Cassia cobanensis</i>, <i>Antigonon leptopus</i> and <i>Tunera subulata</i> were recorded every month in the "Monitoring Host plant", e.g. planting beneficial plant from January – September 2017: 3,249 spot of <i>Cassia cobanensis</i>, 1,671 spot of <i>Turnera subulata</i> and 618 spot of <i>Antigonon leptopus</i>. 	Comply																																												

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>2. Owl (<i>Tyto alba</i>) census conducted each 3 months. Summary of the owl census in October 2017: the number of barn owl boxes as much as 85 units, 52 units of active owl boxes and the number of owls 52 mature, 17 juvenile and 3 eggs, e.g. in Division I; number of owl barn as much as 18 boxes, the number of active barn owl boxes as many as 12 with owl total 12 mature, juvenile 3. Total occupancy 65%.</p> <p>3. Rats and thirataba census conducted each 3 month. Summary of cencus on period September 2017, there is no attack of rats and thirataba.</p> <p>4. Controlling of Ganoderma attacks conducted per Semester, e.g. May 2017: Palm attacked: 9 palms; all has fallen. Countermeasures for ganoderma control (fallen trees) with heavy equipment, backhoe loaders), according to the procedure.</p> <p>5. Leaf eater caterpillar census recapitulation conducted each month. Summary of census period October 2017. There is caterpillar attack 0.84% and still under threshold $\geq 5\%$. There is no pest controlling using chemical way and followed it up by regular census.</p> <p>Scheme Smallholder</p> <p>Cooperative management refers to Procedure Pengendalian Hama dan Penyakit AA-Plasma- PP-KS-02 dated 1 September 2011. The procedure covers pest and disease census, monitoring technique, calculation method, identification of pest (leaf eating caterpillar, rat, rhino beetle, tirathaba, white ant, etc.). Integrated pest management implemented by Plasma Bungo Tebo as explain below.</p> <p>KUD Tanjung Dani Sakti, KUD Belarik Jaya, KUD Bina Tani and KUD Sawit Tambara Jaya have shown document of:</p> <ul style="list-style-type: none"> - "Formulir sensus hama daun" contains information of leaf eater census recapitulation. Census of leaf eater conducted each month by census team. For example census recapitulation on 20 October 2017 in KT 19 KUD Tanjung Dani Sakti, KT 47 KUD Tambara Jaya, KT 23 KUD Bina Tani, KT 31 KUD Belarik Jaya shown that there is no pest attack higher than threshold. - "Formulir sensus burung hantu dan KBH" contains information of barn owl census and barn owl box condition. Barn owl census performed each 3 month by census team. For example census recapitulation on 20 October 2017 in KT 19, 20, 21 and 24 total mature barn owls identified 6 individual, 3 individual juvenile barn owl and 1 egg barn owl. Barn owl box condition was in good condition. 	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<ul style="list-style-type: none"> - "Rencana dan Realisasi Penanaman Host Plan" contains information of beneficial plant/host plan in area KUD Tanjung Dani Sakti was 400 individual plant of <i>Turnera subulata</i> and <i>Cassia tora</i>. - "Formulir Sensus Hama dan Penyakit Tanaman" contains information of the result of rats census, thirataba census and ganoderma census. The census performed in each 2 months. For example census recapitulation in September 2017 KT 24 KUD Tanjung Dani Sakti shown that there is rats attack in Kavling 526, 527, 530, 534, 535 and 538 with number of rats 1 – 2 individual plants attack and it still below the threshold. - "Formulir Sensus Hama dan Penyakit Tanaman" contain information of the result of rats census, thirataba census and ganoderma census. The census performed in each 2 months. For example, census recapitulation in September 2017 KT 47 KUD Tambara Jaya, KT 31 KUD Belarik Jaya shown that there is rats attack in Kavling 2277 and 2297 with number of rats 1 individual plants attack and it still bellow the threshold. 	
4.5.2	<p>Training records of Integrated Pest Management (IPM) shall be available.</p> <p>- Minor compliance –</p>	<p>Bungo Tebo Estate:</p> <p>Bungo Tebo Estate has conducted trining of Integrated Pest Management (IPM) for IPM workers who performed pest and disease census and control. Latest training conducted on 24 November 2016 and 8 August 2017 by Asian Agri Learning & Development Department. Evidence of training can be demonstrated such as attendat list and minutes of training. During interview with Foreman and census workers indicated that they have understand against integrated pest management practice.</p> <p>Scheme Smallholder</p> <p>KUD cooperate with ICS plasma Bungo Tebo has been conducted Integrated Pest Management (IPM) training. Training activity covered: mechanism of pest and disease monitoring, census and monitoring technique, action taken, type of pest and disease, attack symptoms and its control. Evidence of training can be demonstrated in the form of Minutes training, attendances list and training subject.</p> <p>The latest Integrated Pest Management (IPM) training, performed on 9 February 2017 in KUD Tanjung Dani Sakti, on 8 February 2017 in KUD Tambara Jaya, on 6 February 2017 in KUD Belarik Jaya and on 7 Februari 2017 in KUD Bina Tani. Training performed by Plasma management Bungo Tebo.</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance								
Criterion 4.6											
Pesticides are used in ways that do not endanger health or the environment.											
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>Bungo Tebo Estate and Scheme Smallholder</p> <p>The justification of pesticide used is explained under company procedure. PT Rigunas Agri Utama shows procedure of weed control - "SOP Pengendalian Gulma No.AA-APM-OP-11100.08- R1" dated 1 November 2008. Chapter IV explains the weed control program for woody, grass, fern, caladium, wild banana (<i>Musa spp</i>), <i>Asystasia</i>, etc. It does explain active ingredients use to control such weed, dosage per application, type of nozzle used and volume of spraying per application.</p> <p>Chapter V explains selection of pesticide and its active ingredients content, nature of the pesticide and target species.</p> <p>Chapter VII describes calculation of actual area implemented per hectare plantation (spray factor), spraying rotation and spraying output. Interview with herbicide sprayer in Afdeling III Block 95E indicated that they understood the target species and active ingredients to control them. Sprayer shows knowledge on minimizing chemical impact on beneficial weed. Justification for use of pesticide is clear, and understood by workers.</p> <p>Spraying works were conducted by selected spraying on specific target, for example weeds spraying on circle, path and TPH. Other areas except specific area were not applied.</p> <p>Riparian area along the river also prohibit to performed spraying to minimize dan reduce the negative environmental impact to the river and ecosystem. Pesticide and herbicide used by company was registered in the book of pesticides - "Komisi Pestisida" and has permit from government.</p> <p>Type of pesticide use by PT Rigunas Agri Utama, Bungo Tebo Estate and its weeds target:</p> <table border="1" data-bbox="875 1270 1948 1378"> <thead> <tr> <th data-bbox="875 1270 1099 1337">Agrochemical</th> <th data-bbox="1104 1270 1469 1337">Active ingredients</th> <th data-bbox="1473 1270 1697 1337">Register No.</th> <th data-bbox="1702 1270 1948 1337">Weeds target</th> </tr> </thead> <tbody> <tr> <td data-bbox="875 1340 1099 1378">Metsulindo 20 WP</td> <td data-bbox="1104 1340 1469 1378">Metil metsulfuron 20%</td> <td data-bbox="1473 1340 1697 1378">01030119991484</td> <td data-bbox="1702 1340 1948 1378">Wide leaf weeds,</td> </tr> </tbody> </table>	Agrochemical	Active ingredients	Register No.	Weeds target	Metsulindo 20 WP	Metil metsulfuron 20%	01030119991484	Wide leaf weeds,	Comply
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No.	Criterion / Indicator	Assessment Findings				Compliance																								
					Stenochlaena, Crysan																									
		Gramoxone	Paraquat 200 g/l	0103011975116	Fern, VOP, wood, Kerisan grass																									
		Kenlon 480 EC	Triklpir 480 g/l	01030120062433	Wood																									
		Bionasa 480 AS	Isopropil Amina Glifosat 480 g/l	01030120031806	Narrow leaf weed, <i>Asystasia</i> , <i>Imperata cylindrical</i>																									
		Kenrane 288 EC	Floroksipir 20 g/l	01010120103759	<i>Legume</i> , <i>Asystasia</i>																									
		Solusi 865 SL	2.4 Dimetil Amina 865 g/l	011030120031931	<i>Legume</i> , <i>Asystasia</i>																									
		Elang 480 SL	Isopropil Amina Glifosat 480 g/l	01030119941170	Narrow leaf weed, <i>Asystasia</i> , <i>Imperata cylindrical</i>																									
4.6.2	<p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per Ha and number of applications) shall be available.</p> <p>- Major compliance -</p>	<p>Bungo Tebo Estate</p> <p>The Company maintains record of pesticide use in 2017. Below are the pesticide usage since January 2017 – October 2017:</p> <table border="1" data-bbox="875 1066 1948 1362"> <thead> <tr> <th data-bbox="875 1066 1072 1198">Agrochemical</th> <th data-bbox="1077 1066 1296 1198">Active ingredients</th> <th data-bbox="1301 1066 1458 1198">Volume application</th> <th data-bbox="1462 1066 1624 1198">Active ingredients use</th> <th data-bbox="1628 1066 1792 1198">Active ingredients use per ha (2,527 ha)</th> <th data-bbox="1796 1066 1948 1198">LD 50 (oral mg/kg BB)</th> </tr> </thead> <tbody> <tr> <td data-bbox="875 1201 1072 1275">Metsulindo 20 WP</td> <td data-bbox="1077 1201 1296 1275">Metil metsulfuron 20%</td> <td data-bbox="1301 1201 1458 1275">396 kg</td> <td data-bbox="1462 1201 1624 1275">7,921</td> <td data-bbox="1628 1201 1792 1275">3.13</td> <td data-bbox="1796 1201 1948 1275">50</td> </tr> <tr> <td data-bbox="875 1278 1072 1323">Gramoxone</td> <td data-bbox="1077 1278 1296 1323">Paraquat 200 g/l</td> <td data-bbox="1301 1278 1458 1323">4,889 L</td> <td data-bbox="1462 1278 1624 1323">978</td> <td data-bbox="1628 1278 1792 1323">0.39</td> <td data-bbox="1796 1278 1948 1323">612</td> </tr> <tr> <td data-bbox="875 1326 1072 1362">Kenlon 480 EC</td> <td data-bbox="1077 1326 1296 1362">Triklpir 480 g/l</td> <td data-bbox="1301 1326 1458 1362">50 L</td> <td data-bbox="1462 1326 1624 1362">24</td> <td data-bbox="1628 1326 1792 1362">0.01</td> <td data-bbox="1796 1326 1948 1362">4,500</td> </tr> </tbody> </table>				Agrochemical	Active ingredients	Volume application	Active ingredients use	Active ingredients use per ha (2,527 ha)	LD 50 (oral mg/kg BB)	Metsulindo 20 WP	Metil metsulfuron 20%	396 kg	7,921	3.13	50	Gramoxone	Paraquat 200 g/l	4,889 L	978	0.39	612	Kenlon 480 EC	Triklpir 480 g/l	50 L	24	0.01	4,500	Comply
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No.	Criterion / Indicator	Assessment Findings					Compliance																												
		Bionasa 480 AS	Isopropil Amina Glifosat 480 g/l	1,074 L	502	0.20	> 5,600																												
		Kenrane 288 EC	Floroksipir 20 g/l	589 L	118	0.05	> 5,000																												
		Solusi 865 SL	2.4 Dimetil Amina 865 g/l	110 L	95	0.04	> 5,000																												
		Elang 480 SL	Isopropil Amina Glifosat 480 g/l	2,778 L	1,334	0.53	> 5,000																												
		<p>Scheme Smallholder</p> <p>KUD has record the pesticide use each month and recorded in "Pemakaian Bahan Kimia Plasma Bungo Tebo 2017". Below are the data of pesticide use with active ingredients, LD50, area treated, amount of active ingredients applied per Ha and number of applications in each KUD:</p> <p><u>KUD Sawit Tambara Jaya</u></p> <table border="1" data-bbox="862 1005 1962 1396"> <thead> <tr> <th>Agrochemical</th> <th>Active ingredients</th> <th>Volume application</th> <th>Area treated (ha)</th> <th>Active ingredients use</th> <th>Active ingredients use per ha</th> <th>LD 50 (oral mg/kg BB)</th> </tr> </thead> <tbody> <tr> <td>Metsulindo 20 WP</td> <td>Metil metsulfuron 20%</td> <td>3 kg</td> <td>218</td> <td>0.65</td> <td>0.0030</td> <td>50</td> </tr> <tr> <td>Gramoxone</td> <td>Paraquat 200 g/l</td> <td>65 L</td> <td>218</td> <td>18.05</td> <td>0.0828</td> <td>612</td> </tr> <tr> <td>Kenrane 288 EC</td> <td>Floroksipir 20 g/l</td> <td>27 L</td> <td>436</td> <td>7.85</td> <td>0.0180</td> <td>> 5,000</td> </tr> </tbody> </table>					Agrochemical	Active ingredients	Volume application	Area treated (ha)	Active ingredients use	Active ingredients use per ha	LD 50 (oral mg/kg BB)	Metsulindo 20 WP	Metil metsulfuron 20%	3 kg	218	0.65	0.0030	50	Gramoxone	Paraquat 200 g/l	65 L	218	18.05	0.0828	612	Kenrane 288 EC	Floroksipir 20 g/l	27 L	436	7.85	0.0180	> 5,000	
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No.	Criterion / Indicator	Assessment Findings						Compliance	
		Elang 480 SL	Isopropil Amina Glifosat 480 g/l	109 L	436	52.32	0.1200	> 5,000	
		<u>KUD Belarik Jaya</u>							
		Agrochemical	Active ingredients	Volume application	Area treated (ha)	Active ingredients use	Active ingredients use per ha	LD 50 (oral mg/kg BB)	
		Metsulindo 20 WP	Metil metsulfuron 20%	3 kg	182	0.55	0.002	50	
		Gramoxone	Paraquat 200 g/l	55 L	182	15.07	0.082	612	
		Kenrane 288 EC	Floroksipir 20 g/l	23 L	476	6.55	0.013	> 5,000	
		Elang 480 SL	Isopropil Amina Glifosat 480 g/l	91 L	476	43.68	0.091	> 5,000	
		<u>KUD BinaTani</u>							
		Agrochemical	Active ingredients	Volume application	Area treated	Active ingredients	Active ingredients	LD 50 (oral	

No.	Criterion / Indicator	Assessment Findings						Compliance	
					(ha)	use	use per ha	mg/kg BB)	
		Metsulindo 20 WP	Metil metsulfuron 20%	4 kg	238	0.65	0.002	50	
		Gramoxone	Paraquat 200 g/l	71 L	238	19.71	0.082	612	
		Kenrane 288 EC	Florokspir 20 g/l	30 L	476	8.57	0.018	> 5,000	
		Elang 480 SL	Isopropil Amina Glifosat 480 g/l	119 L	476	57.12	0.12	> 5,000	
		<u>KUD Tanjung Dani Sakti</u>							
		Agrochemical	Active ingredients	Volume application	Area treated (ha)	Active ingredients use	Active ingredients use per ha	LD 50 (oral mg/kg BB)	
		Metsulindo 20 WP	Metil metsulfuron 20%	3 kg	220	0.65	0.002	50	
		Gramoxone	Paraquat 200 g/l	66 L	220	18.05	0.082	612	
		Kenrane 288 EC	Florokspir 20 g/l	28 L	440	7.92	0.018	> 5,000	

No.	Criterion / Indicator	Assessment Findings							Compliance
		Elang 480 SL	Isopropil Amina Glifosat 480 g/l	110 L	440	52.80	0.12	> 5,000	
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>Bungo Tebo Estate and Scheme Smallholder:</p> <p>Based on the company SOP, there is no prophylactic use of pesticide (not allowed). Estate and scheme smallholder conduct annual census to monitor the pest infestation, prior to application of pesticide to control the outbreak. Estate carried out monthly pest monitoring through pest census on rats and tirathaba, leaf eating caterpillar and bagworm, and other type of pest.</p> <p>Based on record review and interview with manager estate and plasma, there has been no application of pesticide throughout 2014. Pest such as rat – controlled through natural predator, barn owl; leaf eating caterpillar and bagworm is under control – through natural predator, nurtured and maintained the host plant such as <i>Turnera subulata</i>, <i>Antigonon</i>, etc. Company has an effort to improving the natural predator of caterpillar pest by planting host plan such as: <i>cassia tora</i>, <i>turnera subulata</i> and <i>Antigonon leptopus</i> along the main road and production road. To improve natural predator of rats, company has effort to introduce the barn owl and create the nest for barn owl/barn owl boxes.</p>							Comply

No.	Criterion / Indicator	Assessment Findings	Compliance																																					
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>Bungo Tebo Estate:</p> <p>Paraquat is not banned in Indonesia according to Act No.12/1992 regarding plant cultivation system, article 60 (g) jo. Article 38, and Ministry of Agriculture regulation No.107/Permentan/SR.140/9/2014 regarding pesticides supervisor. National regulation mentioned that paraquat dichloride is a restricted active ingredient; therefore its user must hold a certificate of limited pesticides uses and the manufacturer have to train the user prior to application. PT. Rigunas Agri Utama is starting to record the use of paraquat. However, company has committed to reduce the use of Paraquat year to year. Monitoring of paraquat use in 2013 to October 2017.</p> <p>Paraquat use in 2015 was higher than in 2014 due to weeds control of Stenochlaena to improve the upkeep of plantation block. In 2016 and 2017 paraquat are still used due to replanting activity. PT Rigunas Agri Utama – Bungo Tebo Estate uses paraquat in order to improve the land cover crop growth in replanting area; land cover crop chemical upkeep also performed regularly. Replanting in 2016 total was 295 ha and in 2017 were 49 ha.</p> <p>Scheme Smallholder:</p> <table border="1" data-bbox="875 922 1946 1289"> <thead> <tr> <th rowspan="2">Chemical</th> <th rowspan="2">KUD</th> <th colspan="5">Chemical usage (L)</th> </tr> <tr> <th>2013</th> <th>2014</th> <th>2015</th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td rowspan="4">Gramoxone (Paraquat diclorida)</td> <td>Tanjung Dani Sakti</td> <td>76</td> <td>74</td> <td>71</td> <td>67</td> <td>66</td> </tr> <tr> <td>Bina Tani</td> <td>78</td> <td>77</td> <td>75</td> <td>73</td> <td>71</td> </tr> <tr> <td>Belarik Jaya</td> <td>62</td> <td>61</td> <td>58</td> <td>56</td> <td>55</td> </tr> <tr> <td>Sawit Tambara Jaya</td> <td>69</td> <td>68</td> <td>66</td> <td>65</td> <td>65</td> </tr> </tbody> </table>	Chemical	KUD	Chemical usage (L)					2013	2014	2015	2016	2017	Gramoxone (Paraquat diclorida)	Tanjung Dani Sakti	76	74	71	67	66	Bina Tani	78	77	75	73	71	Belarik Jaya	62	61	58	56	55	Sawit Tambara Jaya	69	68	66	65	65	Comply
Chemical	KUD	Chemical usage (L)																																						
		2013	2014	2015	2016	2017																																		
Gramoxone (Paraquat diclorida)	Tanjung Dani Sakti	76	74	71	67	66																																		
	Bina Tani	78	77	75	73	71																																		
	Belarik Jaya	62	61	58	56	55																																		
	Sawit Tambara Jaya	69	68	66	65	65																																		
4.6.5	Evidence of pesticide application by trained person and in accordance with application guidelines in product label and storage guidelines shall be	<p>Bungo Tebo Estate and Scheme Smallholder</p> <p>Company provides limited pesticide training for sprayers. Training on limited pesticide use "Pelatihan</p>	Comply																																					

No.	Criterion / Indicator	Assessment Findings	Compliance
	<p>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>Pestisida Terbatas” conducted on 2 – 3 October 2017, attended by 62 participants from PT RAU and PT IIS, 19 sprayer workers from Bungo Tebo Estate. Training conducted incorporated with Syngenta and “Komisi Pengawas Pestisida dan Pupuk” Provinsi Jambi. Another training of limited pesticide use carried out in 26 August 2015 by “Komisi Pengawas Pupuk dan Pestisida Pemerintah Provinsi Jambi”.</p> <p>During interview with spraying workers in Division III Block 95E indicated that they have understood pesticide application in accordance with application guidelines in product label. Pesticide operator understood pesticide usage procedure, risk of pesticide use, active ingredient, pesticide dosage and technique how to apply pesticide in the field. During field visit they can demonstrated the adequate skill and understanding. Appropriate PPE has been provided by company and used by spraying workers such as: Apron, leather and rubber hand gloves, respiratory masker, safety goggles, head cover and rubber boot.</p>	
4.6.6	<p>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>Bungo Tebo Estate:</p> <p>Pesticides warehouse found to be in accordance with hazard identification and risk assessment and national guideline for limited pesticide use. Empty chemical containers had been used for mixing chemicals for spraying pesticides in the field.</p> <p>All empty pesticides container are properly managed by sending it to temporary hazardous waste storage. The company has licensed temporary hazardous waste storage, where all hazardous waste from all estates and mills were collected. For proper disposals hazardous waste were delivered to licensed processor using licensed transporter. Storage keeper maintains the balance of incoming and outgoing hazardous waste.</p> <p>Scheme smallholders:</p> <p>Pesticides application such as weed control, circle and path spraying in scheme smallholder’s area are conducted by company worker, Team Unit Semprot (TUS). Storage of pesticides are handled by Bungo Tebo Estate store keeper. The disposals of empty chemical container were using the same facility with Bungo Tebo Estate and Mill.</p> <p>Non-conformity:</p>	<p>Not Comply (Major NCR 1550974- 201711-M3) Comply</p>

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>During visit to washing facility of Bungo Tebo Estate on 15 November 2017, it was found 4 bottle of pesticide Metsulindo.</p> <p>Corrective Action:</p> <ul style="list-style-type: none"> • Company has removed the 4 bottle of pesticide Metsulindo from washing facility of Bungo Tebo Estate to Agrochemical warehouse completed with MSDS. Record of pesticide removal presented in "Berita Acara Serah Terima Pengembalian Barang" dated 13 December 2017. • Company also has conducted the socialization and awareness to spray foreman and warehouse workers regarding the best practice of Agrochemical storage dan prohibition of chemical storage other than in the chemical storage warehouse. Socialization conducted on 8 January 2018. Record of socialization and awareness were evident. During interview with spray foreman and warehouse workers indicated that they have understand regarding best practice of Agrochemical storage. 	
4.6.7	<p>Application of pesticides shall be by proven methods that minimize risk and negative impacts.</p> <p>- Minor compliance -</p>	<p>Bungo Tebo Estate:</p> <p>Pesticides had been applied using the Best Management Practices that minimize risk and impacts. The agrochemical storekeepers, supervisors and sprayers found to understand use of the correct pesticide type, dosage, nozzle, spray factor, spray quality and spray techniques.</p> <p>Scheme smallholders:</p> <p>KUD members are using "Team Unit Semprot/TUS" – special spraying worker of Bungo Tebo Estate in performing weed control/spraying.</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>Bungo Tebo Estate and Scheme smallholders:</p> <p>There is no aerial pesticides application in the area of Bungo Tebo Estate and Bungo Tebo Scheme smallholders.</p>	N/A

No.	Criterion / Indicator	Assessment Findings	Compliance
	- Major compliance -		
4.6.9	Evidence of training on handling pesticide for workers and scheme smallholder (if any) shall be available. - Minor compliance -	<p>Bungo Tebo Estate and Scheme Smallholder</p> <p>Company provides limited pesticide training for spraying operators – “Tim Unit Semprot”. Training on limited pesticide use - “Pelatihan Pestisida Terbatas” conducted on 2 – 3 October 2017, attended by 62 participants from PT RAU and PT IIS, 19 sprayer workers from Bungo Tebo Estate. Records were also evident for training that conducted incooperated with Syngenta and “Komisi Pengawas Pestisida dan Pupuk Provinsi Jambi” on 9 April 2013. Certificate training were available, for example: Rinna (certificate No. 004/KP3/V/2013) and Delyani (certificate No. 005/KP3/V/2013) dated 20 May 2013.</p> <p>Another training of limited pesticide use caried out in 26 August 2015 by “Komisi Pengawas Pupuk dan Pestisida Pemerintah Provinsi Jambi”. Certificate training were available, for example: Meriana (certificate No. 09/KP3/VIII/2015) and Ayu P. (certificate No. 10/KP3/VIII/2015) dated 26 August 2015.</p> <p>Spraying workers who works for Plasma Bungo Tebo also managed by TUS (team Unit Semprot) Bungo Tebo Estate. Spraying workers has been trained by “Komisi Pengawas Pupuk dan Pestisida Pemerintah Provinsi Jambi” on 9 April 2013, evidence of training certificate were available for example: Sumiyati (certificate No. 007/KP3/V/2013 dated 20 May 2013), Sulastri (certificate No. 008/KP3/V/2013 dated 20 May 2013), Tati (certificate No. No. 009/KP3/V/2013 dated 20 May 2013), Delyani (certificate No. No. 005/KP3/V/2013 dated 20 May 2013) and Mahdalia (certificate No. No. 006/KP3/V/2013 dated 20 May 2013).</p> <p>Material Safety Data Sheets (MSDS) are evident for all chemicals used and are available at the storage and areas of mixing.</p>	Comply
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>Bungo Tebo Estate</p> <p>The company has established procedure for chemical handling under documented SOP of Pesticides and its Handling (AA-APM-OP-1100.11-R1). The procedure explaining pesticide classification, safety direction in pesticide use, intoxication symptoms and first aid for intoxication case. The procedure also explaining the safe and proper disposal of pesticide container.</p> <p>Hazardous waste storekeeper understands the procedure for proper disposal of empty agrochemical</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>from chemical store. Visit to hazardous waste storage, empty agrochemical container has been triple rinsed and pressed and/or cut into small pieces before sending to licensed transporter.</p> <p>Scheme smallholders:</p> <p>Pesticides application such as weed control, circle and path spraying in scheme smallholder’s area are conducted by company worker, Team Unit Semprot (TUS). The disposals of empty chemical container were using the same facility with Bungo Tebo Estate and Mill.</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>As mentioned above, the chemical application for company-owned plantation and smallholder plantation was only implemented by company workers – Tim Unit Semprot, which is a special team for spraying works. The workers received adequate training, protective equipment and instruction. Company provided specific medical checkup for all sprayers, comprise of blood test, urinal test, rontgen and spirometric test. The medical check up carried out on six months basis. The last MCU on April 16, 2016 conducted by focus clinic laboratory.</p> <p>Specific Medical Surveillance recapitulation were evident for sprayer, fertilizer and upkeep workers, e.g.: Mahdalia and Sumiyati (Sprayers), Munawarah and Ylidar Binti Yahya (Fertilizer). Result shows that the workers are in good condition; laboratory, thorax rontgen and spirometry results are in normal condition.</p>	Comply
4.6.12	<p>Records shall be available to show that spraying is not conducted by pregnant or breast-feeding women.</p> <p>- Major compliance -</p>	<p>Bungo Tebo Estate and Scheme Smallholder</p> <p>Based on interview with female workers, it was confirmed that no pregnant and/or breast-feeding allowed to performed chemical/pesticides work.</p> <p>Estate management conducting monthly pregnancy check for all female workers (spraying gang and fertilizer applicator) by test pack. Record of monthly pregnancy check recorded in “Hasil Pemeriksaan Berkala Test Kehamilan Pekerja dengan Kontak Kimia PT RAU Bungo Tebo Group”. Based on latest check on October 2017 shown that there are no spraying workers and fertilizing workers who indicated positive pregnant.</p>	Comply
Criterion 4.7			

No.	Criterion / Indicator	Assessment Findings	Compliance
An occupational health and safety plan is documented, effectively communicated and implemented.			
4.7.1	<p>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>Bungo Tebo Estate and Mill:</p> <p>The health and safety policy is cited from "Kebijakan Perusahaan" signed by top management on 1 December 2014 – written in Bahasa Indonesia. Chapter 4 mentioned "to determine measurable objective and target to prevent accident and occupational disease for all worker and other interested parties, through continuous improvement". The policy has been disseminated to all workers, e.g to Afdeling I on 18 July 2017, to Afdeling III on 4 August 2017, Afdeling IV on 21 August 2017, to POM on 10 September 2017 and 20 April 2017. Dissemination attendance list were available.</p> <p>The safety report has been sent to Labour Department office on monthly basis. Safety reports for period July – September 2017 was sent to Labour Agency of Tebo Regency on 8 November 2017. PPE checklist to monitor the use of PPE for each work activity. For example: provision to 30 harvesters regarding safety shoes on 7 August 2017, helmet on 2 February 2017, knife cover on 2 March 2017 and glasses on 2 February 2017; provision to 28 fertilizing workers regarding mask, safety shoes, hand gloves and apron; provision to 17 spraying operator regarding apron and hand gloves on 27 July 2017.</p> <p>Objective Target Programme 2017 is available, regarding minimize numbers of work accident and creating safety culture in the workplace. Internal audit for health and safety include in Internal Audit Sustainability performed on 4-8 September 2017 in Bungo Tebo POM and Estate, where a number of findings require immediate action.</p> <p>PT. Rigunas Agri Utama provides annual medical check up for all employees, in accordance with "Permenaker No.02 tahun 1980". Record of medical check-up in 2017 is available in the Summary of Medical Check Up Results of PT Rigunas Agri Utama, dated 22 May 2017, conducted by focus clinic laboratory.</p> <p>Scheme smallholders:</p> <p>KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya and KUD Sawit Tambara Jaya are able to demonstrate policy "Kebijakan Koperasi" Dated 12 March 2016, where the document indicates the policy to prevent accident and occupational disease through use of PPE and attention on working</p>	<p>Not Comply</p> <p>(Major NCR 1550974- 201711-M4)</p> <p>Comply</p>

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		<p>premises. Company also provides Health and Safety guidelines related to health and safety, first aid, basic fire fighting. Point 2 and 3 of the policy indicated that cooperative committed to implement and maintain integrated health and safety and environment system, in accordance to national or international standard. KUD has determined measurable objective and target to reduce environment pollution, accident and work-related illness to worker and interested parties and leads to continuous improvement.</p> <p>Safety plan covers all operational activity in smallholder plantation. Smallholder cooperatives have prepared risk assessment (assisted by PT Rigunas Agri Utama), to cover FFB loading, FFB unloading, fertilizer application, fertilizer re-packing, chemical mixing, spraying, harvesting, worker mobilization, etc. Risk control against the potential risk of each job has been indicated in risk assessment. Implementation of risk control: training on health and safety for workers, first aid training, provision of first aid kit, provision of PPE in accordance to work/hazard. Monitoring of health and safety conduct by cooperative and supervised by PT Rigunas Agri Utama.</p> <p>Non-conformities: Based on visit to Bungo Tebo POM on 14 November 2017, audit team found absence of control and monitoring regarding unsafe condition:</p> <ul style="list-style-type: none"> - Scattered scrap (ex thresher), trench and inappropriate bridge were found at evacuation route; - Working equipment was left unattended, milling machine found in operation – but not attended by operator; - Leaking steam/condensate pipes found on several location near kernel station; - Inappropriate protection for moving/rotating parts at kernel station; - Gas tubes (oxygen/acetylene) were not tied appropriately; - No warning sign at kernel station that the noise is > 85 dB. - The addition of a house building in housing area Division II has not considered to the hazard conditions of those building. <p>Corrective Action:</p> <ul style="list-style-type: none"> • Company has made improvement for evacuation route in Palm Oil Mill area. The ex 	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>thresher has been removed from the evacuation route, proof by "Berita Acara Pemindahan Thresher dari jalur Evakuasi" dated 5 December 2017. During field visit can be demonstrated that evacuation route was easy to pass. Bungo Tebo POM also has give awareness and dissemination regarding evacuation route standard to all operator and mill workers on 29 December 2017. On the evacuation route should not be any objects blocking and must be easily passed to the muster point/assembly point. During field visit and interview with the workers indicated that they have understand regarding the evacuation route standard. Management also has perform the periodic monitoring of evacuation route to ensure the evacuation route was clean and no blocking object and easy to pass.</p> <ul style="list-style-type: none"> • Bungo Tebo POM has give the warning to the milling machine operator and give the awareness to all operator on 29 December 2017. Awareness was the company emphasizes to all operators to comply with standard work procedures and not to leave the machine being operated as it would be potentially dangerous. Bungo Tebo POM also has installing signs and stickers of prohibition on leaving the machine during operation. During field visit in Bungo Tebo POM can be demonstrated that organization has made the improvement and during interview with operator they aware that they have to obey the work procedure and prohibit to leave the machine being operated. Bungo Tebo POM also has perform regular monitoring to ensure that there is no unsafe act and unsafe condition by "Monitoring K3", latest performed on 8 January 2018. • Bungo Tebo POM has repair the leaking steam in Kernel station on 9 January 2018. Record of repair activity presented in "Berita Acara Perbaikan Pipa Steam Bocor di Stasiun Kernel". Organisation also has conducted the steam leak inventory by Foreman and Asisstant on 4 January 2018 recorded in "Formulir Inventaris Kebocoran Pipa Steam PMKS Bungo Tebo". Leak monitoring in Palm Oil Mill also performed by Bungo Tebo POM together with OHS monitoring each month which presented in "Monitoring K3". Latest monitoring performed on 8 January 2018. Mill management also has give the socialization and awareness to all operator on 29 December 2017 to report if any leaking condition in their work area/station to their foreman and assistant. 	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<ul style="list-style-type: none"> • Bungo Tebo POM has repair the protection of moving parts/belting on 29 December 2017. During field visit can be demonstrated that all moving parts/belting has given the protector and safe condition. Organisation also has perform inventory of all moving parts/belting in Bungo Tebo POM on 4 January 2018 to check the condition of moving parts/belting protector and ensure the safe condition. In addition company also has set a program to monitor the safety condition in POM area including monitor the moving parts/belting protector. The activity recorded in "Monitoring K3", latest monitoring performed on 8 January 2018. • Bungo Tebo POM has provide the gas tube binder chain (oxygen/acetylene) and give the awareness to mechanic against OHS standard of oxygen tube placement on 29 December 2017. Company also has provide the Trolley to facilitate the gas tube replacement. In addition company also has set a program to monitor the safety condition in POM area including monitor the gas tube placement. The activity recorded in "Monitoring K3", latest monitoring performed on 8 January 2018. • Bungo Tebo POM has installing the Safety sign regarding High Noise level warning in Kernel Station on 27 December 2017. During field visit in Bungo tebo POM can be demonstrated that the safety sign was adequate and quite informative as well as seen easily. In addition company also has set a program to monitor the safety sign in POM area. The activity recorded in "Monitoring K3", latest monitoring performed on 8 January 2018. • Bungo Tebo Estate has repair the unsafe additional building in housing area Afdeling II on 8 January 2018. Organisation also has give the awareness to the housing resident Afdeling II regarding safety standard of additional building on 4 January 2018. In addition organisation has perform the inventory of additional building in housing area Afdeling II and IV to ensure the safely condidition and met the safety standard. Latest inventory performed on 22 December 2017 and recorded in "Inventarisasi Penambahan Bangunan Afd II/IV Pulai". 	
4.7.2	A documented risk assessment shall be available and its implementation shall be recorded.	<p>Bungo Tebo Estate and Mill: HIRADC is updated on 16 February 2017 for Bungo Tebo POM HIRADC has identified all activity and</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
	<p>- Major compliance -</p>	<p>location within palm oil mill operation, e.g.; activity at office, weighbridge, sortation, loading ramp, sterilizaer station, threshing station, boiler station, water treatment, laboratory, warehouse, waste water treatment point, etc.</p> <p>Whilst for Bungo Tebo Estate HIRADC was updated on 4 January 2017. Estate HIRADC has identified all activity and location within estate operation, e.g. harvesting, upkeep, replanting, fertilizing, spraying, pump house, generator, nursery, water installation, traffic, school, office, FFB transport, security, fire fighting, warehouse, etc.</p> <p>Company provides PPE for workers. HIRADC for plantation has analyzed all risk from activity at land application area, frequency determination from HCV monitoring exercise improved. Based on field visit, sprayer team uses appropriate PPE, as per risk assessment (hat, goggle, masker, apron, long sleeve, hand glove and rubber boot).</p> <p>Welder certificate namely Mr. Indra Gunawan, dated 21 April 2015 on "Juru Las kelas 2", No. S.164/JL/PNK3/IV/2015 and on behalf Royal Andi W. Panggabean with certificate number No.S.227/JL/PNK3/VI/2014 dated 20 June 2014.</p> <p>Scheme smallholders: (KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya and KUD Sawit Tambara Jaya)</p> <p>Smallholder cooperatives have prepared risk assessment (assissted by PT Rigunas Agri Utama), to cover FFB loading, FFB unloading, fertilizer application, fertilizer re-packing, chemical mixing, spraying, harvesting, workermobilization, etc. Risk control against the potential risk of each job has been indicated in risk assessment. Implementation of risk control prepared with PIC and timeline of implementation: training on health and safety for workers, first aid training, provision of first aid kit, provision of personal protective equipment in accordance to work/hazard. Personal protective equipment to be used for each type of activity has been lined out under "Prosedur Kerja Agricultral Policy Manual untuk kebun plasma No.AA-PLASMA-PP-KS 01 until 04" dated 1 September 2011.</p> <p>PT Rigunas Agri Utama assisted cooperative/KUDs to prepared risk assessment to include hazard from poor road condition, steep slope, wildlife conflict, etc. KUDs have prepared risk assessment under "Prosedur Kesehatan dan Keselamatan Kerja", up dated on 10 October 2016; related to</p>	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>identified hazard such as poor road condition, steep slope, wildlife conflict (elephant, monkey, etc.), harvesting near electric poles and electric fence for elephant. The risk assessment will be monitor and review whenever changes occur. Monitoring of health and safety performance conducted by cooperative and supervised by PT Rigunas Agri Utama.</p>	
<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>Bungo Tebo Estate and Mill:</p> <p>Safe working practices training have been performed to all workers in the operation. Samples were taken such as: harvesting, spraying and chemical warehouse workers. The trainings were conducted by Safety Officer who has been qualified as Safety Officer by the government. Several records of training in 2017 were evident, e.g.:</p> <ol style="list-style-type: none"> 1. First Aid training dated 18 February 2017, attended by 25 participants. 2. Basic Fire training dated 23 April 2017, led by fire fighting Commander Mr. Hendrik and attended by 26 participants. 3. First Aid training namely MR Padli, A.Md Kep, conducted by "UPTD Balai Hiperkes dan Keselamatan Kerja Propinsi Sumatera Utara", dated 28 January to 1 February 2013. License number 560/107/PK/SOSNAKERTRANS/2014 dated December 2014 issued by "Kepala Dinas Sosial, Tenaga Kerja dan Transmigrasi Kabupaten Tebo. 4. PPE refreshment training to all employees of Bungo Tebo Estate on 22 March 2017 and Bungo Tebo POM on 10 February 2017. <p>The PPE for each activity has been provided, e.g. working at Mill, working at generator set, welder, working at laboratory, harvester, sprayer, fertilizer storage, chemical storage, etc. Observation during this audit generally concluded that PPE has been well provided and implemented.</p> <p>Workers interviewed during this audit generally understood the risk of their work and the purpose of using PPE. List of PPE Distribution was evident and included: ear plug, helmet, ear muff, safety shoes, gloves, goggles, mask, gas mask, apron etc. However several workers were found not using mandatory PPE during audit as mentioned in nonconformities below.</p> <p>Several mandatory PPE were provided and worn by the workers such as: helmet, safety goggles, safety shoes, safety clothes, chemical mask, ear plugs, ear muffs and respirators.</p> <p>Scheme smallholders</p>	<p>Not Comply (Major NCR 1550974- 201711-M5) Comply</p>

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>Record training for smallholder’s member and their workers regarding Occupational Health and Safety (OHS) program and Personal Protective Equipment (PPE) is documented in “Training Record” in each KUD. Training record available in form of training material, photograph documentation, and attendance list. Training that has been implemented in 2017, e.g: in KUD Tanjung Dani Sakti: Training on Occupational Health and Safety had done on 3rd May 2017, was attended by 22 smallholder farmers; Training on fist aider had done on 6th September 2017, was attended by 22 smallholder farmers; Training on preparedness and emergency response and basic fire had done on 22 April 2017, was attended by 22 smallholder farmers. In KUD Belarik Jaya: OHS training has conducted on 3rd May 2017, was attended by 18 smallholder members.</p> <p>Non-conformities: Based on field visit and interview with workers, audit team found that workers was not using protective equipment on work area with high risk:</p> <ul style="list-style-type: none"> - Unloading worker at loading ramp were not using appropriate PPE, e.g. safety shoes; - No warning sign at kernel station to use appropriate PPE to reduce noise, whilst the noise at the area is > 85 dB; - It was found Excavator operator not using appropriate PPE (helmet) while doing terrace maintenance at block near workshop area. - During visit to fertilizer warehouse it was found no MSDS of fertilizer Compound 12:12:17+TE at Bungo Tebo Estate warehouse; no MSDS of Borate and MOP at Plasma warehouse. <p>Corrective Action:</p> <ul style="list-style-type: none"> • Bungo Tebo POM has give the awareness and socialization on 19 December 2017 to the FFB unloading workers particularly from Smallholder and third party. Safety warning to use the standard PPE in loading ramp station also has installed. Evidence of socialization and safety warning sign placement can be demonstrated during audit. In addition company also has perform the regular PPE monitoring for unloading workers, recorded in “Monitoring Penggunaan APD oleh Tukang Bongkar TBS”. Latest monitoring performed on 12 January 2018. 	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<ul style="list-style-type: none"> Bungo Tebo POM has installing the Safety sign regarding High Noise level warning in Kernel Station on 27 December 2017. During field visit in Bungo tebo POM can be demonstrated that the safety sign was adequate and quite informative as wel as seen easily. In addition company also has set a program to monitor the safety sign in POM area. The activity recorded in "Monitoring K3", latest monitoring performed on 8 January 2018. Bungo Tebo POM has give the warning to the excavator operator and give the awareness to heavy equipment operator on 12 January 2017. Awareness was the company emphasizes to operators to comply with standard work procedures and consitent to use the standard PPE. During field visit can be demonstrated that organization has made the improvement and during interview with operator they aware that they have to obey the work procedure and standard PPE usage. Bungo Tebo Estate also has perform regular monitoring to ensure that there is no unsafe act and unsafe condition by "Monitoring K3", latest performed on 8 January 2018. Bungo Tebo Estate and Plasma has completed the MSDS of Borate and MOP at Plasma warehouse. During visit in Plasma Warehouse can be demonstrated that MSDS of all type of fertilizer has completed. Company also has a program to monitor and inventory the completeness of MSDS regularly, recorded in "Formulir Pemeriksaan Kelengkapan MSDS Kebun Bungo Tebo". Latest monitoring performed on 9 January 2018. 	
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>Bungo Tebo Estate and Mill:</p> <p>Safety committee structure is available for mill and estate. Safety committee for Bungo Tebo mill has been approved through "Surat Keputusan Kepala Dinas Sosial, Tenaga Kerja dan Transmigrasi Kabupaten Tebo No.560/364/PK/ SOSNAKERTRANS/2016 tentang Pembentukan dan Pengesahan Panitia Pembina Keselamatan dan Kesehatan Kerja (P2K3) PT. Rigunas Agri Utama" dated 14 September 2016.</p> <p>Safety committee for Bungo Tebo Estate has been approved through "Surat Keputusan Kepala Dinas Sosial, Tenaga Kerja dan Transmigrasi Kabupaten Tebo No.560/365/PK/SOSNAKERTRANS/2016 tentang Pembentukan dan Pengesahan Panitia Pembina Keselamatan dan Kesehatan Kerja (P2K3) PT</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>Rigunas Agri Utama" dated 14 September 2016.</p> <p>The responsible person for health and safety for Bungo Tanjung Estate is Mr. Heri Purwanto, appointed through Keputusan Menteri Tenaga Kerja dan Transmigrasi RI No Kep.2584/NAKER-BINWASK3/V/2016 on Penunjukan Ahli K3" dated 9 May 2016, valid until 3 years.</p> <p>The last of Safety meeting conducted on 25 July 2017, 26 August 2017, 23 September 2017 discussing the health and safety programme, report review of disease, evaluation of safety committee, review of objective progress, monitoring of PPE use, accident occurrence and result of internal audit. Health and safety report to manpower service period of July to September 2017, in document of Laporan Progres K3 Tahun 2017".</p> <p>Scheme smallholders:</p> <p>(KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya and KUD Sawit Tambara Jaya)</p> <p>Person in charge for health and safety, as well as emergency situation is chairperson of KUD. Meeting discussing health and safety issue scheduled for annual basis. Each Chairperson of KUD discussed health and safety implementation in their KUD, such as health and safety programme, report review of disease, evaluation of safety committee, review of objective progress, monitoring of PPE use, accident occurrence and result of internal audit.</p> <p>Observation:</p> <p>The company (Bungo Tebo POM) has appointed Safety Officer based on "Keputusan Menteri Tenaga Kerja dan Transmigrasi RI No. KEP.P.1753/M/DJPPK/IX/2014 tentang Penunjukan Ahli K3" on behalf Sofianto, SE, dated 23 September 2014 valid for 3 years. During audit, the company is in process to extend the appointment letter. Mill Manager of Bungo Tebo POM has sent letter to Jambi Regional Office to process the extension. Jambi RO has reply the letter and asking Bungo Tebo POM to fulfill the requirement, e.g. photograph. Bungo Tebo POM has sent the related requirement to Jambi Regional Office.</p>	
4.7.5	A procedure for emergency and work accident shall be available in Indonesian Language; and the	<p>Bungo Tebo Estate and Mill:</p> <p>Accident and Emergency Respond Procedure (ERP) written in Bahasa Indonesia was described by AA-</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
	<p>workers, who have attended First Aids training, are available in the working areas.</p> <p>- Minor compliance -</p>	<p>EMS-447-PR and covered reporting, responsibility of all members of ERP Team, handling of ERP situation, mitigating of ERP situation, etc. Some situations were identified such as land fire, mill and housing fire, WWTP leaking, hazardous spillage, explosion of boiler and gas tube, earthquake, flood and landslides. Emergency respond procedure has been disseminated to workers during simulation of emergency situation and attended by all workers. The list of attendance was available. From workers interview in the field it was observed that the workers were clearly understood of what is required in the procedure. The last accident has been investigated and reported to the labor authority of Tebo Regency in the "Laporan Progress K3 Tahun 2017" period July to September 2017. All the records were available and maintained by the Safety Officer.</p> <p>Trained First Aid operators were provided in the field area. There were also First Aid trainings from local paramedic on 14 July 2017. The First Aid equipment carried by foreman were available at worksites such as harvesting area, spraying area etc. has demonstrated that it was in accordance with local regulation Permenaker 15/2008.</p> <p>The responsible persons have been identified in safety committee, structure is available for mill and estate. Safety committee for mill has been approved through "Surat Keputusan Kepala Dinas Sosial, Tenaga Kerja dan Transmigrasi Kabupaten Tebo No.560/090/PK/SOSNAKERTRANS/2014 tentang Pembentukan dan Pengesahan Panitia Pembina Keselamatan dan Kesehatan Kerja (P2K3) PT Rigunas Agri Utama" dated 24 September 2014. Mill Manager is responsible for implementation of safety management system in mill.</p> <p>The responsible person for health and safety for Bungo Tanjung Estate is Mr. Heri Purwanto, appointed through Keputusan Menteri Tenaga Kerja dan Transmigrasi RI No Reg 30260/PK3/AJ/15/2016/PO on Penunjukan Ahli K3" dated 9 May 2016, valid until 3 years</p> <p>Scheme smallholders:</p> <p>It was reported that no accidents for the last two years in KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya and KUD Sawit Tambara Jaya. However, the related procedure was available in handling any accidents occurred. Emergency and accident procedure has been defined by KUD in form of: fire break incident, earthquake incident, flooding incident, landslide incident, spillage incident, etc. KUD workers were covered by insurance from government (Jamkesda). First aid kit equipment in Cooperative found to be adequate – holds by the trained harvesting supervisor. First</p>	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>aid kit also available in KUD office.</p> <p>Accident and emergency procedures available in "Rencana Tanggap Darurat". Cooperative is incooperated with Puskesmas (community health center) to treat accident victim. Records of accident, acknowledge by report of K3 performance that there are no accidents occurred in January – October 2017.</p>	
4.7.6	<p>All workers shall be provided with medical care, and covered by accident insurance (see criterion 6.5.3).</p> <p>- Minor compliance –</p>	<p>Bungo Tebo Estate and Mill:</p> <p>PT Rigunas Agri Utama provided medical care for all mill and estate workers. If there was unhealthy worker, company clinic is available inside the estate area. Furthermore, all mill and estate workers are covered by BPJS Kesehatan (medical insurance) and BPJS Ketenagakerjaan (social insurance). Records of BPJS Kesehatan and BPJS Ketenagakerjaan member list are available. Evidence of payment was sighted and documented such as:</p> <p>BPJS Kesehatan (medical care)</p> <ul style="list-style-type: none"> - Bank slip payment on 12 October 2017 for payment October 2017 for Bungo Tebo Estate, IDR 25,059,826. - Bank slip payment on 12 October 2017 for payment October 2017 for Bungo Tebo Palsma, IDR 3,570,326. - Bank slip payment on 12 October 2017 for payment October 2017 for Bungo Tebo POM, IDR 9,722,831. <p>BPJS Ketenagakerjaan (accident Insurance)</p> <ul style="list-style-type: none"> - "Rekapitulasi Rincian Pembayaran Iuran" period September 2017 for Bungo Tebo Estate, IDR 55,511,227. - "Rekapitulasi Rincian Pembayaran Iuran" period September 2017 for Bungo Tebo Estate, IDR 8,830,415. - "Rekapitulasi Rincian Pembayaran Iuran" period October 2017 for Bungo Tebo POM, IDR 12,945,698. - "Rekapitulasi Rincian Pembayaran Iuran Jaminan Pensiun" period October 2017 for Bungo Tebo POM, IDR 4,736,321. - Bank slip payment of BPJS Ketenagakerjaan on 17 October 2017 for payment September 	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>2017 for Bungo Tebo Estate, IDR 55,511,227.</p> <ul style="list-style-type: none"> - Bank slip payment of BPJS Ketenagakerjaan on 17 October 2017 for payment September 2017 for Bungo Tebo POM, IDR 12,803,492. <p>Scheme smallholders:</p> <p>KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya and KUD Sawit Tambara Jaya have identified employees who have registered in BPJS program personally and employees who have not been registered in BPJS program. KUD facilitate the employee to be registered in BPJS program.</p> <p>Evident of BPJS payment were available, e.g. "Daftar Pematangan BPJS Kesehatan Karyawan KUD" and "Sertifikat Kepesertaan BPJS Ketenagakerjaan". It also demonstrated "Surat Kesepakatan Bantuan Akibat Kecelakaan Kerja Kepada Petani/Pekerja" as additional insurance for occupational accident.</p>	
4.7.7	<p>Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics.</p> <ul style="list-style-type: none"> - Minor compliance 	<p>Safety performance for both Bungo Tebo mill and estates was calculated using frequency rate and severity rate. The performance for mill was SR = 0; FR = 0 and for estates was SR = 11; FR = 79. The calculation for frequency rate and severity rate was generated from lost time incident data, employee working hour's data and lost time hours data. The timesheet calculations for each month were shown during audit. Record shows most of the incident involving harvester.</p> <p>The company maintained all of the records regarding the works accident included nearmiss and lost time accident (LTA) in some documents, such as:</p> <ol style="list-style-type: none"> 1. Incident Log; contains the victim data, employees grade, works, incident information (time, date, month, year, and location), part of bodies injured, incident description, actions taken, incident categories, numbers of absences and etc. 2. Nearmiss Log; contains names, areas, dates, reporter, incident description, causes, categories, preventive actions, PIC, targets and preventive actions status. 	Comply
<p>Criterion 4.8 All staff,workers, smallholders and contract workers are appropriately trained.</p>			

No.	Criterion / Indicator	Assessment Findings	Compliance
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>The company has its own training institution which assigned to arrange its training programmes. Asian Agri Learning Institute in Buatan Estate assessing all the training need for each personnel – based on job description. The training plan prepared annually.</p> <p>PT Rigunas Agri Utama prepared a competence matrix for each worker based on job description. Competence evaluation carried out by line managers, to evaluate competence level of each worker for relevant position. Competence gap identified is considered to be trained for worker. The matrix training is updated by HRD Medan and AAA Learning Institute annually. Based on minimum training requirement, AAA Learning institute, detailing training program in type of training, participants, PIC, number of participants, training schedule.</p> <p>Bungo Tebo Mill dan Bungo Tebo Estate: Training programs in 2017 available in "Program Pelatihan Environmental and Sustainability, updated on 3 January 2017, such as:</p> <ol style="list-style-type: none"> 1. Sustainability Awareness training for RSPO, ISPO and ISSC planned on 14-15 June 2017; realization on 24 October 2017, attended by 25 personnels 2. Training of traceability and mass balance – planned on 3 February 2017; realization on 13 April 2017, attended by 7 workers 3. Training of High Conservation Value – planned on 14-15 June 2017; realization on 23 August 2017, attended by 28 workers 4. Basic Fire Training - planned on 23-24 April 2017; realization on 23 April 2017, attended 26 workers. 5. First Aider (PPGD) – realization on 18 February 2017, attended by 25 workers 6. Hazardous waste handling training (refresh) planned on 23 August 2017. 7. Pelatihan water treatment operator (refresh) planned on 17 July 2017; realization on 26 April 2017, attended by 14 workers. 8. Training for boiler operator, planned on 26 April 2017, implementation on 1 March 2017, attended by 15 workers 9. Sertifikasi Teknisi Listrik – implementation on 21-23 February 2017, attended by 25 workers, provider PT Jasindo Mandiri <p>Scheme smallholder: KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya and KUD Sawit Tambara Jaya have</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>prepared document training program under “Rencana dan Realisasi Penyuluhan”, updated in January 2017. The training consists of harvesting, EWS training, emergency training, basic fire training, soil and water conservation, HCV training, integrated pest and disease management, health and safety for workers.</p>	
4.8.2	<p>Records of training for each employee shall be maintained.</p> <p>- Minor compliance –</p>	<p>Bungo Tebo Mill and Estate have maintained the record of training for each employee available in Personal Data Training.</p> <p>Bungo Tebo Mill, e.g:</p> <ul style="list-style-type: none"> • Mr. Ahmad Kasasi (Mechanic): training of welder (2013), dissemination of BIPARTIT (2013), Inhouse Training Operator Boiler (2013), First Aider Training (2016) • Agus JP Silalahi (Helper Mekanik); Electricity certification (2017) • Bayu Presojo (Krani Produksi); First Aider Training (2014, 2016 and 2017), Basic fire training (2014), Traceability Training (2017). • Hesti Yunralita (Krani Timbang); Dissemination of SOP and Mass Balance (2013), First Aider Training (2016), Training of Traceability and Mass Balance (2017) • Risman Purba (Helper operator loading ramp); boiler operator certification uap (2017) <p>Bungo Tebo Estate, e.g:</p> <ul style="list-style-type: none"> • Fadli Sanjaya Nasution (Fertilizer Foreman) – Refreshment of IPM (2016), Training of Spraying tools Alita and SA15 (2017), awareness training on sustainability (2017) • Marina Gultom (Nursery Supervisor) – Refreshment of IPM (2016 and 2017) • Riski (Back Hoe Loader Operator) – Training of Back Hoe Loader (2017). <p>Scheme smallholders,</p> <p>Record of training for smallholder’s member and their workers were documented in “Training Record” in each KUD. Training record available in form of training material, photograph documentation, and attendance list. Training that has been implemented in 2017, e.g:</p> <p>KUD Tanjung Dani Sakti</p> <ul style="list-style-type: none"> • Dissemination on integrated pest and disease management by “Pembina Plasma” carried out on 13 July 2017, attended by 7 smallholder farmers. 	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<ul style="list-style-type: none"> • Training on Occupational Health and Safety done on 3 May 2017, attended by 22 smallholder farmers. • Training on fist aider done on 6 September 2017, attended by 22 smallholder farmers. • Training on preparedness, emergency response and basic fire done on 22 April 2017, attended by 22 smallholder farmers. • AMDAL training dated 21 April 2017. <p>KUD Bina Tani</p> <ul style="list-style-type: none"> • High Conservation Value Training done on 10 April 2017, attended by 40 smallholder farmers and KUD committees. • Socialization on integrated pest and disease management by "Pembina Plasma" done on 15 March 2017, attended by 40 smallholder farmers. • Training on harvesting conducted on 4 January 2017, attended by 23 smallholder farmers. <p>KUD Belarik Jaya</p> <ul style="list-style-type: none"> • High Conservation Value Training done on 10 April 2017, attended by 23 smallholder farmers and KUD committees. • AMDAL training done on 17 March 2017, attended by 40 smallholder farmers. • Dissemination on integrated pest and disease management by "Pembina Plasma" done on 10 July 2017, attended by 37 smallholder farmers. • OHS training conducted on 3 May 2017, attended by 18 smallholder members. <p>KUD Sawit Tambara Jaya</p> <ul style="list-style-type: none"> • Dissemination on HCV done on 10 April 2017, attended by 21 smallholder members. • AMDAL training done on 14 March 2017, attended by 40 smallholder members. • Training of harvesting conducted on 5 January 2017, attended by 40 smallholder members. 	
<p>Principle 5: Environmental responsibility and conservation of natural resources and biodiversity</p>			

No.	Criterion / Indicator	Assessment Findings	Compliance
<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>			
<p>5.1.1</p>	<p>Environmental impact assessment document(s) shall be available.</p> <p>- Major compliance -</p>	<p>Mill, Estate and Scheme Smallholders:</p> <p>The previous SEIA was "ANDAL (Analisa Dampak Lingkungan) & RKL-RPL (Rencana Pengelolaan Lingkungan – Rencana Pemantauan Lingkungan Perkebunan Kelapa Sawit Pola PIR-TRANS dan Pabrik Pengolahan Minyak Sawit PT Rigunas Agri Utama" datum 2003. The documents have been approved based on "Persetujuan Komisi AMDAL Propinsi Jambi No.273 Tahun 2003" dated 11th July 2003.</p> <p>The latest SEIA was available in term of "Adendum ANDAL (Analisa Dampak Lingkungan) & Rencana Pengelolaan Lingkungan Hidup – Rencana Pemantauan Lingkungan Hidup (RKL – RPL)" regarding Development of Kernel Crushing Plant (KCP) with production capacity 200 ton/day, development of electricity power (PLTBG) that produced electricity 3 MW and replanting for 2,506 Ha. The documents have been approved based on Decree of Tebo regent No.86 Year 2017" dated 2nd February 2017 regarding Environment Permit (Izin Lingkungan) and No.85 Year 2017 dated 2nd February 2017 regarding "Kelayakan Lingkungan".</p> <p>This documents covers the area of 8,676 Ha (2,551 Ha planted for nucleus estate and 6,116 Ha planted for scheme smallholders), with palm oil mill capacity 60 tons FFB/hour, KCP 200 ton/day, electricity power 3 MW and 2,506 replanting area in the nucleus estate. The area of study covers Tuo Sumai Village, Sungai Rambai Village, Pinang Belai Village (SP1), Sekuntum Jayo Village (SP2), Bukit Pemuatan Village (SP5) and Napal Putih Village (SP6) – Sumai sub-district, Tebo Regency, Jambi Province, year of study 2016.</p> <p>All significant impacts have been identified i.e. reduction of soil and water quality, reduction of air quality, impact to socio-economic of local community, impact to occupational health and safety, work and road traffic accident, land fire, and disturbance of natural water balance. Plan to monitor and manage of each identified environment impact have been provided and documented.</p>	<p>Comply</p>

No.	Criterion / Indicator	Assessment Findings	Compliance
5.1.2	<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>Mill, Estate and Scheme Smallholders:</p> <p>Company has implemented environmental management system to manage impact from plantation and milling operations. The documents of "Rencana Kelola Lingkungan – Rencana Pemantauan Lingkungan" are available and in line with ANDAL document. Company is also demonstrating environmental management plan as part of environment management system.</p> <p>The Company has demonstrated the Report on Environmental Permit Activity in estate and palm oil mill of PT Rigunas Agri Utama period January - June 2017, reported to the Environment Office in Jambi Province on 20th July 2017, eg:</p> <ol style="list-style-type: none"> Chapter I of the document mentioned general information of the company PT Rigunas Agri Utama. Chapter II of the document mentioned "Report on Environmental Permit" explains implementation of RKL-RPL and Evaluation of Trends, Critical Evaluation and Evaluation Compliance. Chapter III contains relevant conclusions: Correspondence between the results of implementation and the Plan, constraints and the measures necessary for the improvement of the implementation of the RKL-RPL. Appendix consists of: Results of Analysis of the WWTP, Matrix of RKL and Matrix of RPL, Data for Calculation of Erosion, Map of RKL, Map of RPL, Map of Land Application, diagrams of WWTP Performance and Result of Quality Testing of Groundwater. 	Comply
5.1.3	<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 basis.</p> <p>- Minor compliance –</p>	<p>Mill, Estate and Scheme Smallholders:</p> <p>Company has implemented environmental management system to manage impact from plantation and milling operations. The documents of "Rencana Kelola Lingkungan – Rencana Pemantauan Lingkungan" are available and in line with ANDAL document. Company is also demonstrating environmental management plan as part of environment management system.</p> <p>The Environmental Management Plan in 2017, as follows:</p> <ol style="list-style-type: none"> Significant Impacts: Mobilisation of heavy equipment and material during replanting; decrease of air quality; Program: air quality are maintained (parameter SO₂, CO, NO₂, O₃, HC, PM₁₀, PM_{2.5}) 	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>under standard based on PP No.41/1999 regarding Air Pollution Control.</p> <ol style="list-style-type: none"> 2. Significant Impact: increase of noise level; program: Decree of Minister of Environment No. KEP-48/MENLH/11/1996, regarding standard of noise level; 3. Significant Impact: decrease of community health; program: increase community sanitary environment, clean and healthy attitude of community 4. Significant Impacts: Soil erosion due to replanting activity; Program: <ul style="list-style-type: none"> - Make terrace in areas with a slope > 12° - Planting legume cover crop - Make a trench subside in lowland areas - Make a stop in the area of the bunch teresan - Making the hoof to areas with a slope < 12° <p>The company has shown evidence of the implementation of the Environmental Management Program for Significant Impacts of land and forest fires due to the dry season are:</p> <ul style="list-style-type: none"> - Establish Emergency Response Organization Structure 2017 - Established a monitoring tower - Established a post of karhutla <p>As for the program from other significant impacts have a target time of realization until 31 December 2017.</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>			
5.2.1	<p>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>Bungo Tebo Estate and Scheme Smallholders:</p> <p>Company including scheme smallholder has conducted HCV identification in coordination with Faculty of Forestry from IPB (Bogor Agricultural University). The identification result recorded and reported under "Laporan Akhir Identifikasi Keberadaan Nilai Konservasi Tinggi (NKT) di areal PT Rigunas Agri Utama, Kabupaten Tebo". The scope of study covers nucleus estate of PT Rigunas Agri Utama plantation (covers 2,551 Ha) and smallholder estate/plantation (covers 5,914 Ha), located in Sumay District, Rambai District and Serai Serumpun District. The HCV identification was using Guidance on Identification of HCV in Indonesia, published by "Konsorsium Revisi HCV Toolkit Indonesia", July</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>2008.</p> <p>The assessor of HCV consist of:</p> <ul style="list-style-type: none"> - Dr. Ir. H. Nyoto Santoso, MS.: Team Leader, listed as RSPO HCV Assessor (listed as Provisionally Licensed Assessor, dated 23 April 2015); - Udi Kusdinar, S.Hut.: Social and Cultural aspects, listed as RSPO HCV Assessor. - Sulfan Ardiansyah, S.Hut.: Flora Ecology and Environmental Services, listed as RSPO HCV Assessor. - M. Syayidina Ali, Amd.: GIS (listed as Provisionally Licensed Assessor, dated 23 April 2015). - Gilang Prastya Pambudi, S.Hut.: Social-cultural aspect, listed as RSPO HCV Assessor. <p>The HCV identification survey was carried out on 23 – 27 April 2013. The involvement of interested parties in form of interview, discussion and/or public consultation. For example: Discussion with authorities of Serai Serumpun district, interview with Pinang Belai Village, discussion with villagers of Sekutur Jaya Village, interview with committee of KUD Sumai Makmur, interview with Sumay District public servants, interview with villagers of Sungai Rambai Village, etc.</p> <p>The public consultation was carried out on 26 April 2013, located in “Balai Kecamatan Serai Serumpun”, which attended by 28 participants, representing village authorities, villagers, elderly and community figures, district head and KUD Plasma.</p> <p>Company has in cooperation with community for the management of HCV, as written in Statement “Pernyataan Bersama” signed by PT Rigunas Agri Utama’ s management, six (6) village heads and 9 leaders of KUD. The statement was stating commitment towards: to protect wildlife inside the scheme smallholder plantation SP1 – SP7, and agreed to no–hunting policy; Community agreed to stop the use of poison and electricity to catch fish; To protect river buffer zone through: no chemical fertilizer application, using organic fertilizer, to plant river buffer zone with local species tree – and to nurture/maintain the tree; no use of open-fire in scheme smallholder plantation; to actively participate in electric fence program to drive away elephant; to communicates the policy to communities. The statement was signed on 26 April 2013 by all representatives.</p>	
5.2.2	Where rare, threatened or endangered (RTE) species and or other HCVs are present or affected	Bungo Tebo Estate and Scheme Smallholder	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
	<p>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>HCV identified in Bungo Tebo Estate consist of:</p> <ul style="list-style-type: none"> - HCV 1.2, HCV 4.1 in Riparian area Lalo river, Pinang river, Belangkai Purun, Rotan river, Benanai, Belangkai, Belangkai Purun, Benanai Bul river with area 17.54 Ha. - HCV 6, graveyard in Division III area, 0.05 Ha. <p>HCV identified in Bungo Tebo Plasma consist of:</p> <ul style="list-style-type: none"> - HCV 1.2 and 4.1 in Riparian area of river Kebung, Lawai, Sukorejo, Sekutur, Lalo, Benanai, Benanai Bul, Belangkai, Cenio, Anak Batang Sumay with area 52.04 ha. <p>RTE species identified in area Bungo Tebo Estate and Plasma are as follows:</p> <ul style="list-style-type: none"> - Kucing kuwuk (<i>Prionailurus bengalensis</i>) - Lutung (<i>Presbytis melalophos</i>) - Lutung abu – abu (<i>Trachypithecus cristatus</i>) - Berang-berang (<i>Prionodon linsang</i>) - Gajah (<i>Elephas maximus</i>) - Pijantung kecil (<i>Arachnotera longirostra</i>) - Raja udang meninting (<i>Alcedo meninting</i>) - Elang hitam (<i>Ictinaetus malayensis</i>) - Burung madu kelapa (<i>Anthreptes malaccensis</i>) - Elang ular bido (<i>Spilornis cheela</i>) - Kipasan belang (<i>Rhipidura javanica</i>) - Cekakak belukar (<i>Halcyon smirnensis</i>) - Cekakak sungai (<i>Halcyon chloris</i>) - Burung madu sepah raja (<i>Aethopyga siparaja</i>) <p>Company and cooperative were working together to monitor elephant movement and drive away elephant (if comes to plantation). Record seen: "Pemantauan Serangan Gajah Afdeling IV KBT Tahun 2017", was based on daily patrol. Based on report dated 2016 and 2017, there was no elephant attack in Division IV. The record was in line with statement from farmers, village authorities and local communities. Based on the interview, community was stating that since early 2014, there was no more elephant attack.</p>	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>Training on RTE species (including elephant control) started since 2013 when HCV identification team from Faculty of Forestry of IPB (Bogor Agricultura University) had a meeting with stakeholders on 20 March 2015, attended by 20 smallholder farmers and representatives from other company on elephant control. BKSDA (Natural Resources Conservation Center) then brought into providing best practices.</p> <p>Plasma Bungo Tebo has performed monitoring of wildlife each month by field foreman. Wildlife monitoring recorded in "Formulir Daftar Temuan Satwa Liar". For example monitoring result on October 2017 in KT 19, 20, 21 and 24 there were identified Monkeys, lizards, eagles, and finches.</p>	
5.2.3	<p>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>Bungo Tebo Estate and Scheme Smallholders:</p> <p>Company and smallholder has made the programme to socialize the status of protected, rare, threatened or endangered (RTE) to all workers minimum once a year. Programme presented in Conservation Management Plan of PT Rigunaa Agri Utama - Bungo Tebo including Scheme Smallholder 2017. For example awareness of HCV and RTE species conducted on 23 August 2017 attended by workers and local people from surrounding plasma plantation, socialization on 26 September 2017 in Division I attended by 27 participant, socialization on 12 September 2017 in Division IV attended by 30 participants.</p>	Comply
5.2.4	<p>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.</p> <p>- Minor compliance –</p>	<p>Bungo Tebo Estate and Scheme Smallholders:</p> <p>Company and smallholder have conducted monitoring of flora and fauna on six-monthly basis, carried out by Conservation and HCV Officer. The monitoring result reported into "Laporan Monitoring Tumbuhan dan Satwa Liar", as document verified for period of first semester 2017. For example monitoring in Sungai Lalo in June 2017 found 11 bird species such as Raja Udang Meninting, Cekakak belukar, Kipasan belang, cekakak sungai; 1 species mamalia: <i>Sus barbatus</i>; 2 species Reptil such as <i>Varanus salvator</i>. Report of flora and fauna monitoring also submitted to BKSDA (Balai Konservasi Sumberdaya Alam - Natural Resources Conservation Center) Jambi Province on 22 August 2017.</p> <p>Specific monitoring for elephant was done through patrol on areas where indicated as elephant range/path. The patrol carried out on daily basis and reported under "Laporan Monitoring Serangan Gajah". Based on report review, in 2016 and 2017, there was no elephant attack.</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
5.2.5	<p>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.</p> <p>- Minor compliance –</p>	<p>All HCV area has been identified was located within company and/or scheme smallholder control and monitoring. There was no HCV areas identified located under local community right.</p>	Comply
<p>Criterion 5.3 Waste is reduced, recycled, re-used and disposed off in an environmentally and socially responsible manner.</p>			
5.3.1	<p>A documented identified source of all waste and pollution, shall be available.</p> <p>- Major compliance -</p>	<p>Bungo Tebo Mill and Estate:</p> <p>Waste and pollution sources have been identified and documented, including used lubricant and filter, old battery, used laboratory chemical, clinical/medical waste, mill effluent, EFB, smoke, dust, fiber and shell, empty agrochemical container, boiler ash, scrap iron, used tires, waste water and domestic household refuse. Record of identification was presented in "Evaluasi Aspek Dampak Lingkungan" EMS-431-003-LT revision 13 dated 12 February 2017 for Bungo Tebo Mill and Bungo Tebo Estate.</p> <p>All polluting activities has been assessed including emission from boiler and generator, effluent from mill waste water, particulate from boiler stack, noise, used lubricant and filter, old battery, used laboratory chemical, clinical/medical waste, mill effluent, EFB, smoke, dust, fiber and shell, empty agrochemical container, boiler ash, scrap iron, used tires, waste water and domestic household refuse.</p> <p>Scheme smallholders:</p> <p>Waste Management Plan is documented in "Identifikasi Sumber polusi dan rencana pengurangan polusi di perkebunan petani" – Identification of pollutant and mitigation of pollution in smallholders' plantation. KUD has identified waste product and source of pollutant, such as: applying pesticides, fertilizing, harvesting and transportation. Pollutant identified such as in harvesting: FFB transporter vehicle exhaust, dust; Fertilizer application: Fertilizer transporter vehicle exhaust, fertilizer residue,</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		bag and plastic; Weed control/spraying: water and soil pollution from leaching herbicide; pest and disease control: water and soil pollution from leaching pesticide; General activity: exhaust from generator.	
5.3.2	<p>There shall be evidence that all chemicals and their empty containers are disposed of responsibly.</p> <p>- Major compliance -</p>	<p>Bungo Tebo Mill and Estate:</p> <p>All empty agrochemical containers were triple rinsed, the jerry can were reused for spraying activities, while bottles containers were stored in the designated area and categorized as hazardous waste (B3). Records of chemical containers quantity disposed were evident. Liquid waste from agrochemical was reused for the next spraying application.</p> <p>Several ex-chemicals materials containers that use at mills operations such as laboratory chemicals ex-containers and the others, such as boiler additive liquids, lubricants, workshop materials, used battery, etc. were categorized as hazardous wastes that stored at temporary hazardous waste storage (TPS B3) that will be managed by licensed vendor, namely PT Prasadha Pamunah Limbah Industri (PPLI) and transported by Indostar Cargo. Type of waste, such as waste oils, used batteries, light bulbs, and non-economical waste (used fabric majun, used filters, used gloves, empty jerry cans, contaminated soil waste, medical/clinic waste and used oil).</p> <p>The latest transportation by PT PPLI in the 2017 was carried out on 28 July 2017. The manifest shows that deliveries are made to 3 drums of used oil, 2 drums of dirty oil, 1 drum of used filter, 8 drum and 5 can of ex chemical container, 16 kg of medical waste, 2 pcs of used battery, 1 drum of used paint can, 57 litre of liquid laboratory waste and 1.25 kg solid laboratory waste.</p> <p>The company store hazardous waste in temporary storage with permit by Decree of Tebo regent No.328 Year 2017 regarding Change on Decree of Tebo Regent No.421/2014 regarding Permit of Temporary Hazardous Waste Storage of PT Rigunas Agri Utama - Plantation and Mill at location Tuo Sumay Village, dated 29 May 2017.</p> <p>Company has a procedure to manage and disposed off hazardous waste, "No.AA-KL-06-EFP Prosedur Penanganan Limbah B3". The procedure explains the guidance to identify hazardous waste, collect hazardous waste, recording hazardous waste, safe handling of hazardous waste and disposal of hazardous waste through licensed contractors. The hazardous waste in storage is recorded and balancing stock is maintained.</p>	<p>Not Comply</p> <p>(Major NCR 1550974-201711-M6)</p> <p>Comply</p>

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>The disposal of chemical waste is reported to related government agency. The company has sent a document of "Laporan Pelaksanaan Penyimpanan Limbah B3" period April - June 2017, reported to the office of Environment in Tebo regency on 9 July 2017.</p> <p>Scheme smallholders:</p> <p>The KUD has "Mekanisme Pengelolaan Sampah", explains the handling of organic to be composted and inorganic waste to be segregated and collected. KUD identified waste product and source of pollutant, such as: applying pesticides, fertilizing, harvesting and transportation, e.g. plastic ex fertilizer bags. Herbicide applicatoin was carried out by PT Rigunas Agri Utama – Bungo Tebo Estate sprayer team. All herbicide empty containers and other waste were temporarily stored in licensed hazardous waste storage. Empty fertilizer sacks were triple rinse, then re-uses for loose fruit layer.</p> <p>Non-conformities:</p> <ul style="list-style-type: none"> - Based on the visit at in emplacement Bungo Tebo POM, the auditor found a used drum of diesel and 2 (two) used oil bottle have not controlled properly as required in SOP of hazardous waste management No.AA-KL-06-EFP. - During visit on 15 November 2017, it was found an ex lubricant bottle and an ex paint can at pesticide washing facility (<i>Rumah Bilas Tim Unit Semprot</i>) of Bungo Tebo Estate. <p>Corrective Action:</p> <ul style="list-style-type: none"> • Company has conducted the socialization on 19 December 2017 to housing resident of Bungo Tebo POM regarding waste management including prohibition of the hazardous waste reuse such as ex diesel drum, oil drum and pesticide jerycans/container. During field visit and interview with housing resident can be demonstrated that they have understanding on waste management and the prohibition policy of hazardous waste reuse. Company also has remove and stored the used drum of diesel and 2 (two) used oil bottle to Temporary hazardous waste storage, record of waste removal were evident in "Catatan Serah Terima Limbah B3" dated 13 January 2018. In addition company has performed the regular inspection in housing area to ensure that there is no hazardous 	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>waste in housing area and the waste management in housing area performed according to the procedure. Latest monitoring performed on 15 January 2018 and recorded in "Formulir Pemeriksaan Penggunaan Wadah Eks B3 di Perum Karyawan".</p> <ul style="list-style-type: none"> Company has conducted the socialization on 8 January 2018 to spraying foreman (Mandor semprot) regarding waste management including agrochemical storage. During field visit and interview with spraying foreman can be demonstrated that they have understanding on waste management and the agrochemical storage. Company also remove and stored the used paint cans and ex lubricant bottle to Temporary hazardous waste storage, record of waste removal were evident in "Catatan Serah Terima Limbah B3" dated 11 December 2017. 	
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>Bungo Tebo Estate and Mill:</p> <p>Waste and pollution sources have been identified and documented, including used lubricant and filter, old battery, used laboratory chemical, clinical/medical waste, mill effluent, EFB, smoke, dust, fiber and shell, empty agrochemical container, boiler ash, scrap iron, used tires, waste water and domestic household refuse. Record of identification was presented in "Evaluasi Aspek Dampak Lingkungan" EMS-431-003-LT, revision 13, issued on 12 February 2017.</p> <p>The company has sent hazardous waste including medical waste to PT Prasadha Pamunah Limbah Industri (PPLI), as provided in the record "Berita Acara Serah Terima Limbah B3", dated 28 July 2017. Manifest of hazardous waste handover consists of 3 drum of used oil, 2 drum of dirty lubricant, 1 drum of used filter, 8 drum and 5 can of empty chemical container, 16 kg of medical waste, 2 pieces of used battery, 1 drum of paint can, 57 litre of liquid laboratory waste and 1.25 kg of solid laboratory waste. Transported by vehicle No BM 9172 TU on 28 July 2017.</p> <p>Review of "Neraca Limbah B3" at temporary hazardous waste storage it has been set the column of maximum storage time, based on the "Catatan Serah Terima Limbah B3". Based on Decree of Tebo Regent No.328 Year 2017 regarding permit of temporary hazardous waste storage, maximum storage time limit are 90 days for hazardous waste that produced 50 kg/day or more, 180 days for 1st category hazardous waste that produced less than 50 kg/day, and 365 days for 2nd category hazardous waste that produced less than 50 kg/day.</p> <p>The company has sent a document of "Laporan Pelaksanaan Penyimpanan Limbah B3" period July -</p>	<p>Not Comply (Minor NCR 1550974- 201711-N1) Comply</p>

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>September 2017, reported to the Ministry of Environment at Jakarta, office of Environment in Jambi Province and Tebo Regency on 26 October 2017. The report has referred to the Government Regulation No.101 Year 2014 regarding Management of Hazardous Waste</p> <p>Scheme smallholders:</p> <p>The KUD has "Mekanisme Pengelolaan Sampah", explains the handling of organic to be composted and inorganic waste to be segregated and collected. KUD identified waste product and source of pollutant, such as: applying pesticides, fertilizing, harvesting and transportation, e.g. plastic ex fertilizer bags. Herbicide applicatoin was carried out by PT Rigunas Agri Utama – Bungo Tebo Estate sprayer team. All herbicide empty containers and other waste were temporarily stored in licensed hazardous waste storage. Empty fertilizer sacks were triple rinse, then re-uses for loose fruit layer.</p>	
<p>Criterion 5.4</p>			
<p>Efficiency of fossil fuel use and the use of renewable energy is optimized.</p>			
<p>5.4.1</p>	<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>Mill and Estate:</p> <p>Mill Manager monitored all energy used in Bungo Tebo Palm Oil Mill. All energy use recorded under document "<i>Pemakaian Energi 2017</i>". KTU maintained Fossil fuel records and trends. Energy use records include accurate measurements of renewable energy use per tonne of FFB processed. Fossil fuel usage is recorded for operational purpose, including the efficiency analysis. Company already maximise the renewable energy use. All oil palm shell and fibre were consumed internally as boiler fuel.</p> <p>Fossil fuel usage in Bungo Tebo Estate recorded and documented by monthly for all equipment and machineries. It was sight monitoring of fossil fuel usage per km to assess the efficiency of fuel usage of each vehicle/machineries. The renewable energy sources monitored as part of the palm oil mill operation.</p> <p>Plan for improving efficiency of energy available in waste management plan. Monitoring of renewable energy use is available for period 2014, 2015, 2016 and January – June 2017 (evidence record</p>	<p>Comply</p>

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>"Pemakaian Energi PMKS Bungo Tebo Tahun 2014 s/d 2017").</p> <p>Scheme Smallholders:</p> <p>Bungo Tebo Smallholder has a policy to minimize fossil fuel usage by managing FFB transportation and operating transportation according to necessity and improve the transportation line. Smallholder has recorded realization minimising fossil fuel usage in "Pedoman Pemanfaatan Efisiensi Sumber Energi" to improve the efficiency of fossil fuel usage.</p> <p>Fossil fuel use as energy source for FFB transportation, fertilizer transportation and field operation. Realization progress as recorded are as follows:</p> <ul style="list-style-type: none"> • Optimizing FFB transportation, not to return to Kavling • Relocating TPH along the collection road to become one way to ease the FFB transportation • Reducing the use of grass cutting machine for weeds control and cooperate with TUS (spraying team) to handle weeds control in farmers kavling 	
<p>Criterion 5.5</p> <p>Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.</p>			
5.5.1	<p>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>Company has policy of zero burning dated 1 December 2014 which stated "Melakukan praktek tanpa bakar dalam kegiatan pembangunan perkebunan dan secara aktif mendukung inisiatif mencegah dan mengawasi kebakaran hutan dan asap" than is Performing zero burning practices in developing plantation and actively support initiative to prevent forest fire and haze. There is an SOP for land preparation and replanting AA-APM-OP-1100.20.R6, which mentioned strictly on zero burning policy.</p> <p>Company also conducted the daily fire patrol to prevent the fire and ensure the zero burning, recorded in "Laporan Pemantauan Kebakaran Lahan dan Hutan". Latest monitoring on October 2017 can be demonstrated.</p> <p>Curently PT Rigunas Agri Utama is conducted replanting activity. Replanting performed by contractor based on Agreement letter and SPK. In the agreement letter and SPK also mentioned that zero burning in replanting activity. Replanting activity performed mechanically by heavy equipment, consist of:</p> <ul style="list-style-type: none"> - Felling and chipping by excavator 	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<ul style="list-style-type: none"> - Terracing by excavator - Making planting hole - Road creating by bulldozer - Ditch and drainage system by excavator - Plow and harrowing by tractor - Fertilizing - Planting cover crop - Planting palm trees. 	
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>Bungo Tebo Estate: No open burning was noted for land preparation nor for eradication of pest during replanting.</p> <p>Scheme smallholder: The oil palm plantation of KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya and KUD Sawit Tambara Jaya were planted between years 1994 – 1996. Up to this audit of first annual surveillance assessment (ASA1), no land clearing performed since first planting.</p>	Comply
<p>Criterion 5.6 Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>			
5.6.1	<p>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>Mill and Estate: Company has ISO 14001 EMS – Environmental Aspect Impact, latest update on 20 January 2017. All polluting activities has been assessed including emission from boiler and generator, effluent from mill waste water, particulate from boiler stack, noise, etc.</p> <p>The company has assessed polluting activities as documented in “Mitigasi Gas Rumah Kaca” – that is mitigation of green house gasses.</p> <p>Scheme Smallholders: Evaluation of environmental aspect in KUD contains: aspect, impact, evaluation criteria, significance,</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>operational control. The document covers all activities in plantation and pollution potency, e.g.: fertilizer leaching, fertilizer waste, pesticide and containers, emission from transportation, waste lubricant from transportation, etc.</p> <p>Smallholders has identified pollutant then recorded in "Identifikasi Sumber Polusi di Perkebunan Petani dan Rencana Pengurangan Polusi" dated April 7, 2017. In addition to EIA document, assessment of polluting activities in smallholder has been reported. Smallholder has "Evaluasi Aspek Dampak Lingkungan" latest update 30 January 2017.</p>	
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>Mill and Estate:</p> <p>PT Rigunas Agri Utama – Bungo Tebo POM has a Standard Operating Procedure "Manajemen dan Metode Menghitung Emisi Gas Rumah Kaca (GHG) AA-MPM-OP-1400.19.R1", dated 3 January 2014. The procedure explains the management and method to calculate green house gas emission.</p> <p>The management plan through avoiding planting on high carbon stock area, increase the carbon sequestration, reducing use of fossil fuel, implementing zero-burning policy in all company operation, using technology to minimize GHG emission (e.g. methane capture). Currently company has implemented:</p> <ul style="list-style-type: none"> - avoidance planting on high carbon stock area: planting oil palm on mineral soil (land suitability report), planting oil palm started since 1994/1995; - increase the carbon sequestration: based on PalmGHG monitoring 2016, the own crop sequestration indicating -23853.7 tCO₂e or -0.55 tCO₂e / ton FFB; - reducing use of fossil fuel; - implementing zero burning policy: replanting with mechanical method, no burning evident; - Introduce technology to minimize GHG emission: plan to install methane capture/biogas plant. - Monitoring of GHG emission planned for annual basis, which will act as basis for decision-making. <p>Bungo Tebo Mill wastewater was processed through a series of wastewater treatment ponds: one cooling pond, one acid pond, two anaerobic ponds, one aeration pond, one sediment pond, and three buffer ponds. Process parameter monitoring and maintenance of the ponds were sighted. Quality of</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>wastewater effluent is monitored quarterly in line with the requirements.</p> <p>The results of wastewater effluent monitoring were reviewed including measurement of BOD; the result of discharge effluent conforms to the limits for parameters.</p> <p>Scheme smallholders:</p> <p>Scheme smallholders have developed the programme on how to reduce emission. The programs such as reduce diesel consumption, reduce electricity consumption; reduce chemical fertilizer, pesticide training, etc. it was sighted records of each programme as evidence of implementation. Cooperative and smallholder farmer has conducted GHG assessment in October 2016, as reported in "Rencana Pengurangan Pencemaran dan Emisi" consist of:</p> <ul style="list-style-type: none"> - Harvesting activity, mitigation of emission from FFB transporter exhaust that impact in form of environment pollution and respiratory problem. The mitigation plan in form of optimizing FFB transport route and regulating the harvesting market on the field, to improve efficiency; - Fertilizer activity: emission from fertilizer application that impact in form of water pollution. The mitigation plan in form of fertilizer planning and correct (dosage, timing, type, method) fertilizer application; - Smallholder plot upkeep: sourced from manual weeding (using grass cutting machine) and use of herbicide application, the impact identified was smoke from grass cutting machine, gasoline spillage, water and pollution, as well as herbicide pollution to soil and water. The planing was to provide training for operators, correct (type, dosage, targeted weed) application of herbicide and calibration of knapsack. 	
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>Mill and Estate:</p> <p>The company has conducted monitoring of emission, and then calculate it using RSPO PalmGHG Calculator Version 3.0.1. The monitoring and calculation covers estate and mill operation. Emission reduction has achieved.</p> <p>The company has prepared a strategy to reduce and mitigate pollution and emission. Monitoring of pollution and emission quality for plantation has planned and implemented, e.g. air quality ambient for boiler and generator, water quality test for river (upstream and downstream), effluent water quality, noise, etc. Monitoring of any pollutant has done in daily, weekly and monthly basis,</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>report of monitoring recorded in the "RKL/RPL" report, and this report submitted to the related institution every 6 month.</p> <p>It was available result of monitoring and calculation of pollutant and emission using Palm GHG Calculator Version 3.0.1. Emissions per product from estate and mill activities for year 2016 are 1.13 tCO₂e/tonCPO and 1.13 tCO₂e/tonPK. The summary of the Nett GHG emitted in 2016 for PT Rigunas Agri Utama – Bungo Tebo POM and supply base are available in Appendix J of this report.</p> <p>Scheme smallholders:</p> <p>There has been evidence that KUD Tanjung Dani Sakti, Bina Tani, Belarik Jaya and Sawit Tambara Jaya has conducted monitoring on GHG mitigation, as documented in "Dokumen Identifikasi Sumber Polusi di Perkebunan Petani (Pencemaran dan Polusi)".</p>	

No.	Criterion / Indicator	Assessment Findings	Compliance
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>Mill, Estate and Scheme smallholder</p> <p>PT Rigunas Agri Utama has prepared document of Social Impact Assessment in "ANDAL (Analisa Dampak Lingkungan) & RKL-RPL (Rencana Pengelolaan Lingkungan – Rencana Pemantauan Lingkungan Perkebunan Kelapa Sawit Pola PIR-TRANS dan Pabrik Pengolahan Minyak Sawit PT Rigunas Agri Utama" datum 2003. The documents have been approved based on "Persetujuan Komisi AMDAL Propinsi Jambi No.273 Tahun 2003" dated 11 July 2003. This documents covers the plantation area of 10,367.55 Ha (2,193.85 planted for nucleus estate and 8,173.70 Ha planted for scheme smallholders), with palm oil mill capacity 60 tons FFB/hour, the area of study covers Tuo Sumay Village, Sungai Rambai Village, Pinang Belai Village (SP1), Sekuntum Jayo Village (SP2), Bukit Pemuatan Village (SP5) and Napal Putih Village (SP6) – Sumay District, Tebo Regency, Jambi Province. Records of consultation incorporated in the document.</p> <p>The company has also prepared addendum document in "Adendum ANDAL and RKL-RPL datum 2017. The additional scope of Developmet including developmet activities of Kernel Crushing Plant (KCP) capacity 200 ton/day, development of Biogas Power Plant (Pembangkit Listrik Tenaga Biogas – PLTBG) generating 3 MW and Replanting Program 2,506 Ha located in Sumay District and Serai Serumpun District, Tebo Regency, Jambi Province. The permit of KCP has been approved.</p> <p>PT Rigunas Agri Utama in cooperation with researcher team, "Tim Peneliti Fakultas Pertanian Universitas Jambi" in 2011 has conduct social impact assessment. The result of assessment was reported under "Laporan Hasil Penelitian Identifikasi dan Evaluasi Aspek Sosial dan Ekonomi Masyarakat sekitar Perkebunan PT RAU, Kabupaten Tebo". The researcher consist of: Prof. Dr. Ir. Zulkifli Alamsyah, MSc; Ir. Gindo Tampubolon, MS; Zakky Fathoni, S.P MSC; Fuad Muchlis, SP.M.Si; Idris Sardj, SP.M.Si.</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>The research objective covers company's employee and surrounding village community, whose affected by social impact – from company operation activity. Identification criterion: social structure, provision of social facility, local community empowerment, organization reinforcement, environment management system, health and safety management system, health status, welfare status – of community. Variable being used: community characteristic, community and organization structure, social resources, individual and family changes, welfare indicator, economic facility, and community participation.</p> <p>The focus program are as follows:</p> <ul style="list-style-type: none"> - Local communities / Social program: Economic development directed to support basic economic reinforcement as assurance to need fulfillment and development of alternative economic; organization reinforcement directed to initiate positive social changes; conflict management directed to minimize conflict potential. Transmigrant communities: economic development directed to support alternative economic activity or labor-intensive business unit; organization reinforcement directed to support existing economic activity, through capital increment for new function, business unit and network; scheme smallholder plantation will enter replanting phase as economic basic for transmigrant community. - Education program: Assistance in provision of education facility, incentive aid for teachers, scholarship aid for school children, library for villages, etc.; - Economic program: Provision of oil palm and rubber seedling, provision of training in rubber nursery for community, to facilitate saving in preparation fo oil palm replanting, construction of drainage and bridge, provision of training outside plantation and agriculture, development of animal husbandry, development of KUD/cooperative committee skill and competence; - Social-cultural program: Reinforcement of local orgainzation, reinforcement of local organization skill and competence, to facilitate participatory village mapping, development of social and economic groups in village, reinforcement of village authorities in prepare village regulation; donation and aid for youth movement and religion activity. - Physical development program: Repair road, provision of clean water, counseling on environment sanitation, provision of village office building, provision and repair of village market, provision of public toilet. 	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>PT Rigunas Agri Utama able to demonstrate a series of meeting with stakeholders. Community involvement during the assessment, in form of observatoin, interview and focus group discussion. Sample being used 471 households out of 7,815 households in three districts: Serai Serumpun, Sumay and Tebo Tengah District and thirteen (13) villages surrounding PT Rigunas Agri Utama. Data analysis was using H-Assessment Diagram.</p>	
6.1.2	<p>There shall be evidence that the assessment has been conducted with the participation of affected parties.</p> <p>- Major compliance -</p>	<p>Mill, Estate and Scheme Smallholders:</p> <p>Based on document verification and interview result with surrouding community, it was known that social impact identiication conducted by PT Rigunas Agri Utama has taking into participation all interested parties, including local communities. In preparation of "Identifikasi dan Evaluasi Aspek Sosial dan Ekonomi Masyarakat 2011" community was involved during observation, interview and focus group discussion. Sample being used 471 households out of 7,815 households in three districts: Serai Serumpun, Sumay and Tebo Tengah district and thirteen (13) villages surrounding PT Rigunas Agri Utama.</p> <p>During the preparation of AMDAL (2001) and Adendum ANDAL (2017), company has all interested parties to be involve, through filling in questionnaire, focus group discussion and interview. Presentation of AMDAL draft was attended by all interested parties, village authorities, district authorities, local communities, etc. The result of AMDAL draft presentation was inorporated as input for revision.</p>	Comply
6.1.3	<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>Mill, Estate and Scheme Smallholders:</p> <p>Based on document verification upon "Laporan Pelaksanaan Izin Lingkungan Semester I Tahun 2017" and interview with stakeholders (Terirti Village Head, BLH, Tokoh Adat Tuo Sumay) notes shows social management of PT Rigunas Agri Utama has involving surrounding communities. Company has been communicating with surrounding villages before starting Corporate Social Responsibility activity.</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
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>Mill, Estate and Scheme Smallholders:</p> <p>Based on document verification upon “Laporan Pelaksanaan Izin Lingkungan Semester II Tahun 2016 dan Semester I tahun 2017” company has presents a discussion on social impact management.</p> <p>Company has demonstrated the social management plan in the document of “Evaluasi Rencana Kelola Tahun 2016 and 2017”. The document plan for management and monitoring of social impact has been reviewed minimum in 2 year interval and continuously update when necessary, and the last review has conducted on 29 September 2016.</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>Mill, Estate and Scheme Smallholders:</p> <p>As explained in indicator 6.1.1, the scope of social impact assessment covers the impact of scheme smallholder development – as an integral part of PT Rigunas Agri Utama.</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>Mill and Estate:</p> <p>Company has developed a communication procedure under “Mekanisme Penanganan Permintaan Informasi Stakeholder” (SOP AA-GL-5008.1-R1) dated 22 August 2011, which explains the company responses against all information request sent by stakeholders including response time of 14 working days after information request accepted. In addition, record related to information request and company response kept and maintained for three (3) years.</p> <p>Based on public stakeholder consultation with KUD/cooperative chairperson, local contractor, NGO and public official, it was noted that company has communicate in good manner. Company also provide response to information request in accordance to authority and the communication procedure.</p> <p>Scheme smallholder</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>(KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya):</p> <p>Communication mechanism has been established and documented inside "Mekanisme Komunikasi, Konsultasi dan Keluhan" dated 3rd January 2011. Stakeholder or smallholder farmer can write down communication in guest list, and then recorded in record book. Answer can be given by cooperative chairman or upon discussion for concensus. The decision was informed both verbal and in written to stakeholder or smallholder farmer. Administration officer from cooperative records down any decision being informed to stakeholder and/or smallholder member.</p>	
6.2.2	<p>The company shall have official(s) who is responsible for consultation and communications with parties.</p> <p>- Minor compliance -</p>	<p>Mill and Estate:</p> <p>The company has appointed officers responsible to carried out communication and consultation with local communities is Public Relations (Humas) Department, currently chaired by Mr. Asril.</p> <p>Scheme smallholder</p> <p>(KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya)</p> <p>The cooperative has appointed officer (secretary of KUD) to responsible for consultation and communicatoin with outside parties. The appointment based on decree letter from KUD committee regarding asignement of officer who responsible for communication and consultation with other party, e.g:</p> <ul style="list-style-type: none"> • KUD Belarik Jaya – SK Pengurus KUD Belarik Jaya nomor 12/KUD-BJ/SA/I/2017, namely Mr. Suparman, dated 10 January 2017. • KUD Bina Tani - SK Pengurus KUD Bina Tani nomor 03/KUD-BT/SA/IV/2017, namely Mr. Muhammad M., dated 3 April 2017. • KUD Tanjung Dani Sakti - SK Pengurus KUD Tanjung Dani Sakti nomor 09/KUD-TDS/SA/V/2017, namely Mr. Sarbaini, dated 2 May 2017. 	Comply
6.2.3	<p>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</p>	<p>Mill and Estate:</p> <p>List of Stakeholders of PT Rigunas Agri Utama – Bungo Tebo POM and Estate, updated in August 2017, are as follows:</p> <ul style="list-style-type: none"> • Government: Tebo Regent; Tebo house of representative; Plantation, Livestock and Fisheries 	Comply

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No.	Criterion / Indicator	Assessment Findings	Compliance
	<p>stakeholders.</p> <p>- Minor compliance -</p>	<p>Agency; Cooperative, Trading, Industry and Labor Agency; Environmental Agency; BPJS Kesehatan Cabang Tebo, BPJS Ketenagakerjaan, and Land Agency.</p> <ul style="list-style-type: none"> Community: District Head of Serai Serumpun, Sumay; Police Head of Serai Serumpun, Sumay, Danramil Tebo Tengah, Danramil Tebo Ulu; Babinsa Tuo Sumay Village, Community Health Center of Sumay, Serai Serumpun; Lembaga Adat Tuo Sumay, Village Head of SP1 - SP7, Dusun Tuo, Teriti, Kandang; Labor Union of PT RAU. Cooperatives: KUD Tanjung Dani Sakti, KUD Sumay Jaya, KUD Sumber Usaha, KUD Bina Tani, KUD Belarik Jaya, KUD Sawit Tambara Jaya, KUD Tunas Harapan, KUD Sejahtera Tani, KUD Tani Mandiri, KUD Tanjung Jaya Bersama, KUD Tanjung Aur Duri, KUD Sawit Sumay Makmur, KUD Sawit Makmur, KUD Barokah, KUD Sawit Keluarga Sejahtera, KUD Sawit Makmur Bersama, KUD Sawit Karya Makmur, KUD Sawit Tanduk Perkasa. NGO: Sawit Watch, Serikat Petani Kelapa Sawit, WWF for Nature, World Agroforestry Centre (ICRAF), Environmental Services Program <p>List of information distribution, e.g: Daftar Distribusi Eksternal – Laporan RKL-RPL Periode Januari – June 2017 to DLH Propinsi Jambi (on 20 July 2017), Dinas Perkebunan Peternakan dan Perikanan Tebo (on 19 July /2017), DLH Tebo (on 19 July 2017), Dinas Pekebunan Jambi (on 20 July 2017).</p> <p>Evidences seen:</p> <ul style="list-style-type: none"> - Information inquiry – “Surat Bupati Tebo No.050/295/II/BAPPELITANGDA/2017”. The information request from Tebo Regent regarding program and realization of corporate social responsibility. The letter received by company on 14 September 2017. PT RAU has responded by preparing and send through document “Data Program Tanggungjawab Sosial Perusahaan (TJSP)/Corporate Social Responsibility (CSR) PT Rigunas Agri Utama” no letter: 093/EST-KBT/EXT/IX/2017 on 15 September 2017 sent to BAPEDA Tebo. - Data inquiry – “Surat Tugas No.B-053/BPS/15081/07/2017 from Kepala Badan Pusat Statistik Kabupaten Tebo on PCS Pendataan Usaha Kecil dan Usaha Menengah Besar – Sensus Ekonomi 2016 tahun 2017 Kabuapten Tebo”. The inquiry letter received by company on 5 September 2017. PT RAU has responded on 16 September 2017 through document of “Sensus Ekonomi 2016 - Pendataan Usaha Kecil dan Usaha Menengah Besar – Sensus Ekonomi 2016” sent to Mitra BPS Kabupaten Tebo - Document inquiry – “Surat Kepala Dinas Perkebunan, Peternakan dan Perikanan Kabupaten 	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>Tebo, no letter: 525/516/DISBUNNAKKAN/2017 tentang Penilaian Usaha Perkebunan". The letter received by company on 31 October 2017. PT RAU has repsonded on 8 November 2017 through "Dokumen Pendukung Penilaian Usaha Perkebunan" sent to Dinas Perkebunan, Peternakan dan Perikanan Kabupaten Tebo.</p> <ul style="list-style-type: none"> - Laporan Lingkungan Rutin (RKL-RPL Periode January – June 2017), to PPLH Regional Sumatera – was sent on 20 July 2017. <p>Scheme smallholder (KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya)</p> <p>Cooperative has prepared mechanisme on ommunication with interested parties under "Mekanisme Komunikasi, Konsultasi dan Keluhan" dated 2 December 2016, available in Buku Pintar Petani Plasma page 19.</p> <p>List of stakeholders updated on 6 February 2017 consist of:</p> <ol style="list-style-type: none"> 1. Stakeholders Local (43 stakeholders), e.g: Kades SP 1- SP6, Kades Dusun Tuo, Kades Teriti, Kades Kandang, Lembaga Adat Tuo Sumay, etc 2. Stakeholders in District Level (10 stakeholders), e.g: Camat Serai Serumpun, Camat Sumay, Kapolsek Serai Serumpun, Danramil Tebo Ulu, Puskesmas Sumay, Babinsa Sumay <p>Evidence seen: KUD Tanjung Dani Sakti:</p> <p>Cooperative received all information request and response in "Buku Keluhan KUD Tanjung Dani Sakti", in 2017 there are 9 information request, e.g:</p> <ul style="list-style-type: none"> - Information required from farmer member (Mr. Muhammad K.) on 6 October 2017 - the information request regarding round of interrow spraying in a year. The cooperative has repsonded on 6 October 2017 that the round is once a year. - Information required from Mr. Anwar S. on 3 August 2017 – the information request related to how to anticipate nettle caterpillar. The cooperative has responded on 3 Auguts 2017 that by planting Turnera. 	

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		<p>KUD Bina Tani:</p> <p>Cooperative received all information request and response in "Buku Keluhan KUD Bina Tani", in 2017 there are 10 information request, e.g:</p> <ul style="list-style-type: none"> - Information required from Mr. Musleb on 20 April 2017 - the information request on proposal of heavy equipment to repair road condition at farmer area. The cooperative has responded on 20 April 2017 that they have to queue, wait for the turn from another cooperative. - Information required from Mr. Simson on 18 August 2017 – the information request related to incoming of ZA fertilizer. The cooperative has responded on 19 August 2017 that the fertilizer is in progress of delivery. <p>KUD Belarik Jaya:</p> <p>Cooperative received all information request and response in "Buku Keluhan KUD Belarik Jaya", in 2017 there are 16 information request, e.g:</p> <ul style="list-style-type: none"> - Information required from Mr. Basri on 6 April 2017 - the information request related to empty stock of FFB delivery note. The cooperative has responded on 6 April 2017 that delivery note has been in hand of each Assistant. - Information required from Mr. Suparmin on 14 August 2017 – the information request related to proposal to repair road condition at Hamparan 33 (Farmer area). The cooperative has responded on 16 August 2017 that they have to queue, wait for the turn from another cooperative. <p>KUD Sawit Tambara Jaya:</p> <p>Cooperative received all information request and response in "Buku Keluhan KUD Sawit Tambara Jaya", in 2017 there are 24 information request, e.g:</p> <ul style="list-style-type: none"> - Information required from Mr. Irwan on 3 March 2017 - the information request related to request to open weighbridge on 5 March 2017. The cooperative has responded on 4 March 2017 that the request will be forwarded to Bungoi Tebo POM. - Information required from Mr. Suparmin on 10 May 2017 – the information request related to when will MOP fertilizer come. The cooperative has responded on 16 August 2017 that the 	

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		fertilizer in on progress of delivery.	
Criterion 6.3 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.			
6.3.1	The 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. - Major compliance -	Mill and Estate: Company has prepared a mechanism to handle complaint from external party, in form of "Prosedur Penanganan Keluhan, Dokumen No. SOP AA-GL-5005-R0 01". Complaint from internal stakeholder was regulated as per "Mekanisme Penyampaian Keluhan dan Penyelesaian Keluhan Karyawan, Dokumen No.SOP.AA-HR-308 0.5-R0". Company has also prepared a procedure to uphold policy on secrecy of whistle blower under "Mekanisme Jaminan Pelapor dan Pengungkapan Kasus" dated 12 June 2015. The mechanism mentioned policy to maintain anonymity of complainant or whistleblower (if requested). Scheme smallholder (KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya) Cooperative has prepared mekanisme on ommunication with interested parties under "Mekanisme Komunikasi, Konsultasi dan Keluhan" dated 2 December 2016, available in "Buku Panduan dan Catatan Petani" page 19.	Comply
6.3.2	There shall be records of process and outcome of dispute resolution. - Major compliance -	Mill and Estate: PT. Rigunas Agri Utama has appointed public relation officer to reform the complaint and respond administrative system. Public relation officer is responsible to record any complaint, provide respond for complaint and record the resolution process; should any complaint come from external stakeholder. Each Assistant is responsible to record and follow up complaint from internal stakeholder. PT Rigunas Agri Utama is able to demonstrate complaint/dispute register under "Logbook Keluhan Stakeholder" and internal complaint/dispute register "Logbook Keluhan Internal". Based on review document of Logbook Keluhan Stakeholders - 2017, there was a complaint from Desa Pinai Belai – SP1 related to request information on land use status.	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>In detail, the communication between PT RAU and Desa Pinai Balai – SP1, i.e:</p> <ol style="list-style-type: none"> 1. On 22 March 2017, the village representative shown “SK Status Peruntukan Lahan no 522.D/260/Dinhut/2016 – the letter of status of the land” namely Mr Tarbiin din M Dungkat, explained that the area is outside of region forest (based on verlay map attachment Decree of Minister of Forestry No. 863 / Menhut-II / 2014, dated 29 September 2016). 2. Decision of Head of BPN in Tebo Regency, nomor 38/KPP-15.09/III/2016 concerning Appointment of Certification Activities Location through Land of Farmers Budget in 2016. 3. On 20 August 2016, minutes of meeting between Desa Pinai Balai – SP1, location in Plantation Agency in Tebo Regency regarding the alleged overlapping of community land with PT RAU. Plantation Agency in Tebo Regency accepts the aspiration of community, however government still needs some necessary data as material for the meeting with the relevant SKPD. The data is the chronology of the issuance of land certificates. 4. On 6 September 2016 – there was a Letter No.521/132/PEM.PB/2016 from the Village Head of Pinang Balai – SP1 to Regent of Tebo regarding the Disbursement of Palm Oil in PT Rigunas Agri Utama 5. On 13 October 2016 – there was Letter from PT RAU to Regent of Tebo no 016/GL-RO3/EXT-PT RAU/X/2016 regarding the Adjuration of Investment Protection. 6. On 17 October 2017 – there was Letter No.02/MS_PB/2016 from KT Mitra Serumpun Desa Balai regarding application for facilitation of dispute settlement between Pinang Balai village and PT RAU 7. On 9 November 2016 – there was Minute of Meeting with Regent of Tebo, communities of Pinang Balai Villaged – SP1 and PT Rigunas Agri Utama, as follows: <ul style="list-style-type: none"> - According to BPN Kabupaten Tebo that the certificate issued 294 persil is outside of HGU in PT RAU - To get more accurate data and facts, the team will conduct a field review - Prior to the field review, the technical team (Plantation Agency and Land Agency) will conduct the meeting and discussion. 8. On 16 November 2016 – there was Minutre of Meeting Government in Tebo Regency, communities of Pinang Balai villaged – SP1 and PT Rigunas Agri Utama, as follows: <ul style="list-style-type: none"> - PT Rigunas Agri Utama affirmed against the indication of overlapping certificate of HGU No 1 year 1997 covering 2,318,5 Ha, actually the land (indication of overlapping certificate) is right in the area of Hak Guna Usaha owned by PT Rigunas Agri Utama 	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>- The company - PT RAU is willing to explain completely to TP3K team in Tebo District,</p> <p>9. On 1st December 2016 – there was Minute of Meeting located in “Kantor Wilayah BPN Jambi Province concerning of Clarification by PT RAU as follows:</p> <ul style="list-style-type: none"> - Area of indication of overlapping certificate is HGU number 1 year 1997 on behalf of PT RAU located in Sungai Rambai in Regency of Bungo Tebo, Jambi Province covering 2,318,5 Ha - PT RAU is willing to check the complaint (indication of overlapping certificate) <p>10. In July 2017 – The compny has been consultation BPN (land agency) in Tebo Regency that was confirmed the Team of TP3K (Tim Penyelesaian Permasalahan Perkebunan Kabupaten Tebo) has conducted the verification of document related to area as indication of overlapping certificate. The report of verification has been submitted to BPN in Regional Office of Jambi Province. Until the second Surveillance (ASA-2 RSPO, November 2017) still waiting for the recommendation from BPN in Regional Office in Jambi Province. Currently, the land is still planted with oil palm and utilized by the company.</p> <p>Scheme smallholder</p> <p>Based on documents review and consulation with surrounding communities, auditor has confirmed that there were no complaint from smallholder farmer and stakeholder to KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya.</p>	
<p>Criterion 6.4</p>			
<p>Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenou peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>			
6.4.1	<p>A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be available, referring to decision of the Constitution Court.</p> <p>- Major compliance –</p>	<p>Mill and Estate:</p> <p>Nucleus plantation area of PT Rigunas Agri Utama was fall into government program PIR-Trans as per “Surat Keputusan Menteri Transmigrasi dan Pemukiman Perambah Hutan No.KEP/165/MEN/1994 tentang Izin Pelaksanaan Transmigrasi (sementara) Pola PIR Trans dengan Komoditas Kelapa Sawit kepada PT. Rigunas Agri Utama II di Lokasi Peranap, Kecamatan Tebo Ulu dan Tebo Tengah, Kabupaten Bungo Tebo” dated 13 Desember 1994. The land for oil palm plantation project it self has been released from forest area status as per “Surat Keputusan Menteri Kehutanan No.771/Kpts-II/1993 tentang Pelepasan Sebagian Kelompok Hutan Sungai Langsip, Sungai Kilis, Sungai</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>Batanghari terletak di Kabupaten Bungo Tebo, Provinsi Jambi seluas 22.710 Ha” dated 18 November 1993. Curenly, PT Rigunas Agri Utama has obtained legal land ownership in form of “Hak Guna Usaha/HGU” as explained in indicator 2.2.1.</p> <p>Based on stakeholder consultation with “Kantor Pertanahan Kabupaten Tebo”, “Dinas Perkebunan Kabupaten Tebo” and surrounding local community including smallholders, it was known that there has been no complaint related to land conflict between PT. Rigunas Agri Utama and other party including local communities. It was also come into notice that a part of the land was occupied by local communities. However, company has prepared procedure for land conflict settlement in form of “Standard Operating Procedure (SOP) No.AA-GL-5003.1-R2 tentang Penanganan Konflik Lahan rev.2” dated 8 May 2015. SOP has describe the flow process and mechanism to handle land conflict, and adjusting to the FPIC Guide for RSPO Member 2015: information conveyance, negotiation, participatory mapping and participatory boundary marking, including involvement of other party and bordering land.</p> <p>Scheme smallholder:</p> <p>The smallholder area as part of PT Rigunas Agri Utama was included in government program PIR-Trans as per documents mentioned above. All smallholder farmer associated to PT Rigunas Agri utama has a right for land ownership, as granted from government through PIR-Trans program. Therefore there was no land compensation process to traditional land-owners because the land was stateland, free from individual ownership. Currently, all smallholder member has a proof of land ownership from “Badan Pertanahan Nasional/BPN”, in form of “Sertifikat Hak Milik/SHM”.</p> <p>Detail of process on land ownership has been explained in indicator 2.2.1 and 2.2.3.</p>	
6.4.2	<p>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>Mill and Estate:</p> <p>Company has prepared procedure for land conflict settlement in form of “Standard Operating Procedure (SOP) No.AA-GL-5003.1-R2 tentang Penanganan Konflik Lahan rev.2” dated 8th May 2015. Inside the mechanism, SOP has describe the flow process and mechanism to handle land conflict, and adjusting to the FPIC Guide for RSPO Member 2015: information conveyance, negotiation, participatory mapping and participatory boundary marking, including involvement of other party and bordering land.</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>Scheme smallholder:</p> <p>Based on interview with cooperative committee and sampled smallholder farmer and relevant authorities (Dinas Perkebunan Kabupaten Tebo), it was come into notice that there has been no land complaint between scheme smallholder and/or scheme smallholder with other party. Cooperative has a procedure to handle land conflict, in form of "Mekanisme Penanganan Konflik Areal Plasma" dated 1st August 2014. Whereby the mechanism explains flowchart of land conflict resolution; with involvement of village authority and PT. Rigunas Agri Utama.</p>	
6.4.3	<p>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>Mill and Estate:</p> <p>Based on interview with relevant authorities and documet review, company does not have planning to expand the plantation. Therefore no more land compensation process. Based on field visit, PT. Rigunas Agri Utama has a boundary moat to border the neighboring entity.</p> <p>Based on stakeholder consultation with "Kantor Pertanahan Kabupaten Tebo", "Dinas Perkebunan Kabupaten Tebo" and surrounding local community including smallholders, it was known that there has been no complaint related to land conflict between PT. Rigunas Agri Utama and land belong to other party including local communities. It was also come into notice that a part of the land was occupied by local communities however each parties agreed to avoid dispute.</p> <p>The background was because PT. RigunasAgriUtama gets the land from government program under PIR-Trans whereby government provides state land without land compensation.</p> <p>Scheme smallholder:</p> <p>Based on interview with cooperative committee and sampled smallholder farmer and relevant authorities (Dinas Perkebunan Kabupaten Tebo), it was come into notice that there has been no land complaint between scheme smallholder and/or scheme smallholder with other party. Cooperative has a procedure to handle land conflict, in form of "Mekanisme Penanganan Konflik Areal Plasma" dated 1st August 2014. Whereby the mechanism explains flowchart of land conflict resolution; with involvement of village authority and PT Rigunas Agri Utama.</p>	Comply
Criterion 6.5			

No.	Criterion / Indicator	Assessment Findings	Compliance
Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.			
6.5.1	<p>Documentation of pay and conditions for employees based on the existing manpower regulations shall be available.</p> <p>- Major compliance -</p>	<p>Mill and Estate:</p> <p>Company established the minimum wage for worker based on governor decree, which updated on yearly base. The 2017 wage was based on "Surat Keputusan Gubernur Jambi No.460/KEP.GUB/DINSOSNAKERTRANS/2016 tentang penetapan Upah Minimum Provinsi Jambi Tahun 2017". The minimum wage, as per the decree was Rp. 2.063.949 per month for 7 hours per day and 40 hours per week. With piece rate of Rp. 82.557 per working day for daily workers. Based on review of payments slip in October 2017, there is no worker paid below minimum wages.</p> <p>Sample of payment slip in October 2017, e.g:</p> <ul style="list-style-type: none"> • Mr YN (01638 – SKU H): basic: Rp 2.165.350, premi: Rp 223.038, deduction (BPJS Rp 44.609, BPJS Pensiun: 20.720, mangkir Rp 83.425), total THP Rp 2.222.634 • Mr AJP (PHL): basic: Rp 2.146.506, premi: Rp 1.908.856, deduction (BPJS Rp 41.279, BPJS Pensiun: 20.639), total THP Rp 4.032.839 • Mr RM (PHL) basic: Rp 2.063.950, premi: Rp 1.568.950, deduction (BPJS Rp 41.279, BPJS Pensiun: 20.639), total THP Rp 3.506.027 <p>Scheme smallholder</p> <p>(KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya)</p> <p>Workers in KUD was paid as per work contract. Document of salary payment available under "Bukti Penerimaan Gaji Pengurus dan Karyawan KUD", e.g:</p> <ul style="list-style-type: none"> • KUD Tanjung Dani Sakti - payment slip in October 2017; Mr RS (Ketua KUD) Rp 2.700.000, Mrs IS (Sekertaris KUD) Rp 2.600.000, and Mr UT (Bendahara KUD) Rp 2.600.000 • KUD Bina Tani – payment slip in September 2017; Mr SY (head of KUD) Rp 2.700.000, Mr MM (secretary) Rp 2.600.000, and Mr IL (bendahara) Rp 2.600.000 • KUD Belarik Jaya – payment slip in October 2017; Mr SY (head of KUD) Rp 2.700.000, Mr MM (secretary) Rp 2.600.000, and Mr IL (bendahara) Rp 2.600.000 • KUD Sumay Tambara Jaya – payment slip in September 2017; Mr IR (head of KUD) Rp 2.700.000, Mr MA (secretaries) Rp 2.600.000, and Mr SY (bendahara) Rp 2.600.000 	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>For piece rate workers, the wage based on agreed piece rate by both parties. Harvesting rate Rp. 120 – 150/kg FFB, depends on harvesting plot condition.</p>	
6.5.2	<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>Mill and Estate:</p> <p>Worker Agreement between company and labour union is referred into collective working agreement (PKB 2015 – 2017), between BKS-PPS (collective community of oil palm company) and PP.FSP.PPSPSI (collective worker union organization) in Sumatra island. Collective Work Agreement (PKB) was registered as per "Surat Direktur Persyaratan Kerja, Kesejahteraan dan Analisa Diskriminasi Dirjen Pembinaan Hubungan Industrial dan Jaminan Sosial Tenaga Kerja - Kementerian Tenaga Kerja RI No.KEP.88/PHIJSK-PKKAD/PKB/VI/2015 tentang Pendaftaran PKB antara BKS-PPS dengan PP.FSP.PP-SPSI" dated 18th June 2015.</p> <p>Based on document review, it was noted that term and condition, such as working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc, are covered in PKB and contracts which have been signed by all workers. Collective working agreement made in the 'Bahasa Indonesia' and understood by all workers.</p> <p>Scheme smallholder (KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya)</p> <p>Work agreement between cooperative and staff available in "Perjanjian dan Pengangkatan Karyawan Tetap KUD", s.g:</p> <ul style="list-style-type: none"> • KUD Belarik Jaya – Surat Keputusan No 02/SK/KUD-BJ/II/2017 tentang Perjanjian dan Pengangkatan Karyawan Tetap KUD Beralik Jaya, namely Mr Suparmin (Sekertaris KUD Beralik Jaya), dated 1st February 2017 • KUD Sawit Tambara Jaya – Surat Keputusan No 07/SK/KUD-STJ/III/2017 tentang Perjanjian dan Pengangkatan Karyawan Tetap KUD Sawit Tambara Jaya, namely Mr M. Amin (Sekertaris KUD Sawit Tambara Jaya), dated 1st March 2017 • KUD Sawit Tambara Jaya – Surat Keputusan No 09/SK/KUD-STJ/III/2017 tentang Perjanjian dan Pengangkatan Karyawan Tetap KUD Sawit Tambara Jaya, namely Mr Sayuti (Bendahara KUD Sawit Tambara Jaya), dated 1st March 2017 	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<ul style="list-style-type: none"> • KUD Bina Tani - Surat Keputusan No 03/SK/KUD-BT/III/2017 tentang Perjanjian dan Pengangkatan Karyawan Tetap KUD Bina Tani, namely Mr Muhammad M (Selertaris KUD Bina Tani), dated March 2017 • KUD Tanjung Dani Sakti - Surat Keputusan No 08/SK/KUD-TDS/IV/2017 tentang Perjanjian dan Pengangkatan Karyawan Tetap KUD Tanjung Dani Sakti, namely Mr Ismail (Bendahara KUD Tanjung Dani Sakti), dated April 2017 <p>The work contract covers: employment status and task, salary, employee obligation, sanction, work termination, dispute settlement, and additional regulation. Contract was made available in Bahasa Indonesia and understood by both parties.</p>	
6.5.3	<p>Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where such public facilities are unavailable or inaccessible.</p> <p>- Minor compliance –</p>	<p>Mill and Estate:</p> <p>Company has provided facility for employee, under Rekapitulasi Bangunan Umum, updated in October 2017, e.g:</p> <ul style="list-style-type: none"> - Kantor afdeling (4 units) - Guest house (2 units) - Poliklinik (1 unit) - Masjid (3 units) - Balai Karyawan (3 units) - Koperasi (1 unit) - D2 type employee housing (38 units); - E4 type employee housing (216 units); - E1 employee housing of 85 units; - Mill worker housing of 84 units; - School buses (4 units) - Sport facilities. <p>Housing for worker was adequate. Housing compound was completed with electricity and clean water (from bore well). During visit, the condition of housing was relatively good.</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>Scheme smallholder (KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya)</p> <p>Workers that worked in scheme smallholder plantation area was lived in their villages. Clean water need has been fulfilled through water well.</p>	
6.5.4	<p>There shall be demonstrable efforts to improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance –</p>	<p>Mill and Estate:</p> <p>Company gave access to outside merchant to sell primary need and/or basic need. Another night fair usually available in Dusun Tanjung Dani between Kebun Bukit Harapan and Sungai Ranau, not far from housing location. Basic needs also available in Pasar Teluk Singkawang, Kecamatan Sumay (less than 7 km).</p> <p>Scheme smallholder (KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya)</p> <p>Scheme smallholder lives in the villages surrounding the plantation. The basic need can be easily accessed, since these worker lives outside the plantation.</p>	Comply
<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>			
6.6.1	<p>A record of the company's policy in understandable language recognising freedom of association, shall be available.</p> <p>- Major compliance –</p>	<p>Mill and Estate:</p> <p>Freedom of association policy documented in "Kebijakan perusahaan, dated 1 December 2014" which state that: "respect all employee to form and be part of trade union of their choice and to bargain collectively." Freedom of association policy is written in Bahasa Indonesia, so that all employees can understand. This policy has been informed to all employees and being placed into notice board in public area.</p> <p>Worker union of PT Rigunas Agri Utama has been established and acknowledged by "Dewan Pimpinan Cabang Konfederasi Serikat Pekerja Seluruh Indonesia" (Branch Board of Indonesian Labor Union Confederation) as per Decree Letter No.002/SK/PUK/V/2013 dated 10 May 2013 on Ratification</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>of Composition and Personnel Leadership Unit of PT Rigunas Agri Utama Labor Union, Tuo Sumay Village, Sumay District, Tebo Regency, period 2013 – 2018.</p> <p>Scheme smallholders: (KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya)</p> <p>Cooperative has defined the policy related to freedom of association available in "Kebijakan Koperasi Manager Group ICS" updated on 2 December 2016, in point 9 mentioned that cooperative respect human rights by treating all employees of KUD and farmers fairly, in terms of acceptance, assessment, working conditions and environment and representation regardless of race, caste, national origin, religion/faith, disability, gender, union membership, political affiliation and/or age.</p> <p>The policy has been disseminated to smallholder farmer on a number of occasions, e.g:</p> <ul style="list-style-type: none"> - In KUD Tanjung Dani Sakti has conducted on 2 February 2017, attended by 22 members of smallholders. - In KUD Bina Tani has conducted on 3 February 2017, attended by 40 members of smallholders. - In KUD Belarik Jaya has conducted on 6 February 2017, attended by 31 member of smallholder. - In KUD Sawit Tambara Jaya has conducted on 7 February 2017, attended by 12 members of smallholder. 	
6.6.2	<p>Records of meetings with labor unions or workers representatives shall be available.</p> <p>- Minor compliance –</p>	<p>Mill, Estate and Scheme Smallholders:</p> <p>Records of meetings with labor unions or workers representatives were available, e.g. as follows:</p> <ul style="list-style-type: none"> • Schedule of meeting between labor union and Mangement of PT Rigunas Agri Utama - Bungo Tebo Group for year 2017. • Minutes of meetings dated 6 April 2017 discuss about candid activity at PT RAU for year 2017, attended by 15 personnels. • Minutes of meeting dated 3 Agutsus 2017 discuss about the establishment of the committee for Republic of Indonesia independence day, attended by 17 participans. 	Comply
<p>Criterion 6.7 Children are not employed or exploited.</p>			

No.	Criterion / Indicator	Assessment Findings	Compliance
6.7.1	<p>There shall be documented evidence that minimum age requirements are met.</p> <p>- Major compliance –</p>	<p>Mill and Estate:</p> <p>The company has own policy signed by management on 1 December 2014 that stated children is not allowed to work in every activities/processes in company. Company also has a procedure AA-HR-305-2-00 – Recruitment and Selection, which stated that every candidate must have identity card (KTP), Kartu Keluarga, Surat Nikah (if married), as proof that the candidates is over than 18 years old.</p> <p>Based on list of employee of PT Rigunas Agri Utama Kebun - Bungo Tebo update in October 2017, there are no underage workers in the company. List of workers shows that no worker under 18 years old when joining the company. The youngest worker at Bungo Tebo POM were on behalf Dewi Anggraini (PHL) born on 26 June 1997 (20 years old) and Irham (PHL) born on 19 January 1996 (21 years old). The youngest worker at Bungo Tebo Estate were on behalf Jepri Sihite (PHL) born on 9 June 1996 (21 years old) and Rayolanda Purba (PHL) born on 2 July 1995 (22 years old).</p> <p>Scheme smallholder:</p> <p>(KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya)</p> <p>Based on interview and review of KUD’s list of employee, there is no underage worker that works at KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya.</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>Mill and Estate:</p> <p>The company has Equal Opportunities policy as documented in Company Policy “Kebijakan Perusahaan”, dated 1 December 2014 that stated: “To treat equal for all employee in term of recruitment, work performance, and representative without discrimination on race, caste, national origin, religion, disability, gender, union membership, political affiliation and/or age”.</p> <p>The policy has been communicated to workers and relevant stakeholders, e.g:</p> <ul style="list-style-type: none"> - Dissemination on 18 July 2017, located at Division I office, attended by 30 workers. - Dissemination on 12 July 2017, located at PN022, attended by 14 workers 	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<ul style="list-style-type: none"> - Dissemination on 21 August 2017, located at Division IV office, attended by 30 workers. - Recruitment data and list of worker notifies that workers are from different race, religion, political affiliation, etc. are treated equally. - List of employee of PT Rigunas Agri Utama updated 2017, shows equal opportunity and right without discrimination on race, religion, age, national orgin, etc. Total employee listed at PT RAU are as follows: <ul style="list-style-type: none"> - Bungo Tebo POM (9 staff, 20 SKU-B, 50 SKU-H and 29 PHL, total 108 workers) - Bungo Tebo Estate (14 staff, 35 SKU-B, 132 SKU-H, 262 BHL, total 443 workers) - Bungo Tebo Plasma (7 staff, 10 SKU-B, 7 SKU-H, total 24 workers) - Evidence on hand over of PPE to PHL dated 27 June 2017: <ul style="list-style-type: none"> - PHL on fertilizing – 14 workers (mask, boot, hand gloves, apron) - PHL on spraying – 17 workers (apron, hand gloves). <p>Scheme smallholders:</p> <p>(KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya)</p> <p>Cooperative has defined the policy related to freedom of association available in “Kebijakan Manager Group ICS” updated on 2 December 2016, in point 9 mentioned that cooperative respect human rights by treating all employees of KUD and farmers fairly, in terms of acceptance, assessment, working conditions and environment and representation regardless of race, caste, national origin, religion/faith, disability, gender, union membership, political affiliation and/or age.</p> <p>The policy has been disseminated to smallholder farmer on a number of occasions, e.g:</p> <ul style="list-style-type: none"> - In KUD Tanjung Dani Sakti has conducted on 2 February 2017, attended by 22 members of smallholders. - In KUD Bina Tani has conducted on 3 February 2017, attended by 40 members of smallholders. - In KUD Belarik Jaya has conducted on 6 February 2017, attended by 31 member of smallholder. <p>In KUD Sawit Tambara Jaya has conducted on 7 February 2017, attended by 12 members of smallholder.</p>	
6.8.2	Evidence shall be provided that employees and groups including local communities, women, and	<p>Mill and Estate:</p> <p>Company has provided evidence that employees and groups including local communities, women, and migrant workers have not been discriminated. List of employee of PT Rigunas Agri Utama</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
	<p>migrant workers have not been discriminated.</p> <p>- Major compliance –</p>	<p>updated 2017, shows equal opportunity and right without discrimination on race, religion, age, national origin, etc. Total employee listed at PT RAU are as follows:</p> <ul style="list-style-type: none"> - Bungo Tebo POM (9 staff, 20 SKU-B, 50 SKU-H and 29 PHL, total 108 workers) - Bungo Tebo Estate (14 staff, 35 SKU-B, 132 SKU-H, 262 BHL, total 443 workers) - Bungo Tebo Plasma (7 staff, 10 SKU-B, 7 SKU-H, total 24 workers). <p>Furthermore, evidence on hand over of PPE to PHL dated 27 June 2017 shows that PHL also given PPE. As a matter of fact, mostly PHL are local people. Based on interview with worker, labor union, gender committee and local community there is no discrimination practiced by PT Rigunas Agri Utama.</p> <p>Scheme smallholders:</p> <p>(KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya)</p> <p>During field audit and interview with farmers, it was noted that no discrimination against gender, tribe, religion, race, etc. All farmers and workers have the same right and obligation in accordance to the type of activity.</p>	
6.8.3	<p>Records of evidence that equal opportunity and treatment for work shall be available.</p> <p>– Minor compliance -</p>	<p>Mill and Estate:</p> <p>Recruitment process mechanism was documented in procedure AA-HR-305-2-00 – Recruitment and Selection. Based on that procedure, it was described that the selection, recruitment and promotion of workers based on worker competency. Employees credential and medical history were documented and recorded. Workers medical histories are available and kept by paramedic at the clinic. Employee’s evaluation was conducted annually to decide promotion of employees. Based on their competency some of worker was getting promotion. The process of recruitment, selection and promotion was conducted transparently, and this was communicated to all of candidates. List of employee of PT Rigunas Agri Utama updated 2017, shows that all employee have the same right and obligation according to level of employment.</p> <p>Scheme smallholder</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>(KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya)</p> <p>During field audit and interview with farmers, it was noted that cooperative practiced equal opportunity and treatment for work.</p>	
<p>Criterion 6.9</p> <p>There is no harassment or abuse in the work place, and reproductive rights are protected.</p>			
6.9.1	<p>A policy to prevent sexual and all other forms of harassment and violence, shall be documented, implemented and communicated to all levels of the workforce.</p> <p>- Major compliance –</p>	<p>Mill, Estate and Scheme Smallholders:</p> <p>Policy to prevent sexual and all other forms of harassment and violence determined in “Kebijakan Perusahaan” dated 1 Desember 2014. Chapter 15 stated company prevent sexual harassment and any form of violence to women and protect the reproductive rights.</p> <p>The policy has been communicated to workers and relevant stakeholders, e.g:</p> <ul style="list-style-type: none"> - Dissemination on 18 July 2017, located at Division I office, attended by 30 workers. - Dissemination on 12 July 2017, located at PN022, attended by 14 workers - Dissemination on 21 August 2017, located at Division IV office, attended by 30 workers. <p>Company has formed a Gender Committee since April 2013. Organization Structure of Gender Committee consist of chairperson, vice chairperson, secretary vice secretary, and members. Gender Committee activities such as handle complaint from female workers, reporting and data collecting if case concerning sexual harassment.</p> <p>Based on interview with worker, labor union, gender committee, local community and smallholder farmers there is no case of sexual harassment at PT Rigunas Agri Utama in the last one year.</p> <p>Scheme Smallholders:</p> <p>(KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya)</p> <p>Smallholder’s management have defined policy related to prevent sexual and all other forms of harassment and violence, which is stated in “Kebijakan Manager Group ICS” dated 2 December 2016.</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>Chapter 11 mentioned that cooperatives prevent sexual harassment and all form of violence against women and protect their reproductive right.</p> <p>The policy has been disseminated to smallholder farmer on a number of occasions, e.g:</p> <ul style="list-style-type: none"> - In KUD Tanjung Dani Sakti has conducted on 2 February 2017, attended by 22 members of smallholders. - In KUD Bina Tani has conducted on 3 February 2017, attended by 40 members of smallholders. - In KUD Belarik Jaya has conducted on 6 February 2017, attended by 31 member of smallholder. <p>In KUD Sawit Tambara Jaya has conducted on 7 February 2017, attended by 12 members of smallholder.</p> <p>Based on interview with worker, labor union, gender committee, local community and smallholder farmers there is no case of sexual harassment at Bungo Tebo Plasma in the last one year.</p>	
6.9.2	<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>Mill and Estate:</p> <p>Policy to prevent sexual and all other forms of harassment and violence determined in “Kebijakan Perusahaan” dated 1 Desember 2014. Chapter 15 stated that company prevent sexual harassment and any form of violence to women and protect the reproductive rights.</p> <p>The policy has been communicated to workers and relevant stakeholders, e.g:</p> <ul style="list-style-type: none"> - Dissemination on 18 July 2017, located at Division I office, attended by 30 workers. - Dissemination on 12 July 2017, located at PN022, attended by 14 workers - Dissemination on 21 August 2017, located at Division IV office, attended by 30 workers. <p>Company has formed a Gender Committee since April 2013. Organization Structure of Gender Committee consist of chairperson, vice chairperson, secretary vice secretary, and members.</p> <p>Company gave maternal leave and period leave for female worker as long as its completed with doctor’s note. Pregnancy test performed monthly to female workers who perform chemicals-related works. Latest test on 12 – 13 October 2017 reported that 107 workers have negative result of pregnancy, consist of 28 fertilizer worker and 59 spraying workers.</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>Scheme smallholder (KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya)</p> <p>Smallholder’s management have defined policy related to prevent sexual and all other forms of harassment and violence, which is stated in “Kebijakan Manager Group ICS” dated 2 December 2016. Chapted 11 mentioned that cooperatives prevent sexual harassment and all form of violence against women and protect their reproductive right.</p> <p>The policy has been disseminated to smallholder farmer on a number of occasions, e.g:</p> <ul style="list-style-type: none"> - In KUD Tanjung Dani Sakti has conducted on 2 February 2017, attended by 22 members of smallholders. - In KUD Bina Tani has conducted on 3 February 2017, attended by 40 members of smallholders. - In KUD Belarik Jaya has conducted on 6 February 2017, attended by 31 member of smallholder. <p>In KUD Sawit Tambara Jaya has conducted on 7 February 2017, attended by 12 members of smallholder.</p> <p>Based on interview with worker, labor union, gender committee, local community and smallholder farmers there is no case of not respecting reproductive right at Bungo Tebo Plasma in the last one year.</p>	
6.9.3	<p>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>Mill and Estate:</p> <p>Company has prepared a mechanism to handle complaint from external party, in form of “Prosedur Penanganan Keluhan, Dokumen No. SOP AA-GL-5005-R0 01”. Complaint from internal stakeholder was regulated as per “Mekanisme Penyampaian Keluhan dan Penyelesaian Keluhan Karyawan, Dokumen No.SOP.AA-HR-308 0.5-R0”.</p> <p>Company has also prepared a procedure to uphold policy on secrecy of whistle blower under “Mekanisme Jaminan Pelapor dan Pengungkapan Kasus” dated 12 June 2015. The mechanism mentioned policy to maintain anonymity of complainant or whistle blower (if requested).</p> <p>Documented procedure that describes handling mechanism of sexual harassment case has been established in SOP AA-HR-309.01-R0 dated 1 February 2009. Company has formed A Gender Committee since April 2013 and structure consist of Chairwoman, vice chairwoman, secretary, vice secretary, members. Gender Committee activities such as handle complaint from female workers,</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>reporting and data collecting if case appeared concerning sexual harassment. Until now, there is no complaint regarding sexual harassment or abuse received by the company.</p> <p>Scheme smallholders (KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya)</p> <p>Cooperative has prepared mekanisme on communication with interested parties under "Mekanisme Komunikasi, Konsultasi dan Keluhan" dated 2 December 2016, available in "Buku Panduan dan Catatan Petani" page 19. Smallholder organization has demonstrated evidence of dissemination of specific grievance mechanism which respects anonymity and protects complainants to smallholder member and workers of KUD, e.g. in KUD Bina Tani done on 20 December 2016, which attended by 25 smallholder members and cooperative committees. Based on interview with smallholder farmer in Hampanan 23, they have demonstrated understanding on mechanism to communication and consultation.</p>	
<p>Criterion 6.10</p> <p>Growers and millers deal fairly and transparently with smallholders and other local businesses.</p>			
6.10.1	<p>Current and past prices paid for Fresh Fruit Bunches (FFB), shall be publicly available.</p> <p>- Minor compliance -</p>	<p>FFB price for FFB supplier was available in Bungo Tebo POM Notice Board. FFB price as of 14th November 2017 was IDR 1,930/kg. Interview with a number of FFB suppliers, it was noted that FFB price they received was accordance to FFB price sets by company. FFB supplier or smallholders able to access the FFB price by phone and local media/notice board as well.</p> <p>FFB price for scheme smallholder determined by "Tim Penetapan Harga TBS Dinas Perkebunan Provinsi Jambi", released on weekly basis. There were current and past prices available such as prices for period 10 – 16 November 2017 based on "Hasil Rapat Penetapan Harga TBS Kelapa Sawit Untuk periode 10 November s/d 16 November 2017". FFB price for period 10 – 16 November 2017 can be demonstrated as follows:</p> <ul style="list-style-type: none"> - Planting age 10 – 20 year is IDR 1,979.65/kg - Planting age 21 – 24 year is IDR 1,921.81/kg - Planting age ≥ 25 year is IDR 1,836.79/kg 	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>FFB price was informed to smallholder farmer via short message and disseminated the price determination letter to each KUD (smallholder) by Smallholder Manager.</p>	
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 for scheme smallholder determined by "Tim Penetapan Harga TBS Dinas Perkebunan Provinsi Jambi", released on weekly basis. FFB Price formula for Plasma is as follow:</p> <p style="text-align: center;">FFB Price = K Index [(CPOprice x OER) + (PKprice x KER)]</p> <p>The FFB price is divided based on planting ages (3, 4, 5, 6, 7, 8, 9 years, 10 – 20 years, 21, 22, 23, 24 and 25 years), the differences of prices from is OER and KER.</p> <p>FFB Pricing for third party is determined by market mechanism and set every day and recorded in the pricing of FFB Bungo Tebo Palm Oil Mill. FFB price establishment was documented by company under "Mekanisme Penerimaan TBS Luar (Agen/Pengepul)". FFB price from third parties is as follow :</p> <p style="text-align: center;">{(CPO Price – Transport cost x OER) = X} + {(PK price – Transport cost x KER) = Y} = A</p> <p>Processing cost = B FFB Gross price = (A – B) = C Miscellaneous cost = D FFB price = C – D</p> <p>Price changes will be informed one day before the changes, and it was applicable for large size FFB (more than 8 kg). Mechanism for FFB price has been known, understood and explained to FFB suppliers and sheme smallholder. Based on interview with a number of FFB supplier, they can demonstrate their understanding.</p> <p>Scheme Smallholder</p> <p>Mechanism for FFB price establishment has been understood by smallholder. FFB price for scheme smallholder was established based on price sets by "Dinas Perkebunan Provinsi Jambi", released on weekly basis. FFB price was informed to smallholder farmer via short message and it was also made available in KUD offices and mill gate.</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>For example, FFB price for period 10 – 16 November 2017 based on “Hasil Rapat penetapan Harga TBS Kelapa Sawit” Dinas Perkebunan Provinsi Jambi dated 9 November 2017 as explain above. Price determined by considering the market price of CPO, PK and K index. Formula of FFB price has been determined and documented in “Hasil Rapat penetapan Harga TBS Kelapa Sawit” Dinas Perkebunan Provinsi Jambi. This document has been delivered to each KUD by Plasma manager.</p>	
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>FFB price determination and information of FFB price has been done in transparent manner and understood by FFB supplier. FFB price changes were carried out one day before effective implementation. FFB price for scheme smallholder was based on FFB price determined by “Dinas Perkebunan Provinsi Jambi”. This was explained clearly in agreement/contract with PT Rigunas Agri Utama. FFB purchasing Jambi will provide information of FFB price via SMS and telephone call to suppliers. Evidence of SMS and information of FFB price changes can be demonstrated during interview with suppliers.</p> <p>Curently PT Rigunas Agri Utama carried out replanting activity incooperated with contractor. Work agreement No.146/E3KBT/17/08 dated 1 August 2017 between PT Rigunas Agri Utama and CV Selamat Mandiri Pratama (Replanting contractor) can be demonstrated and all parties has understood contractual agreement. Contract was signed by each party; contracts are fair, legal and transparent.</p> <p>Scheme Smallholder</p> <p>Work agreement between company and smallholder farmer group was available in “Surat Perjanjian Produksi, Jual Beli TBS dan Pemeliharaan Tanaman Setelah Undian Kapling Sampai Akad Kredit antara Petani dengan Perusahaan Inti”. It was signed by both party and acknowledged by Village Head, District Head and Regent. For Example:</p> <ul style="list-style-type: none"> - “Surat Perjanjian antara PT Rigunas Agri Utama dengan Kelompok Tani Tanjung Dani Sakti, KUD Tanjung Dani Sakti” (Agreement between PT Rigunas Agri Utama and Farmer Group Tanjung Dani Sakti, KUD Tanjung Dani Sakti), October 1999”. - “Surat Perjanjian antara PT Rigunas Agri Utama dengan Kelompok Tani Agro Sawit Indah, KUD Tanjung Dani Sakti” (Agreement between PT Rigunas Agri Utama and Farmer Group Agro Sawit Indah, KUD Tanjung Dani Sakti), October 1999”. - “Surat Perjanjian antara PT Rigunas Agri Utama dengan Kelompok Tani Lalo Indah, KUD 	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		Tanjung Dani Sakti" (Agreement between PT Rigunas Agri Utama and Farmer Group Lalo Indah, KUD Tanjung Dani Sakti), October 1999".	
6.10.4	<p>Agreed payments shall be made in a timely manner.</p> <p>- Minor compliance -</p>	<p>The company has established FFB payment system. FFB paid based on nettweight stated on weighbridge ticket. A copy of weighbridge ticket received by Jambi Regional Office, then payment made by transferring money to supplier's bank account.</p> <p>Payment FFB conducted after Bungo Tebo POM submit the weighbridge data of FFB from third party supplier and Purchasing department transfer the payment based on weighbridge data received. Payment record can be demonstrated during audit and made in a timely manner, for example payment record on 10 November 2017 G/L account 1341001101 for CV Asri Bersaudara (43,275 kg), Pandawa Lima Lapan CV (58,862 kg), Pdasan Jaya (12,713 kg), SDR (248,237 kg), UD Royal (40,730 kg). From the payment record can be demonstrated that the payment value is in accordance with price agreed by both party.</p> <p>Payment for replanting activity by CV Selamat Mandiri Pratama can be demonstrated during audit. Replanting payment carried out after contractor finishing their job which recorded in "Berita Acara Hasil Kerja Kontraktor". For example dated 30 September 2017 according to SPK No. 147/E3KBT/17/08, BA Hasil Kerja for activity Planting hole in Block C17a, C17b, C17c, C17d and C17e with number 4,153 holes. Payment record can be demonstrated and in accordance with agreed price based on Agreement Letter.</p> <p>Scheme Smallholder</p> <p>FFB payment carried out by PT Rigunas Agri Utama each month to each KUD, KT and farmers member. FFB payment record were available and found transparently informed to all member of smallholder including they deduction. Sample verified of FFB payment record:</p> <ul style="list-style-type: none"> - Payment Slip of Scheme Smallholders FFB period 21 September to 20 October 2017 of KUD Tanjung Dani Sakti: KT 19, 20, 21, 24; Slip No. 001/KLO-TDS/10/2017 dated 21 October 2017; Total FFB 197,329 Kg. Payment record was in accordance with FFB price determined by Dinas Perkebunan Provinsi Jambi. - Payment Slip of Scheme Smallholders FFB period 21 September to 20 October 2017 of KUD Sawit Tambara Jaya: KT 45, 46, 47, 106; Slip No.001/KLO-STJ/10/2017 dated 21 October 2017; 	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		Total FFB 336,259 Kg. Payment record was in accordance with FFB price determined by Dinas Perkebunan Provinsi Jambi.	
<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>Mill and Estate:</p> <p>Contribution to local development described in the Corporate Social Responsibility (CSR) program. PT RAU has prepared the CSR program for year 2017 under "Laporan Pelaksanaan CSR periode Januari – Juni 2017".</p> <p>Based on interview with official representative in (Ketiri Village, Sumay District, and Lembaga adat Tuo Sumay) confirmed that in preparing of CSR program, PT RAU has taking into consideration suggestion and request from communities, survey result, data capture and verification upon project proposals – as well as budget for the program.</p> <p>A number of stages that has been carried out:</p> <ul style="list-style-type: none"> • Evaluation on CSR program year 2016; • Identification on CSR program requirement year 2017; • Verification on villages requirement on CSR year 2017; • Selection on program proposal for CSR program 2017; • Budget preparation for CSR 2017; <p>The company always been given priority to members of local communities where candidates for employment are of equal merit.</p> <p>Report of implementation the program CSR year 2017 (January – June 2017), covers:</p> <ul style="list-style-type: none"> • 200 pcs of 2017 Eid Al-Fitr package, consists @ 2 kg of cooking oil, 5 kg of rice, and 2 kg of sugar, for community at surrounding village, e.g Tuo Sumay, Teriti, Teluk Langkap, Tanjung Dani, Tambung Arang Villages. • Donation of furniture for 204/Napal Putih Elementary School. • Donation of material for Mosque at Sekutur Jaya Village (ceramics for Sabillil Muttaqin Mosque), and at Teriti Village (development of Jauharul Hikmah Mosque). 	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<ul style="list-style-type: none"> • Fire-free Village Program (Tuo Sumay, Teriti, Suo-suo, Muaro Sekalo and Semambu Village) – dissemination performed on 28 April 2017 located at Tuo Sumay Village Office. • Approval Sheet of CSR Project No.10/KBT/5e/II/2017 regarding donation of material for Mosque at Sekutur Jaya Village (ceramics for Sabilil Muttaqin Mosque). <p>Scheme smallholders</p> <p>Cooperative has actively contributed to village development available in document of “Aktivitas Sosial (Bantuan Sosial) KUD year 2017”, such as:</p> <ul style="list-style-type: none"> • Village fee of IDR 5/kg FFB sold. The fee then managed to support education, religious festival and other activity. • Donation of Mosque, IDR 1/kg FFB sold. • Social donation for MTQ (religious festival). <p>Record seen: KUD Tanjung Dani sakti, e.g:</p> <ul style="list-style-type: none"> • On 20 June 2017 – donation for Posyandu at Tuo Sumay Vilage; IDR 700,000. • On 5 September 2017 – donation for football field at Tuo Sumay Village; IDR 500,000. <p>KUD Sawit Tambara Jaya, e.g:</p> <ul style="list-style-type: none"> • On 2 June 2017 – donation for Mosque at Tanjung Arang Village; IDR 500,000. • On 12 June 2017 – donation for Kindergarten at Tanjung Arang Village; IDR 700,000. <p>KUD Belarik Jaya, e.g:</p> <ul style="list-style-type: none"> • On 15 June 2017 – donation for Mosque at Jati Belarik Village; IDR 500,000. • On 10 August 2017 – donation for Elementary School at Jati Belarik Village; IDR 400,000. • On 15 August 2017 – handover of scholarship for penyerahan dana beasiswa untuk outstanding students at Jati Belarik Village; IDR 600,000. • On 3 September 2017 – donation for road repair at Jati Belarik Village; IDR 650,000. 	

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>KUD Bina Tani, e.g:</p> <ul style="list-style-type: none"> On 15 June 2017 – donation for PAUD at Sei Rambai Village; IDR 1,500,000. On 20 August 2017 – donation for Kindergarten at Sei Rambai Village; IDR 500,000. On 9 October 2017 – donation for Mosque at Sei Rambai Villagre; IDR 500,000. 	
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>Mill and Estate:</p> <p>PT Rigunas Agri Utama is an oil palm plantation company that was developed to support government program PIR-Trans. Up to this ASA2 – November 2017, the realisation of scheme smallholder plantation is 5,914 Ha from 18 cooperatives/KUD, consist of 124 smallholder farmer group and 2,957 smallholders.</p> <p>The company has a staff which responsible to managed scheme smallholder plantation. A plasma coordinator heads of a estate manager, head assistant and 4 assistants. It was 9 staff members and 43 non-staff.</p> <p>A form of cooperation is PIR-Trans with full managed by smallholders. Company established a management for scheme smallholder with roles of training, counseling and maintain scheme smallholder.</p> <p>Oil palm plantation upkeep and harvesting activities performed by smallholders and supervised by company. Standard upkeep and treatment of plants and harvesting in accordance with best practice agronomic also applied by smallholders and supervised by company. Only spraying work conducted by company’s Spraying team (TUS). Fertilizer recommendation for scheme smallholder, including fertilizer order was managed and prepared by PT Rigunas Agri Utama – as nucleus estate.</p> <p>Scheme smallholders</p> <p>(KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya)</p> <p>Training program for scheme smallholder in accordance with company’s training module for employees. Evidence of training to improve scheme smallholders productivity are availabel, as examples:</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<ul style="list-style-type: none"> • KUD Tanjung Dani Sakti - Training on integrated pest and disease management by “Pembina Plasma” carried out on 13 July 2017, attended by 7 smallholder farmers. • KUD Bina Tani - Training on integrated pest and disease management by “Pembina Plasma” done on 15 March 2017, attended by 40 smallholder farmers. • KUD Bina Tani - Training on harvesting has conducted on 4 January 2017, attended by 23 smallholder farmers • KUD Bina Tani – Training on fertilizing and Leaf Sample Unit had done on 8 August 2017, attended by 40 smallholder members. • KUD Belarik Jaya - Training on integrated pest and disease management by “Pembina Plasma” had done on 10 July 2017, attended by 37 smallholder farmers. • KUD Belarik Jaya – Training on fertilizing and Leaf Sample Unit had done on 15 August 2017, attended by 40 smallholder members. • KUD Sawit Tambara Jaya - Training of harvesting conducted on 5 January 2017, attended by 40 smallholder members. 	
<p>Criterion 6.12 No forms of forced or trafficked labor are used.</p>			
6.12.1	<p>There shall be evidence that no forms of forced or trafficked labor are used.</p> <p>- Major compliance -</p>	<p>Mill and Estate:</p> <p>Policy related no forced or trafficked labour has been established in the company policy dated 1 December 2014. There are no foreign workers in Bungo Tebo Estate and Bungo Tebo Palm Oil Mill, based on evidences which has been reviewed such as “Daftar Karyawan Rigunas Agri Utama year 2017” updated October 2017.</p> <p>Recruitment process was documented in Procedure: AA-HR-305.2-R0 dated 1 February 2009 – Recruitment and Selection stated that Staff recruitment conduct by Head Office in Jakarta. For workers in site, recruitment processes conduct by Site Management with approval from company management.</p> <p>Collective Labor Agreement for permanent worker was based on “Perjanjian Kerja Bersama (PKB) 2015 – 2017” agreed by company and worker union; acknowledge by “Kementerian Ketenagakerjaan Direktorat Jenderal Pembinaan Hubungan Industrial dan Jaminan Sosial Tenaga Kerja”, dated 21 April 2017, valid for 2 years. Chapter XXIV related to validity, mentioned in point 3 that if validity is</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>expired and new PKB is not set yet, then the previous PKB is still valid.</p> <p>Scheme smallholders (KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya)</p> <p>No forced labour hired by cooperative and/or scheme smallholder farmer. All work relation was made on mutual agreement. Work relation was based on mutual agreement. Interview with harvester on smallholder group No. 539, 536, 54, 543, 586, 558, etc shows that they are working together without coercion from smallholder and/or cooperative. The salary paid was consistent with agreed piece rate.</p> <p>Evidence of mutual contract available in indicator 6.12.2</p>	
6.12.2	<p>It shall be demonstrated that no contract substitution has occurred.</p> <p>- Minor compliance -</p>	<p>Mill and Estate:</p> <p>Based on observation of several employee contract and interview with employee could be demonstrated that there was no contract substitution occurred.</p> <p>There is no migrant worker in PT Rigunas Agri Utama – Bungo Tebo Mill and Estate. It’s verified during audit documentation list of employee and interview with employee.</p> <p>Employees work based on contract labour agreement which contains agreements include: working time, dependents, payroll and consent of both parties. Workers was given a copy of their employment contracts and the contract was identical to the one signed at the time of recruitment.</p> <p>Evident seen:</p> <ul style="list-style-type: none"> - List of Employees PT Rigunas Agri Utama, updated in October 2017. - Work Agreement for Daily Worker No.005/PBT/RAU/SPKHL/09/2017, namely Mrs. TW (PHL – gardener), valid until 31 September 2018. - Work Agreement for Daily Workers No.008/PBT/RAU/SPKHL/09/2017, namely Mr. BL (PHL - security), valid until 31 September 2017. <p>Scheme smallholders</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>(KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya)</p> <p>No migrant worker. All worker was working under work agreement. Work agreement between cooperative and staff available in "Perjanjian dan Pengangkatan Karyawan Tetap KUD", e.g:</p> <ul style="list-style-type: none"> • KUD Belarik Jaya – Decree Letter No.02/SK/KUD-BJ/II/2017 related agreement and appointment of permanent employee of KUD Beralik Jaya, namely Mr. Suparmin (Secretary of KUD Beralik Jaya), dated 1 February 2017. • KUD Sawit Tambara Jaya – Decree Letter No.07/SK/KUD-STJ/III/2017 related agreement and appointment of permanent employee of KUD Sawit Tambara Jaya, namely Mr. M. Amin (Secretary of KUD Sawit Tambara Jaya), dated 1 March 2017. • KUD Sawit Tambara Jaya – Decree Letter No.09/SK/KUD-STJ/III/2017 related agreement and appointment of permanent employee of KUD Sawit Tambara Jaya, namely Mr. Sayuti (Treasurer KUD Sawit Tambara Jaya), dated 1 March 2017. • KUD Bina Tani – Decree Letter No.03/SK/KUD-BT/III/2017 related agreement and appointment of permanent employee of KUD Bina Tani, namely Mr. Muhammad M. (Secreary of KUD Bina Tani), dated 1 March 2017. • KUD Tanjung Dani Sakti – Decree Letter No.08/SK/KUD-TDS/IV/2017 related agreement and appointment of permanent employee of KUD Tanjung Dani Sakti, namely Mr. Ismail (Treasurer of KUD Tanjung Dani Sakti), dated 1 April 2017. 	
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>Mill, Estate and Smallholders:</p> <p>There is no migrant worker employed by company. Company has a policy with regards to worker's right equality and non-discrimination to worker including if there is worker from different nationality.</p> <p>No migrant worker employed by cooperative or smallholder farmer. All worker was working under work agreement. Cooperative has a policy to respect worker equality and no discrimination.</p>	Comply
<p>Criterion 6.13 Growers and millers respect human rights.</p>			
6.13.1	<p>A policy to respect human rights shall be documented and communicated to all levels of the</p>	<p>Mill and Estate:</p> <p>The company respects human rights and treated all employees in equal manner, during recruitment, assessment, condition and work environment, and representation – without discrimination on tribe,</p>	Comply

No.	Criterion / Indicator	Assessment Findings	Compliance
	<p>workforce and operations.</p> <p>- Major compliance -</p>	<p>caste, gender, worker union, politic affiliation, and/or age.</p> <p>The appointed person in charge is managers and assistants, to communicating the policy internally. The policy have been communicated to all level of workers, verbally and through notice board. While public relation officer was appointed to communicating the policy externally. Until now, there was no outstanding case regarding human rights violation. Dissemination has been conducted regularly in annual basis, evidence available are attendance list and minute of meeting, e.g.:</p> <ul style="list-style-type: none"> - Dissemination on 12 January 2017 for staffs, attended by 18 participants. - Dissemination on 15 January 2017 for workers of Afdeling III, attended by 54 participants. - Dissemination on 16 January 2017 for workers of Afdeling IV, attended by 46 participants. <p>Scheme smallholders</p> <p>(KUD Tanjung Dani Sakti, KUD Bina Tani, KUD Belarik Jaya dan KUD Sawit Tambara Jaya)</p> <p>Cooperative has defined the policy related to freedom of association available in "Kebijakan Manager Group ICS" updated on 2 December 2016, in point 9 mentioned that cooperative respect human rights by treating all employees of KUD and farmers fairly, in terms of acceptance, assessment, working conditions and environment and representation regardless of race, caste, national origin, religion/faith, disability, gender, union membership, political affiliation and/or age.</p> <p>The policy has been disseminated to smallholder farmer on a number of occasions, e.g:</p> <ul style="list-style-type: none"> - In KUD Tanjung Dani Sakti has conducted on 2 February 2017, attended by 22 members of smallholders. - In KUD Bina Tani has conducted on 3 February 2017, attended by 40 members of smallholders. - In KUD Belarik Jaya has conducted on 6 February 2017, attended by 31 member of smallholder. <p>In KUD Sawit Tambara Jaya has conducted on 7 February 2017, attended by 12 members of smallholder.</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,

No.	Criterion / Indicator	Assessment Findings	Compliance
and the results incorporated into planning, management and operations.			
7.1.1	<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>Principle 7 was not applicable. Even though from the planting year, there was planting year 2008. Based on document verification, field visit and interview with stakeholders, it was known that the 512 Ha planted in 2008 was replanting oil palm. The replanting occurred due to low SPH (Stand per Hectare) caused by elephant attack, during early stage of planting. See related indicator 2.2.1.</p>	N/A
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>Principle 7 was not applicable. Even though from the planting year, there was planting year 2008. Based on document verification, field visit and interview with stakeholders, it was known that the 512 Ha planted in 2008 was replanting oil palm. The replanting occurred due to low SPH (Stand per Hectare) caused by elephant attack, during early stage of planting. See related indicator 2.2.1.</p>	N/A
7.1.3	<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>Principle 7 was not applicable. Even though from the planting year, there was planting year 2008. Based on document verification, field visit and interview with stakeholders, it was known that the 512 Ha planted in 2008 was replanting oil palm. The replanting occurred due to low SPH (Stand per Hectare) caused by elephant attack, during early stage of planting. See related indicator 2.2.1.</p>	N/A
<p>Criterion 7.2</p> <p>Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.</p>			
7.2.1	<p>Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations.</p> <p>- Major compliance –</p>	<p>Principle 7 was not applicable. Even though from the planting year, there was planting year 2008. Based on document verification, field visit and interview with stakeholders, it was known that the 512 Ha planted in 2008 was replanting oil palm. The replanting occurred due to low SPH (Stand per Hectare) caused by elephant attack, during early stage of planting. See related indicator 2.2.1.</p>	N/A

No.	Criterion / Indicator	Assessment Findings	Compliance
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>Principle 7 was not applicable. Even though from the planting year, there was planting year 2008. Based on document verification, field visit and interview with stakeholders, it was known that the 512 Ha planted in 2008 was replanting oil palm. The replanting occurred due to low SPH (Stand per Hectare) caused by elephant attack, during early stage of planting. See related indicator 2.2.1.</p>	N/A
<p>Criterion 7.3 New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.</p>			
7.3.1	<p>There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2).</p> <p>- Major compliance –</p>	<p>Principle 7 was not applicable. Even though from the planting year, there was planting year 2008. Based on document verification, field visit and interview with stakeholders, it was known that the 512 Ha planted in 2008 was replanting oil palm. The replanting occurred due to low SPH (Stand per Hectare) caused by elephant attack, during early stage of planting. See related indicator 2.2.1.</p>	N/A
7.3.2	<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>Principle 7 was not applicable. Even though from the planting year, there was planting year 2008. Based on document verification, field visit and interview with stakeholders, it was known that the 512 Ha planted in 2008 was replanting oil palm. The replanting occurred due to low SPH (Stand per Hectare) caused by elephant attack, during early stage of planting. See related indicator 2.2.1.</p>	N/A
7.3.3	<p>Records of land preparation and clearing dates shall be available.</p> <p>- Minor compliance –</p>	<p>Principle 7 was not applicable. Even though from the planting year, there was planting year 2008. Based on document verification, field visit and interview with stakeholders, it was known that the 512 Ha planted in 2008 was replanting oil palm. The replanting occurred due to low SPH (Stand per Hectare) caused by elephant attack, during early stage of planting. See related indicator 2.2.1.</p>	N/A

No.	Criterion / Indicator	Assessment Findings	Compliance
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>Principle 7 was not applicable. Even though from the planting year, there was planting year 2008. Based on document verification, field visit and interview with stakeholders, it was known that the 512 Ha planted in 2008 was replanting oil palm. The replanting occurred due to low SPH (Stand per Hectare) caused by elephant attack, during early stage of planting. See related indicator 2.2.1.</p>	N/A
7.3.5	<p>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).</p> <p>- Minor compliance –</p>	<p>Principle 7 was not applicable. Even though from the planting year, there was planting year 2008. Based on document verification, field visit and interview with stakeholders, it was known that the 512 Ha planted in 2008 was replanting oil palm. The replanting occurred due to low SPH (Stand per Hectare) caused by elephant attack, during early stage of planting. See related indicator 2.2.1.</p>	N/A
<p>Criterion 7.4 Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.</p>			
7.4.1	<p>Indicative maps showing marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided.</p> <p>- Major compliance –</p>	<p>Principle 7 was not applicable. Even though from the planting year, there was planting year 2008. Based on document verification, field visit and interview with stakeholders, it was known that the 512 Ha planted in 2008 was replanting oil palm. The replanting occurred due to low SPH (Stand per Hectare) caused by elephant attack, during early stage of planting. See related indicator 2.2.1.</p>	N/A
7.4.2	<p>Where limited planting on fragile and marginal soils, including peat, is proposed, a documented plan shall be developed and implemented to</p>	<p>Principle 7 was not applicable. Even though from the planting year, there was planting year 2008. Based on document verification, field visit and interview with stakeholders, it was known that the 512 Ha planted in 2008 was replanting oil palm. The replanting occurred due to low SPH (Stand per</p>	N/A

No.	Criterion / Indicator	Assessment Findings	Compliance
	protect them without incurring adverse impacts. - Major compliance –	Hectare) caused by elephant attack, during early stage of planting. See related indicator 2.2.1.	
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.			
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) - Major compliance –	Principle 7 was not applicable. Even though from the planting year, there was planting year 2008. Based on document verification, field visit and interview with stakeholders, it was known that the 512 Ha planted in 2008 was replanting oil palm. The replanting occurred due to low SPH (Stand per Hectare) caused by elephant attack, during early stage of planting. See related indicator 2.2.1.	N/A
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.			
7.6.1	Records of identification and assessment of legal, customary and user rights shall be available. - Major compliance –	Principle 7 was not applicable. Even though from the planting year, there was planting year 2008. Based on document verification, field visit and interview with stakeholders, it was known that the 512 Ha planted in 2008 was replanting oil palm. The replanting occurred due to low SPH (Stand per Hectare) caused by elephant attack, during early stage of planting. See related indicator 2.2.1.	N/A
7.6.2	A procedure for identifying people entitled to compensation shall be available.	Principle 7 was not applicable. Even though from the planting year, there was planting year 2008. Based on document verification, field visit and interview with stakeholders, it was known that the 512 Ha planted in 2008 was replanting oil palm. The replanting occurred due to low SPH (Stand per	N/A

No.	Criterion / Indicator	Assessment Findings	Compliance
	- Major compliance –	Hectare) caused by elephant attack, during early stage of planting. See related indicator 2.2.1.	
7.6.3	Records of calculation system and distribution of fair compensation shall be available. - Major compliance –	Principle 7 was not applicable. Even though from the planting year, there was planting year 2008. Based on document verification, field visit and interview with stakeholders, it was known that the 512 Ha planted in 2008 was replanting oil palm. The replanting occurred due to low SPH (Stand per Hectare) caused by elephant attack, during early stage of planting. See related indicator 2.2.1.	N/A
7.6.4	Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development. - Minor compliance –	Principle 7 was not applicable. Even though from the planting year, there was planting year 2008. Based on document verification, field visit and interview with stakeholders, it was known that the 512 Ha planted in 2008 was replanting oil palm. The replanting occurred due to low SPH (Stand per Hectare) caused by elephant attack, during early stage of planting. See related indicator 2.2.1.	N/A
7.6.5	The process and outcome of any compensation claims shall be documented and made available to the affected communities and their representatives. - Minor compliance –	Principle 7 was not applicable. Even though from the planting year, there was planting year 2008. Based on document verification, field visit and interview with stakeholders, it was known that the 512 Ha planted in 2008 was replanting oil palm. The replanting occurred due to low SPH (Stand per Hectare) caused by elephant attack, during early stage of planting. See related indicator 2.2.1.	N/A
7.6.6	Evidence shall be available that the affected communities and rights holders have access to information and advice that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands. - Minor compliance –	Principle 7 was not applicable. Even though from the planting year, there was planting year 2008. Based on document verification, field visit and interview with stakeholders, it was known that the 512 Ha planted in 2008 was replanting oil palm. The replanting occurred due to low SPH (Stand per Hectare) caused by elephant attack, during early stage of planting. See related indicator 2.2.1.	N/A
<p>Criterion 7.7 No use of fire in the preparation of new plantings other than in specific situations, as identified in the ASEAN Guidelines or other regional best practice.</p>			

No.	Criterion / Indicator	Assessment Findings	Compliance
7.7.1	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. - Major compliance –	Principle 7 was not applicable. Even though from the planting year, there was planting year 2008. Based on document verification, field visit and interview with stakeholders, it was known that the 512 Ha planted in 2008 was replanting oil palm. The replanting occurred due to low SPH (Stand per Hectare) caused by elephant attack, during early stage of planting. See related indicator 2.2.1.	N/A
7.7.2	In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance –	Principle 7 was not applicable. Even though from the planting year, there was planting year 2008. Based on document verification, field visit and interview with stakeholders, it was known that the 512 Ha planted in 2008 was replanting oil palm. The replanting occurred due to low SPH (Stand per Hectare) caused by elephant attack, during early stage of planting. See related indicator 2.2.1.	N/A
Criterion 7.8 New plantation developments are designed to minimize net greenhouse gas emissions.			
7.8.1	The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated. - Major compliance –	Principle 7 was not applicable. Even though from the planting year, there was planting year 2008. Based on document verification, field visit and interview with stakeholders, it was known that the 512 Ha planted in 2008 was replanting oil palm. The replanting occurred due to low SPH (Stand per Hectare) caused by elephant attack, during early stage of planting. See related indicator 2.2.1.	N/A
7.8.2	Records of a plan to minimize net GHG emissions shall be available. - Minor compliance –	Principle 7 was not applicable. Even though from the planting year, there was planting year 2008. Based on document verification, field visit and interview with stakeholders, it was known that the 512 Ha planted in 2008 was replanting oil palm. The replanting occurred due to low SPH (Stand per Hectare) caused by elephant attack, during early stage of planting. See related indicator 2.2.1.	N/A

No.	Criterion / Indicator	Assessment Findings	Compliance
Principle 8: Commitment to continuous improvement in key areas of activity			
Criterion 8.1			
Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			
8.1.1	<p>The action plan for 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>Mill and Estate:</p> <p>PT Rigunas Agri Utama – Bungo Tebo POM and Estate have performed continual improvements to optimizing the yield or FFB production, reduction in certain use of chemicals, environmental impact, waste reduction, pollution and greenhouse gas emission and social impact. The action plan are monitored and documented, e.g.:</p> <ul style="list-style-type: none"> - Bungo Tebo Estate has modified the loose fruit picker tools to increase productivity of harvesting; continue dispose hazardous waste to the approval collector; Increasing planting beneficial plant (Tunera subulata and Cassia Tora) host plant for natural predato; Applied EFB as fertilizer; Controlling soil erosion in WTP plant area; Providing manuring programme and for scheme smallholder to increase the yields. - Bungo Tebo POM has decreased power consumption at kernel station. - Bungo Tebo POM has minimized FFB loses, by: <ul style="list-style-type: none"> o Minimizing FFB unloading on the floor o Ensure the pressure at sterilizing process is 3 o Ensure that bunch press is operated effectively o Developing visual control or monitoring of oil loses at the station. - Bungo Tebo POM has decreased FFA, by: <ul style="list-style-type: none"> o Minimizing FFB unloading on the floor o Emptying FFB from the conveyor after splitter at the end of process. o Drain condensate water after stop press. <p>Scheme Smallholders:</p> <p>Smallholder manager has organized coordination meeting with all KUD and KT as well as member of</p>	Comply

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No.	Criterion / Indicator	Assessment Findings	Compliance
		<p>smallholder in quarterly basis or the meeting can be held if there is an urgent issue. The meeting conducted to review the work progress of each KUD and action taken to improve their productivity. Continous improvement plant at Bungo Tebo Smallholders are as follows:</p> <ul style="list-style-type: none"> • Planting <i>Turnera subulatta</i> and <i>Cassia tora</i> as host of leaf eater caterpillar. • Developing infrastructure of Soil and Water Conservation. • Increasing FFB quality. • Developing Pruning activity program • Create checklist of PPE monitoring <p>The smallholder members have attended training provided by management of Bungo Tebo Smallholder, such as: OHS training, Best management practice training, HCV training, social policy training, environmental training, etc. Each training that attended by members recorded in their personal book "Buku Panduan dan Catatan Petani". During audit and interview with members indicated that they have an understanding against RSPO, best management practice standard, OHS, HCV and other relevant knowledge.</p>	

Appendix B: Approved Time Bound Plan

Name of Mill	Address	Time bound for certification	Status as of September 2017
Buatan I	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency, Riau	2010	Certified on 16 th September 2010
Buatan II	Delik & PangkalanKerinciVillage, Bunut Langgam District, Pelalawan Regency, Riau	2010	Certified on 16 th September 2010
Ukui I	Ukui Village, Ukui District, Pelalawan Regency, Riau	2010	Certified on 1 st March 2011
Ukui II	Ukui Village, Ukui District, Pelalawan Regency, Riau	2010	Certified on 1 st March 2011
Tungkal Ulu	Pulau Pauh / Penyabungan / MerlungVillage, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	2011	Certified on 15 th August 2012
Muara Bulian	Singoan / Bukit Sari / BulianJayaVillage, Muara Bulian / Pemayung District, Batang Hari Regency, Jambi	2011	Certified on 28 th August 2012
Topaz	Petapahan Village, Tapung District, Kampar Regency, Riau	2013	Certified on 30 th March 2015
Taman Raja	Lubuk Bernai / Kampung Baru / Pelabuhan Dagang / Pematang Pauh Vilage, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	2013	Certified on 20 th February 2015
Segati	Langkan / Penarikan / Tambak / Sotol Village, Langgam District, Pelalawan Regency, Riau	2014	Moved to 2018
Tanah Datar	Tanah Datar Petatal Village, Talawi District, Asahan Regency, North Sumatera	Brought Forward from 2015 to 2013	Certified on 18 th May 2015
Aek Nabara	S1-S3 / Sukadame Village, Bilah Hulu / Kota Pinang District, Labuhan Batu Regency, North Sumatera	Brought Forward from 2015 to 2013	Certified on 6 th March 2015
Teluk Panjie	Teluk Panjie Village, Kampung Rakyat District, Labuhan Batu Regency, North Sumatera	Brought Forward from 2015 to 2013	Certified on 21 st April 2015
Peranap	Simelinyang / Pauh Ranap / Sengkilo Village, Peranap District, Indragiri Hulu Regency, Riau	Brought Forward from 2016 to 2013	Certified on 7 th January 2015
Bungo Tebo	Tuo Sumai / Sungai Rambai Village, PWK Sumai / Tebo Ulu District, Bungo Tebo Regency, Jambi	2016	Certified on 3 rd December 2015
Tanjung Selamat	Kampung Padang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatera	2017	Certified on 26 th May 2015
Gunung Melayu I	RahuningVillage, Bandar Pulau District, Asahan Regency, North Sumatera	2017	Certified on 7 th September 2015
Gunung Melayu II	GontingMahalaVillage, Bandar Pulau District, Asahan Regency, North Sumatera	2017	Certified on 8 th July 2015
Negri Lama I	Negri Lama Seberang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatera	Brought Forward from 2018 to 2013	Certified on 6 th April 2015
Negri Lama II	Negri Lama Seberang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatera	2018	Certified on 3 rd December 2015
Buatan	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency, Riau	2010	Certified on 16 th September 2010
Ukui & Soga	Ukui Village, Ukui District, Pelalawan Regency, Riau	2011	Certified on 1 st March 2011
Buatan (Plasma)	Kerinci Kanan, Pangkalan Kerinci, Dayun Village, Siak & Pelalawan Regency, Riau	2011	Certified on 13 th March 2012
Ukui (Plasma)	Ukui & Lubuk Batu Jaya District, Pelalawan & Inhu Regency, Riau	Brought forward from 2012 to 2011	Certified on 11 th June 2012
Tungkal Ulu	Pulau Pauh/Penyabungan/Merlung Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	2011	Certified on 15 th August 2012
Muara Bulian	Singoan/Bukit Sari/ Bulian Jaya Village, Muara Bulian/Pemayung District, Batang Hari Regency, Jambi	2011	Certified on 28 th August 2012
Buatan (KKPA)	Kerinci Kanan, Pangkalan Kerinci, Dayun District, Siak & Pelalawan Regency, Riau	2012	Certified on 17 th January 2013

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Name of Mill	Address	Time bound for certification	Status as of September 2017
Tungkal Ulu (Plasma)	Renah Mendalo, Merlung, Muara Papalik District, Tanjung Jabung Barat Regency, Jambi	2012	Certified on 11 th July 2013
Muara Bulian (Plasma)	Maro Sebo Ilir District, Batanghari Regency, Jambi	2012	Certified on 12 th July 2013
Muara Bulian (KKPA)	Maro Sebo Ilir District, Batanghari Regency, Jambi	2012	Certified on 12 th July 2013
Topaz & Seed Garden	Petapahan Village, Tapung District, Kampar Regency, Riau	2013	Certified on 30 th March 2015
Taman Raja & Badang	Lubuk Bernai / Kampung Baru / Pelabuhan Dagang / Pematang Pauh Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	2013	Certified on 20 th February 2015
Segati	Langkan / Penarikan / Tambak / Sotol Village, Langgam District, Pelalawan Regency, Riau	2014	Moved to 2018
Penarikan & Gondai	Pangkalan Sarik / Baru Village, Langgam / Siak Hulu District, Pelalawan Regency, Riau	2014	Moved to 2018
Penarikan (KKPA)	Pangkalan Sarik / Baru Village, Langgam / Siak Hulu District, Pelalawan Regency, Riau	2014	Moved to 2018
Gunung Sahilan (KKPA)	Gunung Sahilan Village, Lipat Kain District, Pelalawan Regency, Riau	2014	Moved to 2018
Bahilang	Bahilang Village, Tebing Tinggi District, Serdang Bedagai Regency, North Sumatra	Brought Forward from 2015 to 2013	Certified 18 th May 2015
Tanah Datar	Tanah Datar Petatal Village, Talawi District, Asahan Regency, North Sumatra	Brought Forward from 2015 to 2013	Certified 18 th May 2015
Aek Nabara	S1-S3 / Sukadame Village, Bilah Hulu / Kota Pinang District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2015 to 2013	Certified on 6 th March 2015
Teluk Panjie	Teluk Panjie Village, Kampung Rakyat District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2015 to 2013	Certified on 21 st April 2015
Peranap	Simelinyang / Pauh Ranap / Sengkilo Village, Peranap District, Indragiri Hulu Regency, Riau	Brought Forward from 2016 to 2013	Certified on 7 th January 2015
Bungo Tebo	Tuo Sumai / Sungai Rambai Village, PWK Sumai / Tebo Ulu District, Bungo Tebo Regency, Jambi	Brought Forward from 2016 to 2014	Certified 3 rd December 2015
Peranap (Plasma)	Simelinyang / Pauh Ranap / Sengkilo Village, Peranap District, Indragiri Hulu Regency, Riau	2016	Certified 19 th August 2016
Bungo Tebo (Plasma)	Tuo Sumai / Sungai Rambai Village, PWK Sumai / Tebo Ulu District, Bungo Tebo Regency, Jambi	2016	Certified on 24 th September 2016
Tanjung Selamat	Kampung Padang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2017 to 2014	Certified 26 th May 2015
Pangkatan	Sennah Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2017 to 2014	Certified 26 th May 2015
Sentral & Batu Anam	Gonting Mahala Village, Bandar Pulau District, Asahan Regency, North Sumatra	Brought Forward from 2017 to 2014	Certified 8 th July 2015
Pulau Maria	Rahuning Village, Bandar Pulau District, Asahan Regency, North Sumatra	Brought Forward from 2017 to 2014	Certified 7 th September 2015
Negri Lama	Negri Lama Seberang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2018 to 2013	Certified on 6 th April 2015
Aek Kuo	Aek Korsik Village, Aek Natas District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2016 to 2013	Certified on 6 th April 2015

Appendix C: GHG Reporting Executive Summary

The GHG emissions that were produced in 2016 for PT Rigunas Agri Utama – Bungo Tebo POM 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 include:

- 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 2016 for PT Rigunas Agri Utama – Bungo Tebo POM and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	1.13
PKO	1.13

Extraction	%
OER	20.90
KER	5.19

Production	t/yr
FFB Process	234,289
CPO Produced	48,962
PKO Produced	12,166

Land Use	Ha
OP Planted Area	8,465
OP Planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	17.59
Total	8,565.65

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	25,165.65	0.59	58,410.38	0.63	0	0	83,576.03	1.22
CO ₂ Emission from fertilizer	1,420.48	0.03	4,065.12	0.04	0	0	5,485.60	0.07
NO ₂ Emission	2,534.45	0.06	3,074.90	0.03	0	0	5,609.35	0.09
Fuel consumption	1,116.55	0	986.80	0.01	0	0	2,103.35	0.01
Peat oxidation	0	0	0	0	0	0	0.00	0.00
Sink								
Crop sequestration	-23,853.70	-0.55	-55,365.29	-0.60	0	0	-79,218.99	-1.15
Conservation sequestration	0	0	0	0	0	0	0.00	0.00
Total	6,383.43	0.15	11,171.91	0.12	11,834.76	0	29,390.10	0.27

**Note: Includes both estates and smallholders*

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Summary of Mill Emission and Credit

	tCO₂e	tCO₂e/tFFB
Emission		
POME	56,113.24	0.24
Fuel Consumption	349.71	0
Grid Electricity Utilisation	0	0
Credit		
Export of Grid Electricity	-630.17	0
Sales of PKS	-16,214.00	-0.07
Sales of FFB	0	0
Total	39,618.78	0.17

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO₂e
PK from own mill	N/A
PK from other source	N/A
Fuel Consumptions	N/A
Total Crusher emissions	N/A

*This mill has no kernel crusher operation.

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

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

Appendix D: CPO Mill Supply Chain Assessment Report (Module E - CPO Mills: Mass Balance)

Requirements	Compliance
E.1 Definition	
<p>E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and sales volume of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>	<p>PT. Rigunas Agri Utama – Bungo Tebo POM holds current RSPO P&C Certificate No. SPO 620917. In the current certificate, PT. Rigunas Agri Utama – Bungo Tebo POM implemented the Mass Balance supply chain system. PT. Rigunas Agri Utama – Bungo Tebo POM only claimed the FFB proportion from certified supply bases which comprise of company-own estate (Bungo Tebo Estate) and Scheme Smallholder (Bungo Tebo Plasma). The other supply base, coming from third party contractors/collectors deemed as non-certified FFB source.</p>
E.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 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>Bungo Tebo POM has demonstrates estimated tonnage of CPO and PK products that could potentially be produced. BSI verifies the estimated production of CPO and PK during this initial assessment, and recorded in the public summary of the P&C certification report. The figure represents the total volume of certified palm oil product (CPO and PK) that the mill is allowed to deliver in a year. Forecast from Nov 2107 to Oct 2018: FFB 142,573 tons; CPO: 31,420 tons; PK: 7,556 tons. Actual production from Nov 2017 to Oct 2017: FFB: 151,748 tons; CPO: 33,852 tons; PK: 8,215 tons.</p>
<p>E.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>PT. Rigunas Agri Utama – Bungo Tebo POM holds PalmTrace account No.RSPO_PO10000002913.</p>
E.3 Documented procedures	
<p>E.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>Bungo Tebo POM has a written documented procedure for the chain of custody with MB model covering certified and non-certified FFB. The company shows procedure "Book Keeping" No.AA-MPM-OP-1400.18.R4, dated 02/25/2015 and procedure "Traceability" No.AA-MPM-OP-1400.17.R4, dated 02/25/2015.</p> <p>The marketing is responsible to create delivery order, identifying POM name and address, buyer name and address, contract number, product type, certified/non-certified status, date of shipping, product specification, supply chain model, etc.</p> <p>Bungo Tebo POM has a documented procedure for the incoming FFB, processing and outgoing palm products (CPO and PK). Marking is made on the receiving documents to differentiate the certified and non-</p>

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	<p>certified FFB received. Records: Procedure AA-MPM-OP-1400.17-R6 dated 1 September 2017 (traceability) and Procedure AA-MPM-OP- 1400.18-R4 dated 25 Februari 2015 (Book Keeping – Mass balance).</p> <p>SOP Traceability shows the procedure traceability of CPO & PK, Despatch of CPO & PK, daily production report of Palm Oil Mmill.</p>
<p>b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.</p>	<p>As per Procedure of Traceability (AA-MPM-OP-1400.17-R6), the responsible person in charge to the supply chain system is Mill Manager. During audit, the mill manager, Mr. Tatar Simanjuntak, was able to demonstrate sufficient knowledge and understanding on RSPO supply chain implementation for palm oil mill.</p>
<p>E.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>Bungo Tebo POM has a documented procedure for the incoming FFB, processing and outgoing palm products (CPO and PK). Marking is made on the receiving documents to differentiate the certified and non-certified FFB received. Records: Procedure AA-MPM-OP-1400.17-R6 dated 1 September 2017 (traceability) and Procedure AA-MPM-OP- 1400.18-R4 dated 25 Februari 2015 (Book Keeping – Mass balance).</p> <p>SOP Traceability shows the procedure traceability of CPO & PK, Despatch of CPO & PK, daily production report Palm oil mill, Procedure Traceability CPKO.</p>
<p>E.4 Purchasing and goods in</p>	
<p>E.4.1 The site shall verify and document the volumes of certified and non-certified FFBs received.</p>	<p>The implemented system can demonstrate that Bungo Tebo POM system was enabling to verify and document the tonnage of certified FFBs received.</p> <p>Record seen: FFB incoming from Own certified estate (Bungo Tebo Estate) <u>Surat Pengantar (Delivery Order of FFB from Field):</u></p> <ul style="list-style-type: none"> - SP. No: 008582 - Date: 10/11/2017 - Truck: BH 8582 MF - Quantity: 318 bunches - Origin : Block D08F and D08G Afdeling 4 - Sustainable Product. <p><u>Weight Bridge Ticket:</u></p> <ul style="list-style-type: none"> - Ticket No.: PBTA117206748 - Date: 10/11/2017 - Origin: Kebun Bungo tebo Afdeling 4 - Quantity: 5,640 kg - RSPO cert : RSPO661647 <p>FFB incoming from Scheme Smallholder as certified unit <u>Surat Pengantar (Delivery Order of FFB from Field):</u></p> <ul style="list-style-type: none"> - SP. No: C00206 - Date: 10/11/2017 - Truck: BH 8454 WU

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	<ul style="list-style-type: none"> - Quantity: 5,890 kg (field estimation) - Origin : Kav 2288, 2289 KT 47 Cahaya Tani - Sustainable Product. <p><u>Weight Bridge Ticket:</u></p> <ul style="list-style-type: none"> - Ticket No.: PBT217117005 - Date: 10/11/2017 - Origin: KT 047 – Cahaya Tani KUD Tambarata - Quantity: 5,684 kg - RSPO cert : RSPO661647 <p>FFB from supplier as non certified product Sample taken: Incoming FFB From SDR on 10th November 2017: <u>Surat Pengantar (Delivery Order of FFB from Field):</u></p> <ul style="list-style-type: none"> - SP. No: 081 - Date: 10/11/2017 - Truck: BH 8756 GI - Quantity: 250 bunches - Origin : SDR - Non Sustainable Product. <p><u>Weight bridge Ticket:</u></p> <ul style="list-style-type: none"> - Ticket No.: PBT117206748 - Date: 10/11/2017 - Origin: Kebun Bungo tebo Afdeling 4 - Quantity: 5,640 kg - Non Sustainable Product.
<p>E.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p>	<p>This has been regulated in procedure “Book Keeping” no. AA-MPM-OP-1400.18- R4, updated 25th February 2015, 6.5. “Head of Environment and sustainability will informed the certification body if there is any over projection”. Until this 2nd annual surveillance audit, there is no overproduction happened.</p>
<p>E.5 Record keeping</p>	
<p>E.5.1 a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and/ or three-monthly basis.</p>	<p>The company has documented FFB certified and non-certified received based, CPO and PK produced, and CPO/PK despatch both claimed as certified and non certified three monthly basis as documented in “CPO/PK Production and sales balance”.</p> <p>Sample taken: 3 monthly basis report (January – March 2017, April – June 2017, July – September 2017)</p> <p>The Site recorded FFB receive using “Rekapitulasi Penerimaan TBS”. The document covers certified FFB received from each estates and non-certified FFB from each estates. Certified FFB received, CPO and PK delivered are balanced in three monthly basis.</p> <p>FFB received, CPO/PK produced and CPO/PK despatch is recorded in daily basis (Processing daily Report), monthly report (Production and Despatch Report), 3 monthly basis (CPO/PK Production and</p>

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	<p>sales balance" Delivered CPO as "Certified Product":</p> <p>During 2017 there is delivery and sale of CPO certified product by PT Rigunas Agri Utama 492,120 ton.</p> <p>Delivered CPO as "RSPO Certified Product":</p> <p>Weight Bridge Ticket:</p> <ul style="list-style-type: none"> - Ticket No.: PBTC11710169 - Date: 27/09/2017 - Delivered to: PT Sari Dumai Sejati - Quantity: 22,970 kg - DO No. 09006/DC41/02/17 - Truck : BK8043VO - RSPO cert : RSPO661647 <p>Delivered PK as "RSPO Certified Product":</p> <ul style="list-style-type: none"> - Ticket No.: PBTC11710169 - Date: 27/09/2017 - Delivered to: PT Sari Dumai Sejati - Quantity: 22,970 kg - DO No. 09006/DC41/02/17 - Truck : BK8043VO - RSPO cert : RSPO661647 <p>Delivered CPO as "Non Certified Product":</p> <ul style="list-style-type: none"> - Ticket No.: PBTC11710169 - Date: 08/11/2017 - Delivered to: PT Rigunas Agri Utama, Bulking Talang Dukuh - Quantity: 22,920 kg - DO No. 11303/DN41/02/17 - Truck : BK 8312 VO - Non Certified Product <p>Delivered CPO as "Other Scheme Certified Product":</p> <ul style="list-style-type: none"> - Ticket No.: PBTC117102033 - Date: 13/11/2017 - Delivered to: PT Sari Dumai Sejati - Quantity: 23,080 kg - DO No. 11002/DD41/02/17 - Truck : BK 8690 VO - ISCC Certified Product
<p>(b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.</p>	<p>The site has mechanism and knowledge that all volumes of CPO and PK delivered are deducted from the material accounting system.</p>
<p>c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a site is allowed to sell short. (ie product can be sold before it is in stock.)</p>	<p>The site has mechanism and knowledge that Bungo Tebo POM can only deliver Mass Balance sales from a positive stock. The site has never practised sell short.</p>

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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	Nov 2016	17,110	7,738	24,848
2	Dec 2016	18,512	11,940	30,452
3	Jan 2017	14,156	11,623	25,779
4	Feb 2017	10,278	9,293	19,571
5	Mar 2017	10,606	11,157	21,763
6	Apr 2017	10,141	12,286	22,427
7	May 2017	10,616	12,669	23,285
8	Jun 2017	10,173	8,249	18,422
9	Jul 2017	13,230	7,810	21,040
10	Aug 2017	11,384	10,894	22,278
11	Sept 2017	12,531	10,846	23,377
12	Oct 2017	13,011	13,700	26,711
	Total	151,748	128,205	279,953

Note:
The figures used are from the previous 12 months of the audit period. Example: Audit on 12 October 2017, figures from October 2016 to September 2017.

B. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (MT)	Certified PK (MT)
1	Nov 2016	3,756	946
2	Dec 2016	4,299	1,014
3	Jan 2017	3,320	766
4	Feb 2017	2,322	575
5	Mar 2017	2,383	590
6	Apr 2017	2,325	531
7	May 2017	2,389	540
8	Jun 2017	2,180	532
9	Jul 2017	2,896	733
10	Aug 2017	2,435	603
11	Sept 2017	2,729	680
12	Oct 2017	2,819	706
	Total	33,853	8,216

Note:
The figures used are from the previous 12 months of the audit period. Example: Audit on 12 October 2017,

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figures from October 2016 to September 2017.

C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the last audit (if any)				
No.	Buyers Name	Palmtrace Trading No	Certified CPO Sold (MT)	Certified PK Sold (MT)
1	PT Rigunas Agri Utama - Bungo Tebo KCP	TR-1baea5ec-8f90	0	657.12
2	PT Rigunas Agri Utama - Bungo Tebo KCP	TR-dc90da1f-1f64	0	333.33
3	PT Rigunas Agri Utama - Bungo Tebo KCP	TR-e74fcc8a-7cc8	0	222.22
4	PT Rigunas Agri Utama - Bungo Tebo KCP	TR-69f348ea-39a6	0	222.22
5	PT Rigunas Agri Utama - Bungo Tebo KCP	TR-2acdae54-d670	0	333.33
6	PT Rigunas Agri Utama - Bungo Tebo KCP	TR-4ba1c9b2-3592	0	222.22
7	PT Rigunas Agri Utama - Bungo Tebo KCP	TR-6e238ee7-00cd	0	315.20
8	PT Rigunas Agri Utama - Bungo Tebo KCP	TR-24b90b6ab007	0	333.33
9	PT Rigunas Agri Utama - Bungo Tebo KCP	TR-f1b1609c-719c	0	2,511.95
10	PT Rigunas Agri Utama - Bungo Tebo KCP	TRed4aa6ebab67	0	26.30
11	PT. SARI DUMAI SEJATI	TR-1677669d-458f	0	297.56
12	PT. SARI DUMAI SEJATI	TR-66320fc9-15e9	23.19	0

Note:

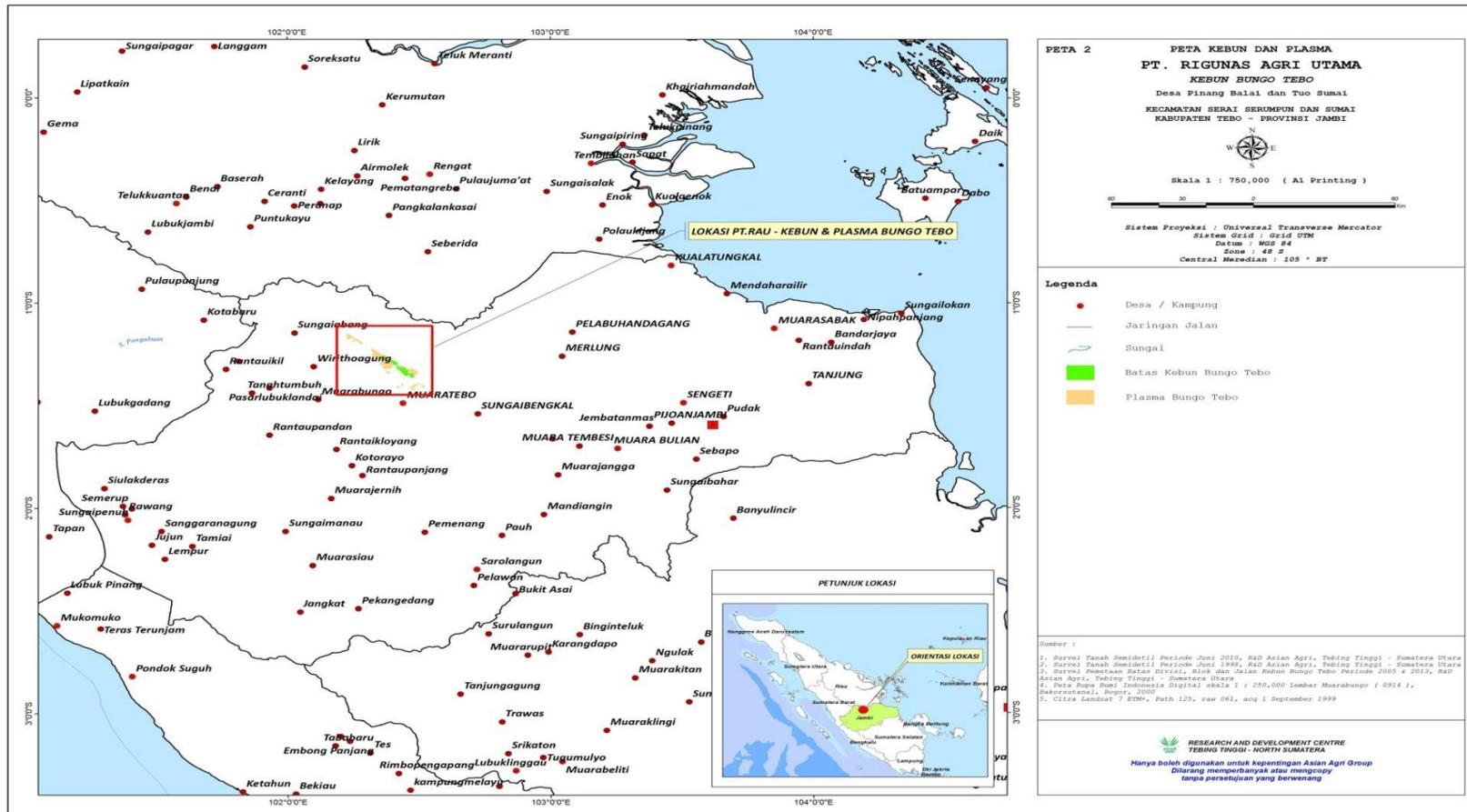
The figures used are from the previous 12 months of the audit period. Example: Audit on 12 October 2017, figures from October 2016 to September 2017.

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

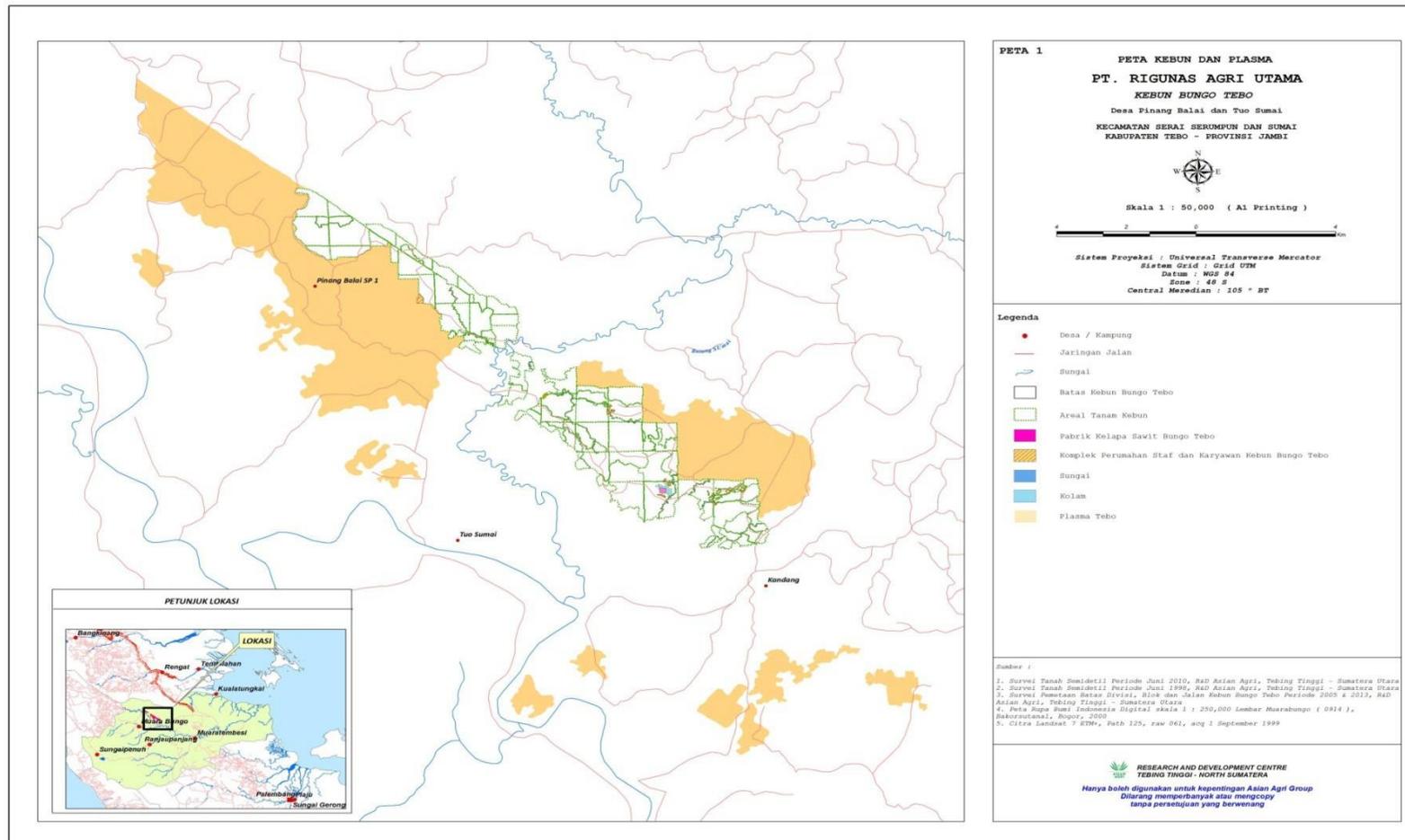
Note:

The figures used are from the previous 12 months of the audit period. Example: Audit on 12 October 2017, figures from October 2016 to September 2017.

Appendix G: Location Map of Certification Unit and Supply bases



Appendix H: Estate Field Map



Appendix I: List of Smallholder Sampled

No. Sample	Area	Smallholder Number (54)	Smallholder Name
1	KUD Tanjung Dani Sakti	600	Maki/E. Rambe
2	KUD Tanjung Dani Sakti	607	A. Rahman
3	KUD Tanjung Dani Sakti	618	Marzuki T./Sodri
4	KUD Tanjung Dani Sakti	632	Hanafi Ja'far/Sargawi
5	KUD Tanjung Dani Sakti	660	Hasbi Hadijah/Ridwan
6	KUD Tanjung Dani Sakti	645	Maringot S./Sianipar
7	KUD Tanjung Dani Sakti	648	Robertson Girsang/Hamka
8	KUD Tanjung Dani Sakti	651	Hasoloan Sianipar/J. Silalahi
9	KUD Tanjung Dani Sakti	679	Juner Manurung/Mustajab
10	KUD Tanjung Dani Sakti	534	Nasrun/Rusdan S.
11	KUD Tanjung Dani Sakti	536	Nasir Rema/Herdiyanto
12	KUD Tanjung Dani Sakti	539	Pahri Leha/H. Rambe
13	KUD Tanjung Dani Sakti	543	Sangket/Arbayani
14	KUD Bina Tani	558	Anuar HA/Rayan
15	KUD Bina Tani	559	Mastur Yahya/Kasio
16	KUD Bina Tani	560	Yahya/Ridwan
17	KUD Bina Tani	561	Hamim/Sahrul
18	KUD Bina Tani	566	Budin
19	KUD Bina Tani	567	Muhammad D.
20	KUD Bina Tani	572	Mastur G./Atkia
21	KUD Bina Tani	577	Mujiono/Mansur
22	KUD Bina Tani	580	Rayan/A. Bahrudin
23	KUD Bina Tani	582	Suryasbi/Mardani
24	KUD Bina Tani	2503	Muhammad Marijo/Hasibuan
25	KUD Bina Tani	2500	Silahudin
26	KUD Bina Tani	583	Safii H. Sipin
27	KUD Bina Tani	573	Andi Narti/Muhammad M.
28	KUD Belarik Jaya	2234	Basri/Junaidi
29	KUD Belarik Jaya	2238	Tabri/Darman
30	KUD Belarik Jaya	2239	Sopiyon/Zul P.
31	KUD Belarik Jaya	2240	M. Rosi/Zuldayamin
32	KUD Belarik Jaya	2241	Sudirman/Muklis
33	KUD Belarik Jaya	2242	Tajul/Pemi
34	KUD Belarik Jaya	2255	Asamah/J. Tumorang
35	KUD Belarik Jaya	2247	Ishak
36	KUD Belarik Jaya	2244	Idrus/Maripul
37	KUD Belarik Jaya	2245	RD Musbah/Robertson I. Girsang
38	KUD Belarik Jaya	2263	Heri Aprizal/Suparmin
39	KUD Belarik Jaya	2280	Nur Syahid/Sitekad Tumorang
40	KUD Belarik Jaya	2256	Sadri/Suwanto
41	KUD Sawit Tambara Jaya	2202	Sarmidi/Amir
42	KUD Sawit Tambara Jaya	2216	Muhdi Sarpin/Saprida
43	KUD Sawit Tambara Jaya	2217	Nurhadid/Nasir Quwait
44	KUD Sawit Tambara Jaya	2218	Sudibyo/Irwan
45	KUD Sawit Tambara Jaya	2151	Wiwik/Hariadi
46	KUD Sawit Tambara Jaya	2165	M. Kamal/Zulkarnain

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47	KUD Sawit Tambara Jaya	2273	Yusran D/Parmin
48	KUD Sawit Tambara Jaya	2275	Suardi/Andika
49	KUD Sawit Tambara Jaya	2180	Suwanto/Gafrudin
50	KUD Sawit Tambara Jaya	2163	Zuhabir/Hardis
51	KUD Sawit Tambara Jaya	2287	Iskandar/Jhanwansen Purba
52	KUD Sawit Tambara Jaya	2293	Sitompul/Alya
53	KUD Sawit Tambara Jaya	2292	Arwanto/Pilmi Indradi

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
RAU	Rigunas Agri Utama
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