

**RSPO PRINCIPLE AND CRITERIA –
ANNUAL SURVEILLANCE ASSESSMENT 1_3
Public Summary Report**

PT. Agro Muko (SIPEF Group):
Client company Address: <u>Forum Nine Building, 10th Floor, Suite 1-11</u> <u>Jl.Imam Bonjol No.9</u> <u>Medan – 20112</u> <u>Sumatera Utara Province</u> <u>Indonesia</u>
Certification Unit: PT. Agro Muko – Bunga Tanjung Palm Oil Mill Location of Certification Unit: Brangan Mulia Village, Teramang Jaya District, Mukomuko Regency, Bengkulu Province, Indonesia

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0021-05-000-00	Membership Approval Date	7 th December 2005
Parent Company Name	SIPEF Group		
Address	Head Office: Forum Nine Building, 10th Floor, Suite 1-11 Jl.Imam Bonjol No.9 Medan – 20112 Sumatera Utara Province Indonesia		
Subsidiary (Certification Unit Name)	Bunga Tanjung Palm Oil Mill		
Address	Plantation Office: Brangan Mulia Village, Teramang Jaya District, Mukomuko Regency, Bengkulu Province, Indonesia		
Contact Name	Mr. Olivier Tichit		
Website	www.tolantiga.co.id	E-mail	ortichit@sipef.com
Telephone	+62 61 415 2043	Facsimile	+62 61 452 0908

2. Certification Information			
Certificate Number	RSPO 646338	Date of First Certification	22 nd February 2011
		Certificate Start Date	22 nd February 2016
		Certificate Expiry Date	21 st February 2021
Scope of Certification	<p>Production of sustainable Crude Palm Oil (CPO) and Palm Kernel (PK) at Bunga Tanjung Palm Oil Mill with marketing activities through SIPEF N.V.</p> <p>The supply base consist of: Four (4) company-owned estates, namely: Bunga Tanjung Estate, Air Bikuk Estate, Air Buluh Estate, Malin Deman Estate. The company-owned estates also fully-managing 23 <i>Kebun Masyarakat Desa</i>/KMD belong to surrounding villages. Two (2) scheme smallholders cooperatives namely: Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera (KPSB-MMAS) and Koperasi Perkebunan Desa Air Buluh Agromuko (KOPABA), are also under full management of company-owned estate.</p>		
Applicable Standards	RSPO P&C 2013 - Indonesia National Interpretation, September 2016; RSPO Certification System 2017; RSPO Supply Chain Certification System 2014; RSPO Supply Chain Certification Standard, 2017 (CPO Mill – Module D)		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
10105654	ISO 9001:2015	Lloyd's Register Indonesia	3 July 2018 – 2 July 2021

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates	
		Latitude	Longitude
Bunga Tanjung POM	Brangan Mulia Village, Teramang Jaya District, Mukomuko Regency, Bengkulu Province, Indonesia	2° 43' 0.39"S	101° 22' 16.94"E
Bunga Tanjung Estate	Brangan Mulia Village, Teramang Jaya District, Mukomuko Regency, Bengkulu Province, Indonesia	2° 43' 30.14"S	101° 22' 21.51"E
Air Bikuk Estate	Air Bikuk Village, Lubuk Bento Village and Air Berau Village, Pondok Suguh District, Mukomuko Regency, Bengkulu Province, Indonesia	2° 46' 27.67"S	101° 24' 44.68"E
Air Buluh Estate	Air Buluh Village, Semundam Village, Tanjung Jaya Village, Talang Baru Village and Talang Arah Village, Malin Deman District and Ipuh District, Mukomuko Regency, Bengkulu Province, Indonesia	3° 1' 27.29"S	101° 33' 15.79"E
Malin Deman Estate	Air Merah Village, Talang Arah Village and Talang Baru Village, Malin Deman District, Mukomuko Regency, Bengkulu Province, Indonesia	3° 1' 27.29"S	101° 33' 15.79"E
Kebun Masyarakat Desa/KMD	Mukomuko Regency, Bengkulu Province, Indonesia	2° 36' 25.05"S	101° 16' 40.26"E
Koperasi Perkebunan Desa Air Buluh Agromuko (KOPABA)	Air Merah Village and Air Buluh Village, Malin Deman District and Ipuh District, Mukomuko Regency, Bengkulu Province, Indonesia	3° 3' 15.11"S	101° 29' 53.43"E
Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera (KPSB-MMAS)	Air Merah Village and Air Buluh Village, Malin Deman District and Ipuh District, Mukomuko Regency, Bengkulu Province, Indonesia	2° 58' 50.37"S	101° 35' 51.83"E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Bunga Tanjung Estate	2,312.19	236.97	353.84	2,903.00	79.64
Air Bikuk Estate	1,221.65	176.97	11.38	1,410.00	86.64
Air Buluh Estate	2,170.79	257.13	72.08	2,500.00	86.83

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Malin Deman Estate	631.76	133.49	401.75	1,167.00	54.14
Kebun Masyarakat Desa/KMD	361.30	0	0	361.30	100.00
Koperasi Perkebunan Desa Air Buluh Agromuko (KOPABA)	135.10	0	0	135.10	100.00
Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera (KPSB-MMAS)	164.40	0	0	164.40	100.00
Total	6,997.19	804.56	839.05	8,640.8	80.98

6. Plantings & Cycle							
Estate	Age (Years)					Mature**	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Bunga Tanjung Estate	0	0	2,312.19	0	0	2,312.19	0
Air Bikuk Estate	470.00	0	697.84	53.81	0	751.65	470.00
Air Buluh Estate	21.90	202.62	1,946.27	0	0	2,148.89	21.90
Malin Deman Estate	86.93	544.83	0	0	0	544.83	86.93
Kebun Masyarakat Desa/KMD	120.40	76.90	164.00	0	0	240.90	120.40
Koperasi Perkebunan Desa Air Buluh Agromuko (KOPABA)	0	135.10	0	0	0	135.10	0
Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera (KPSB-MMAS)	0	164.40	0	0	0	164.40	0
Total (ha)	699.23	1,123.85	5,120.30	53.81	0	6,297.96	699.23

7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated (February 2018 – January 2019)	Actual (February 2018 – January 2019)*	Forecast (February 2019 – January 2020)
Bunga Tanjung Estate	50,122.77	49,591.60	49,528.70
Air Bikuk Estate	16,654.03	15,409.04	14,029.50
Air Buluh Estate	54,400.00	51,848.18	53,880.90

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Malin Deman Estate	13,505.00	11,956.28	16,495.70
Kebun Masyarakat Desa/KMD	4,315.00	4,371.54	4,673.80
Koperasi Perkebunan Desa Air Buluh Agromuko (KOPABA)	3,302.20	3,148.07	3,705.50
Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera (KPSB-MMAS)	3,573.10	2,280.16	3,478.90
Total	145,872.10	138,604.87	145,793.00

Note:

Audit was done end of November to early December 2018. The "Actual FFB" figure for December 2018 and January 2019 was an estimate.

8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *			
Estate	Tonnage / year		
	Estimated (February 2018 – January 2019)	Actual (February 2018 – January 2019)	Forecast (February 2019 – January 2020)
Nil	N/A		N/A
Total			

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable			
Independent FFB Supplier	Tonnage / year		
	Estimated (February 2018 – January 2019)	Actual (February 2018 – January 2019)	Forecast (February 2019 – January 2020)
Nil			
Total			

10. Certified Tonnage			
Mill Capacity: 60 MT/hr SCC Model: IP	Estimated (February 2018 – January 2019)	Actual (February 2018 – January 2019)*	Forecast (February 2019 – January 2020)
	FFB	FFB	FFB
	145,872.10	138,604.87	145,793.00
	CPO (OER: 23.00 %)	CPO (OER: 22.732%)	CPO (OER: 23.00%)

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	33,550.57	31,507.75	33,532.39
	PK (KER: 5.10 %)	PK (KER: 5.064%)	PK (KER: 5.10%)
	7,439.43	7,018.85	7,435.44

Note:

Audit was done end of November to early December 2018. The "Actual FFB" figure for December 2018 and January 2019 was an estimate.

11. Actual Sold Volume (CPO)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	18,899.99	0	0	5,500.00	24,399.99

12. Actual Sold Volume (PK)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	2,970.06	0	0	3,026.01	5,996.07

13. Actual Group certification Claims		
	Credit	Physical Volume (MT)
IS-CSP0	0	0
IS-CSPKO	0	0
IS-CSPKE	0	0

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: ASI-ACC-067)
Unit 3, Level 10, Tower A
The Vertical Business Suites, Bangsar South
No. 8, Jalan Kerinchi
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BSI is a leading global provider of management systems assessment and certification, with more than 80,000 certified locations and clients in over 180 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (ASI-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Jakarta and Australia which involve in RSPO Certification Program.

2.1 Assessment Methodology, Programme, Site Visits

The on-site initial assessment was conducted from 30 November-1 December 2018 and 3-6 December 2018. The audit programme is included as Section 2.3. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO Principles & Criterias 2013 – Indonesia National Interpretation, September 2016 and RSPO Supply Chain Certification Standard 2017 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 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
- 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.

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

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the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

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

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

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

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

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

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

Assessment Program					
Name (Mill / Supply Base)	Year 1 (Re-Certification)	Year 2 (ASA1_1)	Year 3 (ASA1_2)	Year 4 (ASA1_3)	Year 5 (ASA1_4)
Bunga Tanjung POM	X	X	X	X	X
Bunga Tanjung Estate	X	X		X	X
Air Bikuk Estate		X		X	X
Air Buluh Estate	X		X	X	X
Malin Deman Estate			X	X	X
Kebun Masyarakat Desa/KMD	X	X	X	X	X
Koperasi Perkebunan Desa Air Buluh Agromuko (KOPABA)	X			X	X
Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera (KPSB-MMAS)		X		X	X

Tentative Date of Next Visit: November 11, 2019 - November 15, 2019

Total No. of Mandays:16

2.2 BSI Assessment Team:

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Pratama Agung Sedayu	Team Leader/ Lead Auditor	He graduated from University of Jenderal Soedirman on 2008, majoring in Social Economic of Agriculture. He involved in RSPO certification since 2009 as a team member subsequently as a Lead Auditor, covering assessment against RSPO P&C in Indonesia, Malaysia, Thailand, Papua New Guinea, and Liberia. He completed the ISO 9001, ISO 14001, OHSAS 18001 Lead Auditor Course, HCV Identification and Management; ISPO Lead Auditor Endorsed Course and RSPO P&C and RSPO SCCS Lead Auditor Endorsed Courses. During this assessment, he assessed on the aspects of estate best practices, environment, OHS, and Smallholder audits. He is fluently speaking in English and Bahasa Indonesia.
Eko Purwanto	Auditor	He graduated as Bachelor of Forestry from Forest Conservation Department, Faculty of Forestry, Bogor Agricultural University (IPB) in 2001. He owned working experience at Oil Palm Plantation in East Kalimantan since 2003 to 2012, the last position was Estate Manager. He has implemented good agricultural practice including integrated pest management and limited pesticides uses. He has been trained for lead auditor of RSPO P&C (2013), ISO 9001:2008 (2012), ISO 14001:2004 (2013), ISPO (2012) and RSPO SCC (2012). He has also completed training course of ISO 14001 (2012), Minaut (Oil and Automotive) Indonesia (2011) and Introduction to HCV Toolkit HCV (2011). Since October 2012 he has been involved in quality (ISO 9001) management system audits for very broad industrial and involved in Indonesia Sustainable Palm Oil (ISPO) and RSPO P&C audit for several plantations and mills, also RSPO Supply Chain audit for several KCP, Bulking and Refinery. During this assessment, he assessed on the aspects of estate best practices, environment, OHS, and Smallholder audits.
Imam Fakhrurozi	Auditor	Imam holds degree in Agriculture Technology and graduated from Gadjah Mada University, Yogyakarta on 2011. He had 2 (two) years working experience related to oil palm industry, as a sustainability and HSE officer in oil palm Plantation Company in Indonesia. Imam has completed a number of relevant trainings, the training includes ISO 9001:2008 and EMS 14001:2004 Lead Auditor, Lead Auditor of SMK3, RSPO P&C Lead auditor endorsed course. Currently he works for BSI Group based in Jakarta office. He is one of the BSI qualified RSPO auditor. He had been involved in RSPO auditing since 2015. During this assessment, he assessed on the aspects of mill and estate best practices, environment and OHS.
Yudwi Wisnu Rahmanto	Auditor	Bachelor of Forestry with Silviculture background. He worked at professional independent Certification Body as an Auditor for last 8 years and has involved in auditing activities with various certification schemes. Selected training which have been followed, such as RSPO Endorsed Lead Auditor Training Course, RSPO NEXT, ISPO Auditor/Lead Auditor Course, Quality Management System (QMS) ISO 9001:2008 Auditor/Lead Auditor Course, GIS-Basic Mapping and Spatial Analysis, Timber Legality Assurance System (SVLK), Verification Organization Training C.A.F.E Practices (Starbucks), UTZ Programme and others internal training programs. He has involved in auditing activities, such as Sustainable Forest Management by FSC FM/COC Scheme, Sustainable Palm Oil by RSPO and ISPO Scheme, Coffee And Farmer Equity (C.A.F.E Practices) Starbucks, Organic Standard (EU, NOP, JAS) for Coffee Farmers and Organic Exchange for Textile. During the assessment he assigned to verify legal, land dispute, HCV and social labour aspect.
Nanang Mualib (NM)	Auditor	He holds a Bachelor degree in Forestry Technology from Bogor Agriculture University, 1999. He has 4 years experience worked in the Forest plantation company in Indonesia, and has experiences involves in the several RSPO

		certification audits as team member. He has passed 5 days ISO 9001 auditor training on 2009. He has been approved as an HCV Assessor under RSPO Scheme. He has been involved in many assessment related to the Forestry and Sustainable oil palm certification in Indonesia. He has experienced involves in RSPO certification assessments more than 15 different oil palm organizations (including mills and estates) in Indonesia. He has passed the RSPO Lead Auditor Training in 2017. During this assessment, he assessed on the aspect of Legal, HCV identification and management audits, and also social community engagement and stakeholder consultation.
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Accompanying Persons:

No.	Name	Role
	Nil	

2.3 Assessment Plan

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

Date	Time	Subjects	PS	NM	IF	YW	EP
Friday 30/11/2018	08.00-08.30	Opening Meeting	√	√	√	-	√
	08.30-12.00	Document review: Bunga Tanjung Mill General information; time bound plan; partial certification verification RSPO P&C (Transparency P1, Economic viability P3, Palm Oil Mill's Best Management Practices P4.1,	√	-	-	-	-
		Document review: Bunga Tanjung Mill RSPO P&C Social policy and implementation P6,	-	√	-	-	-
		Document review: Bunga Tanjung Mill RSPO P&C (Health and Safety P4.7, Environmental Management System P5.1, Waste management system P5.3, Continual Improvement P8)	-	-	√	-	-
		Document review: Bunga Tanjung Mill Use of Renewable Energy P.5.4, GHG Calculation P5.6); RSPO SCCS	-	-	-	-	√
	12.00-14.00	Break/lunch	√	√	√	-	√
	14.00-17.00	Field Visit: Bunga Tanjung Mill Mill process from incoming FFB to CPO storage tank/PK silo, PPE use, safe working environment, walk ways, signs,	√	-	-	-	-
		Stakeholder Consultation and Document review: Bunga Tanjung Mill Interview with Gender Committee, Labour Union, worker representative, FFB Supplier, Local Contractor (employment, welfare) RSPO P&C (Social policy and implementation P6	-	√	-	-	-
Field Visit: Bunga Tanjung Mill EMS, EFB, WWTP, emissions, diesel tanks, fire extinguishers, clinic, first aiders and boxes, workshop, storage, etc. Interview with workers		-	-	√	-	-	

Date	Time	Subjects	PS	NM	IF	YW	EP
		Field Visit: Bunga Tanjung Mill Weighbridge, Supply Chain Certification for CPO Mill Model IP	-	-	-	-	√
	17.00-22.00	Travel from PT. Agro Muko to Bengkulu (overnight)	-	√	-	-	√
Saturday, 1/12/2018	08.00-12.00	Field visit, Document Review and Interview: KMD Nenggalo, KMD Air Berau, KMD Talang Rio, KMD Semundam, KMD Medan Jaya	√	-	-	-	-
		Field visit, Document Review and Interview: Koperasi Perkebunan Desa Air Buluh and Koperasi Perkebunan Sejahtera Bersama	-	-	√	-	-
	12.00-14.00	Break/lunch	√	-	√	-	-
	14.00-17.00	Field visit, Document Review and Interview: KMD Nenggalo, KMD Air Berau, KMD Talang Rio, KMD Semundam, KMD Medan Jaya	√	-	-	-	-
		Field visit, Document Review and Interview: Koperasi Perkebunan Desa Air Buluh and Koperasi Perkebunan Sejahtera Bersama	-	-	√	-	-
09.35-10.55	Flight Bengkulu - Jakarta	-	√	-	-	√	
Sunday, 2/12/2018		Rest onsite	√	-	√	-	-
	07.25-08.50	Flight Jakarta – Bengkulu	-	-	-	√	-
	10.40-11.20	Flight Bengkulu – Mukomuko	-	-	-	√	-
Monday, 3/12/2018	08.00-12.00	Field Visit: Bunga Tanjung Estate Harvesting, transport of FFB, spraying, fertilizer regime, IPM implementation and worker interview (best management practices).	√	-	-	-	-
		Field Visit: Bunga Tanjung Estate HGU pegs maintenance, HCV area, river buffer zone, and stakeholder interview (with surrounding village)	-	-	-	√	-
		Field Visit: Bunga Tanjung Estate pesticide and agrochemical storage, equipment and PPE storage, diesel fuel storage, workshop and; Interview with Workers (welfare, environmental, health and safety)	-	-	√	-	-
	12.00-14.00	Break/lunch	√	-	√	√	-
	14.00-17.00	Document review: Bunga Tanjung Estate and KMD RSPO P&C	√	-	√	√	-
Tuesday, 4/12/2018	08.00-12.00	Field Visit: Air Bikuk Estate Harvesting, transport of FFB, spraying, fertilizer regime, IPM implementation and worker interview (best management practices).	√	-	-	-	-
		Field Visit: Air Bikuk Estate HGU pegs maintenance, HCV area, river buffer zone, and stakeholder interview (with surrounding village)	-	-	-	√	-
		Field Visit: Air Bikuk Estate pesticide and agrochemical storage, equipment and PPE storage, diesel fuel storage, workshop and; Interview with Workers (welfare, environmental, health and safety)	-	-	√	-	-

Date	Time	Subjects	PS	NM	IF	YW	EP
	12.00-14.00	Break/lunch	√	-	√	√	-
	14.00-17.00	Document review: Air Bikuk Estate and KMD RSPO P&C	√	-	√	√	-
Wednesday, 5/12/2018	08.00–12.00	Field Visit: Air Buluh Estate Harvesting, transport of FFB, spraying, fertilizer regime, IPM implementation and worker interview (best management practices).	√	-	-	-	-
		Field Visit: Air Buluh Estate HGU pegs maintenance, HCV area, river buffer zone, and stakeholder interview (with surrounding village)	-	-	-	√	-
		Field Visit: Air Buluh Estate pesticide and agrochemical storage, equipment and PPE storage, diesel fuel storage, workshop and; Interview with Workers (welfare, environmental, health and safety)	-	-	√	-	-
	12.00-14.00	Break/lunch	√	-	√	√	-
	14.00-17.00	Document review: Air Buluh Estate and KMD RSPO P&C	√	-	√	√	-
	Thursday, 6/12/2018	08.00–12.00	Field Visit: Malin Deman Estate Harvesting, transport of FFB, spraying, fertilizer regime, IPM implementation and worker interview (best management practices).	√	-	-	-
Field Visit: Malin Deman Estate HGU pegs maintenance, HCV area, river buffer zone, and stakeholder interview (with surrounding village)			-	-	-	√	-
Field Visit: Malin Deman Estate pesticide and agrochemical storage, equipment and PPE storage, diesel fuel storage, workshop and; Interview with Workers (welfare, environmental, health and safety)			-	-	√	-	-
12.00-14.00		Break/lunch	√	-	√	√	-
14.00-16.00		Document review: Malin Deman Estate and KMD RSPO P&C	√	-	√	√	-
16.00-16.30		Report Preparation	√	-	√	√	-
16.30-17.00		Closing Meeting	√	-	√	√	-

Section 3: Assessment Findings

3.1 Normative requirement applied for this assessment:

- SIPEF Group Multiple Management Units / Time Bound Plan
- RSPO Supply Chain Certification Standard 2017
- RSPO P&C INA-NIWG 2016

3.2 Time Bound Plan progress for multiple management units

Time Bound Plan		
Requirement	Remarks	Compliance
Does the plan include all current subsidiaries, estates and mills?	PT. Agro Muko is a subsidiary of SIPEF Group. SIPEF Group has disclose all of its companies, mills and estates. The timebound plan including un-certified units/companies.	Comply
Have all the estates and mills certified within five years after obtaining RSPO membership?	No. Not all the estates and mills certified within five years after obtaining RSPO membership. New estates and mills are under progress to be RSPO certified after RSPO NPP carried out in 2014.	Comply
Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three-year from the date of acquisition. Certification plan for the new acquisition shall be available.	SIPEF Group's time bound plan is timely challenging. SIPEF Group has putting consideration on age of plantation, size of plantation as supply base with regards to location of palm oil mill in preparing the time bound plan.	Comply
Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?	No, there is no changes from the last audit.	Comply
Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised	No, there is no changes from the last audit.	Comply
Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a Major non-compliance shall be raised	No, there is no changes from the last audit.	Comply
Have there been any stakeholder comments?	Yes. Stakeholder comments are noted. The assessment team has conducted a search in internet to confirm that there is a comment that was recorded as complaint under RSPO Case Tracker; raised by the individual on those units that have not	Comply

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	<p>been certified. RSPO Case Tracker recorded complaint to PT. Agro Muara Rupit, dated 17 May 2017. The complainant brought forward the issue of fraudulent land title to RSPO. The complainant claimed that his land was fraudulently sold by his cousin to PT. Agro Muara Rupit, a subsidiary of SIPEF Group. The summary presented in the RSPO Case Tracker: On 25 July 2017 - Secretariat to write to the company and inform them on the complaint. On 24 August 2017 (CP Meeting) - Secretariat to wait for reply from the company. On 28 August 2017 - Secretariat received response from the company. On 5 September 2017 - Complainant failed to provide the document. On 11 September 2017 - Secretariat has sent an email to SIPEF. On 26 September 2017 (CP Meeting) - Secretariat to draft the decision letter. On 18 June 2018 – Complaint Panel to deliver a decision. On 25 July 2018 – Complaint Panel to deliver a decision. On 23 August 2018 – Draft decision letter to be reformatted. On 19 September 2018 – Decision Letter – Complaints Panel. On 26 September 2018 – The decision letter finalised and to be delivered to Parties. On 24 October 2018 – Complaint Panel Decision letter has been sent to parties. Deadline for submission of appeals is on 20 December 2018. On 20 December 2018 – The complaint is officially closed. The case tracker available on link https://askrspo.force.com/Complaint/s/case/50090000028Es1JAAS/detail</p>	
Un-Certified Units or Holdings		
<p>No replacement after dates defined in NIs Criterion 7.3:</p> <ul style="list-style-type: none"> • Primary forest. • Any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. 	<p>All new planting after January 1st, 2010 have undergone and complies with RSPO New Planting Procedure/RSPO NPP. RSPO NPP for PT. Agro Muara Rupit, PT. Agro Kati Lama, PT. Agro Rawas Ulu have been published in RSPO website.</p>	Comply
<p>Any new plantings since January 1st 2010 shall comply with the RSPO New Plantings Procedure.</p>	<p>RSPO NPP for PT. Agro Muara Rupit, PT. Agro Kati Lama, PT. Agro Rawas Ulu have been published in RSPO website.</p>	Comply
<p>Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6. The RSPO RaCP tracker shall be</p>	<p>The assessment team has conducted a search in internet to confirm that there is a lodged land conflict that was recorded as complaint under RSPO Case Tracker; raised by individual on those units that have not been certified. RSPO Case Tracker recorded complaint to PT. Agro Muara Rupit, dated 17 May 2017. The complainant brought forward the issue of fraudulent land title to RSPO. The complainant</p>	Comply

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<p>checked to confirm for any land conflicts/Liabilities https://www.rspo.org/certification/remediation-and-compensation/racp-tracker. The progress on the Liabilities shall be verified and reported.</p>	<p>claimed that his land was fraudulently sold by his cousin to PT. Agro Muara Rupit, a subsidiary of SIPEF Group. The summary presented in the RSPO Case Tracker: On 25 July 2017 - Secretariat to write to the company and inform them on the complaint. On 24 August 2017 (CP Meeting) - Secretariat to wait for reply from the company. On 28 August 2017 - Secretariat received response from the company. On 5 September 2017 - Complainant failed to provide the document. On 11 September 2017 - Secretariat has sent an email to SIPEF. On 26 September 2017 (CP Meeting) - Secretariat to draft the decision letter. On 18 June 2018 – Complaint Panel to deliver a decision. On 25 July 2018 – Complaint Panel to deliver a decision. On 23 August 2018 – Draft decision letter to be reformatted. On 19 September 2018 – Decision Letter – Complaints Panel. On 26 September 2018 – The decision letter finalised and to be delivered to Parties. On 24 October 2018 – Complaint Panel Decision letter has been sent to parties. Deadline for submission of appeals is on 20 December 2018. On 20 December 2018 – The complaint is officially closed. The case tracker available on link https://askrspo.force.com/Complaint/s/case/50090000028Es1JAAS/detail. Assessment team checked to confirm any land conflict/liabilities on RaCP tracker and found note “The compensation plans for PT. Umbul Mas Wisesa and PT. Toton Usaha Mandiri (SIPEF) have been approved by the Compensation Task Force during the staged implementation of the RaCP between May 2014 and November 2015”.</p>	
<p>Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.</p>	<p>No labor dispute noted. The assessment team has conducted a search in internet to confirm that there is no new comments or dispute raised by the communities related to labor dispute on those units that have not been certified.</p>	<p>Comply</p>
<p>Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1</p>	<p>No non-legal compliance noted. The assessment team has conducted a search in internet to confirm that there is not new comments or dispute raised by the communities, related to legal non-compliance on those units that have not been certified.</p>	<p>Comply</p>
<p>Did the company conduct internal audit against the uncertified management units requirement? If yes, a positive assurance statement shall be available.</p>	<p>The internal audit has been conducted for all uncertified units: <ul style="list-style-type: none"> • PT. Agro Muara Rupit was conducted on 8-10 October 2018; • PT. Agro Kati Lama was conducted on 10-13 September 2018; • PT. Agro Rawas Ulu was conducted on 21-3 October 2018; </p>	<p>Comply</p>

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	Each company provide correction and corrective action on the base to ensure all RSPO P&C requirements are implemented.	
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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?	Yes. PT. Agro Muko – Bunga Tanjung POM put all of the smallholder into certification.	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 Certification Assessment there were zero (0) Major & zero (0) Minor nonconformities raised. The PT. Agro Muko – Bunga Tanjung POM 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 #	Nil	Clause & Category (Major / Minor)	
Date Issued		Due Date	
Closed (Yes / No)		Date of nonconformity Closure	
Statement of Nonconformity:			
Requirement Reference:			
Objective Evidence:			
Corrections:			
Root Cause Analysis:			
Corrective Actions:			
Assessment Conclusion:			

Opportunity for Improvements	
OFI #	Description
OFI 1	

Positive Findings	
PF #	Description
PF 1	

3.4.1 Status of Nonconformities Previously Identified and Observations

Non-Conformity			
NCR Ref #	1563740-201712-N1	Clause & Category (Major / Minor)	Minor NC
Closed (Yes / No)	Yes	Date of nonconformity Closure	6 December 2018
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Mundam Marap, KMD Serami Baru - Air Masad, KMD Lubuk Talang) cannot demonstrate a list of information related to criterion 1.2 that can be accessed by relevant stakeholders be available.		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 1.1.1 List of information related to criterion 1.2 that can be accessed by relevant stakeholders shall be available.		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" from 3 Kebun Masyarakat Desa/KMDs (KMD Mundam Marap, KMD Serami Baru - Air Masad, KMD Lubuk Talang), a list of information related to criterion 1.2 that can be accessed by relevant stakeholders has not been established.		
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko conduct monitoring once per year by the Field Head Assisstant for Kebun Masyarakat Desa/KMD or Environment and Conservation/ENC team. This is to ensure the list is publicly displayed, all necessary documents are available at the estate/GMO-AM office, and that the procedure to access the documents is understood by the KMD/cooperative management. Report to the Estate Managers. Checklist evidenced on January 2018. - List of documents titled "Dokumen-dokumen yang tersedia untuk Umum KMD Nenggalo" dated 8 January 2018; related to land titles/user rights; occupational health and safety plans as in "Program K3"; environmental and social impacts including mitigation plans; HCV documentation as in "Laporan Penilaian Nilai Konservasi Tinggi" 2010; pollution prevention and reduction plans; details of complaints and grievances; negotiation procedures; continual improvement plans; public summary of certification assessment report; company policies and statement of compliance. - PT. Agro Muko supports all Kebun Masyarakat Desa/KMD, sampled during this assessment; an established list of publicly available document: KMD Air Berau dated 8 January 2018; KMD Medan Jaya dated 8 January 2018; KMD Semundam dated 8 January 2018; KMD Talang Rio dated 8 January 2018; KMD Nenggalo dated 8 January 2018; Koperasi Perkebunan Air Buluh Agro Muko dated 8 January 2018; Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera dated 8 January 2018. 		

Assessment Conclusion:	Audit team has reviewed and accepted the evidence of corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. Audit team concluded that the correction, corrective action and evidences are sufficient.		
Non-Conformity			
NCR Ref #	1563740-201712-N2	Clause & Category (Major / Minor)	Minor NC
Closed (Yes / No)	Yes	Date of nonconformity Closure	6 December 2018
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Mundam Marap, KMD Serami Baru - Air Masad, KMD Lubuk Talang) cannot demonstrate a written policy committing to a code of ethical conduct and integrity in all operations and transactions.		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 1.3.1 There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions along with the documentation of socialisation process of the policy to all levels of the workers and operations.		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" from 3 Kebun Masyarakat Desa/KMDs (KMD Mundam Marap, KMD Serami Baru - Air Masad, KMD Lubuk Talang) cannot demonstrate a written policy committing to a code of ethical conduct and integrity in all operations and transactions.		
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko through their Environment and Conservation/ENC Department verified the posting of code of ethical conduct and integrity in all operations and transactions policy in KMD Air Berau, KMD Medan Jaya, KMD Nenggalo, KMD Semundam, KMD Talang Rio, Koperasi Perkebunan Air Buluh Agro Muko and Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera. Company internal audit team also verified understanding. - PT. Agro Muko carried out awareness/training session for other cooperative: KMD Air Berau dated 5 October 2018; KMD Medan Jaya dated 14 March 2018; KMD Semundam dated 19 March 2018; KMD Talang Rio dated 15 March 2018; KMD Nenggalo dated 9 November 2018; Koperasi Perkebunan Air Buluh Agro Muko dated 19 March 2018; Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera dated 22 March 2018. 		
Assessment Conclusion:	Audit team has reviewed and accepted the evidence of corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. Audit team concluded that the correction, corrective action and evidences are sufficient.		
Non-Conformity			
NCR Ref #	1563740-201712-N3	Clause & Category (Major / Minor)	Minor NC
Closed (Yes / No)	Yes	Date of nonconformity Closure	6 December 2018
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Mundam Marap, KMD Serami Baru - Air Masad, KMD Lubuk Talang) cannot demonstrate a documented system, which includes written information on all applicable legal requirements.		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 2.1.2 A documented system, which includes written information on legal requirements, shall be maintained.		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" from 3 Kebun Masyarakat Desa/KMDs (KMD Mundam Marap, KMD Serami Baru - Air Masad, KMD Lubuk Talang) it was known that a documented system, which includes written information on all applicable legal requirements has not been established.		
Corrective Actions:	- PT. Agro Muko provide explanation related to SOP "Prosedur Informasi Perubahan		

	<p>Undang-undang dan Peraturan Pemerintah No.CA/SOP/01". Explanation to KMD Air Berau on 25 November 2018; explanation to KMD Medan Jaya on 11 August 2018; explanation to KMD Nenggalo on 9 November 2018; explanation to KMD Semundam dated 9 November 2018; explanation to KMD Talang Rio dated 9 November 2018; explanation to Koperasi Perkebunan Air Buluh Agro Muko dated 17 January 2018; Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera dated 17 January 2018.</p> <ul style="list-style-type: none"> - PT. Agro Muko supports and assisted Koperasi Perkebunan Air Buluh Agro Muko, Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera in preparing list of applicable laws and regulations, consist of 143 regulations. The smallholder and company have evaluated the particular requirements of the regulations – by verse. - PT. Agro Muko supports and assisted KMD Air Berau, KMD Medan jaya, KMD Nenggalo, KMD Semundam, KMD Talang Rio in preparing list of applicable regulation, consist of 144 regulations. All KMD have evaluated the particular requirements of the regulations – by verse. 		
<p>Assessment Conclusion:</p>	<p>Audit team has reviewed and accepted the evidence of corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. The company communicating the procedure to evaluate relevant laws and regulations; cooperative and Kebun Masyarakat Desa have prepared list of applicable regulation and evaluate the regulation list. Audit team concluded that the correction, corrective action and evidences are sufficient.</p>		
Non-Conformity			
<p>NCR Ref #</p>	<p>1563740-201712-N4</p>	<p>Clause & Category (Major / Minor)</p>	<p>Minor NC</p>
<p>Closed (Yes / No)</p>	<p>Yes</p>	<p>Date of nonconformity Closure</p>	<p>6 December 2018</p>
<p>Statement of Nonconformity:</p>	<p>3 Kebun Masyarakat Desa/KMDs (KMD Mundam Marap, KMD Serami Baru - Air Masad, KMD Lubuk Talang) cannot demonstrate an implemented mechanism for ensuring compliance.</p>		
<p>Requirement Reference:</p>	<p>RSPO P&C INA NI September 2016, Indicator 2.1.3 A mechanism for ensuring compliance shall be implemented.</p>		
<p>Objective Evidence:</p>	<p>Based on document review and interview with the "Panitia KMD" from 3 Kebun Masyarakat Desa/KMDs (KMD Mundam Marap, KMD Serami Baru - Air Masad, KMD Lubuk Talang) it was known that a mechanism for ensuring compliance has not been documented.</p>		
<p>Corrective Actions:</p>	<ul style="list-style-type: none"> - PT. Agro Muko provide explanation related to SOP "Prosedur Informasi Perubahan Undang-undang dan Peraturan Pemerintah No.CA/SOP/01". Explanation to KMD Air Berau on 25 November 2018; explanation to KMD Medan Jaya on 11 August 2018; explanation to KMD Nenggalo on 9 November 2018; explanation to KMD Semundam dated 9 November 2018; explanation to KMD Talang Rio dated 9 November 2018; explanation to Koperasi Perkebunan Air Buluh Agro Muko dated 17 January 2018; Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera dated 17 January 2018. - PT. Agro Muko supports and assisted Koperasi Perkebunan Air Buluh Agro Muko, Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera in preparing list of applicable laws and regulations, consist of 143 regulations. The smallholder and company have evaluated the particular requirements of the regulations – by verse. Latest evaluation December 2018. - PT. Agro Muko supports and assisted KMD Air Berau, KMD Medan Jaya, KMD Nenggalo, KMD Semundam, KMD Talang Rio in preparing list of applicable regulation, consist of 144 regulations. All KMD have evaluated the particular 		

	requirements of the regulations – by verse. Latest evaluation December 2018.		
Assessment Conclusion:	Audit team has reviewed and accepted the evidence of corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. The company communicating the procedure to evaluate relevant laws and regulations; cooperative and Kebun Masyarakat Desa have prepared list of applicable regulation and evaluate the regulation list. Audit team concluded that the correction, corrective action and evidences are sufficient.		
Non-Conformity			
NCR Ref #	1563740-201712-N5	Clause & Category (Major / Minor)	Minor NC
Closed (Yes / No)	Yes	Date of nonconformity Closure	6 December 2018
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Mundam Marap, KMD Serami Baru - Air Masad, KMD Lubuk Talang) cannot demonstrate system for tracking any changes in the law be available.		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 2.1.4 A system for tracking any changes in the law shall be available and implemented.		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" from 3 Kebun Masyarakat Desa/KMDs (KMD Mundam Marap, KMD Serami Baru - Air Masad, KMD Lubuk Talang), a system for tracking any changes in the law has not been made available and implemented.		
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko provide explanation related to SOP "Prosedur Informasi Perubahan Undang-undang dan Peraturan Pemerintah No.CA/SOP/01". Explanation to KMD Air Berau on 25 November 2018; explanation to KMD Medan Jaya on 11 August 2018; explanation to KMD Nenggalo on 9 November 2018; explanation to KMD Semundam dated 9 November 2018; explanation to KMD Talang Rio dated 9 November 2018; explanation to Koperasi Perkebunan Air Buluh Agro Muko dated 17 January 2018; Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera dated 17 January 2018. - PT. Agro Muko supports and assisted KMD Air Berau, KMD Medan Jaya, KMD Nenggalo, KMD Semundam, KMD Talang Rio Koperasi Perkebunan Air Buluh Agro Muko, Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera in preparing list of applicable document, consist of 143 regulations. Updte in 2018: On January 2018, the list have update with "Peraturan Menteri Pertanian No.5 Tahun 2018 tentang Pembukaan dan/atau Pengolahan Lahan Perkebunan Tanpa Membakar"; On November 2018, Koperasi Produksi Plasma Sungai Tenang Sejahtera updated the list with "Peraturan Menteri Lingkungan Hidup dan Kehutanan No.98 tentang Jenis Tumbuhan dan Satwa yang Dilindungi". 		
Assessment Conclusion:	Audit team has reviewed and accepted the evidence of corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. The company communicating the procedure to evaluate and update relevant laws and regulations; cooperative and Kebun Masyarakat Desa have prepared list of applicable regulation and update the regulation list. Audit team concluded that the correction, corrective action and evidences are sufficient.		
Non-Conformity			
NCR Ref #	1563740-201712-N6	Clause & Category (Major / Minor)	Minor NC
Closed (Yes / No)	Yes	Date of nonconformity Closure	6 December 2018

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Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Mundam Marap, KMD Serami Baru - Air Masad, KMD Lubuk Talang) cannot demonstrate that environment management plan document has been established.
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 5.1.2 Environment management plan document to prevent negative impacts, its implementation report and revision (if the identification of impact requires changes in current company's practices) shall be available. The company's management shall appoint the responsible person(s) for the implementation of the document.
Objective Evidence:	Based on document review and interview with the "Panitia KMD" from 3 Kebun Masyarakat Desa/KMDs (KMD Mundam Marap, KMD Serami Baru - Air Masad, KMD Lubuk Talang), it was known that KMDs have not prepared environment management plan document.
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko was assisting Koperasi Perkebunan Air Buluh Agromuko and Koperasi Perkebunan Mukomuko Agro Sejahtera prepared SPPL (Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup) – statement letter to abide environment management and monitoring plan, dated 8 January 2018. The SPPL comprise plan to manage and monitors: to avoid oil palm development/land clearing on conservation/protected area (river riparian or area with steep slope); to control soil erosion and surface run off; to prevent loss of biodiversity; to monitor the flora and fauna on the smallholder location; no hunting in KMD area; efficient use of fertilizer and herbicide; to report to environment office. - PT. Agro Muko was helping KMD Air Berau, KMD Nenggalo, KMD Semundam, KMD Talng Rio and KMD Medan Jaya to prepared SPPL (Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup) – statement letter to abide environment management and monitoring plan, dated 8 January 2018. The SPPL comprise plan to manage and monitors: to avoid oil palm development/land clearing on conservation/protected area (river riparian or area with steep slope); to control soil erosion and surface run off; to prevent loss of biodiversity; to monitor the flora and fauna on the smallholder location; no hunting in KMD area; efficient use of fertilizer and herbicide; to report to environment office.
Assessment Conclusion:	Audit team has reviewed and accepted the evidence of corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. Audit team concluded that the correction, corrective action and evidences are sufficient.

Non-Conformity

NCR Ref #	1563740-201712-N7	Clause & Category (Major / Minor)	Minor NC
Closed (Yes / No)	Yes	Date of nonconformity Closure	6 December 2018
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Mundam Marap, KMD Serami Baru - Air Masad, KMD Lubuk Talang) cannot demonstrate that environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) has been made available.		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 5.1.3 Environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) shall be available. This plan is reviewed on two-yearly basis.		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" from 3 Kebun Masyarakat Desa/KMDs (KMD Mundam Marap, KMD Serami Baru - Air Masad, KMD Lubuk Talang), it was known that KMDs have not prepared environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result).		

<p>Corrective Actions:</p>	<ul style="list-style-type: none"> - PT. Agro Muko assisted KMD Air Berau in implementing and monitoring environment management plan: health-safety-environment (HSE) meeting 29 September 2018 discuss implementation of HSE, communicating environmental policy, waste disposal at village, report stated: no accident, no environmental incident. Review environmental aspect-impact and the waste management plan on 8 January 2018. - PT. Agro Muko assisted KMD Nenggalo in implementing and monitoring environment management plan: health-safety-environment (HSE) meeting 12 March 2018 discuss implementation of HSE, communicating environmental policy, report stated: no accident, no environmental incident. Review environmental aspect-impact and the waste management plan on 8 January 2018 - PT. Agro Muko assisted Plasma Air Merah in implementing and monitoring environment management plan: communicating environmental policy on 17 January 2018. - PT. Agro Muko assisted Koperasi Perkebunan Air Buluh Agromuko in implementing and monitoring environment management plan: Review waste management plan 8 January 2018. Review environmental aspect-impact on 15 January 2018. Health-safety-environment (HSE) meeting 1 October 2018 in Air Buluh Estate discuss implementation of HSE, communicating environmental policy, report stated: no accident, no environmental incident. - PT. Agro Muko assisted Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera in implementing and monitoring environment management plan: Review waste management plan 15 January 2018. Review environmental aspect-impact on 15 January 2018. Health-safety-environment (HSE) meeting 1 October 2018 discuss implementation of HSE, communicating environmental policy, report stated: no accident, no environmental incident. 		
<p>Assessment Conclusion:</p>	<p>Audit team has reviewed and accepted the evidence of corection and corrective action prepared by company and Kebun Masyarakat Desa/KMD. Audit team concluded that the correction, corrective action and evidences are sufficient.</p>		
<p>Non-Conformity</p>			
<p>NCR Ref #</p>	<p>1563740-201712-N8</p>	<p>Clause & Category (Major / Minor)</p>	<p>Minor NC</p>
<p>Closed (Yes / No)</p>	<p>Yes</p>	<p>Date of nonconformity Closure</p>	<p>6 December 2018</p>
<p>Statement of Nonconformity:</p>	<p>3 Kebun Masyarakat Desa/KMDs (KMD Mundam Marap, KMD Serami Baru - Air Masad, KMD Lubuk Talang) cannot demonstrate that KMD has appointed official(s) responsible for consultation and communications with stakeholders.</p>		
<p>Requirement Reference:</p>	<p>RSPO P&C INA NI September 2016, Indicator 6.2.2 The company shall have official(s) who is responsible for consultation and communications with parties.</p>		
<p>Objective Evidence:</p>	<p>Based on document review and interview with the "Panitia KMD" from 3 Kebun Masyarakat Desa/KMDs (KMD Mundam Marap, KMD Serami Baru - Air Masad, KMD Lubuk Talang), it was known that KMD has not appointed official(s) responsible for consultation and communications with stakeholders.</p>		
<p>Corrective Actions:</p>	<p>Each <i>Kebun Masyarakat Desa/KMD</i> and cooperative has appointed their official, responsible for consultation and communication with stakeholders.</p> <ul style="list-style-type: none"> - KMD Air Berau updated the list of publicly available document and stated the contact person is Mr.Walian (Ketua Panitia KMD Air Berau) – 8 January 2018. - KMD Medan Jaya updated the list of publicly available document and stated the contact person is Mr.Joni (Ketua Panitia KMD Medan Jaya) – 8 January 2018. - KMD Semundam updated the list of publicly available document and stated the contact person is Mr.Sutrianto (Ketua Panitia KMD Semundam) – 8 January 2018. 		

	<ul style="list-style-type: none"> - KMD Talang Rio updated the list of publicly available document and stated the contact person is Mr.Eka Saproni (Ketua Panitia KMD Talang Rio) – 8 January 2018. - KMD Nenggalo updated the list of publicly available document and stated the contact person is Mr.Periyanto (Ketua Panitia KMD Nenggalo) – 8 January 2018. - Koperasi Perkebunan Air Buluh Agromuko updated the list of publicly available document and stated the contact person is Mr.Mulyadi (Koperasi Perkebunan Air Buluh Agromuko) – 10 January 2018. - Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera updated the list of publicly available document and stated the contact person is Mr.M/Zul (Ketua Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera) – 10 January 2018. 		
Assessment Conclusion:	Audit team has reviewed and accepted the evidence of correction and corrective action prepared by company and Kebun Masyarakat Desa/KMD in form of appointment cooperative's official, responsible for consultation and communication with stakeholders. Audit team concluded that the correction, corrective action and evidences are sufficient.		
Non-Conformity			
NCR Ref #	1563740-201712-N9	Clause & Category (Major / Minor)	Minor NC
Closed (Yes / No)	Yes	Date of nonconformity Closure	6 December 2018
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Mundam Marap, KMD Serami Baru - Air Masad, KMD Lubuk Talang) cannot demonstrated that these KMD has a list of stakeholders, records of communications, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders.		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 6.2.3 The company shall have a list of stakeholders, records of communications, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders.		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" from 3 Kebun Masyarakat Desa/KMDs (KMD Mundam Marap, KMD Serami Baru - Air Masad, KMD Lubuk Talang), it was known that KMD has not established a list of stakeholders, records of communications, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders.		
Corrective Actions:	KMD Air Berau, KMD Nenggalo, KMD Medan Jaya, KMD Semundam, KMD Talang Rio, Koperasi Perkebunan Air Buluh Agromuko and Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera have prepared list of stakeholder.		
Assessment Conclusion:	Audit team has reviewed and accepted the evidence of corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. Audit team concluded that the correction, corrective action and evidences are sufficient.		
Non-Conformity			
NCR Ref #	1563740-201712-N10	Clause & Category (Major / Minor)	Minor NC
Closed (Yes / No)	Yes	Date of nonconformity Closure	6 December 2018
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Mundam Marap, KMD Serami Baru - Air Masad, KMD Lubuk Talang) cannot demonstrated a procedure for calculating and distributing fair compensation has been established.		

Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 6.4.2 A procedure for calculating and distributing fair compensation shall be established, implemented, monitored and evaluated in a participatory way. Corrective actions are taken as a result of this evaluation.		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" from 3 Kebun Masyarakat Desa/KMDs (KMD Mundam Marap, KMD Serami Baru - Air Masad, KMD Lubuk Talang), it was known that a procedure for calculating and distributing fair compensation has not been established.		
Corrective Actions:	<ul style="list-style-type: none"> - PT. Agro Muko carried out communication on "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure for KMD Air Berau on 25 November 2018; - PT. Agro Muko carried out communication on "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure for KMD Medan Jaya on 11 August 2018; - PT. Agro Muko carried out communication on "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure for KMD Nenggalo on 9 November 2018; - PT. Agro Muko carried out communication on "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure for KMD Semundam on 9 November 2018; - PT. Agro Muko carried out communication on "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure for KMD Talang Rio on 9 November 2018; - PT. Agro Muko carried out communication on "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure for Koperasi Perkebunan Air Buluh Agro Muko on 17 January 2018. - PT. Agro Muko carried out communication on "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure for Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera on 17 January 2018. 		
Assessment Conclusion:	Audit team has reviewed and accepted the evidence of corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. Audit team concluded that the correction, corrective action and evidences are sufficient.		
Non-Conformity			
NCR Ref #	1563740-201712-N11	Clause & Category (Major / Minor)	Minor NC
Closed (Yes / No)	Yes	Date of nonconformity Closure	6 December 2018
Statement of Nonconformity:	3 Kebun Masyarakat Desa/KMDs (KMD Mundam Marap, KMD Serami Baru - Air Masad, KMD Lubuk Talang), has not established a specific grievance mechanism which respects anonymity of complainants with regards to sexual harrasment case or violation of protection of reproductive rights.		
Requirement Reference:	RSPO P&C INA NI September 2016, Indicator 6.9.3 A specific grievance mechanism which respects anonymity of complainants where requested, and as long as they are supported with adequate information, shall be documented, implemented, and communicated to all workforce.		
Objective Evidence:	Based on document review and interview with the "Panitia KMD" from 3 Kebun Masyarakat Desa/KMDs (KMD Mundam Marap, KMD Serami Baru - Air Masad, KMD Lubuk Talang), a specific grievance mechanism which respects anonymity of complainants with regards to sexual harrasment case or violation of protection of reproductive rights - has not established.		
Corrective Actions:	- PT. Agro Muko carried out communication on "Kebijakan Pelecehan Seksual" –		

	<p>sexual harassment policy; "Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01" – mechanism for reporting sexual harassment case and protection of complainant; for KMD Air Berau on 5 October 2018;</p> <ul style="list-style-type: none"> - PT. Agro Muko carried out communication on "Kebijakan Pelecehan Seksual" – sexual harassment policy; "Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01" – mechanism for reporting sexual harassment case and protection of complainant; for KMD Pondok Lunang on 18 September 2018; - PT. Agro Muko carried out communication on "Kebijakan Pelecehan Seksual" – sexual harassment policy; "Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01" – mechanism for reporting sexual harassment case and protection of complainant; for KMD Medan Jaya on 14 March 2018; - PT. Agro Muko carried out communication on "Kebijakan Pelecehan Seksual" – sexual harassment policy; "Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01" – mechanism for reporting sexual harassment case and protection of complainant; for KMD Nenggalo on 9 November 2018; - PT. Agro Muko carried out communication on "Kebijakan Pelecehan Seksual" – sexual harassment policy; "Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01" – mechanism for reporting sexual harassment case and protection of complainant; for KMD Semundam on 19 March 2018; - PT. Agro Muko carried out communication on "Kebijakan Pelecehan Seksual" – sexual harassment policy; "Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01" – mechanism for reporting sexual harassment case and protection of complainant; for KMD Talang Rio on 15 March 2018. - PT. Agro Muko carried out communication on "Kebijakan Pelecehan Seksual" – sexual harassment policy; "Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01" – mechanism for reporting sexual harassment case and protection of complainant; for Koperasi Perkebunan Air Buluh Agro Muko on 19 March 2018. - PT. Agro Muko carried out communication on "Kebijakan Pelecehan Seksual" – sexual harassment policy; "Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01" – mechanism for reporting sexual harassment case and protection of complainant; for Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera on 22 March 2018.
<p>Assessment Conclusion:</p>	<p>Audit team has reviewed and accepted the evidence of corrective action plan prepared by company and Kebun Masyarakat Desa/KMD. Audit team concluded that the correction, corrective action and evidences are sufficient.</p>

Opportunity for Improvement	
OFI#	Description
OFI 1	

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Major/Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
CR01	Minor		01/10/2010	Closed 10/02/2012
CR02	Minor		01/10/2010	Closed 10/02/2012
A675812/1	Major		10/02/2012	Closed 10/02/2012
A675812/1	Minor		10/02/2012	Closed 01/02/2013
A675812/2	Minor		10/02/2012	Closed 01/02/2013

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A675812/3	Minor		10/02/2012	Closed 01/02/2013
A675812/4	Minor		10/02/2012	Closed 01/02/2013
A675812/5	Minor		10/02/2012	Closed 01/02/2013
463917-1	Minor	RSPO P&C INA-WG 2008 4.7.7	01/02/2013	Closed 08/01/2014
463917-2	Minor	RSPO P&C INA-WG 2008 6.5.3	01/02/2013	Closed 08/01/2014
1010903M3	Major	RSPO P&C INA-WG 2008 2.1.1	08/01/2014	Closed 06/03/2014
1010903M7	Major	RSPO P&C INA-WG 2008 4.7.1	08/01/2014	Closed 06/03/2014
1010903M10	Major	RSPO P&C INA-WG 2008 4.8.2	08/01/2014	Closed 06/03/2014
1010903M16	Major	RSPO P&C INA-WG 2008 6.10.1	08/01/2014	Closed 06/03/2014
1010903M18	Major	RSPO SCCS 2011 D.3.4	08/01/2014	Closed 06/03/2014
1010903N1	Minor	RSPO P&C INA-WG 2008 2.1.4	08/01/2014	Closed 25/11/2014
1010903N6	Minor	RSPO P&C INA-WG 2008 4.6.5	08/01/2014	Closed 25/11/2014
1010903N8	Minor	RSPO P&C INA-WG 2008 4.7.5	08/01/2014	Closed 25/11/2014
1010903N9	Minor	RSPO P&C INA-WG 2008 4.7.10	08/01/2014	Closed 25/11/2014
1010903N13	Minor	RSPO P&C INA-WG 2008 5.3.4	08/01/2014	Closed 25/11/2014
1010903N15	Minor	RSPO P&C INA-WG 2008 5.5.4	08/01/2014	Closed 25/11/2014
1420737M1	Major	RSPO P&C INA-NI 2016 4.7.1	17/12/2016	Closed 02/02/2016
1420737N1	Minor	RSPO P&C INA-NI 2016 4.4.1	17/12/2016	Closed 07/12/2017
1420737N2	Minor	RSPO P&C INA-NI 2016 5.1.3	17/12/2016	Closed 07/12/2017
1563740-201712-M1	Major	RSPO P&C INA-NI 2016 1.2.1	07/12/2017	Closed 22/01/2018
1563740-201712-M2	Major	RSPO P&C INA-NI 2016 2.1.1	07/12/2017	Closed 22/01/2018
1563740-201712-M3	Major	RSPO P&C INA-NI 2016 4.7.1	07/12/2017	Closed 22/01/2018
1563740-201712-M4	Major	RSPO P&C INA-NI 2016 5.1.1	07/12/2017	Closed 22/01/2018
1563740-201712-M5	Major	RSPO P&C INA-NI 2016 6.2.1	07/12/2017	Closed 22/01/2018
1563740-201712-M6	Major	RSPO P&C INA-NI 2016 6.3.1	07/12/2017	Closed 22/01/2018
1563740-201712-M7	Major	RSPO P&C INA-NI 2016 6.4.1	07/12/2017	Closed 22/01/2018
1563740-201712-M8	Major	RSPO P&C INA-NI 2016 6.8.1	07/12/2017	Closed 22/01/2018
1563740-201712-M9	Major	RSPO P&C INA-NI 2016 6.9.1	07/12/2017	Closed 22/01/2018
1563740-201712-M10	Major	RSPO P&C INA-NI 2016 6.9.2	07/12/2017	Closed 22/01/2018
1563740-201712-M11	Major	RSPO P&C INA-NI 2016 6.13.1	07/12/2017	Closed 22/01/2018
1563740-201712-M12	Major	RSPO P&C INA-NI 2016 7.6.2	07/12/2017	Closed 22/01/2018
1563740-201712-N1	Minor	RSPO P&C INA-NI 2016 1.1.1	07/12/2017	Closed 06/12/2018
1563740-201712-N2	Minor	RSPO P&C INA-NI 2016 1.3.1	07/12/2017	Closed 06/12/2018
1563740-201712-N3	Minor	RSPO P&C INA-NI 2016 2.1.2	07/12/2017	Closed 06/12/2018
1563740-201712-N4	Minor	RSPO P&C INA-NI 2016 2.1.3	07/12/2017	Closed 06/12/2018
1563740-201712-N5	Minor	RSPO P&C INA-NI 2016 2.1.4	07/12/2017	Closed 06/12/2018
1563740-201712-N6	Minor	RSPO P&C INA-NI 2016 5.1.2	07/12/2017	Closed 06/12/2018
1563740-201712-N7	Minor	RSPO P&C INA-NI 2016 5.1.3	07/12/2017	Closed 06/12/2018
1563740-201712-N8	Minor	RSPO P&C INA-NI 2016 6.2.2	07/12/2017	Closed 06/12/2018
1563740-201712-N9	Minor	RSPO P&C INA-NI 2016 6.2.3	07/12/2017	Closed 06/12/2018
1563740-201712-N10	Minor	RSPO P&C INA-NI 2016 6.4.2	07/12/2017	Closed 06/12/2018
1563740-201712-N11	Minor	RSPO P&C INA-NI 2016 6.9.3	07/12/2017	Closed 06/12/2018

3.5. Stakeholders Consultation

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

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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 Gender Committee Bunga Tanjung-POM	Union/Contractors/Local Communities Serikat Pekerja Agro Mandiri Bunga Tanjung-POM Community Desa Brangan Mulya
Government Departments Manpower Office Environmental Office Land Office Plantation Service	NGO Lembaga Swadaya Masyarakat Lumbang Informasi Rakyat (LSM-LIRA)

IS #	Description
1	<p>Kepala Dinas Penanaman Modal, Pelayanan, Perizinan dan Tenaga Kerja (DPMMP-TK) Kabupaten Mukomuko – Manpower Office</p> <p>Feedbacks:</p> <ul style="list-style-type: none"> - Positive comments related to employee payment meet provincial (Bengkulu) minimum wage; comments related to manpower management; positive comments on manpower reporting obligation; positive comment on collective labor agreement 2018; positive comment on employee participation on insurance program (BPJS Ketenagakerjaan dan BPJS Kesehatan). - Medical check up have been carried out on annual basis. - In the past 5 years, no industrial dispute between PT. Agro Muko and its employee. - The manpower office requested the casual worker employment to be reported on monthly basis. <p>Management Responses:</p> <ul style="list-style-type: none"> - Management of PT. Agro Muko appreciates the acknowledgement/positive comments from manpower office. - PT. Agro Muko continues to perform medical check up as part of OHS programme. - PT. Agro Muko acknowledge the comment and plan to submit casual worker employment data on monthly basis. <p>Audit Team Findings:</p> <ul style="list-style-type: none"> - Audit team noted the positive comments from manpower office for PT. Agro Muko. - Audit team have noted PT. Agro Muko plan to submit casual worker employment data on monthly basis (Indicator 6.12).
IS #	Description
2	Kepala Dinas Lingkungan Hidup Kabupaten Mukomuko – Environmental Office

	<p>Feedbacks:</p> <ul style="list-style-type: none"> - Positive comments related to environmental permits (Izin Lingkungan, Izin TPS Limbah B3, Izin Pembuangan Air Limbah); positive comments related to hazardous waste handling; positive comments related to environmental performance monitoring, - There has been no environmental issues related to operational activity of PT. Agro Muko. - Currently the environmental office conducting review on regulation related to domestic waste management. <p>Management Responses:</p> <ul style="list-style-type: none"> - Management of PT. Agro Muko appreciates the acknowledgement/positive comments from environmental office related to environmental performance of the company. - PT. Agro Muko thanked environmental office for the supervision. - The environmental office will visit and coordinating with PT. Agro Muko related to review on regulation related to domestic waste management, as technical guidance on the ground. <p>Audit Team Findings:</p> <ul style="list-style-type: none"> - Audit team noted the positive comments from manpower office for PT. Agro Muko. - Audit team have noted PT. Agro Muko plan to submit casual worker employment data on monthly basis (Indicator 6.12).
<p>IS #</p>	<p>Description</p>
<p>3</p>	<p>Bidang Perkebunan, Dinas Perkebunan dan Pertanian Kabupaten Mukomuko – Plantation Service</p> <p>Feedbacks:</p> <ul style="list-style-type: none"> - Positive comments on PT. Agro Muko’s monthly reporting performance; positive comments on PT. Agro Muko’s coordination and communication with the plantation services; positive comments on local community economic development through “Kebun Masyarakat Desa/KMD”; - During “Penilaian Usaha Perkebunan Tahun 2016”, PT. Agro Muko obtained “Kelas Kebun II”. - Based on plantation service’s monitoring, there have been no land conflict between PT. Agro Muko with other party, including with local community. - Based on plantation service’s monitoring, there have been no pest/disease infestation or land fire in the area PT. Agro Muko. - Plantation service noted some of village community request, related to HGU (land title) extension of PT. Agro Muko. The community wanted to have a part of the HGU of PT. Agro Muko to be released for village development. <p>Management Responses:</p> <ul style="list-style-type: none"> - Management of PT. Agro Muko appreciates the acknowledgement/positive comments from plantation service related to company performance. - Management of PT. Agro Muko appreciates the award from plantation service related to “Penilaian Usaha Perkebunan”. - Management of PT. Agro Muko appreciates the acknowledgement/positive comments from plantation service related to company’s integrated pest management programme. - Management of PT. Agro Muko stated there have been no formal request from local community or government body related to release a part of PT. Agro Muko’s HGU for village development. The HGU area is company asset – as mandated by government, and the use will be optimized as per applicable regulation. <p>Audit Team Findings:</p> <ul style="list-style-type: none"> - Audit team noted the positive comments from plantation service for PT. Agro Muko. - Audit team have followed up with villages community. Audit team noted PT. Agro Muko statement related to community’s request to release part of company HGU. Audit team seek clarification from “Badan Pertanahan Nasional”.
<p>IS #</p>	<p>Description</p>
<p>4</p>	<p>Kepala Kantor Pertanahan Kabupaten Mukomuko – Land Office</p> <p>Feedbacks:</p> <ul style="list-style-type: none"> - Based on Land Office monitoring, there have been no land conflict between PT. Agro Muko with

	<p>other party, including with local community.</p> <ul style="list-style-type: none"> - Based on plantation service’s monitoring, there is area in HGU of PT. Agro Muko whose under contro of local communit. The local community reluctant to be compensated. PT. Agro muko respects the local community/land owner and does not impose force/coercion to release their user right. - Based on plantation service’s monitoring, there have been no abandoned land. - PT. Agro Muko has applied for HGU extension for HGU No.31/HGU/BPN/89 dated 27 June 1989, of 10,000 Ha; comprise of 2 certificate No.2/MU of 2,270 Ha and No.3 of 7,730 Ha. Current process: have been carried out field measurement. Possibility there will be decrease from the use for state road and from sea abration. The subsequent process is the issuance of HGU decree by “Badan Pertanahan Nasional” in Jakarta. During the extension of HGU, has been agreed by surrounding villages. - PT. Mukomuko Agro Sejahtera has obtained HGU decree and in process to issue HGU certificate in “Kantor Pertanahan Kabupaten Mukomuko”.
	<p>Management Responses: Management of PT. Agro Muko appreciates the acknowledgement/positive comments from Land Office.</p>
	<p>Audit Team Findings:</p> <ul style="list-style-type: none"> - Audit team noted the positive comments from Land Office for PT. Agro Muko and PT. Mukomuko Agro Sejahtera. - Audit team have noted PT. Agro Muko statement related to HGU extension. Audit team have noted the “Badan Pertanahan Nasional” statement related to HGU extension of PT. Agro Muko. (Indicator 2.2.1).
IS #	Description
5	<p>Lembaga Swadaya Masyarakat Lumbung Informasi Rakyat (LSM-LIRA), Pondok Lunang Vilalge and Wakil Ketua LPM - NGO</p> <p>Feedbacks:</p> <ul style="list-style-type: none"> - Based on the NGO monitoring, there have been a communicated in Mukomuko Regency related request to utilized land around “Danau Lebar” for village land development and development of “Kebun Masyarakat Desa/KMD”. - Positive communication between community and PT. Agro Muko; positive effect related to company presence in the area such as improved knowledge on oil palm cultivation and manpower absorption. - Based on NGO monitoring, there have been no land conflict between PT. Agro Muko with other party, including with local community. - The NGO request company to pay attention on promotion for staff and paramedic, coming from local communities. <p>Management Responses:</p> <ul style="list-style-type: none"> - Management of PT. Agro Muko stated the aera around “Danau Lebar” serves as HCV/conservation area. Cannot be planted. - PT. Agro Muko appreciates the acknowledgement/positive comments from NGO related to communication/consultation. - Management of PT. Agro Muko have conduct performance appraisal for all worker in objective manner, for all staff and employees. <p>Audit Team Findings:</p> <ul style="list-style-type: none"> - Audit team noted the PT. Agro Muko statement related to HCV area of Danau Lebar (Indicator 5.2.2). - Audit team have noted PT. Agro Muko statement related to equal and objective performance appraisal (Indicator 6.8).
IS #	Description
6	<p>Serikat Pekerja Agro Mandiri – SPAM-Bunga Tanjung POM – Worker Union</p> <p>Feedbacks:</p> <ul style="list-style-type: none"> - Positive comment related to regular meeting between worker union and management on monthly basis; positive comment on wage payment above minimum wage; positive comments on provision of insurance (BPJS Ketenagakerjaan and BPJS Kesehatan); positive comments on fulfillment of normative rights for employee, under collective work agreement: working hour, overtime, pay and

	<p>condition, entitlement for leave, etc. – in accordance to relevant regulations.</p> <ul style="list-style-type: none"> - Based on the worker union monitoring, there have been no complaint and/or industrial dispute. - Employee performance appraisal carried out once per annum, as basis for promotion. <p>Management Responses:</p> <ul style="list-style-type: none"> - PT. Agro Muko appreciates the acknowledgement/positive comments from worker union related to industrial relationship. - Management of PT. Agro Muko have conduct performance appraisal for all worker in objective manner, for all staff and employees – as basis for promotion. <p>Audit Team Findings:</p> <ul style="list-style-type: none"> - Audit team noted the PT. Agro Muko performance and provision of normative rights for employees (Indicator 6.5). - Audit team have noted PT. Agro Muko statement related to equal and objective performance appraisal (Indicator 6.8).
IS #	Description
7	<p>Ketua Komite Gender Bunga Tanjung POM – Gender Committee</p> <p>Feedbacks:</p> <ul style="list-style-type: none"> - Positive comment related to company helping gender committee to understand/study case of gender protection, erproductive rights, sexual harrasment, and whistleblower protection upon reporting; positive comment on PT. Agro Muko provides rights for female employees: maternal leave, menstrual leave, medical check up for female sprayers and pregnancy screening; positive comments on PT. Agro Muko provides OHS management, basic need such as employee housing, electricy, clean water, religious houses, sport facilities, etc. - Based on the gender committee’s monitoring, there have been no sexual harassment issue. <p>Management Responses:</p> <ul style="list-style-type: none"> - PT. Agro Muko appreciates the acknowledgement/positive comments from gender committee related to industrial relationship, provision of social facilities for employees, and treatment for protection of reproductive rights. <p>Audit Team Findings:</p> <ul style="list-style-type: none"> - Audit team noted the PT. Agro Muko performance and provision of normative rights for employees (Indicator 6.5). - Audit team have noted PT. Agro Muko statement related to reproductive rights protection (Indicator 6.9). - Audit team following up an inquiry from the gender committee member of Bunga Tanjung POM related to benefit for disabled spouse. PT. Agro Muko have provided the benefit, as regulated by the collective work agreement.
IS #	Description
8	<p>Masyarakat Desa Brangan Mulya</p> <p>Feedbacks:</p> <ul style="list-style-type: none"> - Communication and trust between company and local community, have been built for years; - Brangan Mulya Village recognize the positive impact from company presence: manpower absorption, no land conflict, local community empowerment through “Kebun Masyarakat Desa/KMD”, road maintenance aid, clean water donation during village’s function; - Desa Brangan Mulya hopes company PT. Agro Muko can received FFB from local communities. - During land compensation, involving land owners – community and village officials, including during HGU extension. <p>Management Responses:</p> <ul style="list-style-type: none"> - PT. Agro Muko appreciates the acknowledgement/positive comments from Desa Brangan Mulya; - PT. Agro Muko cannot received FFB from local community, outside certified supply base such as plasma and “Kebun Mayarakat Desa/KMD”. Because local community oil palm plantation outside plasma and KMD have not meet certification criterion. <p>Audit Team Findings: Bo further verification. Audit team noted the statement from villages and response from PT. Agro Muko.</p>

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. Agro Muko-Bunga Tanjung POM has complied with RSPO P&C INA NI, (September 2016) and RSPO Supply Chain Certification Standard (June 2017) and audit criteria identified within the audit report. It is deemed that the management system continues to achieve its intended outcomes. Therefore, it is recommended that the certification of PT. Agro Muko-Bunga Tanjung POM is continued.</p>	
Report prepared by	Acceptance of Assessment Conclusion
Name: Pratama Agung Sedayu	Name: Mr. Olivier Tichit
Company Name: on behalf BSI Services Malaysia Sdn Bhd	Company Name: PT. Agro Muko – Bunga Tanjung Palm Oil Mill
Title: Lead Auditor	Title: Director
Signature: 	Signature: <i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i> 
Date: 15 January 2019	Date: 15 January 2019

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Appendix A: Summary of Findings *include the appropriate checklist used for assessment*

Criterion / Indicator	Assessment Findings	Compliance																																										
Principle 1: Commitment to Transparency																																												
Criterion 1.1: Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.																																												
1.1.1 List of information related to criterion 1.2 that can be accessed by relevant stakeholders shall be available. - Minor compliance -	<p>"Dokumen-dokumen yang tersedia untuk publik (Publicly available document, signed by Mill Manager, dated 10 August 2017.</p> <table border="1" data-bbox="719 712 1299 2031"> <thead> <tr> <th>Document Name</th> <th>No.Document</th> <th>Year</th> </tr> </thead> <tbody> <tr> <td>Izin Usaha Tetap (Keputusan Menteri Negara Penggerak Dana Investasi/Ketua BKPM)</td> <td>No.571/T/Pertanian/1996</td> <td>1996</td> </tr> <tr> <td>Izin Usaha Perkebunan (IUP) – Plantation Business Permit</td> <td>Keputusan Bupati Mukomuko No.709 tahun 2012 tanggal 13 December 2012</td> <td>2012</td> </tr> <tr> <td>Analisis Dampak Lingkungan – EIA</td> <td></td> <td>2005</td> </tr> <tr> <td>Rencana Pengelolaan Lingkungan – Environment Management Plan</td> <td></td> <td>2005</td> </tr> <tr> <td>Rencana Pemantauan Lingkungan – Environment Monitoring Plan</td> <td></td> <td>2005</td> </tr> <tr> <td>Laporan Pemantauan RKL/RPL setiap semester – report on implementation of environment management and monitoring plan</td> <td></td> <td>Latest available</td> </tr> <tr> <td>Izin Pembuangan Air Limbah ke Sungai – Permit to discharge POME to river</td> <td>Kep.KKTDP Kabupaten Mukomuko No.503/06/KPTS P/IPAL/XII/2016</td> <td>2016</td> </tr> <tr> <td>Izin Penyimpanan Limbah B3 – Permit for temporary hazardous waste storage</td> <td>Kep.KPTSP Kabupaten Mukomuko No.503/D.10/IPL B3/VII/2017</td> <td>2017</td> </tr> <tr> <td>Laporan Community Development/Corporate Social Responsibility PT. Agro Muko</td> <td></td> <td>Latest available</td> </tr> <tr> <td>Program Panitia Pembina Kesehatan dan Keselamatan Kerja Lingkungan Hidup dan Sosial (P2K3)</td> <td></td> <td>Latest available</td> </tr> <tr> <td>Penilaian Internal Dampak Sosial</td> <td></td> <td>Latest available</td> </tr> <tr> <td>Rencana Pengurangan dan Pencegahan Polusi</td> <td></td> <td>Latest available</td> </tr> <tr> <td>Rekaman keluhan-kesah internal dan eksternal</td> <td></td> <td>Latest available</td> </tr> </tbody> </table>	Document Name	No.Document	Year	Izin Usaha Tetap (Keputusan Menteri Negara Penggerak Dana Investasi/Ketua BKPM)	No.571/T/Pertanian/1996	1996	Izin Usaha Perkebunan (IUP) – Plantation Business Permit	Keputusan Bupati Mukomuko No.709 tahun 2012 tanggal 13 December 2012	2012	Analisis Dampak Lingkungan – EIA		2005	Rencana Pengelolaan Lingkungan – Environment Management Plan		2005	Rencana Pemantauan Lingkungan – Environment Monitoring Plan		2005	Laporan Pemantauan RKL/RPL setiap semester – report on implementation of environment management and monitoring plan		Latest available	Izin Pembuangan Air Limbah ke Sungai – Permit to discharge POME to river	Kep.KKTDP Kabupaten Mukomuko No.503/06/KPTS P/IPAL/XII/2016	2016	Izin Penyimpanan Limbah B3 – Permit for temporary hazardous waste storage	Kep.KPTSP Kabupaten Mukomuko No.503/D.10/IPL B3/VII/2017	2017	Laporan Community Development/Corporate Social Responsibility PT. Agro Muko		Latest available	Program Panitia Pembina Kesehatan dan Keselamatan Kerja Lingkungan Hidup dan Sosial (P2K3)		Latest available	Penilaian Internal Dampak Sosial		Latest available	Rencana Pengurangan dan Pencegahan Polusi		Latest available	Rekaman keluhan-kesah internal dan eksternal		Latest available	Comply
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Criterion / Indicator		Assessment Findings			Compliance
				le	
		Rencana Perbaikan Berkelanjutan – Continuous Improvement Plan		Latest available	
		Rangkuman Publik dari Laporan Penilaian Sertifikasi		Latest available	
		Kebijakan Hak Asasi Manusia – Human Rights Policy		Latest available	
1.1.2	Records of requests for information and responses to the information requested shall be available. - Major compliance -	<p>The record of information request in Bunga Tanjung POM available under “Rekaman Permintaan Informasi dan Tanggapan”. Sampled information request: visit by “Dinas Lingkungan Hidup Kabupaten Mukomuko” on 14 May 2018 for company data collection related to POME treatment, air quality management, hazardous waste management. Evidence minutes “Berita Acara Dinas Lingkungan Hidup Kabupaten Mukomuko No.660/1529/D.13/V/2018”.</p> <p>The record of information request in Air Bikuk Estate recorded in a logbook. Sampled verbal inquiry from Indra, contractor – recorded on “Buku Informasi & Jawaban External” dated 1 June 2018. The said person asking estate planning to build Irish Bridge. On same date, field assistant informing the location in block 01G02 to be constructed with Irish bridge.</p> <p>KMD Nenggalo recorded in “Rekaman Permintaan Informasi dan Jawaban” on 3 September 2018, Mr. Darman from Nenggalo village inquired any job vacancy for his son. The KMD conveyed the message to Bunga Tanjung Estate on same date. As follow up, estate management prepared a contract for “Perjanjian Kerja Waktu Tertentu No.06/BTE/X/2018” for worker name Nurohman, dated 1 October 2018. The worker have been worked as harvester in KMD.</p> <p>Plasma Air Merah and Plasma Air Buluh have “Buku Permintaan Informasi dan Jawaban”. 4 information requests recorded inside. Sample response: on 21 March 2018, Alisman informed the road cannot be use. Action taken road grader and machinery fixing 1,000 meters road near plasma block 13E01, with permission from land owner – completed by end of March 2018.</p>			Comply
Criterion 1.2:					
Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.					
1.2.1	Publicly available documents shall include, but are not necessarily limited to: a) Land titles/user rights (Criterion 2.2) b) Occupational health and safety plans (Criterion 4.7)	Publicly available document in Bunga Tanjung POM is in “Dokumen-dokumen yang tersedia untuk publik (Publicly available document, signed by Mill Manager, dated 10 August 2017.			Comply
		Document Name	No.Document	Year	
		Izin Usaha Tetap (Keputusan Menteri Negara Penggerak Dana	No.571/T/Pertanian/1996	1996	

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Criterion / Indicator	Assessment Findings			Compliance	
c) Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8) d) HCV documentation (Criteria 5.2 and 7.3) e) Pollution prevention and reduction plans (Criterion 5.6) f) Details of complaints and grievances (Criterion 6.3) g) Negotiation procedures (Criterion 6.4) h) Continual improvement plans (Criterion 8.1) i) Public summary of certification assessment report j) Human Rights Policy (Criterion 6.13). - Major Compliance -	Investasi/Ketua BKPM)				
	Izin Usaha Perkebunan (IUP) – Plantation Business Permit	Keputusan Bupati Mukomuko No.709 tahun 2012 tanggal 13 Desember 2012	2012		
	Analisis Dampak Lingkungan – EIA		2005		
	Rencana Pengelolaan Lingkungan – Environment Management Plan		2005		
	Rencana Pemantauan Lingkungan – Environment Monitoring Plan		2005		
	Laporan Pemantauan RKL/RPL setiap semester – report on implementation of environment management and monitoring plan		Latest available		
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	Rencana Pengurangan dan Pencegahan Polusi		Latest available		
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	Rencana Perbaikan Berkelanjutan – Continuous Improvement Plan		Latest available		
	Rangkuman Publik dari Laporan Penilaian Sertifikasi		Latest available		
Kebijakan Hak Asasi Manusia – Human Rights Policy		Latest available			
Air Bikuk Estate listed all publicly available information under "Dokumen-dokumen yang Tersedia untuk Publik (Publicly available document)", signed by					

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Criterion / Indicator	Assessment Findings			Compliance
	Perjanjian Kerjasama tentang Pembangunan dan Pemeliharaan Kebun Kelapa Sawit	Agreement dated 20 July 2000	2000	
	Sertifikat Hak Milik (Land Title)	Sertipikat No.17-530.3-28-2002	2002	
	Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup (SPPL)		8 January 2018	
	Environmental monitoring report		Latest available	
	CSR report PT. Agro Muko		Latest available	
	Health and safety management program		Latest available	
	Social Impact Assessment (internal)			
	HCV assessment (internal)		2010	
	EIA and Waste mangagement plan		Latest available	
	Internal and external stakeholder grievance record		Latest available	
	Continuous Improvement Plan		Latest available	
	Public Summary Report			
	All policies		Latest available	
	Statement of KMD conformance against PT. Agro Muko's policy and procedure.	8 January 2018	2018	
	KMD Air Berau have list of document, as recorded in "Dokumen-dokumen yang tersedia untuk Umum KMD Air Berau".			
	Document Name	No.Document	Year	
	Perjanjian Kerjasama tentang Pembangunan dan Pemeliharaan Kebun Kelapa Sawit - Agreement	Agreement dated 23 April 2014	2014	
	Sertifikat Hak Milik (Land Title)	SKT No.595.3/06/B M/2012	2012	
	Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup (SPPL)		8 January 2018	
	RKL-RPL/Environmental monitoring report		Latest available	
	CSR report PT. Agro Muko		Latest available	
	Health and safety management program		Latest available	
	Social Impact Assessment (internal)			
	HCV assessment (internal)		2010	
	EIA and Waste mangagement plan		Latest available	

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Criterion / Indicator		Assessment Findings			Compliance
		Internal and external stakeholder grievance record KMD Air Berau		Latest available	
		Continuous Improvement Plan		Latest available	
		Public Summary Report			
		All policies		Latest available	
		Statement of KMD conformance against PT. Agro Muko's policy and procedure.	8 January 2018	2018	
Criteria 1.3:					
Growers and millers commit to ethical conduct in all business operations and transactions.					
1.3.1	There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions along with the documentation of socialisation process of the policy to all levels of the workers and operations. - Minor compliance –	<p>PT. Agro Muko, referring to Code of Conduct – PT. Tolan Tiga Indonesia, signed by President Director, dated 17 November 2014. The code of conduct consist of Commitment to the Specific Things: Management note, documents and information (confidentiality); The obligation to secure company's assets; Insider Trading Information; Conflict of Interest; Political Activities; Gifts/Souvenirs, Donations, Commission, Bribery; Reporting Violations of Code of Conduct.</p> <p>In Bunga Tanjung POM, the policy on code of conduct has been disseminated: on 16 November 2018 to 22 workers shift A (Ahmad Azwar, Markuat Santoso), 22 workers shift B (Cuncun Adinata, Aleston), 3 sortation workers 7 laboratory workers, 13 mechanics and 4 engine room workers and 7 office staffs.</p> <p>In Bunga Tanjung Estate, the policy on code of conduct has been disseminated: on 16 April 2018 to 30 harvesters, tractor driver, dump truck driver (Nimrot Sianipar), FFB transport helper (Pebriansyah), mandores.</p> <p>In Air Bikuk Estate, the policy on code of conduct has been disseminated: on 14 May 2018 to 131 workers: harvesters, manuring applicator, sprayer, dump truck driver (Ramot T Girsang), helper dump truck (Robinson, Marlan), upkeep worker, generator operator, , shift A (Ahmad Azwar, Markuat Santoso), 22 workers shift B (Cuncun Adinata, Aleston), 3 sortation workers 7 laboratory workers, 13 mechanics and 4 engine room workers and 7 office staffs.</p> <p>KMD Nenggalo, referring to Code of Conduct – PT. Tolan Tiga Indonesia (PT. Agro Muko), signed by President Director, dated 17 November 2014. The code of conduct consist of Commitment to the Specific Things: Management note, documents and information (confidentiality); The obligation to secure company's assets; Insider Trading Information; Conflict of Interest; Political Activities; Gifts/Souvenirs, Donations, Commission, Bribery; Reporting Violations of Code of Conduct. Code of Conduct policy have been disseminated to KMD</p>			Comply

Criterion / Indicator	Assessment Findings	Compliance	
	<p>Nenggalo committee on 9 November 2018. The dissemination accepted by leader, Ferianto, Abdul Gani and D. Basar.</p> <p>KMD Air Berau, referring to Code of Conduct – PT. Tolan Tiga Indonesia (PT. Agro Muko), signed by President Director, dated 17 November 2014. The code of conduct explained in simple manner: to be honest in all business activity and interaction with stakeholder. The code of conduct policy have been disseminated to KMD Air Berau committee on 5 October 2018. The dissemination accepted by Walian (leader), Mukmin (treasury), in "Kantor Desa Air Berau".</p>		
Principle 2: Compliance with applicable laws and regulations			
Criterion 2.1:			
There is compliance with all applicable local, national and ratified international laws and regulations.			
<p>2.1.1</p>	<p>Evidence of compliance with relevant legal requirements shall be available.</p> <p>- Major compliance –</p>	<p>Certificate Holder has had evidence of compliance with relevant legal requirements in each unit/estates in form of "Daftar Undang-undang/Peraturan Pemerintah/Permen/Kepmen Terkait Persyaratan P&C RSPO and ISPO, PT. Agro Muko All Estates/Mill", updated on 2018. The list consist of 215 rules and regulation, as listed in RSPO P&C INA NI, September 2016, Appendix 1. Company has evaluated 14 categories of regulation such as 51 "Undang-undang" – National laws; 42 "Peraturan Pemerintah" - Government Regulation; 3 "Instruksi Presiden" - President Instruction; 7 "Keputusan Presiden" - President Decree; 6 "Peraturan Presiden" – President Regulations; 13 "Peraturan Menteri Pertanian" – Ministry of Agriculture Regulation; 19 "Peraturan Menteri Lingkungan Hidup" – Minister of Environment Regulation; 15 "Peraturan Menteri Tenaga Kerja" – Minister of Manpower Regulation; 7 "Peraturan Menteri Kehutanan" – Minister of Forestry Regulation; 7 "Peraturan Menteri" – other Minister Regulations; 6 "Keputusan Menteri Pertanian" – Minister of Agriculture Decree; 11 "Keputusan Menteri Lingkungan Hidup" – Minister of Environment Decree; 20 "Keputusan Menteri Tenaga Kerja" – Minister of Manpower Decree; and 7 "Keputusan Badan Pengendalian Lingkungan" – Environment Protection Body Decree. Evaluation of compliance with relevant legal requirements including review by chapter, the relation with operational activities and complemented with evidence of compliance. Evaluation carried out once per year.</p> <p>Based on document review, interview with government bodies, and field visit – company has demonstrate evidence of legal requirement fulfilment. PT. Agro Muko:</p> <p>a. Izin Lokasi (Location permit).</p> <ul style="list-style-type: none"> - No.245, dated 7 July 1989 from "Gubernur Bengkulu" for ±10,000 Ha; 	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - No.156, dated 23 April 1991 from "Gubernur Bengkulu" for ±3,740 Ha; - No.199, dated 12 June 1989 from "Gubernur Bengkulu" Governor for ±6,000 Ha; - No.347/II/BKPM/1990, dated 30 January 1990 from "Gubernur Bengkulu" for ±2,500 Ha; b. Izin Usaha Perkebunan (Operational Plantation Permit). <ul style="list-style-type: none"> - No.HK.350/E.4.900/11.89, dated 8 November 1989 for ±10,000 Ha; - No.HK.350/E.4.247/06.88, dated 7 June 1988, for ±5,500 Ha; - No.HK.350/E.4.447/07.92, dated 10 July 1992 for ±2,000 Ha for oil palm plantation and ±1.800 ha for rubber plantation. - No.HK.350/E.4.297/06.88, dated 7 June 1988 for ±3,600 Ha for oil palm plantation from "Direktur Jenderal Perkebunan"; - Revised SPUP No.571/T/Pertanian/1996, dated 17 September 1996 for mill capacity 40,000 ton CPO and SPUP No.709/2012, dated 13 December 2012 from "Bupati Mukomuko" for ±22,914 Ha and mill capacity 60 ton FFB/hour. c. Based on overlapping of plantation map against "Rencana Tata Ruang Wilayah Kabupaten Muko Muko tahun 2012 – 2032" and interview with "Kepala Bidang Perkebunan, Dinas Pertanian dan Perkebunan Kabupaten Mukomuko" shows that all operational area of PT. Agro Muko and located under Plantation zone. d. Legal ownership of the land: Company has obtained right over legal ownership of the land through "Hak Guna Usaha/HGU" – land title and "Hak Guna Bangunan/HGB" – building title. Detailed information explained in indicator 2.2.1. e. Legal ownership from community: Company has compensated the land. FPIC process, up to compensation payment has been documented by Legal Department. Detailed information explained in indicator 2.2.3. f. Environmental permits: Company has meet all requirement for environmental compliance. <ul style="list-style-type: none"> - Environment Permit: Izin AMDAL No.425, tahun 2005. AMDAL document is available and approved by "Gubernur Bengkulu"; - Permit for temporary hazardous storage "Izin Perpanjangan TPS Limbah B3 Mukomuko Estate, Sei Jerinjing Estate, Tanah Rekah Estate, Talang Petai Estate, Sei Kiang Estate, Workshop Sentral, Sei Betung Estate dan Air Buluh Estate"; g. Other permit such as: <ul style="list-style-type: none"> - Permit for Bulking Station "Ijin Bulking Station No.HK-56/2/12/CTBS-2002" from Pelindo – Sumatera barat for 25 years; - Biogas Plant Operational Permit "Izin Operasi 	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Generator Biogas Plant yang diterbitkan oleh Kepala Dinas Energi dan Sumberdaya Mineral Provinsi Bengkulu”;</p> <ul style="list-style-type: none"> - Permits and license for Bunga Tanjung POM machines; - Permit for Bunga Tanjung POM building “IMB No.156/IMB/Tahun 2002” and “No.155/IMB/Tahun 2002” for worker housing, “IMB No.112 Tahun 1999/2000” for Office-Laboratory, “IMB No.111 Tahun 2000” for Mill Building- Assessories, “IMB No.113 Tahun 1999/2000” for Workshop. - POME permit as in “Surat Keputusan Kepala kantor Pelayanan Terpadu Satu Pintu Kabupaten Mukomuko No.503/06/KPTSP/IPAL/XII/2016 tentang Pemberian Perpanjangan Izin Pembuangan Air Limbah ke sungai kepada PT. Agro Muko Pabrik Pengolahan Minyak Kelapa Sawit Bunga Tanjung POM di Desa Brangan Mulya, Kecamatan Terawang Jaya, Kabupaten Mukomuko” dated 30 December 2016. The permit is in extension process. <p>PT. Mukomuko Agro Sejahtera (MMAS):</p> <p>a. Company has carried out procedure to obtain legal ownership of the land started from principal permit – “Izin Prinsip”:</p> <ul style="list-style-type: none"> - “Izin Prinsip berdasarkan Surat Keputusan Bupati Mukomuko No.154, dengan luas ±2,783 Ha” dated 30 April 2010; - “Izin Prinsip berdasarkan Surat Keputusan Bupati Mukomuko No.171, dengan luas ±3,656 Ha” dated 4 May 2010; - “Izin Prinsip berdasarkan Surat Keputusan Bupati Mukomuko No. 172, dengan luas ±1,613 Ha” day 4 May 2010; - Location permit and extension “Perpanjangan Izin Lokasi berdasarkan Surat Keputusan Bupati Mukomuko No.700-212, seluas ±1,800 Ha (lahan inti)” dated 18 March 2014; - Location permit and extension “Perpanjangan Izin Lokasi berdasarkan Surat Keputusan Bupati Mukomuko No.700-214, seluas ±1,167 Ha (lahan inti)” dated 18 March 2014; - Location permit and extension “Perpanjangan Izin Lokasi berdasarkan Surat Keputusan Bupati Mukomuko No.700-213, seluas ±656 Ha (lahan plasma KKPA)” dated 18 March 2014; - Location permit extension “Perpanjangan Izin Lokasi berdasarkan Surat Keputusan Bupati Mukomuko No.700-215, ±291 Ha (lahan plasma KKPA)” dated 18 March 2014; <p>Based on stakeholder consultation with “Kantor Pertanahan Kabupaten Mukomuko” stated company is in process for issuance of “Hak Guna Usaha/HGU”. Field measurement/cadastral details:</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>carried out by "Kantor Wilayah Badan Pertanahan Nasional Bengkulu", for area of 1,705.2418 Ha located in "Desa Talang Sepakat, Talang Petai, Lubuk Cabau, Kecamatan V Koto, dan Desa Air Merah, Talang Arah, Talang Baru, Kecamatan Malin Deman, Kabupaten Mukomuko, Provinsi Bengkulu", as laid out in situation map: "No. Peta 11/2017 on area of 1,122.4588 Ha" and "No. Peta 12/2017 on area of 582,7830 Ha" dated 20 November 2017. Field verification "Risalah Panitia Pemeriksaan Tanah B Provinsi Bengkulu No. 05/RSL/B/2017" dated 28 November 2017; stated compensation of planting for 1,975.0386 Ha; planted with oil palm 1,508.8427 Ha; the applied location outside "Peta Indikatif Penundaan Pemberian Izin Baru" and forest area as explained in letter "Surat Kepala Dinas Lingkungan Hidup dan Kehutanan Provinsi Bengkulu No. 522/2463/IV.I" dated 13 December 2017.</p> <p>b. Operation permit: PT. Mukomuko Agro Sejahtera has obtained operational permit "Surat Keputusan Bupati Mukomuko No.525/535/D.7/VIII/2014, tentang Izin Usaha Perkebunan PT. Mukomuko Agro Sejahtera dengan luas ±1,464 Ha dan ±1.167 Ha", dated 7 December 2011. The permit subsequently renewed through "Surat Keputusan Bupati Mukomuko No.503/2/KPTSP/IUP/IX/2014, Lokasi I: ±1,800 Ha dan Lokasi II: ±1,167 Ha untuk Kebun Inti" dated 15 September 2014.</p> <p>c. Development of scheme smallholder KKPA has obtained permit "Surat Keputusan Bupati Mukomuko No.374, tentang Izin Usaha Perkebunan dengan luas ±656 Ha" dated 7 December 2011 and "Surat Keputusan Bupati No.375, dengan luas ±291 Ha" dated 7 December 2011;</p> <p>d. Environmental Permit: PT. Mukomuko Agro Sejahtera has obtained environmental permit "Surat Keputusan Bupati Mukomuko No.M.288 tentang Izin Lingkungan dengan Lingkup Kebun Inti dan Kebun Plasma KKPA", dated 9 September 2011;</p> <p>e. Legal ownership from community: PT. Mukomuko Agro Sejahtera has carried out the compensation process to traditional landowners inside the location permit area.</p> <ul style="list-style-type: none"> - In 2010, company compensation 514 landowners with total area of 1,102.72 Ha; - In 2011, company compensation 101 landowners with total area of 167.90 Ha; - In 2012, company compensation 181 landowners with total area of 285.93 Ha; - In 2013, company compensation 151 landowners with total area of 232.5 Ha; - In 2014, company compensation 1,225 landowners with total area of 2,142.29 Ha; <p>All compensation process are documented into "Surat</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Keterangan Tanah/SKT”, “Surat Pernyataan Penguasaan Fisik Tanah”, “Peta Lokasi Lahan”, “Surat Keterangan Ganti Rugi Tanah Garapan” acknowledged and witnessed by Village Head. “Surat Pelepasan Hak Menggarap atas Tanah Garapan”, “Tanda Terima Pembayaran Ganti Rugi” and photographs pictures the compensation process.</p> <p>PT. Agro Muko assisted Kebun Masyarakat Desa/KMDs and cooperative in preparing a list of all relevant laws and regulations as in “Daftar Undang-undang/Peraturan Pemerintah/Peraturan Menteri/Keputusan Menteri/Peraturan Daerah/Peraturan Internasional terkait Persyaratan Prinsip & Kriteria RSPO & ISPO”; evaluating relevant legal requirements for smallholders under “Evaluasi Pemenuhan Peraturan dan Perundang-undangan terkait Persyaratan Prinsip & Kriteria RSPO & ISPO”.</p> <p>PT Agro Muko has carried out awareness/training session with <i>Kebun Masyarakat Desa/KMD</i>/cooperative leadership.</p> <p>Annual evaluation of compliance with relevant legal requirements at <i>Kebun Masyarakat Desa/KMD</i> location by Field Head Assisstant of <i>Kebun Masyarakat Desa/KMD</i> and ENC, January 2018. This includes the communication of regulations related to cooperative in Indonesia, i.e. “Undang-undang No.17 tahun 2012 tentang Perkoperasian”, “Peraturan Menteri Koperasi No.10 tahun 2016 tentang Koperasi, Usaha Kecil dan Menengah”.</p> <p>It was sighted KMD Aur Cina has Deed of Establishment “Akta Pendirian Koperasi Kebun Masyarakat Desa Aur Cina Agromuko” No.53 dated 21 February 2011 by Notary Nurhasni Arif, SH.</p>	
<p>2.1.2</p> <p>A documented system, which includes written information on legal requirements, shall be maintained.</p> <p>- Minor compliance –</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera has a procedure titled “Prosedur Informasi Perubahan Undang Undang dan Peraturan Pemerintah No.CA/SOP/01, rev.0”, dated 1 November 2011. Responsible person is Corporate Affair Manager. The procedure completes with flow chart explaining the duty of each personnel. Corporate affairs responsible to accept and disseminates information on regulation updates. Department heads responsible to evaluate whether the regulation update may impact to operation; to communicates the evaluation process onto Corporate Affairs and to operation managers. Documentation prepared by special staff, appointed by management. Monitoring carried out by Department Head on monthly basis.</p> <p>The document consist of 215 rules and regulation, as listed in RSPO P&C Indonesia National Interpretation, September 2016, Appendix 1. Company has evaluated 14 categories of regulation such as 51 “Undang-undang” – National laws; 42 “Peraturan Pemerintah” - Government Regulation; 3 “Instruksi Presiden” - President Instruction; 7 “Keputusan Presiden” - President Decree; 6 “Peraturan Presiden” – President</p>	<p>Comply</p>

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	<p>Regulations; 13 "Peraturan Menteri Pertanian" – Ministry of Agriculture Regulation; 19 "Peraturan Menteri Lingkungan Hidup" – Minister of Environment Regulation; 15 "Peraturan Menteri Tenaga Kerja" – Minister of Manpower Regulation; 7 "Peraturan Menteri Kehutanan" – Minister of Forestry Regulation; 7 "Peraturan Menteri" – other Minister Regulations; 6 "Keputusan Menteri Pertanian" – Minister of Agriculture Decree; 11 "Keputusan Menteri Lingkungan Hidup" – Minister of Environment Decree; 20 "Keputusan Menteri Tenaga Kerja" – Minister of Manpower Decree; and 7 "Keputusan Badan Pengendalian Lingkungan" – Environment Protection Body Decree. Evaluation of compliance with relevant legal requirements including review by chapter, the relation with operational activities and complemented with evidence of compliance. Updated in 2018.</p> <p>PT. Agro Muko assisted <i>Kebun Masyarakat Desa/KMDs</i> in preparing documented system to list, evaluate and update all relevant laws and regulations as in "Daftar Undang-undang/ Peraturan Pemerintah / Peraturan Menteri / Keputusan Menteri / Peraturan Daerah / Peraturan Internasional terkait Persyaratan Prinsip & Kriteria RSPO & ISPO"; evaluating relevant legal requirements for smallholders under "Evaluasi Pemenuhan Peraturan dan Perundang-undangan terkait Persyaratan Prinsip & Kriteria RSPO & ISPO"; assist <i>Kebun Masyarakat Desa/KMD</i> in updating the latest regulation as in "Pemantauan Penambahan atau Perubahan terhadap Persyaratan Undang-undang" – latest update December 2017.</p> <p>PT. Agro Muko carried out awareness / training session with <i>Kebun Masyarakat Desa / KMD / cooperative leader</i> in monthly basis. Last awareness session conducted on 28 October 2018 for all committee and workers of <i>Kebun Masyarakat Desa / KMD Sungai Ipuh, Talang Medan, Sungai Ipuh Satu and Aur Cina</i>. There was explanation related to SOP "Prosedur Informasi Perubahan Undang-undang dan Peraturan Pemerintah No.CA/SOP/01" dated 1 November 2011.</p> <p>Under the evaluation document, "Evaluasi Pemenuhan Peraturan dan Perundang-undangan terkait Persyaratan Prinsip & Kriteria RSPO & ISPO" all relevant laws and regulation, including for cooperative has been identified, evaluated and demonstrated compliance. Annual evaluation of compliance with relevant legal requirements at KMD location, conducted by Field Head Assistant of <i>Kebun Masyarakat Desa/KMD and ENC</i>, November 2018.</p>	
<p>2.1.3</p>	<p>A mechanism for ensuring compliance shall be implemented. - Minor compliance –</p>	<p>Comply</p>

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	<p>Pemerintah No.CA/SOP/01, rev.0", dated 1 November 2011.</p> <p>As per procedure, Corporate Affairs Manager will find information and/or participating in the socialization of the government if there are new regulations or amendment of rules and evaluated the extent to which its fulfillment, assuming there is not yet fulfilled of the regulation, it will be communicated to each unit of the Department for the changes. It is documented under "Evaluasi Pemenuhan Peraturan Perundang-undangan".</p> <p>PT Agro Muko assisted <i>Kebun Masyarakat Desa/KMDs</i> in preparing documented system to evaluate all relevant laws and regulations as in "Evaluasi Pemenuhan Peraturan dan Perundang-undangan terkait Persyaratan Prinsip & Kriteria RSPO & ISPO"– latest update November 2018.</p> <p>Sample seen on latest compliance related to "Undang-undang No.39 tahun 1999 tentang Hak Asasi Manusia" related to policy on human rights; "Peraturan Menteri Koperasi dan Usaha Kecil dan Menengah Republik Indonesia No.10/Per/M.KUKM/IX/2015 tentang Kelembagaan Koperasi".</p> <p>PT Agro Muko carried out awareness/training session with <i>Kebun Masyarakat Desa/KMD/cooperative leader</i> in monthly basis. Last awareness session conducted on 28 October 2018 for all committee and workers of <i>Kebun Masyarakat Desa / KMD Sungai Ipuh, Talang Medan, Sungai Ipuh Satu and Aur Cina</i>. There was explanation related to SOP "Prosedur Informasi Perubahan Undang-undang dan Peraturan Pemerintah No.CA/SOP/01" dated 1 November 2011.</p> <p>Annual evaluation of compliance with relevant legal requirements at KMD location conducted by Field Head Assistant of <i>Kebun Masyarakat Desa/KMD and ENC</i>, November 2018.</p>	
<p>2.1.4</p>	<p>A system for tracking any changes in the law shall be available and implemented.</p> <p>- Minor compliance –</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>d. "Peraturan Menteri Lingkungan Hidup dan Kehutanan No.98 Tahun 2018 tentang Jenis Tumbuhan dan Satwa Dilindungi" to replace "Peraturan Menteri Lingkungan Hidup dan Kehutanan No.20 Tahun 2018 tentang jenis Tumbuhan dan Satwa yang Dilindungi".</p> <p>PT. Agro Muko assisted <i>Kebun Masyarakat Desa/KMDs</i> in preparing documented system to list and update all relevant laws and regulations as in "Pemantauan Penambahan atau Perubahan terhadap Persyaratan Undang-undang" – latest update November 2018.</p> <p>PT. Agro Muko carried out awareness/training session with <i>Kebun Masyarakat Desa/KMD/cooperative leader</i> in monthly basis. Last awareness session conducted on 28 October 2018 for all committee and workers of <i>Kebun Masyarakat Desa / KMD Sungai Ipuh, Talang Medan, Sungai Ipuh Satu and Aur Cina</i>. There was explanation related to SOP "Prosedur Informasi Perubahan Undang-undang dan Peraturan Pemerintah No.CA/SOP/01" dated 1 November 2011.</p> <p>Annual evaluation of compliance with relevant legal requirements at KMD location conducted by Field Head Assistant of <i>Kebun Masyarakat Desa/KMD</i> and ENC, November 2018. Latest update related to "Undang-undang No.39 tahun 1999 tentang Hak Asasi Manusia" related to policy on human rights; "Peraturan Menteri Koperasi No.10 tahun 2016 tentang Koperasi, Usaha Kecil dan Menengah".</p>	
<p>Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</p>		
<p>2.2.1</p>	<p>Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.</p> <p>- Major compliance -</p>	<p>PT. Agro Muko (AM): Company has a legal ownership of the land, in form of "Hak Guna Usaha/HGU" – land title, as demonstrated.</p> <p>1. "Hak Guna Usaha (HGU) No.31/HGU/BPN/89", based on "Keputusan Kepala Badan Pertanahan Nasional No.31/HGU/BPN/89 tentang Pemberian Hak Guna Usaha atas Nama PT. Tri Aqgra Persada, seluas 10,315 Ha di Desa Air Dikit, Pondok Lunang, Desa Baru, Sari Bulan, Penarik, Teras, Terunjam, Lubuk Sahung, Seri Bungkal, Sungai Jerinjing, Pondok Baru, Sungai Ipuh, Sungai Gading, Talang Petai dan Sungai Lintang, Kecamatan Mukomuko Utara, Kabupaten Bengkulu Utara, Propinsi Bengkulu - Seluas 10,000 Ha" dated 27 June 1989. HGU valid since registered and ends in 31 December 2019. "Kantor Pertanahan Kabupaten Mukomuko" issued HGU Certificate:</p> <p>- "Sertifikat HGU No.02/MU" for area of 2,270 Ha, dated 27 June 1989 valid until 31 December 2019. Based on "Surat Ukur No.04/PT/1988 seluas 2.270 ha, dilengkapi</p>

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	<p>peta HGU skala 1:20,000 No.04/PT/1988”, dated 1 Agustus 1988;</p> <ul style="list-style-type: none"> - “Sertifikat HGU No.03 untuk lahan 7,730 Ha, di Desa Air Dikit, Pondok Lunang, Dusun Baru, Sari Bulan, Penarik, Teras Terunjam, Lubuk Sahung, Surian Bungkal, Sungai Jerinjing, Pondok Baru, Sungai Ipuh, Sungai Gading” dated 18 March 1991 and valid until 31 December 2019. Based on “Surat Ukur No.13/PT/1990, seluas 7,730 Ha, dilengkapi peta HGU skala 1:50,000 No.13/PT/1990”, dated 9 November 1990. <p>All of the area under HGU No.31/HGU/BPN/89 was allocated: 3,786.20 Ha for Mukomuko Estate; 923.52 Ha for Sei Betung Estate; 1,749.00 Ha for Tanah Rekah Estate; 2,270 Ha for Talang Petai Estate - supply base to Mukomuko POM.</p> <p>With regards to the validity of HGU in year 2019, company has applied for extension to “Kantor Pertanahan Kabupaten Mukomuko” through letter “Surat Permohonan Perpanjangan Sertifikat HGU No.G.199/2017 atas Sertifikat HGU No.02/MU” and “Surat Permohonan Perpanjangan Sertifikat HGU No.G.199/2017 atas Sertifikat HGU No.03” dated 6 March 2017.</p> <p>During assessment, the process has been progressed. The area under HGU has been re-measured “Pengukuran Bidang Tanah” by “Badan Pertanahan Nasional (BPN) Pusat” as pre-requisite for HGU extension. There is a note, related to hectarage deviation in the HGU decree and certificate, whereby in the decree written 10,350 Ha and total hectarage under HGU certificate 10,000 Ha. This occurred because the 350 Ha has been released from the HGU into “Hak Guna Bangunan/HGB Industri Pengolahan Kelapa Sawit”. As for Bunga Tanjung POM, the mill building and all of its infrastructure is within HGU No.31/HGU/BPN/89 – “Sertifikat HGU No.47 seluas 2.903 Ha”, with measurement map No.2357/1989, located in Bunga Tanjung village, Mukomuko Selatan district, Bengkulu Utara Regency, Bengkulu Province.</p> <p>Based on consultation with “Badan Pertanahan Nasional Kabupaten Mukomuko”: PT. Agro Muko has applied for HGU extension for HGU No.31/HGU/BPN/89 dated 27 June 1989, of 10,000 Ha; comprise of 2 certificate No.2/MU of 2,270 Ha and No.3 of 7,730 Ha. Current process: have been carried out field measurement. Possibility there will be decrease from the use for state road and from sea abration. The subsequent process is the issuance of HGU decree by “Badan Pertanahan Nasional” in Jakarta. During the extension of HGU, has been agreed by surrounding villages.</p>	

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	<p>2. "Hak Guna Usaha (HGU) No.09/HGU/BPN/93, seluas 5,786.03 Ha" dated 8 March 1993. The HGU based on "Surat Keputusan Kepala Badan Pertanahan Nasional No.9/HGU/BPN/93 tentang Pemberian Hak Guna Usaha atas nama PT. Agronusa Rafflesia atas tanah di Kabupaten Bengkulu Utara seluas 5,800 Ha dalam peta situasi tanggal 16 Desember 1988 No.12/PT/1988 tanggal 15 Mei 1989 No.09/PT/1989, tanggal 20 Desember 1989 No.23/PT/1989 (sebagian) terletak di Desa Pasar Mukomuko, Desa Tanah Rekah, Desa Lalang Luas dan Desa Penarik, Kecamatan Mukomuko Utara, Kabupaten Bengkulu Utara, Propinsi Bengkulu". The HGU valid from 8 March 1993 until 31 December 2022. As a follow up, "Kantor Pertanahan Kabupaten Mukomuko" issued certificate, which consist of:</p> <ul style="list-style-type: none"> - "Sertifikat HGU No.U.30" for area of 2,185 Ha, valid until 31 December 2022. Based on "Surat Ukur No.09/PT/1989 seluas 2,185 Ha, dilengkapi peta HGU skala 1:25,000", dated 15 May 1989; - "Sertifikat HGU No.U.31" for area of 1,515 Ha, located in Penarik village, under name PT. Agronusa Rafflesia. Based on "Surat Ukur No.65/1993 seluas 1,515 Ha", dated 10 December 1993; - "Sertifikat HGU No.U.32" for area of 2,100 Ha, valid until 31 December 2022. The certificate based on "Surat Ukur No.12/PT/1988 seluas 2,100 Ha, dilengkapi peta HGU skala 1:25,000", dated 16 December 1988; <p>All of the 5,786.03 Ha area under HGU No.09/HGU/BPN/93 was allocated: 686.60 Ha for Sei Betung Estate; 828.40 Ha for Tanah Rekah Estate; 2,171.03 Ha for Sei Kiang Estate - supply base to Mukomuko POM.</p> <p>Based on interview and document review with <i>Kebun Masyarakat Desa/KMD</i> committee on 28 - 29 November 2018, it was noted that all KMD managed to demonstrate legal ownership of the land. Sample seen:</p> <p>KMD Dusun Baru already has legal ownership of the land: "Sertipikat Hak Pakai" No.02 Desa Dusun Baru V Koto dated 20 January 2003 with area 17 Ha. Based on "Surat Keputusan Kakanwil BPN Provinsi Bengkulu No.03.530.3-28.2002 dated 1 July 2002 and Measuring Letter No.53/DB/2000 dated 30 November 2000.</p> <p>KMD Pondok Lunang already has legal ownership of the land: "Surat Keterangan Tanah (SKT)" No.83/PL/VI/2000 dated 9 June 2000, with area 15 Ha, located in 2 location.</p> <p>"Surat Keterangan" from Mukomuko Utara District</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Head No.82/PL/VI/2000 dated 9 June 2000 stated that the land is belong to Pondok Lunang Village.</p> <p>KMD Sari Bulan already has legal ownership of the land: "Surat Keterangan Tanah (SKT)" No.595/35/SB/VII/TH/2000 dated 1 November 2000 with area 15 Ha. "Surat Keterangan" from Mukomuko Utara District Head No. 129/15/SD/VII/LMD/2000 dated 1 November 2000 stated that the land is belong to Sari Bulan Village.</p> <p>KMD Sungai Ipuh Satu already has legal ownership of the land: "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/46/SID/E.10/2010 dated 22 September 2010, with area 20,000 m² (ex Sukariman). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/47/SID/E.10/2010 dated 22 September 2010, with area 16,000 m² (ex Aliyanto). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/48/SID/E.10/2010 dated 22 September 2010, with area 20,000 m² (ex Salehudin). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/49/SID/E.10/2010 dated 22 September 2010, with area 9,000 m² (ex Saripudin). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/50/SID/E.10/2010 dated 22 September 2010, with area 20,000 m² (ex Saripudin). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh Dua No.140/51/SID/E.10/2010 dated 22 September 2010, with area 10,000 m² (ex Asuhan).</p> <p>KMD Talang Kuning already has legal ownership of the land: "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh No.595.3/79/SKT/SI/2009 dated 19 November 2009, with area 20,000 m² (ex Jarudin). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh No.595.3/80/SKT/SI/2009 dated 19 November 2009, with area 10,000 m² (ex Jarudin). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh No.595.3/82/SKT/SI/2009 dated 19 November 2009, with area 10,000 m² (ex Satir). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh No.595.3/84/SKT/SI/2009 dated 19 November 2009, with area 10,000 m² (ex Muslim) "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh No.595.3/85/SKT/SI/2009 dated 19 November 2009, with area 20,000 m² (ex Muslim). "Surat Keterangan Tanah (SKT)" Desa Sungai Ipuh No.595.3/86/SKT/SI/2009 dated 19 November 2009, with area 10,000 m² (ex Bambang).</p>	
<p>2.2.2</p>	<p>Legal boundaries are demonstrated clearly and maintained. - Minor compliance -</p>	<p>Bunga Tanjung Estate has had "Daftar Pemeriksaan Patok Batas Kebun (HGU)" period 2018, where all the boundaries pegs are monitored. Based on field visit on sample boundaries pegs, e.g: 1. BPN BTE 12A located in Block T12, Div. 4</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>BTE. Target to repainting/rename is 1 (one) day started from 3 December 2018.</p> <p>2. BPN 13 located in Block V9, Div. 4 BTE Both of these boundary pegs is clearly visible and well demarcated.</p> <p>The status of pegs was reported in "Daftar Pemeriksaan Patok Batas Kebun 2018", where this peg is not visible since September 2018. The reason is due to dumped by soil during heavy vehicle activity on road maintenance.</p> <p>Certificate Holder has an action plan for rebuild the peg No. 8 with target achieve in two (2) days from 3 December 2018. This action plan categorized a short term plan.</p> <p>In Air Buluh Estate, legal boundaries visited: 1. BPN TAP 80 (2° 46' 26.48" S & 101° 25' 44.95" E), block D01 Div. 1 ABE; 2. BPN TAP 90 (2° 46' 28.15" S & 101° 25' 25.64" E), block D01 Div. 1 ABE; Legal boundaries are well demarcated and visible.</p> <p>In Malin Deman Estate, legal boundaries visited: 1. BPN 136 PT MMAS (3° 1' 31.33" S & 101° 35' 42.38" E), located in Block B04; 2. BPN 149 (3° 1' 35.27" S & 101° 35' 34.79" E), Block C03; 3. BPN 151 (3° 1' 34.89" S & 101° 35' 29.33" E), Block C03;</p> <p>All boundary for each: KMD Air Berau, KMD Medan Jaya, KMD Semundam, KMD Talang Rio, KMD Nenggalo, Koperasi Perkebunan Air Buluh Agromuko, Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera can be clearly identified during field visit. In some KMD, the boundary was nature boundary such as river and/or tree. Based on interview with KMD committee during the assessment, it was noted that there was no dispute related to boundary in KMD and cooperative plantation.</p>	
<p>2.2.3</p>	<p>In the event that there is a dispute or a dispute has occurred, adequate evidence of legitimate acquisition and compensation or compensation settlement process through conflict resolution which has been received through Free, Prior and Informed Consent by all related parties shall be provided.</p> <p>- Minor compliance -</p> <p>Based on document verification, public consultation with "Kantor Pertanahan Kabupaten Mukomuko" and villagers in Desa Brangan Mulya it was known that no land dispute/land conflict between company and community.</p> <p>Company have a mechanism for compensation under "Prosedur Ganti Rugi Lahan" No.SOP/CA/02. In the case the land located in legal permit/HGU and under control by community, and has not compensated, company will communicate and propose appropriate compensation. The compensation mechanism, as per company procedure:</p> <ul style="list-style-type: none"> - Company communicates the permit/HGU to community; - If there is claim over land, company will attend to 	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p>claim with evidence of ownership/user right over land;</p> <ul style="list-style-type: none"> - Land status verification, in order to avoid overlapping ownership. - Field verification and meaasurement, with presence of company representative, the community, and local government representative; - Based on field verification, prepares minutes of land measurement "Berita Acara Pengukuran Tanah" with hectarage and GPS coordinates of the land boundaries – signed by respected parties; - Final verification based on map and field measurement in order to avoid overlapping with other claimant/legal ownership/user right. <p>Based on document verification, public consultation with KMD committee and villagers/community, it was known that no land conflict for area allocated for Kebun Masyarakat Desa/KMD and cooperative. All KMD and cooperative managed to demonstrate the legal ownership of the land, documented information on land acquisition (from previous land owners) process – for the smallholder oil palm plantation.</p>	
<p>2.2.4</p> <p>There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</p> <p>- Major compliance –</p>	<p>Based on document verification, public consultation with "Kantor Pertanahan Kabupaten Mukomuko" and villagers in Desa Brangan Mulya it was known that no land dispute/land conflict between company and community.</p> <p>Company have a mechanism for compensation under "Prosedur Ganti Rugi Lahan" No.SOP/CA/02. In the case the land located in legal permit/HGU and under control by community, and has not compensated, company will communicate and propose appropriate compensation. The compensation mechanism, as per company procedure:</p> <ul style="list-style-type: none"> - Company communicates the permit/HGU to community; - If there is claim over land, company will attend to claim with evidence of ownership/user right over land; - Land status verification, in order to avoid overlapping ownership. - Field verification and meaasurement, with presence of company representative, the community, and local government representative; - Based on field verification, prepares minutes of land measurement "Berita Acara Pengukuran Tanah" with hectarage and GPS coordinates of the land boundaries – signed by respected parties; - Final verification based on map and field measurement in order to avoid overlapping with other claimant/legal ownership/user right. <p>Person In Charge who responsible in land conflict is Legal and Corporate Affairs (LCA) in Head Office and Administration Manager (regional). In each unit, Manager is responsible person who reporting if there</p>	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p>is any land conflict occurred. According to information gathered during stakeholder consultation with surrounding village (Bunga Tanjung) and local government (regency of Mukomuko), there is no significant land conflict within 3 years.</p> <p>In Bunga Tanjung Estate, visited Block M1 Div. 2, land occupied owned by Mr. Razali (villagers of Banjar Jaya village) with estimated 10 Ha and rubber plants crops. This area never compensated since the company start to develop the plantation, because the land owner will not release the land.</p> <p>In Air Bikuk Estate, occupied area visited in near Block X16 Div. 5, owned by Mr. Badi and Mr. Tion. This area planted with oil palm by land owner and disagree to compensated by company.</p> <p>Based on document verification, public consultation with KMD committee and villagers/community, it was known that no land conflict for area allocated for Kebun Masyarakat Desa/KMD and cooperative. All KMD and cooperative managed to demonstrate the legal ownership of the land, documented information on land acquisition (from previous land owners) process – for the smallholder oil palm plantation.</p>	
<p>2.2.5 For any conflict or dispute over the land, the evidence of the extent of disputed area is mapped out in a participatory way with involvement of affected parties (including neighboring communities and local government where applicable), shall be available. - Minor compliance –</p>	<p>Based on document verification, public consultation with “Kantor Pertanahan Kabupaten Mukomuko” and villagers in Desa Brangan Mulya it was known that no land dispute/land conflict between company and community. It is known some area that has not been compensated inside HGU of PT. Agro Muko since the traditional owner not willing to release the land. Company respect the decision made. For example, there was an area of 81.89 Ha under Sei Betung Estate that being used by community. These land has been identified, comprise of 6 locations, whose landowners do not want to sell the land. The document completed with map. Both party respects the decision.</p> <p>Company have a mechanism for compensation under “Prosedur Ganti Rugi Lahan” No.SOP/CA/02. In the case the land located in legal permit/HGU and under control by community, and has not compensated, company will communicate and propose appropriate compensation. The compensation mechanism, as per company procedure:</p> <ul style="list-style-type: none"> - Company communicates the permit/HGU to community; - If there is claim over land, company will attend to claim with evidence of ownership/user right over land; - Land status verification, in order to avoid overlapping ownership. - Field verification and meaasurement, with presence 	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p>of company representative, the community, and local government representative;</p> <p>- Based on field verification, prepares minutes of land measurement "Berita Acara Pengukuran Tanah" with hectarage and GPS coordinates of the land boundaries – signed by respected parties;</p> <p>Final verification based on map and field measurement in order to avoid overlapping with other claimant/legal ownership/user right.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Based on document verification, public consultation with "Kantor Pertanahan Kabupaten Mukomuko" and villagers/community, it was known that no land conflict for the land allocated for <i>Kebun Masyarakat Desa/KMD</i> and cooperative.</p> <p>"Surat Keterangan Ganti Rugi Tanah Garapan Desa Sungai Ipuh Dua atas nama Sukariman. The statement letter indicated the land compensation from Sukariman for land of 20,000 m², located in Sungai Ipuh Village, Selagan Raya District, Mukomuko Regency – to be compensated by Pemerintah Desa Sungai Ipuh Satu. The compensation paid for IDR 13,000,000. Completed with map, and indicating the boundaries. Copy of receipt made available.</p> <p>"Surat Keterangan Tanah No.140/46/SID/E.10/2010, dated 22 September 2010, under name Sukariman, for land of 20,000 m²; located in Sungai Ipuh Dua Village, Selagan Raya District, Mukomuko Regency.</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>Based on document verification, public consultation with "Kantor Pertanahan Kabupaten Mukomuko" and villagers in Desa Brangan Mulya it was known that no land dispute/land conflict between company and community.</p> <p>It is known some area that has not been compensated inside HGU of PT. Agro Muko since the traditional owner not willing to release the land. Company respect the decision made.</p> <p>During the public consultation and interview course, audit team getting statement that company never use coercion/intimidation/violence in land compensation effort. Company respects the presence of land owner and/or its user right.</p> <p>Based on document review and interview with <i>Kebun Masyarakat Desa/KMD</i> management and village head, it is known that there is no evidence of violence in operation of KMD. Village communities are voluntarily proposed their land to be managed as KMD.</p>	Comply
<p>Criterion 2.3: Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.</p>		
2.3.1	<p>Maps with appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed</p> <p>Based on document verification, public consultation with "Kantor Pertanahan Kabupaten Mukomuko" and villagers in Desa Brangan Mulya; it was known that no land dispute/land conflict between company and</p>	Comply

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Criterion / Indicator	Assessment Findings	Compliance
	<p>through participatory mapping involving affected parties (including neighboring communities where applicable, and relevant authorities). - Major compliance -</p> <p>community. It is known some area that has not been compensated inside HGU of PT. Agro Muko since the traditional owner not willing to release the land. Company respect the decision made.</p> <p>Certificate Holder has had maps with appropriate scale showing other land use within permitted area (HGU). Refer to Illegal Occupation Land Map scale 1:8,000, there is 8 location of occupied land within Bunga Tanjung Estate with total approximate size is 67.33 Ha scattered.</p> <p>Within Bunga Tanjung Estate, there are several land occupied by local communities and exist in permitted area. Based on sample field visit in Block M1 Div.2, there is an occupied by villagers name Bpk. Razali approximately 10 Ha. The occupied land is traditional rubber plants and it's mapped on "Peta Penggarapan Lahan" and "Illegal Occupation Land Map scale 1:8,000".</p> <p>Based on Illegal Occupation Land Map scale 1:8,000, sample of occupation land in Block M1 Div.2 measured is 17.84 Ha. Those area is already mapped out with accurate measurement by GPS.</p> <p>Air Buluh Estate has an Occupied Land Map scale 1:30,000, where there is 51 occupied land (87.38 Ha) are identified within the certified area.</p> <p>Based on document verification, public consultation with KMD Committee and villagers/community, it was known that no <i>Kebun Masyarakat Desa</i>/KMD that was developed on customary land/individual user rights. It was also known that the process for development of <i>Kebun Masyarakat Desa</i> has been acknowledged and supported by communities.</p> <p>KMD Air Berau, KMD Medan Jaya, KMD Semundam, KMD Talang Rio, KMD Nenggalo, Koperasi Perkebunan Air Buluh Agromuko, Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera already have legal ownership of the land including map.</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 c) Evidence of compensation <p>See specific guidance 2.3.2 - Minor compliance -</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>representative, acknowledged by village head and district head on 11 February 2016. Statement of transfer of right: "Surat Pelepasan Menggarap atas Tanah Garapan" signed by both parties on 11 February 2016, acknowledged by village head and district head. Evidence of compensation: payment made through "Bank Bengkulu Cabang Pembantu Ipuh" of IDR1**,***,*** on 11 February 2016. The document also complemented with photograph of the event.</p> <p>- The negotiated agreement process documented under "Dokumen Ganti Rugi Tanam Tumbuh/GRTT No.15". The compensation made to Mr.E** M*****, people of Talang Baru village, for land of 0.65 Ha. The participatory measurement map scale 1:1,500 acknowledged by Talang Baru village head, dated 26 January 2016. Evidence of consultation: The process document covers "Surat Keterangan Ganti Rugi Tanah Garapan" including the value signed by both parties and witnessed by both parties representative, acknowledged by village head and district head on 11 February 2016. Statement of transfer of right: "Surat Pelepasan Menggarap atas Tanah Garapan" signed by both parties on 11 February 2016, acknowledged by village head and district head. Evidence of compensation: payment made through "Bank Bengkulu Cabang Pembantu Ipuh" on 11 February 2016 of IDR.2* ,***,***. The document also complemented with photograph of the event.</p> <p>Based on interview with KMD committee, the process to obtain land for smallholder was following meeting for agreement. The formation of KMD is based on meeting with village community and their representatives. Meeting attened by village head, BPD, kepala dusun, community leaders and youth leader. The meeting dicussed formation of KMD and land ownership transfer (Hibah) from previous landowner to the Village. It is known that up to this moment, there is no land conflict or dispute between KMD and local community.</p>	
<p>2.3.3 Relevant information shall be available in appropriate forms and languages, including analysis of impacts, proposed benefit sharing, and legal arrangements. - Minor compliance -</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera has provided all relevant information, including the impact analysis, proposed benefit sharing and legal arrangement – in Bahasa Indonesia. This was confirmed during public consultation with "Kantor Pertanahan Kabupaten Mukomuko" and villagers in Desa Brangan Mulya.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> company have assissted the cooperative/committee to provide all information related to oil palm development, social-economic and environmental impact assessment, HCV assessment and procedure for land compensation in Bahasa Indonesia.</p>	<p>Comply</p>
<p>2.3.4 Evidence shall be available to show</p>	<p>Based on document verification, public consultation</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance																																																																			
<p>that communities are represented through institutions or representatives of their own choosing, including legal counsel.</p> <p>- Major compliance -</p>	<p>with “Kantor Pertanahan Kabupaten Mukomuko” and villagers in Desa Brangan Mulya; it was known that no land dispute/land conflict between company and community. It is known that all negotiation, benefit sharing, agreement, compensation being made was between individual landowners and PT. Agro Muko or PT. Mukomuko Agro Sejahtera. However the process is monitored and acknowledged by village authority and district authority.</p> <p><i>Kebun Masyarakat Desa/KMD</i> are able to demonstrate that local communities are represented and participated during the meeting of KMD formation/development. Based on interview with KMD committee, the meeting involving all relevant stakeholders, institution and representative of surrounding communities, e.g. “Kepala Dusun, Badan Pertimbangan Desa, Karang Taruna, Pertahanan Sipil, Bendahara, Kepala Urusan Umum, Kepala Urusan Pemerintahan”. “Badan Pertimbangan Desa” is the village counsel comprise of elder and traditional leader.</p>																																																																				
<p>Principle 3: Commitment to long-term economic and financial viability</p>																																																																					
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<p>3.1.1</p>	<p>A documented management plan, a minimum of three years shall be available, including, where appropriate, plan for scheme smallholders.</p> <p>- Major compliance-</p>	<p>PT. Agro Muko and its subsidiaries – Consolidated Financial Statements for the Year Ended December 31, 2017. Independent Auditor’s Report No.GA1180651 AM PDS by Satrio Bing Eny & Rekan – dated 22 May 2018. In the report, stated “The accompanying consolidated financial statements present fairly, in all material respects, the financial position of PT. Agro Muko and its subsidiaries as of December 31, 2017”.</p> <p>PT. Agro Muko – Bunga Tanjung POM have prepared a business plan for period 2019 – 2023. The business plan indicating the projected production of FFB, CPO and PK; cost of production, revenue and profit estimation. This figures including from the supply base of PT. Mukomuko Agro Sejahtera’s Estate. Available under “Business Plan of FFB, CPO/PK, and Processing Cost 2019 – 2023” dated 1 November 2018:</p> <table border="1" data-bbox="715 1648 1310 2018"> <thead> <tr> <th></th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> <th>2023</th> </tr> </thead> <tbody> <tr> <td>Own FFB</td> <td>117,447</td> <td>108,281</td> <td>104,787</td> <td>95,204</td> <td>96,619</td> </tr> <tr> <td>Group FFB</td> <td>23,535</td> <td>19,440</td> <td>20,509</td> <td>21,637</td> <td>22,827</td> </tr> <tr> <td>KMD</td> <td>4,645</td> <td>5,204</td> <td>5,490</td> <td>5,792</td> <td>6,111</td> </tr> <tr> <td>Total FFB</td> <td>145,627</td> <td>132,925</td> <td>130,786</td> <td>122,633</td> <td>125,557</td> </tr> <tr> <td>CPO</td> <td>33,494</td> <td>26,827</td> <td>26,006</td> <td>23,766</td> <td>28,878</td> </tr> <tr> <td>OER</td> <td>23.00</td> <td>23.00</td> <td>23.00</td> <td>23.00</td> <td>23.00</td> </tr> <tr> <td>Cost CPO</td> <td>Rp.327</td> <td>Rp.321</td> <td>Rp.337</td> <td>Rp.354</td> <td>Rp.342</td> </tr> <tr> <td>PK</td> <td>7,427</td> <td>5,854</td> <td>5,675</td> <td>5,186</td> <td>6,466</td> </tr> <tr> <td>KER</td> <td>5.10</td> <td>5.10</td> <td>5.10</td> <td>5.10</td> <td>5.10</td> </tr> <tr> <td>Cost PK</td> <td>Rp.92</td> <td>Rp.89</td> <td>Rp.93</td> <td>Rp.98</td> <td>Rp.23</td> </tr> </tbody> </table>		2019	2020	2021	2022	2023	Own FFB	117,447	108,281	104,787	95,204	96,619	Group FFB	23,535	19,440	20,509	21,637	22,827	KMD	4,645	5,204	5,490	5,792	6,111	Total FFB	145,627	132,925	130,786	122,633	125,557	CPO	33,494	26,827	26,006	23,766	28,878	OER	23.00	23.00	23.00	23.00	23.00	Cost CPO	Rp.327	Rp.321	Rp.337	Rp.354	Rp.342	PK	7,427	5,854	5,675	5,186	6,466	KER	5.10	5.10	5.10	5.10	5.10	Cost PK	Rp.92	Rp.89	Rp.93	Rp.98	Rp.23	<p>Comply</p>
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	<p>BTE: Business Plan Estimate year 2019 – 2022:</p> <table border="1" data-bbox="716 450 1291 633"> <thead> <tr> <th></th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>FFB</td> <td>52,000</td> <td>52,000</td> <td>52,000</td> <td>52,000</td> </tr> <tr> <td>Area (Ha)</td> <td>2,312.19</td> <td>2,312.19</td> <td>2,312.19</td> <td>2,312.19</td> </tr> <tr> <td>General Field Work</td> <td>Rp./kg</td> <td>Rp.398/kg</td> <td>Rp.398/kg</td> <td>Rp.398/kg</td> </tr> <tr> <td>Harvesting</td> <td>Rp.187/kg</td> <td>Rp.196/kg</td> <td>Rp.206/kg</td> <td>Rp.216/kg</td> </tr> </tbody> </table> <p>The budget signed on 1 January 2018.</p> <p>Budget for KMD Nenggalo demonstrates Budget 2019-2022:</p> <table border="1" data-bbox="716 748 1272 831"> <thead> <tr> <th></th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>FFB (ton)</td> <td>315</td> <td>315</td> <td>315</td> <td>315</td> </tr> <tr> <td>Area (Ha)</td> <td>15.00</td> <td>15.00</td> <td>15.00</td> <td>15.00</td> </tr> </tbody> </table> <p>Budget for KMD Air Berau demonstrates Budget 2019-2022:</p> <table border="1" data-bbox="716 916 1272 999"> <thead> <tr> <th></th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>FFB</td> <td>200</td> <td>200</td> <td>200</td> <td>200</td> </tr> <tr> <td>Area (Ha)</td> <td>10.00</td> <td>10.00</td> <td>10.00</td> <td>10.00</td> </tr> </tbody> </table> <p>Budget for KMD Talang Rio demonstrates Budget 2019-2022:</p> <table border="1" data-bbox="716 1084 1272 1167"> <thead> <tr> <th></th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>FFB (ton)</td> <td>190</td> <td>190</td> <td>190</td> <td>190</td> </tr> <tr> <td>Area (Ha)</td> <td>10.00</td> <td>10.00</td> <td>10.00</td> <td>10.00</td> </tr> </tbody> </table> <p>Budget for Plasma Air Merah demonstrates Budget 2019-2022:</p> <table border="1" data-bbox="716 1252 1272 1335"> <thead> <tr> <th></th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>FFB (ton)</td> <td>3,730</td> <td>4,059</td> <td>4,249</td> <td>4,247</td> </tr> <tr> <td>Area (Ha)</td> <td>164</td> <td>164</td> <td>164</td> <td>164</td> </tr> </tbody> </table>		2019	2020	2021	2022	FFB	52,000	52,000	52,000	52,000	Area (Ha)	2,312.19	2,312.19	2,312.19	2,312.19	General Field Work	Rp./kg	Rp.398/kg	Rp.398/kg	Rp.398/kg	Harvesting	Rp.187/kg	Rp.196/kg	Rp.206/kg	Rp.216/kg		2019	2020	2021	2022	FFB (ton)	315	315	315	315	Area (Ha)	15.00	15.00	15.00	15.00		2019	2020	2021	2022	FFB	200	200	200	200	Area (Ha)	10.00	10.00	10.00	10.00		2019	2020	2021	2022	FFB (ton)	190	190	190	190	Area (Ha)	10.00	10.00	10.00	10.00		2019	2020	2021	2022	FFB (ton)	3,730	4,059	4,249	4,247	Area (Ha)	164	164	164	164	
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<p>3.1.2</p>	<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. - Minor compliance-</p> <p>There is no replanting plan for Bunga Tanjung Estate in period 2018 – 2022. The replanting planned in 2019, total 230.37 Ha consist of replanting plan for oil palm with planting year 1998, 245.88 Ha and planting year 2001 of 34.49 Ha.</p> <p>Replanting plan in Air Bikuk Estate:</p> <table border="1" data-bbox="716 1541 1291 1861"> <thead> <tr> <th>Year</th> <th>From Oil Palm Planting</th> <th>Ha</th> <th>Total Replanting Plan (Ha)</th> </tr> </thead> <tbody> <tr> <td rowspan="2">2018</td> <td>1997</td> <td>175.93</td> <td>175.93</td> </tr> <tr> <td colspan="3">Note that there is a restoration of 3.53 Ha OP 1997 to unproductive land</td> </tr> <tr> <td rowspan="2">2019</td> <td>1997</td> <td>53.81</td> <td rowspan="2">147.03</td> </tr> <tr> <td>1998</td> <td>93.22</td> </tr> <tr> <td>2020</td> <td>1998</td> <td>221.66</td> <td>221.66</td> </tr> <tr> <td>2021</td> <td>1998</td> <td>166.51</td> <td>166.51</td> </tr> <tr> <td rowspan="2">2022</td> <td>1998</td> <td>216.41</td> <td rowspan="2">216.41</td> </tr> <tr> <td colspan="3">Note that there is a restoration of 0.04 Ha OP 1998 to unproductive land</td> </tr> </tbody> </table> <p>ENC Department approved the replanting plan on 20 December 2017. The replanting plan have taken into consideration: summary of replanting plan, planting material, oil palm certificate, minutes of oil palm seedling receipt, soil map (indicating soil type Kandiuadulsts Dystrudepts - mineral), topography</p>	Year	From Oil Palm Planting	Ha	Total Replanting Plan (Ha)	2018	1997	175.93	175.93	Note that there is a restoration of 3.53 Ha OP 1997 to unproductive land			2019	1997	53.81	147.03	1998	93.22	2020	1998	221.66	221.66	2021	1998	166.51	166.51	2022	1998	216.41	216.41	Note that there is a restoration of 0.04 Ha OP 1998 to unproductive land			<p>Comply</p>																																																					
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	<p>information including topographic map-slope class map-road plan map-terrace plan map, identification of HCV area – complemented with map, health and safety aspect including land fire, work schedule.</p> <p>Kebun masyarakat Desa/KMD have not prepared replanting plan dur to oil palm age.</p>	
<p>Principle 4: Use of appropriate best practices by growers and millers</p>		
<p>Criterion 4.1: Operating procedures are appropriately documented, consistently implemented and monitored.</p>		
<p>4.1.1</p> <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. - Major compliance -</p>	<p>Company established a full set procedure for oil palm plantation: SOP 2. Pembibitan Kelapa Sawit Doc.No.02 SOP/Oil Palm/ESD – covering nursery and seed handling and selection. SOP 3 Oil Palm Planting Doc.No.03 SOP/Oil Palm/ESD – covering terracing and planting <i>Mucuna bracteata</i>. SOP 3.2 Land Clearing Doc.No.03 SOP/Oil Palm/ESD. SOP 3. Penanaman Kelapa Sawit Doc.No.03 SOP/Oil Palm/ESD – covering oil palm planting. SOP 5. Palm Supplaying Doc.No.05 SOP/Oil Palm/ESD – palm supplying. SOP 6. Palm Thinning Out Doc.No.06 SOP/Oil Palm/ESD. SOP 8. Frond Pruning Doc.No.08/SOP/Oil Palm/ESD. SOP 10.Sistem Pengelolaan Air Doc.No.10 SOP/Oil Palm/ESD – covering drainage construction, road construction, and water management. SOP 11. Pemupukan (Fertilizer Placement) Doc.No.11/SOP/Oil Palm/ESD. SOP 12.Pest and Diseases Doc.No.12 SOP/Oil Palm/ESD. SOP 13. Harvesting Standard Doc.No.13 SOP/Oil Palm/ESD – covering harvesting and FFB transport. SOP 15. Pemakaian, Penyimpanan, Pemusnahan Kemasan Bekas Pestisida Doc.No.15/SOP/Oil Palm/ESD – covering handling of agrochemical. SOP 17. Pengendalian Gulma Terpadu Doc.No.17 SOP/Oil Palm/ESD – covering weed management.</p> <p>Company established a full set procedure for palm oil mill. Procedure Reception in Agromuko Palm Oil Mill No.POM-01-03/02-10-2017/Rev.0 dated 2 November 2017: Work Instruction (WI) Weighing FFB and Loose Fruit Truck No.POM-01-03-W01; WI Weighing CPO Tankers No.POM-01-03-W02; WI Weighing Kernel Trucks No.POM-01-03-W03; WI Loading FFB into Lorries No.POM-01-03-W04; WI Moving FFB Lorries to the Railtrack behind Sterilizer No.POM-01-03-W05. Procedure Sterilizer in Agromuko Palm Oil Mill No.POM-02-03/02-10-2017/Rev.0 dated 2 November 2017: WI Entering Lorries with FFB into Sterilizer No.POM-02-03-W01; WI Sterilizer Operation No.POM-02-03-W02; WI How to Take Lorries Out of Sterilizer No.POM-02-03-W03.</p>	<p>Comply</p>

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	<p>Procedure Threshing in Agromuko Palm Oil Mill No.POM-03-03/02-10-02-2017/Rev.0 dated 2 November 2017: WI Hoisting Crane Operation No.POM-03-03-W01; WI Tippler Operation No.POM-03-03-W02; WI Threshing Machine Operaton No.POM-03-03-W03.</p> <p>Procedure Pressing in Agromuko Palm Oil Mill No.POM-04-03/02-10-2017/Rev.0 dated 2 November 2017: WI Digester Operation No.POM-04-03-W01; WI Screw Press Operation No.POM-04-03-W02; WI Sand Trap Tank and Vibrating Screen Operation No.POM-04-03-W03; WI Crude Oil Tank Operation No.POM-04-03-W04.</p> <p>Procedure Clarification in Agromuko Palm Oil Mill No. POM-05-03/02-10-2017/Rev.0. dated 2 November 2017: WI CST Operation No.POM-05-03-W01; WI Clean Oil Tank Operation No.POM-05-03-W02; WI Sludge Tank Operation No.POM-04-03-W03; WI Oil Purifier Operation No.POM-04-03-W04; WI Vacuum Drier Operation No.POM-04-03-W05; WI Sludge Certifuge Operation No.POM-04-03-W06; WI Sludge Decanter Operation No.POM-04-03-W07.</p> <p>Procedure Kernel Plant in Agromuko Palm Oil Mill No.POM-06-03/02-10-2017/Rev.0: WI Depericarper Operation No.POM-06-03-W01; WI Ripple Mill Operation No.POM-06-03-W02; WI Claybath Separator Operation No.POM-06-03-W03; WI LTDS Winowwing 1&2 Operation No.POM-06-03-W04; WI Kernel Silo Drier Operation No.POM-06-03-W05; WI Double Deck Kernel Drier Operation No.POM-06-03-W06.</p> <p>Procedure Steam Plant in Agromuko Palm Oil Mill No.POM-07-03/02-10/2017/Rev.0 dated 2 November 2017:</p> <p>Procedure Power Plant in Agromuko Palm Oil Mill No.POM-08-03/02-10-2017/Rev.0 dated 2 November 2017:</p> <p>Procedure Water Treatment Plant in Agromuko Palm Oil Mill No. POM-09-03/02-10/2017/Rev.0 dated 2 November 2017;</p> <p>Procedure Effluent Plant in Agromuko Palm Oil Mill No.POM-10-03/02-10-2017/Rev.0 dated 2 November 2017: WI Effluent Plant Operation No.POM-10-03-W01.</p> <p><i>Kebun Masyarakat Desa/KMD</i> and cooperative were fully-managed by each estate under PT. Agro Muko or PT. Mukomuko Agro Sejahtera, therefore, using the same policy, manual, procedure and work instruction (for oi palm plantation).</p>	
<p>4.1.2</p>	<p>Checking or monitoring of operations procedures is conducted at least once a year. - Minor compliance -</p>	<p>Comply</p>

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	<p>(0.84%), long stalk 4 bunches (3.36%). Transport with truck No.BD8093NZ – nett weight 3,190 kg. Dated 17 October 2018, FFB received from Kebun Masyarakat Desa/KMD Nenggalo, 286 bunches; consist of unripe 9 bunches (3.20%), underripe 29 bunches (10.32%), normal ripe 229 bunches (81.5%), overripe 12 bunches (4.27%), empty bunches 2 (0.71%), long stalk 21 bunches (7.47%) – nett weight 5,300 kg. Loose Fruit Quality Analysis dated 17 October 2018, from Bunga Tanjung Estate, fresh loose fruit 1,280 gram, rotten loose fruit 260 gram, dirt 180 gram – from total 1,720 gram sample. From Air Buluh Estate, fresh loose fruit 1,200 gram, rotten loose fruit 320 gram, dirt 200 gram – from total 1,720 gram sample. From Malin Deman Estate, fresh loose fruit 1,160 gram, rotten loose fruit 360 gram, dirt 220 gram – from total 1,740 gram sample.</p> <p>“Laporan Harian Sterilizer” daily sterilizer report, dated 25 August 2018, for shift I/B, first FFB processed 07.45AM – finished 15.30PM; Total process 64 lorries, 8 sterilizing cycles. Dated 25 August 2018, for shift II/A, first FFB processed 11.05AM – finished 24.40PM; Total process 96 lorries, 12 sterilizing cycles.</p> <p>“Laporan Harian Digester/Screw Press” dated 4 September 2018, for shift I/B, digester No.2 operation 7.08 hours at temperature 90^o-95^oC; Screw press No.1 start process 07.00AM – finished process 17.00PM, operation 8.15 hours, pressure at 50 bar, current 30 A; Cake break conveyor No.1, operation 8.17 hours; Threshing Machine No.2 operation 8 hours; Fruit Elevator No.1 operating 8 hours; Vibrating screen No.4 operating 8.18 hours.</p> <p>Product quality monitoring:</p> <table border="1" data-bbox="770 1489 1241 1823"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="3">CPO</th> </tr> <tr> <th>FFA</th> <th>Moisture</th> <th>Dirt</th> </tr> </thead> <tbody> <tr><td>Jan 2018</td><td>3.43</td><td>0.18</td><td>0.02</td></tr> <tr><td>Feb 2018</td><td>3.66</td><td>0.19</td><td>0.02</td></tr> <tr><td>Mar 2018</td><td>3.42</td><td>0.18</td><td>0.02</td></tr> <tr><td>Apr 2018</td><td>3.66</td><td>0.19</td><td>0.02</td></tr> <tr><td>May 2018</td><td>3.56</td><td>0.18</td><td>0.02</td></tr> <tr><td>Jun 2018</td><td>3.74</td><td>0.19</td><td>0.02</td></tr> <tr><td>Jul 2018</td><td>4.02</td><td>0.19</td><td>0.02</td></tr> <tr><td>Aug 2018</td><td>3.61</td><td>0.27</td><td>0.02</td></tr> <tr><td>Sept 2018</td><td>3.99</td><td>0.19</td><td>0.02</td></tr> <tr><td>Oct 2018</td><td>4.09</td><td>0.2</td><td>0.02</td></tr> </tbody> </table> <table border="1" data-bbox="770 1854 1241 2016"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="3">PK</th> </tr> <tr> <th>FFA</th> <th>Moisture</th> <th>Broken</th> </tr> </thead> <tbody> <tr><td>Jan 2018</td><td>0.90</td><td>7.71</td><td>13.33</td></tr> <tr><td>Feb 2018</td><td>0.55</td><td>7.59</td><td>12.09</td></tr> <tr><td>Mar 2018</td><td>0.63</td><td>7.53</td><td>11.35</td></tr> <tr><td>Apr 2018</td><td>0.55</td><td>7.59</td><td>12.09</td></tr> </tbody> </table>	Month	CPO			FFA	Moisture	Dirt	Jan 2018	3.43	0.18	0.02	Feb 2018	3.66	0.19	0.02	Mar 2018	3.42	0.18	0.02	Apr 2018	3.66	0.19	0.02	May 2018	3.56	0.18	0.02	Jun 2018	3.74	0.19	0.02	Jul 2018	4.02	0.19	0.02	Aug 2018	3.61	0.27	0.02	Sept 2018	3.99	0.19	0.02	Oct 2018	4.09	0.2	0.02	Month	PK			FFA	Moisture	Broken	Jan 2018	0.90	7.71	13.33	Feb 2018	0.55	7.59	12.09	Mar 2018	0.63	7.53	11.35	Apr 2018	0.55	7.59	12.09	
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		May 2018	0.55	7.13	15.27	
		Jun 2018	0.48	6.86	13.91	
		Jul 2018	0.53	7.20	15.07	
		Aug 2018	0.53	7.28	17.61	
		Sept 2018	0.53	7.19	17.21	
		Oct 2018	0.48	7.52	18.23	
4.1.3	Records of monitoring and any follow-up actions shall be available. - Minor compliance -	<p>In Bunga Tanjung POM, record from Director of Engineering Visit dated 31 July 2018 whereby 11 issues/findings highlighted. 5 findings closed, for example:</p> <ul style="list-style-type: none"> - Sand filter pipe work needs to be modified, so all sand filters can be used for process and or boiler. Action plan: sand filters can be used for process, closed on 26 August 2018. <p>The rest of findings have been progressed:</p> <ul style="list-style-type: none"> - The side wall of boiler No.1 is bulging and needs to be repaired. Action plan: Bunga Tanjung POM invited contractor – PT. Atmindo Tbk., to conduct inspection. Inspection result, as in “Berita Acara Pemeriksaan Boiler” dated 29 October 2018 indicates a number of spare part needs to replace: generating tube pipe - 35 pieces, pipe division wall II – 4 pieces, replacement cyclone c/w spiral vane dust collector, adjusted spindle TAF – 2 units, and other parts. Company awaits quotation from PT. Atmindo Tbk., to conduct service. <p>In Air Bikuk Estate, weed management programme circle and path spraying: Store Requisition Note dated 26 November 2018 for circle and path spraying block 17A01; 17.5 Ha with dosage Glyphosate 400 cc/Ha + Methyl Metsulfuron 19 gram/Ha + Surfactant 20 cc/Ha; total request 7 liters Smart (Glyphosate), 332 gram Metsulindo (Metyl metsulfuron), 300 cc Agristick (surfactant). Stock Issue material No.S100018024 for block 17A01 dated 26 November 2018 for 7 liters Smart (Glyphosate), 332 gram Metsulindo (Metyl metsulfuron), 300 cc Agristick (surfactant). Confirmed with mandor monitoring book.</p> <p>KMD Nenggalo visited by Senior Manager regularly. Visit related to pruning for oil palm, dated 9 April 2018. Action plan implementetd and closed on May 2018. Visit related to NPK fertilizer application plan, dated 17 October 2018. Action plan implementation on 30 October 2018.</p> <p>KMD Air Berau: Weed management programme circle and path spraying: Store Requisition Note dated 16 November 2018 for circle and path spraying KMD Air Berau; 10.68 Ha with dosage Glyphosate 250 cc/Ha + Methyl Metsulfuron 7 gram/Ha + Surfactant 20 cc/Ha; total request 3 liters Smart (Glyphosate), 75 gram Metsulindo (Metyl metsulfuron), 210 cc Agristick (surfactant). Stock Issue material No.S100017927 for KMD Air Berau dated 16 November 2018 for 3 liters Smart (Glyphosate), 75 gram Metsulindo (Metyl</p>				Comply

Criterion / Indicator	Assessment Findings	Compliance												
	metsulfuron), 210 cc Agristick (surfactant). Confirmed with "Berita Acara Pekerjaan Spraying".													
4.1.4 Records of the origins of all third-party FFB sourced (collector, deliver, Cooperative, Farmers Association and outgrower) shall be available. - Major compliance -	Bunga Tanjung POM only received FFB from certified supply base. Not applicable (N/A).	N/A												
Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.														
4.2.1 A record of SOP implementation to maintain soil fertility that ensures optimal and sustained yield, shall be available. - Major compliance -	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have procedures for application of Inorganic fertilizer – "Pupuk Anorganik (OPM-06-01/02-10-2017/Rev.2)" and Organic fertilizer application in "Pupuk Organik (OPM-06-02/02-10-2017/Rev.2)". The effort demonstrated to maintain soil fertility through organic and inorganic fertilizer application. The fertilizer application based on fertilizer recommendation, which prepared in consideration of leaf sampling analysis. Leaf sampling analysis explained in indicator 4.2.3. Fertilizer recommendation and actual fertilizer application explained in indicator 4.2.2. Organic input explained in indicator 4.2.4.</p> <p><i>Kebun Masyarakat Desa/KMD</i> follows the fertilizer regime, as planned and regulated by PT Agro Muko. Fertilizer recommendation for KMD are issued by Verdant Bioscience (PT. Timbang Deli Indonesia). It was available Oil Palm Fertilizer Recommendation For PT. Agro Muko – Bunga Tanjung Estate (2nd Semester 2017, 1st and 2nd Semester 2018). Based on the document, Fertilizer Recommendation for KMD under Bunga Tanjung Estate 2017/2018 are as follows:</p> <table border="1" data-bbox="715 1375 1080 1541"> <thead> <tr> <th colspan="2">NPK 16:10:19:6 (kg/palm)</th> </tr> <tr> <th>2nd Half 2017</th> <th>1st half 2018</th> </tr> </thead> <tbody> <tr> <td>2.5</td> <td>2.5</td> </tr> <tr> <td>2.5</td> <td>2.5</td> </tr> <tr> <td>2.5</td> <td>2.5</td> </tr> <tr> <td>2.5</td> <td>2.5</td> </tr> </tbody> </table>	NPK 16:10:19:6 (kg/palm)		2 nd Half 2017	1 st half 2018	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	Comply
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4.2.2 Records of fertilizer inputs shall be available. - Minor compliance -	<p>In Bunga Tanjung Estate, the implementation of fertilizer recommendation: Urea: Program 293,140 kg – implemented 293,147 kg; CIRP: Program 406,238 kg – implemented 406,250 kg; MOP: Program 191,644 kg – implemented 191,650 kg; Dolomite: Program 53,327 kg – implemented 53,350 kg; NPK 16-10-19-6: program 19,363 + 805,569 kg – implemented 19,364 + 805,584 kg; Borate: program 19,212 kg – implemented 19,220 kg; Manuring programme: Store Requisition Note dated 13 February 2018 for Urea fertilizer block 98A01A; 39.29 Ha with dosage 1 kg/palm; total request 3,979 kg fertilizer Urea. Stock Issue material No.00020672 for block 98A01A dated 13 February 2018 for 3,979 kg fertilizer Urea. Attendance and Work Allocation for fertilizer application in block 98A01A dated 13</p>	Comply												

Criterion / Indicator	Assessment Findings	Compliance
	<p>February 2018, work start 07.00 – 15.00 with 8 mandays.</p> <p>KMD Nenggalo manuring programme: Store Requisition Note dated 20 September 2018 for NPK 16-10-19-6+0.5B fertilizer for KMD Nenggalo; 15 Ha with dosage 1.25 kg/palm; total request 1,959 kg fertilizer. Stock Issue material No.00024828 for KMD Nenggalo dated 20 September 2018 for 1,959 kg fertilizer NPK16-10-19-6+0.5B. Attendance and Work Allocation for fertilizer application in KMD Nenggalo.</p>	
<p>4.2.3 Records of periodical leaf, soil and visual analysis shall be available. - Minor compliance -</p>	<p>Foliar analysis in Bunga Tanjung Estate was carried out on December 2017, analysis result issued on 24 January 2018. This analysis was performed by PT. Central Alam Resources Lestari. Sampled rachis taken from oil palm in block 99P01A, 99P02A, 99P03A, 99P04A.</p> <p>Latest soil analysis was conducted in year 2009, from Universitas Bengkulu. Based on the soil analysis the soil texture consist of sandy loam and loam.</p> <p>In Air Buluh Estate, soil analysis carried out by JH Agriculture on 2010.</p> <p>This exercise includes soil analysis for KMD and cooperative.</p>	<p>Comply</p>
<p>4.2.4 A nutrient recycling strategy is recorded, including use of Empty Fruit Bunches (EFB), land application, and palm residues after replanting. - Minor compliance -</p>	<p>In Air Buluh Estate, application of Empty Fruit Bunch in Air Bikuk Estate, Division I, block 18D01 (55.26 Ha), applied with EFB</p> <p>In <i>Kebun Masyarakat Desa</i>/KMD - No application of empty fruit bunches, main source of nutrient recycling strategy from palm fronds.</p>	<p>Comply</p>
<p>Criterion 4.3: Practices minimise and control erosion and degradation of soils.</p>		
<p>4.3.1 Maps of any fragile soils shall be available. - Major compliance -</p>	<p>In Bunga Tanjung Estate, soil map is available dated 17 November 2016, with scale 1:50,000. Based on soil map, the predominant soil map in Bunga Tanjung Estate comprise of Dystrudepts Hapludults with material sediment (mineral) and Dystrudepts Haplohumults with material Alluvium (mineral). The landscape rolling to undulating. From the information, there is no fragile soil.</p> <p>Bunga Tanjung Estate demonstrates topographic map, indicating the area varies between 0-5⁰ up to 15-25⁰. Area with slope ≥ 25⁰ sets aside as HCV area.</p> <p>Air Buluh Estate demonstrates soil type consist of: Dystropepts, Tropodults, Humitropepts (mineral). Slope class for Air Buluh Estate: 2-12⁰ estimated 230 Ha; 6-20⁰ estimated 1,742 Ha; 12-25⁰ calculated 343 Ha; 20-25⁰ estimated 219 Ha. The limitation slope ≥25⁰. No peat soil.</p> <p>Malin Deman Estate demonstrates soil type consist of Berlian Jaya Series (1,382 Ha) and Mukomuko Series (481 Ha).</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>KMD Nenggalo have soil map with scale 1:4,000, indicating the whole oil palm plantation fall under Hapludults Dystrudepts, with mateial alluvium. The landscape relief is undulating (mineral). The topographic map in KMD Nenggalo indicates the slope between 0-5^o up to 20-25^o.</p> <p>Plasma Air Buluh have soil map scale 1:35,000. The soil type consist of Berlian Jaya series (125 Ha), Mukomuko series (73 Ha), Kaladan/Tolan series (72 Ha), Binti series/peat soil (31 Ha).</p> <p>Plasma Air Merah have soil map scale 1:35,000. The The soil type consist of Berlian Jaya series (482 Ha), Mukomuko series (198 Ha).</p>	
<p>4.3.2</p> <p>A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -</p>	<p>In Air Bikuk Estate, as planned on replanting plan area 175.59 Ha in OP1997, company planned terracing. On replanting area 2018, located on block 97D01A, 97D02A, 97E02A – planting preparation carried out as of 9 April 2018: making road width 6 meter: 2,710 meters; making terrace contour width 4 meters: 21,675 meters; making drain size 2x1.5x0.75m: 860 meters; making drain size 1x1x0.75m: 530 meters; lining planting point 4.2 Ha; planting Mucuna 4,455 plants. Progress replanting as of 6 May 2018: making road width 6 meter: 160 meters; making terrace contour width 4 meters: 10,405 meters; making drain size 2x1.5x0.75m: 2,200 meters; making drain size 1x1x0.75m: 1,007 meters; install new culvert 10 points; new planting hole 1,555 points; lining planting point 9.82 Ha; planting Mucuna 1,350 trees, planting oil palm 310 palms. Air Bikuk Estate planted Vertiver grass on17C01 of 25.72 Ha on 1 March 2018. Air Bikuk Estate conctructed 15 point silt pits on block 18F01 dated 20 July 2018; construction of 21 pieces silt pit 18F02 dated 23 July 2018.</p>	<p>Comply</p>
<p>4.3.3</p> <p>A road maintenance program shall be in place. - Minor compliance –</p>	<p>In Bunga Tanjung Estate, implementation of road maintenance program available under “Realisasi Program Perawatan Jalan Tahun 2018”. In Bunga Tanjung Estate, main road length 56,733 meters and collection road length 332,671 meters, total 389,404 meters. Road condition as of June 2018 stated 294,032 meters roads in good condition, 13,392 meters road in bad condition. Road length with road stoning 314,424 meters. Road length without road stoning 74,980 meters. Road stoning progress 7,000 meters in Division IV. Grading and compacting 2018 program total 230,600 meters. Progress grading and compacting to date 50,500 meters. Sample: in block 98A01, 98A02, 98A03, 98A04, 98A05, 98A06, 98A07 program grading and compacting January 2,000 meters – implemented 2,000 meters; in March 2,000 meters –</p>	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance	
	<p>implemented 2,000 meters.</p> <p>In Air Buluh Estate, Upkeep collection road. Division IV: planning . Actual upkeep collection road, sample block 98O01A, planned 780 meters in January and 780 meters in July 2018 – implementation 500 meters in February 2018, and 850 meters in November 2018. Block 09T01a, planned 1,300 meters in June and 1,300 meters in December 2018 – implementation 3,500 meters in November 2018. Completed with machinery schedule, map, indicating road being maintained.</p> <p>In Malin Deman Estate, eukeep main road 1,500 meters, implemented road maintenance 200 meters in January 2018; 300 meters in February 2018; 200 meters in April 2018; 150 meters in May 2018; 120 meters in June 2018; 300 meters in July 2018. Concrete road planning 50 meters in March and 50 meters in April 2018. Implemented 50 meters in April 2018 and 50 meters in June 2018.</p> <p>KMD Nenggalo - grading and compacting 2018 program total 2,000 meters in 1,500 meters. Work carried out on June 2018.</p> <p>Plasma Air Merah: Upkeep main road planning 3,000 meters. Implemented main road maintenance 300 meters in January 2018; 700 meters in May 2018; 450 meters in September 2018. Upkeep collection road planning 4,000 meters. Implemented collection road maintenance 1,000 meters in March 2018; 1,200 meters in July 2018; 700 meters in November 2018. Additional road stoning 1,000 meters and 1,500 meters in August-September 2018.</p> <p>Plasma Air Buluh: Upkeep main road planning 3,000 meters. Implemented main road maintenance 750 meters in February 2018; 500 meters in May 2018; 400 meters in August 2018; 500 meters in October 2018. Upkeep collection road planning 3,000 meters. Implemented collection road maintenance 1,000 meters in May 2018; 350 meters in July 2018; 200 meters in August 2018. Additional road stoning 1,000 meters and 1,650 meters in September 2018.</p> <p>KMD Semundam: Implemented road maintenance 150 meters in April 2018.</p> <p>KMD Medan Jaya: Implemented road maintenance 810 meters in September 2018.</p>		
<p>4.3.4</p>	<p>Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover</p>	<p>In Bunga Tanjung Estate, soil map is available dated 17 November 2016, with scale 1:50,000. Based on soil map, the predominant soil map in Bunga Tanjung Estate comprise of Dystrudepts Hapludults with</p>	<p>N/A</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>management programme shall be in place. - Major compliance –</p> <p>material sediment (mineral) and Dystrudepts Haplohumults with material Alluvium (mineral). The landscape rolling to undulating. From the information, there is no fragile soil. There is no peat soil.</p> <p>KMD Nenggalo have soil map with scale 1:4,000, indicating the whole oil palm plantation fall under Hapludults Dystrudepts, with mateial alluvium. The landscape relief is undulating (mineral). There is no peat soil.</p>	
<p>4.3.5</p>	<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. - Minor compliance –</p> <p>In Bunga Tanjung Estate, soil map is available dated 17 November 2016, with scale 1:50,000. Based on soil map, the predominant soil map in Bunga Tanjung Estate comprise of Dystrudepts Hapludults with material sediment (mineral) and Dystrudepts Haplohumults with material Alluvium (mineral). The landscape rolling to undulating. From the information, there is no fragile soil. There is no peat soil.</p> <p>KMD Nenggalo have soil map with scale 1:4,000, indicating the whole oil palm plantation fall under Hapludults Dystrudepts, with mateial alluvium. The landscape relief is undulating (mineral). There is no peat soil.</p>	<p>N/A</p>
<p>4.3.6</p>	<p>A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance –</p> <p>Air Bikuk Estate applied Empty Fruit Bunch: Total applied 2,946,340 kg EFB for 424.09 Ha in Division I. In Division I, block 18D02, 12.08 Ha – applied 26,220 kg EFB in April 2018, applied 5,160 kg EFB in May 2018, applied 172,830 kg EFB in June 2018. Total applied 540,890 kg EFB for 35.38 Ha in Division III. Sampled: In Division III, block 17R01, 35.38 Ha – applied 14,990 kg EFB in April 2018, applied 401,720 kg EFB in May 2018, applied 101,920 kg EFB in June 2018, applied 22,260 kg EFB in July 2018. Completed with map.</p> <p>In Air Buluh Estate, for area with steep slope, construction of crosspath on block 99D02A – 2,691 meters; on block 99G01A – 3,970 meters; on block 99H02 – 1,892 meters. Upkeep harvesting path, on block 05Y02A – 1,120 meters; on block 05Y03A – 765 meters harvesting path construction.</p> <p>In Malin Deman Estate, for area with steep slope, upkeep terrace on block 12D01 – program 100 meters, actual 50 meters; on block 12D02 – program 100 meters, implemented 50 meters; on block 13E03 – program 60 meters, implemented 20 meters. All done in April 2018. Upkeep harvesting path, on block 05Y02A – 1,120 meters; on block 05Y03A – 765 meters harvesting path construction.</p>	<p>Comply</p>
<p>Criterion 4.4:</p>		

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Criterion / Indicator	Assessment Findings	Compliance																														
Practices maintain the quality and availability of surface and ground water.																																
<p>4.4.1</p> <p>An implemented water management plan shall be in place.</p> <p>- Minor compliance -</p>	<p>PT. Agromuko – Bunga Tanjung POM has prepared the document of water management plan as in “Water Management Plan & Praktek Meminimalisir Pengendalian Erosi dan Degradasi Tanah 2018”, such as:</p> <ul style="list-style-type: none"> - Efficiency of water usage in mill and estate, included water usage for FFB process. Water efficiency plan: To ensure water tap, to repair water leak at sludge piping system, re-use of sterilizer condensate as water dilution with FFA monitoring, re-cycle sterilizer condensate water as dilution water in screw press. - Platform construction; - Individual terrace; - Prevent contamination in water river water; - Planting <i>Mucuna</i>; <p>Bunga Tanjung Estate, Air Bikuk Estate, Air Buluh Estate and Malin Deman Estate were required buffers were seen to have been established during this process. There are in place practices to prevent run off of nutrients and chemicals. Chemical sprayers are trained in the disposal of chemicals - waste chemicals containers are disposed of or are re-used for sprayers in field.</p>	<p>Comply</p>																														
<p>4.4.2</p> <p>Protection of water courses and wetlands, including securing and maintaining appropriate riparian and other buffer zones, at the time of or prior to replanting shall be demonstrated.</p> <p>- Major compliance -</p>	<p>PT. Agro Muko – Bunga Tanjung POM and its supply base has prepared the procedure related to protection of water courses and wetlands, including securing and maintaining appropriate riparian and other buffer zones available in SOP “Pengelolaan Sempadan Sungai, Danau dan Waduk Doc.No.16 SOP/Oil Palm/ESD rev.0, adted 1st October 2009</p> <p>Based on field visit and interview with spraying team, there was that riparian zones maintained well and no chemical applied along the riparian zones.</p> <p>Water Management Plan, indicating the water need, permit and licensing, monitoring of water quality, infrastructure maintenance and conservation of river buffer zone.</p>	<p>Comply</p>																														
<p>4.4.3</p> <p>Records for monitoring of effluent especially BOD (Biochemical Oxygen Demand) and efforts to comply with legal requirements, shall be available (see criteria 2.1 and 5.6).</p> <p>- Minor compliance –</p>	<p>PT. Agro Muko – Bunga Tanjung POM has monitored the palm oil mill effluent quality, to ensure minimum impact to the environment. On regular base, Bunga Tanjung POM sent the palm oil mill effluent for laboratory analysis (PT. Mutuagung Lestari). The analysis report analysis recorded and evaluated:</p> <table border="1" data-bbox="715 1816 1299 2024"> <thead> <tr> <th>Parameter</th> <th>Threshold</th> <th>Jan 2018</th> <th>Feb 2018</th> <th>Mar 2018</th> <th>Apr 2018</th> </tr> </thead> <tbody> <tr> <td>BOD (mg/L)</td> <td>100 mg/L</td> <td>93.8</td> <td>90</td> <td>58</td> <td>90</td> </tr> <tr> <td>COD (mg/L)</td> <td>350 mg/L</td> <td>317</td> <td>284</td> <td>102</td> <td>296</td> </tr> <tr> <td>TSS (mg/L)</td> <td>250 mg/L</td> <td>24</td> <td>12</td> <td>28</td> <td>35</td> </tr> <tr> <td>Oil&Grease</td> <td>25 mg/L</td> <td>0.2</td> <td>0.2</td> <td>1.3</td> <td>0.3</td> </tr> </tbody> </table>	Parameter	Threshold	Jan 2018	Feb 2018	Mar 2018	Apr 2018	BOD (mg/L)	100 mg/L	93.8	90	58	90	COD (mg/L)	350 mg/L	317	284	102	296	TSS (mg/L)	250 mg/L	24	12	28	35	Oil&Grease	25 mg/L	0.2	0.2	1.3	0.3	<p>Comply</p>
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<p>4.4.4</p>	<p>Monitoring of mill water use per ton of FFB shall be recorded. - Minor compliance –</p> <p>PT. Agro Muko – Bunga Tanjung POM has monitored the use of water per tonne FFB processed. The monitoring report as shown below indicating the performance was maintained – to budget: 1 m³ water for 1 MT FFB processed.</p> <table border="1"> <thead> <tr> <th>Month</th> <th>FFB Processed (MT)</th> <th>Water usage (m³)</th> <th>Water to FFB</th> </tr> </thead> <tbody> <tr><td>Nov 2017</td><td>11,823.32</td><td>9,665</td><td>0.82</td></tr> <tr><td>Dec 2017</td><td>10,799.32</td><td>9,252</td><td>0.82</td></tr> <tr><td>Jan 2018</td><td>11,997.03</td><td>8,992</td><td>0.75</td></tr> <tr><td>Feb 2018</td><td>9,892.87</td><td>7,707</td><td>0.78</td></tr> <tr><td>Mar 2018</td><td>10,537.21</td><td>7,502</td><td>0.71</td></tr> <tr><td>Apr 2018</td><td>11,871.29</td><td>8,878</td><td>0.75</td></tr> <tr><td>May 2018</td><td>12,819.13</td><td>9,163</td><td>0.71</td></tr> <tr><td>Jun 2018</td><td>8,224.23</td><td>5,526</td><td>0.67</td></tr> <tr><td>Jul 2018</td><td>14,976.68</td><td>9,696</td><td>0.65</td></tr> <tr><td>Aug 2018</td><td>12,223.32</td><td>8,058</td><td>0.66</td></tr> <tr><td>Sept 2018</td><td>12,642.04</td><td>8,771</td><td>0.69</td></tr> <tr><td>Oct 2018</td><td>11,058.81</td><td>7,833</td><td>0.71</td></tr> </tbody> </table> <p>The water usage data was compiled from daily boiler report – “Laporan Harian Steam Boiler”, in column feeding water flowmeter. Example taken: On 30 November 2017, shift 1/B, boiler fired up at 11.40AM, flowmeter shows 720,265 m³ and boiler record stops at 15.00PM, flowmeter shows water flow 720,275 m³ equal to 10m³. On 30 November 2017, shift II/A, boiler record started at 15.00PM, flowmeter shows 720,275 m³ and boiler record stops at 15.00PM, flowmeter shows water flow 720,580 m³ equal to 305m³.</p>	Month	FFB Processed (MT)	Water usage (m ³)	Water to FFB	Nov 2017	11,823.32	9,665	0.82	Dec 2017	10,799.32	9,252	0.82	Jan 2018	11,997.03	8,992	0.75	Feb 2018	9,892.87	7,707	0.78	Mar 2018	10,537.21	7,502	0.71	Apr 2018	11,871.29	8,878	0.75	May 2018	12,819.13	9,163	0.71	Jun 2018	8,224.23	5,526	0.67	Jul 2018	14,976.68	9,696	0.65	Aug 2018	12,223.32	8,058	0.66	Sept 2018	12,642.04	8,771	0.69	Oct 2018	11,058.81	7,833	0.71	<p>Comply</p>																																
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Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.															
4.5.1	Monitoring of Integrated Pest Management (IPM) plan implementation shall be available. - Major compliance -	In Bunga Tanjung Estate, pest and disease census period August 2018 in block 98D02A indicates no leaf-eating caterpillar infestation. Pest and disease census period August 2018 indicates no ganoderma identified in Division I. KMD Nenggalo pest and disease census period August and September 2018 indicates no leaf-eating caterpillar infestation. KMD Nenggalo pest and disease census period August and September 2018 indicates no ganoderma identification;	Comply												
4.5.2	Training records of Integrated Pest Management (IPM) shall be available. - Minor compliance -	In Bunga Tanjung Estate, "Training Pengendalian Hama Terpadu", dated 15 May 2018 attended by 4 field assistants and 4 mandores. "Training Pengendalian Hama Terpadu" in KMD Nenggalo, dated 12 Nveomber 2018 attended by Feriyanto, KMD chairman, Ali Basar – secretary, Sahiruddin – BPD; 7 sprayers (Masyarah, Jasril, Edo Wardo, Recki), 2 mandores.	Comply												
Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment															
4.6.1	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. - Major compliance -	PT. Agromuko has demonstrated the pesticides used for specific target, identification of agrochemical to be used, dosage and block (area) for application. List of pesticides use available under "Daftar Pestisida Yang Digunakan tahun 2018", such as: <table border="1"> <thead> <tr> <th>Description</th> <th>Register number</th> </tr> </thead> <tbody> <tr> <td>BASTA 150 SL (Amonium Glufosinat)</td> <td>RI.01030119921113</td> </tr> <tr> <td>SMART 486 SL (Glifosat)</td> <td>RI.01030119971313</td> </tr> <tr> <td>METSULINDO 20 WP (Metil Metsulfuron)</td> <td>RI.01030119991484</td> </tr> <tr> <td>GARLON/Kenlon (Trichlopyr)</td> <td>RI.0103011984695</td> </tr> <tr> <td>VULGAR (dimetil amine)</td> <td>RI.0103012013474</td> </tr> </tbody> </table> PT. Agromuko also has shown the document of Agricultural Manual General Section 12 Pest and Disease – and use of herbicide under Section 17 Weed Controls to justification of pesticide used.	Description	Register number	BASTA 150 SL (Amonium Glufosinat)	RI.01030119921113	SMART 486 SL (Glifosat)	RI.01030119971313	METSULINDO 20 WP (Metil Metsulfuron)	RI.01030119991484	GARLON/Kenlon (Trichlopyr)	RI.0103011984695	VULGAR (dimetil amine)	RI.0103012013474	Comply
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4.6.2	Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per Ha and number of applications shall be available. - Major compliance -	Record of pesticides used available and maintained in each estates. The records shows the total chemical used (in kg and/or liters), the active ingredients used, total area treated (in Ha), and active ingredients used per area treated and per ton FFB pre active ingredients used, total area treated (in Ha), and active ingredients used per area treated and per ton FFB produced. Bunga Tanjung:	Comply												

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<p>4.6.3 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. - Major compliance -</p>	<p>There is no used of prophylactic use of pesticides throughout PT. Agro Muko, PT. Mukomuko Agro Sejahtera and in <i>Kebun Masyarakat Desa/KMD</i>. In general there is no use of pesticide to control pest in PT. Agro Muko and PT. Mukomuko Agro Sejahtera.</p>	<p>Comply</p>																				
<p>4.6.4 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. - Minor compliance -</p>	<p>PT. Agromuko not using pesticide Class I and Class II. Despite paraquat is not prohibited in Indonesia, company committed to avoid use of Paraquat.</p> <p>The company has commitment to eliminated using Paraquat since 1 January 2017 based on General Manager letter No.35/GMAM-Est/XII/2015, dated 8 December 2015.</p> <p>Visit to chemical store and record review upon "Rekaman Penggunaan Pestisida Per Metrix Ton FFB tahun 2017" shows company chemical product for specific target species (weed), and no paraquat.</p>	<p>Comply</p>																				
<p>4.6.5 Evidence of pesticide application by trained person and in accordance with application guidelines in product label and storage guidelines shall be available. Appropriate safety equipment shall be provided and utilized. All precautions attached to the products shall be properly observed, applied, and understood</p>	<p>Agrochemicals are only handled, used and applied by trained personnel. Based on field visit to chemical store, and interview with the storekeeper, they admit to have proper training. The chemical store equipped with MSDS, appropriate PPE (face shield, respirator, apron, gloves and rubber boot) and emergency equipment – in the case of spillage or exposure.</p> <p>Data verified - Training for sprayers (pesticides applicator), dated</p>	<p>Comply</p>																				

Criterion / Indicator	Assessment Findings	Compliance
	<p>by workers (see Criterion 4.7). - Major compliance -</p> <p>20th September 2018, location in Air Buluh Estate, was attended by 14 workers. E.g: Mrs Lasmiatun, Mrs Yatimah, Mrs Sukeni. - Certificate of "Pelatihan Pestisida Terbatas" for namely Mrs. Rosmanita, Mrs.Nurhayati, Mr. Saut Waldemar - Certificate of "Pelatihan Pestisida Terbatas" for namely Mrs. Gusdawati, Mrs. Nila, Mrs. Ani - In Bunga Tanjung Estate – the training on Beneficial Weed and Integrated Management Pest, dated 25th May was attended by 15 workers.</p>	
<p>4.6.6</p> <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). - Major compliance -</p>	<p>The storage for all pesticide is in good condition. Based on filed visit in storage of pesticides and interview with storage keepers both in Air Bikuk Estate, Air Buluh Estate and Malin Deman Estate, the storage for all pesticide is in good condition. A standard storage system appears to be implemented across PT. Agro Muko and PT. Mukomuko Agro Sejahtera. Double lock storage dedicated for WHO II chemical is available. The storage is equipped with sufficient air ventilation to provide air circulation. Hazard signs, emergency shower, secondary containment, spill kit, appropriate PPE (overall, face shield, impermeable rubber gloves, apron and mask) is available and ready for use.</p> <p>Working instruction for pre-mixing, stacking and storing pesticide is current, MSDS is also readily available. Material Data Safety Sheets (MSDS) are obtained for all chemicals used and are available at the areas of mixing. These were all seen be controlled by date and were readily available. No concentrates are taken into the field are pre-mixed/dilluted in designated mixing area.</p>	<p>Comply</p>
<p>4.6.7</p> <p>Application of pesticides shall be by proven methods that minimize risk and negative impacts. - Minor compliance -</p>	<p>PT. Agromuko has prepared the procedure to proven methods that minimize risk and negative impact on application of pestocides, such as:</p> <ul style="list-style-type: none"> - Pesticides used were mixed accordingly as per mixing instructions. "Standarisasi Aplikasi Pestisida" related pesticides usage, storage, mixing and handling of container properly to minimise risk and impact. - Application of pesticide shall be approved by manager based on action plan from each FA (Field Assistant), reviewed by Field Head assistant. FA made spraying plan referred to result of survey. - Working instruction for pre-mixing, stacking and storing pesticide is current, MSDS is also readily available. - Appropriate PPE (overall, face shield, impermeable rubber gloves, apron and masker) is available and ready for use. <p>Data seen: Bunga Tanjung Estate: "Laporan Kalibrasi Alat Semprot Knapsack Sprayer SA15", dated 20th July 2018 – record shown OK.</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>4.6.8</p> <p>Pesticides may only be applied aerially where there is a documented justification. Surrounding communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.</p> <p>- Major compliance -</p>	<p>Not applicable. There was no aerial application of pesticide in All Estate (in Bunga Tanjung Estate, Air Bikuk Estate, Air Buluh Estate and Malin Deman Estate)</p>	<p>Not Applicable N/A</p>
<p>4.6.9</p> <p>Evidence of training on handling pesticide for workers and scheme smallholder (if any) shall be available.</p> <p>- Minor compliance -</p>	<p>Agrochemicals are only handled, used and applied by trained personnel. Based on field visit to chemical store, and interview with the storekeeper, they admit to have proper training. The chemical store equipped with MSDS, appropriate PPE (face shield, respirator, apron, gloves and rubber boot) and emergency equipment – in the case of spillage or exposure.</p> <p>Data verified</p> <ul style="list-style-type: none"> - Training for sprayers (pesticides applicator), dated 20th September 2018, location in Air Buluh Estate, was attended by 14 workers. E.g: Mrs Lasmiatun, Mrs Yatimah, Mrs Sukeni. - Certificate of "Pelatihan Pestisida Terbatas" for namely Mrs. Rosmanita, Mrs.Nurhayati, Mr. Saut Waldemar - Certificate of "Pelatihan Pestisida Terbatas" for namely Mrs. Gusdawati, Mrs. Nila, Mrs. Ani - In Bunga Tanjung Estate – the training on Beneficial Weed and Integrated Management Pest, dated 25th May was attended by 15 workers. 	<p>Comply</p>
<p>4.6.10</p> <p>Proof that pesticide waste has been handled as per legal regulations and understood by worker and manager, shall be demonstrated.</p> <p>- Minor compliance -</p>	<p>Based on filed visit in storage of pesticides and interview with storage keepers both in Air Majunto Estate and Sei Betung Estate, they have been understood the procedure and re-use of ex-chemical empty container. The empty containers are triple rinsed before sent to hazardous waste storage and/or re-use as pre-mixed water container to the field. Waste storage was separately and clearly identification as follow: hazardous waste black colour, Organic waste green colour, non organic waste blue colour and economical waste yellow colour. This identification has been properly understood by all workers.</p> <p>The empty chemical container from work performed upon <i>Kebun Masyarakat Desa/KMD</i> plantation stored in temporary hazardous waste store Bunga Tanjung Estate Estate.</p> <p>Data seen:</p> <ul style="list-style-type: none"> - Malin Deman Estate - Keputusan Kepala Dinas Penanaman Modal, Pelayanan Perizinan dan Tenaga Kerja Kabupaten Mukomuko nomor 503/19/D.10/IPLB3/XI/2017 tentang Pemberian Perpanjangan Izin Penyimpanan Sementara Limbah Bahan Berbahaya dan Beracun kepada PT Mukomuko Agro Sejahtera (Malin Deman Estate), 	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>dated 21 November 2017 valid until 5 years</p> <ul style="list-style-type: none"> - Air Buluh Estate - Keputusan Kepala Dinas Penanaman Modal, Pelayanan Perizinan dan Tenaga Kerja Kabupaten Mukomuko nomor 503/07/D.10/IPLB3/VII/2017 tentang Pemberian Perpanjangan Izin Penyimpanan Sementara Limbah Bahan Berbahaya dan Beracun kepada PT Mukomuko Agro Sejahtera (Air Buluh Estate), dated 21 July 2017 valid until 5 years - Chemical container disposal report "Neraca Limbah Bahan Berbahaya dan Beracun (B3)", month October 2018. 	
<p>4.6.11 Annual medical records of pesticide operators, and follow-up treatment of medical results, shall be available.</p> <p>- Major compliance -</p>	<p>Annual medical records of pesticide operators, and follow-up treatment of medical results are available. Based on record review on sampled workers, doctor concluded there is no worker with signs of intoxication detected.</p> <p>Record seen:</p> <p>Bunga Tanjung Estate and Air Bikuk Estate:</p> <ul style="list-style-type: none"> - Record of annual medical check-up for pesticide operators available in "Daftar Nama Pemeriksaan Hasil MCU" dated 6th July 2018, that conducted by Klinik Spesialis Anugerah Ibu in Medan. - The result of MCU has communicated to all employee. <p>Air Buluh Estae:</p> <ul style="list-style-type: none"> - Record of MCU for applicator sprayers, dated 6th July 2018 conducted by Klinik Spesialis Anugerah Ibu in Medan, was attended by 24 workers. This includes worker for KMD. - Result of MCU has been communicated to all workers. Attendance list available as evident. 	<p>Comply</p>
<p>4.6.12 Records shall be available to show that spraying is not conducted by pregnant or breast-feeding women.</p> <p>- Major compliance -</p>	<p>The company has demonstrated the record to show that spraying is not conducted by pregnant or breast-feeding women. Data verified:</p> <p>In Air Buluh Estate, evidence presented in "Checklist tenaga spraying tidak hamil dan tidak menyusui" month October 2018. There were no workers (women) reported under pregnant or breast-feeding, e.g: Mrs. Rosmanita, Mrs.Nurhayati, Mrs Rosmainta, Mrs Siti Yaminah, Mrs Lasmiatun, Mrs Yatimah, Mrs Sukeni.</p> <p>In Malin Deman Estate evidence in form of "Checklist tenaga spraying tidak hamil dan tidak menyusui" month October 2018. There were no workers (women) reported under pregnant or breast-feeding, e.g: Mrs. Gusdawati, Mrs. Nila, Mrs. Eni</p>	<p>Comply</p>
<p>Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:</p>		
<p>4.7.1 A health and safety policy shall be in place. A health and safety plan shall be documented and implemented, and its effectiveness monitored.</p>	<p>PT. Agromuko and PT. Mukomuko Agro Sejahtera have established a health and safety policy that signed by President Director, dated 1 March 2013. In poin 1. Mentioned that PT. Agro Muko supports the</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>- Major compliance -</p>	<p>implementation of all relevant laws and regulations of the Republic of Indonesia, and of applicable international agreements and standards. In poin 2.b mentioned that the company committed to provision of adequate resources fro effective implementation of the occupational health and safety (OHS) program and procedure, including strict compliance reviews.</p> <p>The company has also defined the procedure of OHS as in document No ENC/SOP/06 revision 0 related to OHS plan "Prosedur Keselamatan dan Kesehatan Kerja (K3)". The procedure consist of:</p> <ul style="list-style-type: none"> - Commitment and OHS Policy - Resources of OHS implementation - Risk assesemnt - Medical check for workers in high risk area - Procedure on emergency respond - Facilites for first aid - Record and Report of OHS performance <p>Bunga Tanjung POM has prepared the OHS program as in "Program P2K3LHS tahun 2018", dated 12 January 2018, such as:</p> <ul style="list-style-type: none"> - OHS meeting (monthly), last meeting was conducted on 6 October 2018; - Three months report of OHS performance to Manpower Agency ; - Routine inspection of OHS facilities (fire extinguisher and first aid box); - Integrated fire drill (annually); - Training for first aider (annually); - Training on hazardouse waste both of handing and documentation; - Review of risk assessment; <p>Implementation records of OHS program has provided in indicator 4.7.3</p> <p>In Air Bikuk Estate, OHS program avaiambe under document "Program P2K3LHS – Tahun 2018", such as:</p> <ul style="list-style-type: none"> - OHS meeting (monthly); - Report on OHS performance (three months base); - Housekeeping in emplacemnt (monthly); - MCU for workers I high risk area e.g: operator on applicator and handling pesticides (three months base); - Cleaning of water tank (three months base); - General MCU (annually); - Socialization of company's policy (annually); - Socialization of healthy living. <p>Records of implementation available in indicator 4.7.3</p>	
<p>4.7.2</p> <p>A documented risk assessment shall be available and its implementation shall be recorded.</p> <p>- Major compliance -</p>	<p>Risk assessment available in document of Penilaian Risiko PT. Agromuko – Bunga Tanjung Palm Oil, last review on 2 November 2018.</p> <p>Risk assessment has covered for all activities and area in Bunga Tanjung POM, e.g: office activities, godown, temporary storage of hazardouse waste, security and weigh bridge, sortation, loading ramp station, stasion</p>	<p>Comply</p>

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	<p>of capstan sterilizer, pressing station, clarification station, water treatment, boiler station, engine room.</p> <p>Risk assessment has been communicated to all workers, evidence seen: Record of muster chit (agenda: communication on risk assessment document), dated 5 November 2018 was attended by 62 workers.</p> <p>In Malin Deman Estate, Risk Assessment available under document "Penilaian Risiko", last review on 1 September 2018. The document has covered for all activities/workplace in estates, e.g: harvesting, pruning, nursery, field transportation, contractors, warehouse, chemical shed, workshop, temporary storage of hazardous waste, office, loading ramp, security, manuring, spaying.</p> <p>Record on socialization of risk assessment available, record seen: attendance list and photograph.</p>	
<p>4.7.3 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>Record of implementation of OHS program Bunga Tanjung POM, such as:</p> <ul style="list-style-type: none"> - Minute of meeting on OHS meeting dated 6 October 2018, agenda: <ul style="list-style-type: none"> • Review on action progress of result the last OHS meeting; • Review on report of OHS inspection; • Housekeeping in emplacement; • Environmental issues; • Review of accidents report; • Review of HSD oil usage; • Other issues related to OHS; - Record of muster chit (socialization, awareness training) to all employee in Bunga Tanjung POM, dated 14 November 2018. Training subject: Socialization of company's policy related to OHS policy and environmental policy; - Attendance list on first aid training, dated 28 November 2018, was attended by 8 workers; - Report of MCU result for workers in high risk area by Klinik Spesialis Anugerah Ibu in Medan, was carried out on 6 July 2018 and attended by 27 workers in Bunga Tanjung POM; - Record on communication of MCU result for all employees, evidence seen: attendance list and photograph; - Potential Hazard Report dated 18 October 2018, location in loading ramp area. The recommendation has been followed up. - Inspection checklist date 31 October 2018, location in weighbridge, boiler station, loading ramp, HSD oil tank, fibre station. Result shown OK; - Report on Simulation of water level control system, dated 31 October 2018. Result shown OK. - Report of weekly check for critical safety devices, dated 1-6 October 2018; - Godown inspection checklist, month October 2018. 	<p>Comply</p>

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	<p>Result shown OK;</p> <p>Record on monitoring of machinery in POM, conducted by "Bidang Hubungan Industrial dan Pengawasan Ketenagakerjaan Dinas Keterangan dan Transmigrasi Provinsi Bengkulu", such as:</p> <ul style="list-style-type: none"> - "Laporan Hasil Pemeriksaan dan Pengujian Turbin Uap merek Tuthill C5S-GVI serial number 20699 sebagai penggerak generator listrik", dated 26 October 2017; - "Surat Keterangan Pemeriksaan Motor Diesel No.7/PM/W-7/2017, S/NSTH00727", dated 30 October 2017. - "Laporan Hasil Pemeriksaan dan Pengujian Motor Diesel; Perkins YD51322 (1106TAG2) serial No.965183 sebagai penggerak generator listrik", dated 26 October 2017. - "Surat Keterangan Pemeriksaan No.50/SK/K3PETIR-03/2017 untuk Instalasi Penyaur Petir (tower air)", dated 11 December 2017. Resistance 3.3 ohm. <p>Record of implementation of OHS program Air Bikuk Estate available in Report of OHS program that was sent to Manpower Agency in Mukomuko Regency on 2 September 2018 for period January – August 2018. The report consisting of:</p> <ul style="list-style-type: none"> - Record of minute of meeting date 22 September 2018, agenda: review on action progress of last meeting, review of accidents report (if any), review of OHS inspection in last month. The meeting was attended by 17 personnel (OHS committee); - PPE handover record, dated 9 August 2018 for operator of FFB transport (fire extinguisher, helm and emergency sign); - MCU was conducted on 6 July 2018 conducted by "Klinik Spesialis Anugerah Ibu – Medan"; - Fire Drill and BAKORTIBA, was conducted on 19th July 2018, record seen: Scenario, photograph, evaluation and attendance list were available as evident; - Training for new harvester with subject OHS policy, PPE training was conducted on 18 May 2018. 	
<p>4.7.4</p>	<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>Comply</p>

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	<p>BINWASK3/V/2018 tentang Penunjukan Ahli Keselamatan dan Kesehatan Kerja PT. Tolan Tiga Indonesia atas nama Rudy Rusdyanto”, dated 2 May 2018 – valid until 3 years.</p> <ul style="list-style-type: none"> - Minute of meeting on OHS meeting dated 6 October 2018, agenda: <ul style="list-style-type: none"> • Review on action progress of result the last OHS meeting • Review on report of OHS inspection • Housekeeping in emplacement • Environmental issues • Review of accidents report • Review of HSD oil usage • Other issues related to OHS <p>Report of OHS performace month October 2018 was sent to Manpower Agency in Bengkulu Povince as in document dated 9th November 2018</p> <p>Bunga Tanjung Estate the P2K3LHS (Safety and Health – Environmental – Social Relationship Committee) registered in “Dinas Sosial Tenaga Kerja dan Transmigrasi Kabupaten Mukomuko. The acknowledgement is in process, explained from letter to PMP2TSP Bengkulu Province, No.66/GMO-G/XI/17, dated 27 November 2018.</p> <ul style="list-style-type: none"> - Safety officer Mr. Indra Mulia – appointed by Pembinaan Pengawasan tenaga kerja – Labour and Transmigration Ministry no. KEP. P.2123/M/DJPPK&K3/XI/2015, dated 23 November 2015, valid until 3 years. - Record P2K3LHS Meeting (monthly) – minute of meeting on 28 September 2018. Agenda: progress review of the last meeting result (September 2017), review of OHS inspection report, review of accidence report and the other issues. - Report of P2K3LHS to DISNAKER in Mukomuko Regency and in Bengkulu Province for periode July – September 2018, was reported on 11 October 2018 	
<p>4.7.5</p>	<p>A procedure for emergency and work accident shall be available in Indonesian Language; and the workers, who have attended First Aids training, are available in the working areas.</p> <p>- Minor compliance -</p> <p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera has prepared the procedure for emergency “Tanggap Darurat untuk POM”, dated 18 January 2010. Covering incident such as: CPO spillage in the palm oil mill, CPO spillage in bulking tank, CPO spillage during transportation from mill to tank terminal, CPO tank fire, fuel tank fire, overflowing POME from waste water ponds, overflowing POME from pipes, kernel transport accident, spillage of soda ash, acid spillage, spillage of CPO from pipe/hose, fire in factory, earthquake, and tsunami.</p> <p>PT. Agromuko – Bunga Tanjung POM has appointed the workers who have attended first aids training. License for fist aiders, e.g:</p> <ul style="list-style-type: none"> - Cetificacte No 560/031/D.3/IV/P3K/2015 namely Mr Hendri Rahmad, dated of training 6-7 March 2015. 	<p>Comply</p>

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	<p>– Cetificacte No 560/029/D.3/IV/P3K/2015 namely Mr Junkarman, dated of training 6-7 March 2018. Report of emergency response drill (fire drill) in Bunga Tanjung Mill, dated 5 February 2018, was attended 42 partisipants. Data seen: scenario, attendance list, photograph and evaluation records. Fire drill response was conducted on collaboration with DAMKAR Sumatera dated 5th October 2018.</p> <p>First aider in Air Buluh Estate has attended the training, namely M Yulis (mandor) - No 560/009/D.3/IV/P3K/2015, Saut (mandor), Haryono (mandor), Dudu (mandor), Sujarwo (mandor), Marta Garetti (paramedhis)</p> <p>In Malin Deman Estate, first aider has attended the training, namely Mr D Nababan (mandor) – No 560/077/D.3/IV/P3K/2015.</p>	
<p>4.7.6 All workers shall be provided with medical care, and covered by accident insurance (see criterion 6.5.3). - Minor compliance –</p>	<p>The company has provided the medical care for all workers both of BJPS Kesehatan and BPJS Ketenagakerjaan. Record seen:</p> <ul style="list-style-type: none"> – Rekapitulasi Pembayaran BPJS Ketenagakerjaan month July 2018 kode iuran 1808005833457 covered for 87 workers, amount IDR XX,727,991 dated 14 August 2018 – location in Bunga Tanjung POM; – Rekapitulasi Pembayaran BPJS Ketenagakerjaan month June 2018 kode iuran 180700238421 covered for 84 workers, amount IDR XX,973,714 dated 13 July 2018 - location in Bunga Tanjung Estate. – Air Bikuk Estate: Record on Pembayaran BPJS Ketenagakerjaan bulan October 2018, kode iuran 181100657331, amount Rp XX,650,101 covered 156 workers. In Air Bikuk Estate. 	<p>Comply</p>
<p>4.7.7 Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics. - Minor compliance</p>	<p>Summary record of occupational injuries that recorded using LTA availbe in document “Rekapitulasi Laporan Kecelakaan Kerja tahun 2018”, in January – October 2018.</p> <p>Bunga Tanjung POM:</p> <ul style="list-style-type: none"> – In 2018 there were 5 cases of accident where 3 mandays reported as lost time by accident. – Supervisor Investigation Accident Report, dated 15 May 2018; <p>Air Bikuk Estate:</p> <ul style="list-style-type: none"> – In 2018 there were 13 cases of accident where 4 mandays reported as lost time by accident. – Supervisor Investigation Accident Report, dated 11th September, namely Mr HS (harvester) <p>Malin Deman Estate: Based on “Laporan Kehilangan Waktu Kerja Akibat Kecelakaan Kerja” (LTA) in 2018 there were no lost time by accidents were reports.</p>	<p>Comply</p>
<p>Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.</p>		
<p>4.8.1</p>	<p>Records of training program related PT. Agro Muko Bunga Tanjung POM has prepared the</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>document of Training Plan year 2018, such as:</p> <ul style="list-style-type: none"> - Training on implementation on RSPO requiremenet both of PnC and SCC, planned in April and May 2018 – realization on 2 November 2018; - Training on MSDS, planned in March and April 2018 – realization on 10 November 2018; - Trainig on OHS, planned in May and June 2018 – realization on 5 February 2018; - Training on processing control, planned in August 2018 – realization on 13 July 2018; <p>Bunga Tanjung Estate: Training Porgam, consisted of:</p> <ul style="list-style-type: none"> - Training on hervesting planned in February and August 2018, realization on training was conducted on 6 August 2018; - Training on sparying, planned in January, February and August 2018. Last training conducted on 13 August 2018; - Training on Manuring, planned in February and August 2018 realization on 18 August 2018; - Training on MSDS, planned in September 2018 – realization on 15 October 2018; - Training on integrated management – planned in May 2018 – realization on 15 May 2018; 	
<p>4.8.2</p> <p>Records of training for each employee shall be maintained.</p> <p>- Minor compliance –</p>	<p>Record of employee training and education are available, e.g:</p> <ul style="list-style-type: none"> - Mrs. Lasmiatun: training on MSDS (2017), training on applicator pesticides (2017 & 2018), training on awareness of first aider (2018), OHS training (2018); - Mr. Saut Waldemar: training on handling pesticides (2017 & 2018), awareness training for first aider (2017), PPE training (2017); 	<p>Comply</p>
<p>Principle 5: Environmental responsibility and conservation of natural resources and biodiversity</p>		
<p>Criterion 5.1:</p>		
<p>Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>		
<p>5.1.1</p> <p>Environmental impact assessment document(s) shall be available.</p> <p>- Major compliance -</p>	<p>PT. Agromuko has shown the document of EIA as per "Dokumen Analisis Dampak Lingkungan (ANDAL) Perkebunan dan Pabrik Pengolahan Kelapa Sawit dan Karet di Kecamatan Mukomuko Utara, Kecamatan Lubuk Pinang, Kecamatan Teras Terunjam dan Kecamatan Pondok Suguh, Kabupaten Mukomuko, Propinsi Bengkulu" that was approved by government as in "Surat Keputusan Gubernur Bengkulu No.425 tahun 2005 tentang Kelayakan Lingkungan Kegiatan Perkebunan dan Pabrik Pengolahan Kelapa Sawit dan Karet PT. Agro Muko di Kecamatan Mukomuko Utara, Kecamatan Lubuk Pinang, Kecamatan Teras Terunjam dan Kecamatan Pondok Suguh Kabupaten Mukomuko Propinsi Bengkulu" dated 14 November 2005.</p> <p>The document was prepared by "Fakultas MIPA, Universitas Bengkulu". The assessment team</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>comprise of Drs. Welly Darwis (biology); Drs. Yunofrizal (biology with "Sertifikat AMDAL A dan B"); Drs. Bambang Trihadi (chemical with "Sertifikat AMDAL A"); Dr. Suhardi (soil and water conservation, with "Sertifikat AMDAL A"); Drs. Suwarsono, MS (geophysic); Drs. Wahyudi Arianto (forest biology); Ir. Nusril, MBA (social, economy, cultural). The team has meet regulation requirement with the "Sertifikat AMDAL".</p> <p>The scope of assessment covers: impact analysis on oil palm plantation, rubber plantation and cocoa plantation development with area of 22,928 Ha; impact analysis on construction of 2 units palm oil mill with capacity 60 tons FFB/hour and 1 unit crumb rubber factory with capacity 0.5 tons/hour. The environmental impact assessment covers environmental impact management and monitoring plan: including type of impact, source of impact, relevant impact parameter, management and monitoring plan, management and monitoring location, person in charge.</p> <p>PT. Mukomuko Agro Sejahtera; the environmental management and monitoring document and planning was approved as per "Surat Keputusan Gubernur Bengkulu No.M.288.XXX. Tahun 2011 tentang Kelayakan Lingkungan Kegiatan Perkebunan Kelapa Sawit seluas 6,298 Ha, di Kecamatan Malin Deman, Kecamatan Ipuh dan Kecamatan V Koto, Kabupaten Mukomuko, Provinsi Bengkulu oleh PT. Mukomuko Agro Sejahtera" dated 9 September 2011.</p> <p>Environmental impact assessment for Agromuko Tank Terminal, have been approved by "Kepala Badan Pengendali Dampsk Lingkungan Daerah (BAPELDALDA) Kota Padang No.660/6.27/Pedal-BPDL/VIII-2006 tentang Persetujuan DOKumen UKL-UPL PT Agro Muko Tank Terminal", dated 10 August 2006. The scope of impact assessment covers CPO loading-unloading within area of 11,374 m²; comprise of 10,000 m² inside premise and 1,374 m² pipeline outside premise.</p>	
<p>5.1.2</p>	<p>Environment management plan document to prevent negative impacts, its implementation report and revision (if the identification of impact requires changes in current company's practices) shall be available. The company's management shall appoint the responsible person(s) for the implementation of the document.</p> <p>- Minor compliance -</p>	<p>Comply</p>

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	<ul style="list-style-type: none"> - Management of hazardous waste, management of stone mining/ quarry, management and monitoring of peat area subsidence, - Monitoring of mill water use for process, - Management of solid waste, etc. <p>PT. Agromuko has appointed the Mill Manager and Estate Managers who has responsible on implementation of ANDAL. Record seen: Jobs description of Mill Manager, in point 14 was mentioned: Mill manager has responsible on implementation of application system QMS, RSPO ad other standard requirement (ANDAL).</p>	
<p>5.1.3</p> <p>Environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) shall be available. This plan is reviewed on two-yearly basis.</p> <p>- Minor compliance –</p>	<p>Environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) availbe in "Laporan Hasil Pelaksanaan Rencana Pengelolaan Lingkungan (RKL) dan Rencana Pemantauan Lingkungan (RPL) for first semester year 2018 (January – June 2018) was sent to Dinas Lingkungan Hidup (DLH) Kabupaten Mukomuko and in Bengkulu Province that has received by DLH officer namely Mr Rista dated 7 August 2018.</p> <p>Data verified:</p> <ul style="list-style-type: none"> - Report of testing No.SPI-1706296B, sample type: water biotics, location in Malin Deman Estate. Conducted byt PT PT SKY Pasific Indonesia, dated 5 June 2018. - Report of Analysis of waste water in Outlet Pond 2C in Bunga Tanjung POM February, March, April, May, June, July, August and September 2018. The result shown comply with "Surat Keputusan Gubernur No 92 tahun 2001 lampiran I tentang Baku Mutu Air Limbah untuk Industri Minyak Sawit". - Report of Analysis No.SPI-1706297U, sample name: Air Quality, Ambient, Emision and Noise was conducted by PT. Sky Pacific Indonesia dated 19th July 2018, location in Bunga Tanjung POM. The result was comply with related regulation - Report of Analysis No SPI-1805321B, sample name: water biotics, was conducted by PT. Sky Pacific Indonesia dated 19 July 2018, location in Bunga Tanjung POM. - Report of Analysis No.SPI-1706297U, sample name: Air Quality, Ambient, Emision and Noise was conducted by PT. Sky Pacific Indonesia dated 19 July 2018, location in Bunga Tanjung POM. The result was comply with related regulation. <p>"Laporan UKL-UPL (Upaya Pengelolaan dan Pemantauan Lingkungan Hidup) untuk semester 1 Tahun 2018 PT Agro Muko Tank Terminal" have been submitted to "Dinas Lingkungan Hidup Kota Padang" through document No.071/AMTT-GOV/2018. Received by staff BLH Ibu Rasmianetti on 1 Augut 2018 (stamped). Data verified:</p> <ul style="list-style-type: none"> - "Sertifikat Nomor 388/LHU/UPT-Lab/DLH/2018 	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>tentang Hasil Pengujian Limbah Cair oleh UPT Laboratorium Lingkungan DLH Kota Padang, berdasarkan PermenLH No 5 taun 2014 Lampiran III, Baku Mutu Air Limbah Bagi Usaha dan Kegiatan Industri Minyak Sawit” dated 24 July 2018;</p> <ul style="list-style-type: none"> - “Laporan Hasil Uji Udara Ambient No. 1210/BPPL/BRSIP/LAB/VII/2018 dilakukan oleh Balai Riset dan Standarisasi Indutri Padang”, dated 10 July 2018. - “Laporan Hasil Uji Emisi Udara No. 1161/BPPL/BRSIP/LAB/VII/2018 dilakukan oleh Balai Riset dan Standarisasi Indutri Padang” dated 5 July 2018; - Laporan Opersional Control (Good housekeeping and cleaner production), dated 30 June 2018 location in PT. Agromuko Tank Terminal. 	
<p>Criterion 5.2: The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and and operations managed to best ensure that they are maintained and/or enhanced.</p>		
<p>5.2.1</p> <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>HCV assessment of PT. Agro Muko carried out in 2010 has been undertaken by appropriately qualified and experienced expert from “Yayasan Sawit Berkelanjutan (Indonesia Sustainable Palm Oil Foundation – YASBI Foundation)” using the guidance of Indonesia HCV Toolkit 2008 to monitor the possible extent of HCV inside the estates as well as area adjacent to it. All HCV’s are mapped and identified. The assessment team comprise of Ir. Purwo Susanto (lead assessor – RSPO approved HCV assessor); Dr. Kunkun Jaka Gurmaya (biodiversity – RSPO approved HCV assessor); Neny Indrayana Shut. MT (ecology – RSPO approved HCV assessor); Ir. Hery Prasetyo (social impact); M. Setyawan N (GIS); Amirul Ikhsan (GIS); Asep Ridwan Anaribowo (biodiversity); Abdillah Luhur Nuratmaja Ssi (biodiversity); Arief Wahyu Candra Susilo, Ssos. (social-cultural); Sofyan Ansori (anthropology).</p> <p>The HCV assessment report concluded that PT. Agro Muko has already set aside conservation areas of a total of 2,304.9 Ha consisting of natural vegetation in between palm planting to provide habitat and corridors for wildlife. During the assessment HCV 1 identified in company totalling an area of 2,169.47 Ha (9.47%) in all estates; HCV 2 of 200.78 Ha (0.88%) in Sei Betung Estate, Sei Kiang Estate, and Bunga Tanjung Estate; HCV 3 of 494.73 Ha (2.16%) in Tanah Rekah Estate; HCV 4 of 1,529.96 Ha (6.68%) in Tanah Rekah Estate, Sei betung Estate, Sei Kiang Estate, Talang Petai Estate, Bunga Tanjung Estate, Air Bikuk Estate, and Air Buluh Estate; No HCV 5, and; HCV 6 of 1.56 Ha in Tanah Rekah Estate, Mukomuko Estate, Sei Betung Estate, Sei Kiang Estate, Air Bikuk</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance	
	<p>Estate, and Air Buluh Estate. As supply base to Bunga Tanjung POM: HCV area under Bunga Tanjung Estate: a proportion of HCV 1, HCV 2 and HCV 4. HCV area to Air Buluh Estate: a proportion of HCV 1, HCV 4 and HCV 6. In 2012, PT. Agro Muko has exercised ground verification against HCV assessment report upon all HCV area and reported under "Laporan Hasil Verifikasi Penilaian NKT PT Agro Muko". The activity was carried out to analyze the field condition, whereby a number of deviation from initial HCV assessment found. The ground verification has been agreed with YASBI foundation and become integral part of the HCV assessment report – and becomes guidance in management and monitoring plan for HCV area. Sample of HCV area sighted in Air Bikuk Estate is buffer zone of Air Jernih river. Buffer zone condition is well maintained with various species of trees. HCV area in Air Bikuk Estate is a corridors for RTE's species that exist in this area.</p> <p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera has accommodated an HCV assessment in cooperation with Kompas Enviro Institut against 10 <i>Kebun Masyarakat Desa/KMD</i> in 2017. Report presented under "Laporan Identifikasi Nilai Konservasi Tinggi Rantai Supli PT Agro Muko untuk KMD Serami Baru dan KMD Lubuk Talang, Kecamatan Malindeman, KMD Bumi Mulya, KMD Suka Maju dan KMD Bukit Makmur Kecamatan Penarik, KMD Mundam Marap Kecamatan Ipuh, KMD Tunas Muda Tunggal Jaya dan KMD Pondok Lunang Kecamatan Teras Terunjam, KSU Agro Muko Sungai Ipuh kecamatan Selagan Raya, KSU Agro Muko Sungai Kiang Kecamatan V Koto Kabupaten Mukomuko, Provinsi Bengkulu". The assessment team comprise of Sigit Budhi Setyanto (social-cultural; ALS15024SB); Wibowo A Djatmiko (ecology and biodiversity); Riswan (environmental service); Amirul Ikhsan (GIS and landscaping); Pradipta Wijaya (GIS); Chyntia Lestari (social-cultural). The assessment carried out on 6-16 March 2017. Public consultation was carried out on 13 March 2017, attended by 31 individuals: villagers, KMD committee, traditional leaders/Kepala kaum. Based on the HCV assessment, there was HCV identified in KMD Lubuk Talang in form of riparian area Ipuh river of 37.52 Ha and area with secondary forest vegetation of 9.79 Ha. No HCV in area of KMD Mundam Marap and KMD Serami Baru – Air Masad.</p>		
<p>5.2.2</p>	<p>Where rare, threatened or endangered (RTE) species and or other HCVs are present or affected by the plantation and mill operations, an appropriate measures that are expected to maintain or enhance</p>	<p>In area of PT. Agro Muko was identified rare-threatened-endangered species such as Sumatran tiger (<i>Panthera tigris sumatrae</i>), and other species protected by Indonesian regulation. In order to protect the HCV area and wildlife, company has established environment protection policy – "Kebijakan Perlindungan Lingkungan" dated 1</p>	<p>Comply</p>

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<p>them shall be implemented through a management plan.</p> <ul style="list-style-type: none"> - Major compliance - 	<p>March 2013. In point stated protection of endangered and protected animals. In implementation, the effort to protect wildlife was managed through:</p> <ul style="list-style-type: none"> - No conversion on area identified as HCV; - Company has installed signboards on HCV identity; no-hunting, no poaching, no fishing warning signs; signboards with identified/potential rare-threatened-endangered or protected animals; - Company has create posters with information of type of rare-threatened-endangered or protected animal on the field and office premises; - Company has appointed personnel responsible to manage and monitor the HCV areas – called conservation ranger; - Company has communicated the HCV areas and status/presence of rare-threatened-endangered or protected animals in the region – to local communities and its workers; - Company has cooperation with Zoological Society of London (ZSL), Bogor to provide SMART software training to its worker/conservation rangers; - Company through conservation rangers made HCV patrol periodically to monitor the flora and fauna. This is through installation of camera trap such as in Air Buluh Estate. <p>PT. Agro Muko has appointed conservation ranger for each estate, as per "Surat General Manager No.21/SMA-AM/ENC/M/VII/2013 perihal Pembentukan Ranger untuk Pemantauan dan Pengamanan Areal Konservasi PT. Agro Muko" dated 19 July 2013. The duty of ranger: monitoring conservation area, prepare report and fill checklist related to HCV area condition, provide comments and evaluation based on findings, carried out continuous improvement.</p> <p>In PT. Agro Muko, based on 2016 identification plants identified such as <i>Alstonia scholaris</i> (Milkwood pine), <i>Artocarpus elasticus</i> (Terap), <i>Archidendron jiringa</i> (Jering beans), etc. It was also identified wildlife such as 14 species of mammals, such as: <i>Felis bengalensis</i> (Leopard cat), <i>Symphalangus syndactylus</i> (black furred gibbon), <i>Macaca nemestrina</i> (Southern pig-tailed macaque). 22 species of birds such as: <i>Elanus caeruleus</i> (Blacked-winged kite), <i>Haliaeetus leucogaster</i> (White-bellied fish eagle), <i>Ictinaetus malayensis</i> (Black eagle), <i>Buceros bicornis</i> (Great hornbill). 5 species of reptiles, such as: <i>Varanus salvator</i> (Water monitor lizard), <i>Xenopeltis unicolor</i> (Sunbeam snake), <i>Python reticulates</i> (Reticulated python), <i>Ophiophagus hannah</i> (King cobra).</p> <p>During field visit to Air Bikuk Estate, in conservation area Block D01 Div. 1, auditor sight RTE's species Gibbons (<i>Shympalangus syndactylus</i>) are present in this area. The Gibbons founded in the HCV area were located near the replanting area and not threatened</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>by plantation activities. The Certificate Holder are very concern to protect and maintain this HCV area and it was proved that RTE species still presence and survive in HCV area.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Based on the HCV assessment, there was HCV identified in KMD Lubuk Talang in form of riparian area Ipuh river of 37.52 Ha and area with secondary forest vegetation of 9.79 Ha.</p> <p>Based on document verification, it was found 25 mammals species, such as <i>Nycticebus coucang</i> (Sunda slow loris), <i>Neofelis diardii</i> (Clouded leopard), etc.; 54 species of birds such as <i>Argusianus argus</i> (The great argus), <i>Halcyon smymensis</i> (White-throated kingfisher), etc.; 10 species of reptiles such as <i>Ophiophagus hannah</i> (King cobra), etc.; 8 types of amphibia such as <i>Leptobrachium sp.</i> (Pelobatid frog) etc.; 12 species of fish such as <i>Barbodes cf binotatus</i> (Spotted barb), etc.</p> <p>The HCV report from Kompas Enviro Institut has been integral part in preparing "planting plan" – to avoid conversion of HCV area in smallholder block.</p>	
<p>5.2.3</p> <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>In order to protect the HCV area and wildlife, company has established environment protection policy – "Kebijakan Perlindungan Lingkungan" dated 1 March 2013. In point stated protection of endangered and protected animals. In implementation, the effort to protect wildlife was managed through:</p> <ul style="list-style-type: none"> - No conversion on area identified as HCV; - Company has installed signboards on HCV identity; no-hunting, no poaching, no fishing warning signs; signboards with identified/potential rare-threatened-endangered or protected animals; - Company has create posters with information of type of rare-threatened-endangered or protected animal on the field and office premises; - Company has appointed personnel responsible to manage and monitor the HCV areas – called conservation ranger; - Company has communicated the HCV areas and status/presence of rare-threatened-endangered or protected animals in the region – to local communities and its workers; - Company has cooperation with Zoological Society of London (ZSL), Bogor to provide SMART software training to its worker/conservation rangers; - Company through conservation rangers made HCV patrol periodically to monitor the flora and fauna. This is through installation of camera trap such as in Air Buluh Estate. <p>Inside the policy also stipulated sanction such as warning letter up to reporting to authority is in place should any worker and/or community member is found to capture, harm, collect or kill animal on company concession.</p>	<p>Comply</p>

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	<p>Records reviewed and field verification: In Bunga Tanjung POM, dissemination of environment protection policy carried out on 31 August 2017, attended by 23 workers. In Air Buluh Estate, dissemination of environment protection policy carried out on 24 October 2017 in Division I – VI, workshop and attended by 222 workers.</p> <p>Socialization the status of RTE species are continuously carry out by management unit (ABKE and KMD). Records evidence sighted: Wednesday, 3 October 2018: socialization on HCV and RTE species to the ABKE workers. Attended by 101 workers from Div. 1, Div. 2 and Div. 3.</p> <p>From Air Buluh Estate, dissemination of environment protection policy carried out on 7 July 2017 in Talang Baru Village and attended by 23 villagers workers. Based on interview with villagers it was found that they understand RTE species and committed to no-hunt/harm/kill policy from PT. Agro Muko. Field visit to worker house, audit team found that no house collect/keep bird as pet.</p> <p>Thursday, 30 August 2018: socialization on HCV and RTE species to KMD (smallholders). Attended by KMD Air Berau, KMD Pondok Suguh and KMD Air Bikuk. Total participants is 11 persons. Based on interview with committee from KMD Air Berau, KMD Pondok Suguh and KMD Air Bikuk it was found that committees understood the importance of HCV area and committed to follow no hunting-no killing wildlife policy from PT. Agro Muko.</p>	
<p>5.2.4</p>	<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. - Minor compliance –</p>	<p>Comply</p>

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	Document called "Rencana Pengelolaan dan Pemantauan Areal HCV" has been prepared to manage and monitor HCV area in smallholder plantation blocks/ <i>Kebun Masyarakat Desa</i> /KMD. The current progress in form of delineation to avoid conversion during replanting.	
5.2.5 Where HCV areas overlapped with an identified local community's land, there shall be evidence of a negotiated agreement that optimally safeguard their HCVs and the local community's rights. - Minor compliance -	<p>There was no overlapping HCV area in PT. Agro Muko. All HCV located within the concession/HGU of PT. Agro Muko. This is confirmed through document review and consultation with villagers of Lubuk Talang.</p> <p>There was no HCV area in <i>Kebun Masyarakat Desa</i>/KMD except in KMD Lubuk Talang. The HCV area of Ipuh river buffer zone 35.72 Ha and area with secondary forest vegetation 9.79 Ha was located under village's property.</p> <p>Documetation on smallholder meeting with village authority has been demonstrated. A minutes of meeting provided, implying village approval to maintain identified HCV area.</p>	Comply
Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.		
5.3.1 A documented identified source of all waste and pollution, shall be available. - Major compliance -	<p>PT Agromukoa – BT POM has demonstrated the document of identified source of all waste and pollution as in "Environmental Aspect and Impact List", last review on 1st September 2018.</p> <p>The company has also shown the document of "Rencan Pengelolaan Limbah year 2018", specific of waste sources, e.g:</p> <ul style="list-style-type: none"> - Domestci liquid waste, black water and grey water - Medical waste - Domestic solid waste (organic and inorganic) - Hazardous waste (oil used, battery used, empty chemical container, fertilizer bag). 	Comply
5.3.2 There shall be evidence that all chemicals and their empty containers are disposed of responsibly. - Major compliance -	<p>The chemicals and their empty containers are disposed of responsibly, data seen:</p> <ul style="list-style-type: none"> - Bunga Tanjung POM: Temporary hazardous waste storage permit: "Keputusan Kepala Dinas Penanaman Modal Pelayanan Perizinan dan Tenaga Kerja Kabupaten Mukomuko nomor 503/05/D.10/IPLB3/VII/2017, tentang Pemberian Izin Penyimpanan Sementara Limbah Bahan Berbahaya dan Beracun kepada PT. Agromuko – Bunga Tanjung Palm Oil Mill", dated 21 July 2017, valid until 5 years. - Permit for Malin Deman Estate – as per "Keputusan Kepala Dinas Penanaman Modal, Pelayanan Perizinan dan Tenaga Kerja Kabupaten Mukomuko No.503/19/D.10/IPLB3/XI/2017 tentang Pemberian Perpanjangan Izin Penyimpanan Sementara Limbah Bahan Berbahaya dan Beracun kepada PT. Mukomuko 	Comply

Criterion / Indicator	Assessment Findings	Compliance								
	<p>Agro Sejahtera (Malin Deman Estate)", dated 21 November 2017 valid until 5 years</p> <ul style="list-style-type: none"> - Permit for Air Buluh Estate – as per "Keputusan Kepala Dinas Penanaman Modal, Pelayanan Perizinan dan Tenaga Kerja Kabupaten Mukomuko nomor 503/07/D.10/IPLB3/VII/2017 tentang Pemberian Perpanjangan Izin Penyimpanan Sementara Limbah Bahan Berbahaya dan Beracun kepada PT. Mukomuko Agro Sejahtera (Air Buluh Estate)", dated 21 July 2017 valid until 5 years - Hazardous waste balance "Neraca Limbah Bahan Berbahaya dan Beracun (B3)", month October 2018 evident; - Handover minutes "Berita Acara Serah Terima Limbah B3" date 1 September 2018 to PT. Amindy. - Manifest No.0007132, dated 1 September 2018 for used filter 1.2 kg to PT. Amindy Barokah; - Manifest No.0007142, dated 1 September 2018 for oil used 120 kg to PT. Amindy Barokah; - Report "Tanda Terima Pengiriman Laporan Limbah B3 Januari – September 2018" to "Dinas Lingkungan Hidup Kabupaten Mukomuko" date 2 October 2018; 									
<p>5.3.3</p> <p>A documented waste management plan to avoid or reduce pollution and its implementation shall be available.</p> <p>- Minor compliance –</p>	<p>The document of waste management plan is documented in procedure "Pengelolaan Sampah" and "Rencana Pengelolaan Limbah". Waste management consists of :</p> <ul style="list-style-type: none"> - Domestic waste, to reduce pollution to the environment. - Organic and inorganic waste sent to landfill and then covered with soil. - Medical waste, and other type hazardous waste (waste oil, empty chemical container, contaminated material, battery) regulated as per procedure "Penyimpanan Limbah Bahan Berbahaya dan Beracun (Limbah B3) dan Tanggap Darurat". The hazardous waste stored in a dedicated storage completed with alarm, spill kit, secondary containment and PPE for operation. - Report "Tanda Terima Pengiriman Laporan Limbah B3 Januari – September 2018" to "Dinas Lingkungan Hidup Kabupaten Mukomuko" date 2 October 2018; 	<p>Comply</p>								
<p>Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.</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>Bunga Tanjung POM: The company has demonstrated the record on improving efficiency of the use of fossil fuels and to optimize renewable energy, e.g:</p> <table border="1" data-bbox="715 1906 1294 2031"> <thead> <tr> <th>Month</th> <th>FFB Production (MT)</th> <th>HSD Fuel for electricity (liters)</th> <th>HSD Oil for electricity/ MT FFB</th> </tr> </thead> <tbody> <tr> <td>Jan 2018</td> <td>11,997</td> <td>9,615</td> <td>0.80</td> </tr> </tbody> </table>	Month	FFB Production (MT)	HSD Fuel for electricity (liters)	HSD Oil for electricity/ MT FFB	Jan 2018	11,997	9,615	0.80	<p>Comply</p>
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Jan 2018	11,997	9,615	0.80							

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Criterion / Indicator		Assessment Findings				Compliance																																																												
		Feb 2018	9,892	6,080	0.61																																																													
		Mar 2018	10,537	6,710	0.64																																																													
		Apr 2018	11,871	3,380	0.28																																																													
		May 2018	12,819	4,175	0.33																																																													
		Jun 2018	8,224	6,644	0.81																																																													
		Jul 2018	14,978	4,510	0.30																																																													
		Aug 2018	12,223	6,500	0.53																																																													
		Sept 2018	12,642	6,050	0.48																																																													
		Oct 2018	11,058	7,900	0.71																																																													
		Nov 2018	-	-	-																																																													
		Dec 2018	-	-	-																																																													
		Todate	116,242	61,559	0.53																																																													
Criterion 5.5:																																																																		
Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.																																																																		
5.5.1	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. - Major compliance -	There is no fire used for land preparation. The company has implements their policy of "Zero Burning" and it was noted during field visit that there is no signs of burning for land preparation. Records show that there is no burning activity in land preparation at company Estate.				Comply																																																												
5.5.2	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. - Minor compliance -	There is no fire used for eradication of pest during replanting. The company has implements their policy of "Zero Burning" and it was noted during field visit that there is no signs of burning for land preparation. Records show that there is no burning activity in land preparation at company Estate.				Comply																																																												
Criterion 5.6:																																																																		
Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.																																																																		
5.6.1	Document(s) assessing pollution and emission sources, including gaseous, particles, soot emissions and effluent, shall be available. (see Criterion 4.4) - Major compliance -	<p>In Bunga Tanjung POM, the emission test for Genset No.1 and No.2:</p> <table border="1"> <thead> <tr> <th>Parameter</th> <th>Limit</th> <th>Result Genset #1</th> <th>Result Genset #2</th> </tr> </thead> <tbody> <tr> <td>NO₂</td> <td>1000 mg/Nm³</td> <td>957 mg/Nm³</td> <td>913 mg/Nm³</td> </tr> <tr> <td>SO₂</td> <td>800 mg/Nm³</td> <td>47 mg/Nm³</td> <td>46,4 mg/Nm³</td> </tr> <tr> <td>CO</td> <td>600 mg/Nm³</td> <td>375 mg/Nm³</td> <td>362 mg/Nm³</td> </tr> <tr> <td>Particulate</td> <td>150 mg/Nm³</td> <td>126 mg/Nm³</td> <td>121 mg/Nm³</td> </tr> </tbody> </table> <p>Sample tested against "Peraturan Menteri Negara Lingkungan Hidup No.21 tahun 2008".</p> <p>Emission test for Boiler No.1 dan No.2 on 12 May 2018:</p> <table border="1"> <thead> <tr> <th>Parameter</th> <th>Limit</th> <th>Result Boiler #1</th> <th>Result Boiler #2</th> </tr> </thead> <tbody> <tr> <td>NO₂</td> <td>800 mg/Nm³</td> <td>254 mg/Nm³</td> <td>305 mg/Nm³</td> </tr> <tr> <td>SO₂</td> <td>600 mg/Nm³</td> <td>169 mg/Nm³</td> <td>147 mg/Nm³</td> </tr> <tr> <td>HCl</td> <td>5 mg/m³</td> <td><0.5 mg/Nm³</td> <td><0.5 mg/Nm³</td> </tr> <tr> <td>Cl₂</td> <td>5 mg/m³</td> <td>0.11 mg/Nm³</td> <td>0.11 mg/Nm³</td> </tr> <tr> <td>NH₃</td> <td>1 mg/Nm³</td> <td>0.1 mg/Nm³</td> <td>0.11 mg/Nm³</td> </tr> <tr> <td>HF</td> <td>8 mg/m³</td> <td><0.5 mg/Nm³</td> <td>0.5 mg/Nm³</td> </tr> <tr> <td>Opacity</td> <td>30 %</td> <td><20.00 %</td> <td><20.00 %</td> </tr> <tr> <td>Particulate</td> <td>300 mg/Nm³</td> <td>13 mg/Nm³</td> <td>12 mg/Nm³</td> </tr> <tr> <td>H₂S</td> <td>-</td> <td><1 mg/Nm³</td> <td><1 mg/Nm³</td> </tr> </tbody> </table>				Parameter	Limit	Result Genset #1	Result Genset #2	NO ₂	1000 mg/Nm ³	957 mg/Nm ³	913 mg/Nm ³	SO ₂	800 mg/Nm ³	47 mg/Nm ³	46,4 mg/Nm ³	CO	600 mg/Nm ³	375 mg/Nm ³	362 mg/Nm ³	Particulate	150 mg/Nm ³	126 mg/Nm ³	121 mg/Nm ³	Parameter	Limit	Result Boiler #1	Result Boiler #2	NO ₂	800 mg/Nm ³	254 mg/Nm ³	305 mg/Nm ³	SO ₂	600 mg/Nm ³	169 mg/Nm ³	147 mg/Nm ³	HCl	5 mg/m ³	<0.5 mg/Nm ³	<0.5 mg/Nm ³	Cl ₂	5 mg/m ³	0.11 mg/Nm ³	0.11 mg/Nm ³	NH ₃	1 mg/Nm ³	0.1 mg/Nm ³	0.11 mg/Nm ³	HF	8 mg/m ³	<0.5 mg/Nm ³	0.5 mg/Nm ³	Opacity	30 %	<20.00 %	<20.00 %	Particulate	300 mg/Nm ³	13 mg/Nm ³	12 mg/Nm ³	H ₂ S	-	<1 mg/Nm ³	<1 mg/Nm ³	Comply
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Criterion / Indicator	Assessment Findings	Compliance																																																										
	<p>Sample tested against regulation "Peraturan Menteri Negara Lingkungan Hidup No.7 tahun 2007".</p> <p>Ambient air analysis dated 12 May 2018:</p> <table border="1" data-bbox="715 510 1305 752"> <thead> <tr> <th>Parameter</th> <th>Limit</th> <th>Loading ramp</th> <th>Worker housing</th> </tr> </thead> <tbody> <tr> <td>NO₂</td> <td>150 µg/Nm³</td> <td>73 µg/Nm³</td> <td>69 µg/Nm³</td> </tr> <tr> <td>SO₂</td> <td>365 µg/Nm³</td> <td>84 µg/Nm³</td> <td>79 µg/Nm³</td> </tr> <tr> <td>CO</td> <td>10,000 µg/Nm³</td> <td>1527 µg/Nm³</td> <td><1145 µg/Nm³</td> </tr> <tr> <td>HC</td> <td>160 µg/Nm³</td> <td><13 µg/Nm³</td> <td><13 µg/Nm³</td> </tr> <tr> <td>PM</td> <td>65 µg/Nm³</td> <td>41 µg/Nm³</td> <td>15 µg/Nm³</td> </tr> <tr> <td>Pb</td> <td>2 µg/Nm³</td> <td><0,1 µg/Nm³</td> <td><0,1 µg/Nm³</td> </tr> </tbody> </table> <p>Sample tested against regulation "Peraturan Menteri Tenaga Kerja dan Transmigrasi No.41 tahun 1999".</p> <p>Noise level measurement 16 May 2018:</p> <table border="1" data-bbox="715 869 1110 1081"> <thead> <tr> <th>Location</th> <th>Noise level (dB)</th> </tr> </thead> <tbody> <tr> <td>Loading ramp</td> <td>76 dBA</td> </tr> <tr> <td>Boiler #1</td> <td>76 dBA</td> </tr> <tr> <td>Boiler #2</td> <td>80 dBA</td> </tr> <tr> <td>Genset</td> <td>96 dBA</td> </tr> <tr> <td>Housing</td> <td>52 dbA</td> </tr> </tbody> </table> <p>Sample tested against regulation "Peraturan Menteri Tenaga Kerja dan Transmigrasi No.13 tahun 2011".</p> <p>Odor analysis 15 May 2018</p> <table border="1" data-bbox="715 1198 1305 1339"> <thead> <tr> <th>Location</th> <th>Parameter</th> <th>Limit</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Loading ramp</td> <td>NH₃</td> <td>2,0 ppm</td> <td>0.018 ppm</td> </tr> <tr> <td>H₂S</td> <td>0,02 ppm</td> <td>0.006 ppm</td> </tr> <tr> <td rowspan="2">Worker housing</td> <td>NH₃</td> <td>2,0 ppm</td> <td>0.01 ppm</td> </tr> <tr> <td>H₂S</td> <td>0,02 ppm</td> <td><0.005 ppm</td> </tr> </tbody> </table>	Parameter	Limit	Loading ramp	Worker housing	NO ₂	150 µg/Nm ³	73 µg/Nm ³	69 µg/Nm ³	SO ₂	365 µg/Nm ³	84 µg/Nm ³	79 µg/Nm ³	CO	10,000 µg/Nm ³	1527 µg/Nm ³	<1145 µg/Nm ³	HC	160 µg/Nm ³	<13 µg/Nm ³	<13 µg/Nm ³	PM	65 µg/Nm ³	41 µg/Nm ³	15 µg/Nm ³	Pb	2 µg/Nm ³	<0,1 µg/Nm ³	<0,1 µg/Nm ³	Location	Noise level (dB)	Loading ramp	76 dBA	Boiler #1	76 dBA	Boiler #2	80 dBA	Genset	96 dBA	Housing	52 dbA	Location	Parameter	Limit	Result	Loading ramp	NH ₃	2,0 ppm	0.018 ppm	H ₂ S	0,02 ppm	0.006 ppm	Worker housing	NH ₃	2,0 ppm	0.01 ppm	H ₂ S	0,02 ppm	<0.005 ppm	
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<p>5.6.2 Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plan to reduce or minimize them implemented. - Major compliance -</p>	<p>Identified under "Rencana Pengurangan Emisi Gas Rumah Kaca (GHG Emission)":</p> <table border="1" data-bbox="715 1400 1305 2018"> <thead> <tr> <th>Emission source</th> <th>Plan to reduce GHG</th> <th>Expected result</th> </tr> </thead> <tbody> <tr> <td rowspan="2">From the use of fossil fuel for generator set/electric power generating</td> <td>To use fiber and kernel shell, with additional EFB fiber.</td> <td>Additional solid fuel from EFB plant – with expected better steam boiler performance. Data and information for use of EFB fiber from EFB Plant available on monthly basis. Use of HSD Oil/ton FFB available and monitored continuously.</td> </tr> <tr> <td>Use of fossil fuel for generator set in worker housing</td> <td>To use grid electric from PLN (state power). Electric pole have been installed. PLN have not supply the electricity current. MMPOM planned to be installed with gas engine, to utilized methane gas from biogas plant to fulfil electricity in POM and domestic needs.</td> </tr> </tbody> </table>	Emission source	Plan to reduce GHG	Expected result	From the use of fossil fuel for generator set/electric power generating	To use fiber and kernel shell, with additional EFB fiber.	Additional solid fuel from EFB plant – with expected better steam boiler performance. Data and information for use of EFB fiber from EFB Plant available on monthly basis. Use of HSD Oil/ton FFB available and monitored continuously.	Use of fossil fuel for generator set in worker housing	To use grid electric from PLN (state power). Electric pole have been installed. PLN have not supply the electricity current. MMPOM planned to be installed with gas engine, to utilized methane gas from biogas plant to fulfil electricity in POM and domestic needs.	<p>Comply</p>																																																		
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Criterion / Indicator	Assessment Findings			Compliance
	Use of fertilizer to maintain soil fertility	In cooperation with consultant to determine fertilizer recommendation To apply empty fruit bunch as substitution for anorganic fertilizer.	Production increase with additional EFB and to maintain soil humidity, especially for sandy area.	
	Conversion from conservation area into planted area	HCV assessment by RSPO approved assessor	No planting on river buffer zone, steep area, other important area as per HCV identification. HCV area identified remains maintained. Monitoring area HCV by ranger	
	Management have prepared identification and management plan for estate/plantation:			
	Activity	Target	Remarks	
	Prohibit spraying herbicide and pesticide on river buffer zone	Minimize use of Glyphosate	Implemented. No herbicide spraying on river buffer zone.	
	Planting LCC such as <i>Mucuna bracteata</i> and planting beneficial plant such as <i>Turnera subulata</i> , <i>Cassia cobanensis</i> and <i>Antigonon leptosus</i>	Improve hectarage area with ground cover		
	Spraying tool calibration	Spraying volume consistent to agronomist recommendation	Knapsack sprayer SA15 calibration dated 20 October 2018.	
	Training for sprayer	Correct spraying/weed control		
	Identifying weed type and density	Herbicide application on target weed, according to dosage		
	Hazardous waste collected and disposed off responsibly	Controlled disposal of hazardous waste		
	Conduct vehicle and generator set inspection	To reduce excessive emission		
	Planting trees	To control		

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Criterion / Indicator	Assessment Findings			Compliance
		around housing	microclimate	
		Planting trees around HCV area and river buffer zone	Enrichment	
		Prohibit fertilizer application on river buffer zone/water body	Prevent leaching. Maintain water quality.	
		Training on fertilizer	Worker with better understanding on fertilizer application	
		Monitoring area prone to fire	Prohibit forest and land fire.	
		<p>Implementation in in Air Buluh Estate, materialized in reduction on HSD oil use. In 2016 use 433,275 liters in production 52,767,540 kg FFB – equal to 122 kg FFB/liter fuel. Data calculated 2017 use 390,278 liters for production of 49,674,920 kg FFB – equal to 127 kg FFB/liter fuel. In (todate October) 2018 use 358,943 liters in production 43,952,810 kg FFB – equal to 122 kg FFB/liter fuel.</p> <p>Air Buluh Estate planted 100 "gaharu" trees in block 05Y18 – July 2018; planted 50 "kayu bawang" trees in block 05Y18 – July 2018; planted 60 "mahogany trees in block 05Y18 – July 2018.</p> <p>Identification of weed and density dated 19 October 2018, in block 98P01A weed type <i>Ageratum conizoides</i>, density 95% equal to 31.11 Ha. Actual spraying on 20 October 2018.</p> <p>Implementation in Malin Deman Estate, in form of reduction on HSD oil use. Data calculated 2017 use 53,565 liters for production of 8,894,440 kg FFB – equal to 166 kg FFB/liter fuel. In (todate October) 2018 use 82,636 liters in production 9,484,210 kg FFB – equal to 115 kg FFB/liter fuel.</p> <p>In Plasma Air Merah prepared the identification GHG source and mitigation plan as in "Mitigasi dan Usaha Pengurangan Emisi Gas Rumah Kaca Plasma Air Merah" period January-December 2018.</p>		
		Activity Prohibit spraying herbicide and pesticide on river buffer zone	Target Minimize use of Glyphosate	Remarks
		Planting LCC such as <i>Mucuna bracteata</i> and planting beneficial plant such as <i>Turnera subulata</i> , <i>Cassia cobanensis</i> and <i>Antigonon leptosus</i>	Improve hectarage area with ground cover	

Criterion / Indicator		Assessment Findings			Compliance	
		Spraying tool calibration	Spraying volume consistent to agronomist recommendation	Carried out 20 October 2018		
		Training for sprayer	Worker understand dosage and application	Training for sprayer carried out on 9 April 2018.		
		Identifying weed type and density	Herbicide application on target weed, according to dosage			
		Hazardous waste collected and disposed off responsibly	Controlled disposal of hazardous waste			
		Prohibit fertilizer application on river buffer zone/water body	Prevent leaching. Maintain water quality.	Fertilizer dosage based on annual leaf and rachis analysis. Sample sent to laboratory on November 2018.		
		Training on fertilizer	Worker with better understanding on fertilizer application			
		Monitoring area prone to fire	Prohibit forest and land fire.	Fire patrol carried out.		
		KMD Semundam				
		Emission source	Plan to reduce GHG	Expected result		
		Use of fertilizer to maintain soil fertility	In cooperation with consultant to determine fertilizer recommendation To apply empty fruit bunch as substitution for anorganic fertilizer.	Production increase with additional EFB and to maintain soil humidity, especially for sandy area.		
Conversion from conservation area into planted area (if any)	HCV assessment by RSPO approved assessor	No planting on river buffer zone, steep area, other important area as per HCV identification. HCV area identified remains maintained. Monitoring area HCV by ranger				
5.6.3	A monitoring plan and results of regular reporting on emission and pollutants from estate and mill operations using appropriate methods, shall be available. - Minor compliance –	In Bunga Tanjung POM, action plan implemented: Generator Set Perkins 165KVA maintenance dated 6 May 2018 replaced ACB. Generator Set CAT No.03 spare part replacement panel monitor @ 15,014 HM dated 1 August 2018. Service by PT. Trakindo Utama as per "Berita Acara Serah Terima Pekerjaan Replace Electronic Control Module 2+", dated 1 August 2018.			Comply	

Criterion / Indicator	Assessment Findings	Compliance
	GHG calculation have been made with GHG Calculatro ver.3 as reported in Appendix.	
Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers		
Criterion 6.1: Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.		
6.1.1 A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	<p>Social aspect-impact in PT. Agro Muko has been studied as per government document: "Analisis Dampak Lingkungan (AMDAL) dan Rencana Pengelolaan dan Pemantauan Lingkungan (RKL-RPL) Perkebunan dan Pabrik Pengolahan Kelapa Sawit dan Karet di Kecamatan Mukomuko Utara, Kecamatan Lubuk Pinang, Kecamatan Teras Terunjam dan Kecamatan Pondok Sugu, Kabupaten Mukomuko, Propinsi Bengkulu, tahun 2005";</p> <p>Aside from that, company has prepared a social impact assessment, in cooperation with Yayasan Kelapa Sawit Berkelanjutan (YASBI), in 2010 and 2011. The scope of social impact assessment covers 15 villages around company including Kebun Masyarakat Desa/KMD of 524 Ha from 38 surrounding villages.</p> <p>PT. Mukomuko Agro Sejahtera has prepared the document, identifying social impact under document: - "Dokumen AMDAL untuk Kegiatan Perkebunan Kelapa Sawit seluas 6,298 Ha di Kecamatan Malin Deman, Kecamatan Ipuh dan Kecamatan V Koto, Kabupaten Mukomuko, Provinsi Bengkulu". The document was approved by "Surat Keputusan Gubernur Bengkulu No. M.288.XXX Tahun 2011" dated 9 September 2011.</p> <p>Aside from that, company has prepared a social impact assessment, in cooperation with Yayasan Kelapa Sawit Berkelanjutan (YASBI). The report under "Dokumen Laporan Final Penilaian Dampak Sosial dan Lingkungan yang dilaksanakan oleh Yayasan Kelapa Sawit Berkelanjutan (YASBI) pada tahun 2011 yang dilakukan terhadap dampak sosial dari pemabngunan kebun inti dan rencana pembangunan Kebun Masyarakat Desa (KMD)".</p> <p>For Kebun Masyarakat Desa, in 2010, company has prepared a social impact assessment, in cooperation with Yayasan Kelapa Sawit Berkelanjutan (YASBI). The scope of social impact assessment covers 15 villages around company including <i>Kebun Masyarakat Desa/KMD</i> of 524 Ha from 38 surrounding villages.</p> <p>In 2017, social impact assessment held in cooperation with Koompasia Enviro Institut for scope of 10 KMDs. The social impact assessment was done between 8-16 March 2017 with scope of 15 villages around KMD with focus group discussion (FGD).</p>	Comply

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<p>6.1.2 There shall be evidence that the assessment has been conducted with the participation of affected parties. - Major compliance -</p>	<p>From the social impact assessment document: "Analisis Dampak Lingkungan (AMDAL) dan Rencana Pengelolaan dan Pemantauan Lingkungan (RKL-RPL) Perkebunan dan Pabrik Pengolahan Kelapa Sawit dan Karet di Kecamatan Mukomuko Utara, Kecamatan Lubuk Pinang, Kecamatan Teras Terunjam dan Kecamatan Pondok Sugu, Kabupaten Mukomuko, Propinsi Bengkulu, tahun 2005"; and "Dokumen Pengelolaan Lingkungan Hidup (DPLH) Perkebunan Kelapa Sawit Air Buluh (luas 2,500 Ha) di Desa Semundam, Talang Baru, Talang Arah dan Tanjung Jaya, Kecamatan Malin Deman dan Kecamatan Ipuh (Pemekaran Kecamatan Mukomuko Selatan) Kabupaten Mukomuko tahun 2011" – it was found that the document prepared with public consultation process, involving stakeholders from surrounding community, government bodies, traditional leaders, etc.</p> <p>Company has a social impact assessment, in cooperation with Yayasan Kelapa Sawit Berkelanjutan (YASBI), in 2010 and 2011. The social impact assessment involving peoples from 15 villages around company; including Kebun Masyarakat Desa/KMD from 38 surrounding villages.</p> <p>The result from social impact monitoring reported in "Laporan Pelaksanaan Rencana Pengelolaan Lingkungan-Rencana Pemantauan Lingkungan/RKL-RPL" period I 2018. The report have been submitted to "Dinas Lingkungan Hidup Kabupaen Mukomuko", "Gubernur Bengkulu", "Kepala Badan Lingkungan Hidup Provinsi Bengkulu", "Kepala Dinas ESDM Provinsi Bengkulu", "Bupati Mukomuko Cq Kepala Dinas Penanaman Modal", "Pelayanan Perizinan dan Tenaga Kerja Kabupaten Mukomuko".</p> <p>For PT. Mukomuko Agro Sejahtera, the social impact document, "Dokumen AMDAL untuk Kegiatan Perkebunan Kelapa Sawit seluas 6,298 Ha di Kecamatan Malin Deman, Kecamatan Ipuh dan Kecamatan V Koto, Kabupaten Mukomuko, Provinsi Bengkulu" was prepared with involvement from surrounding village under Malin Deman District and V Koto District.</p> <p>To demonstrate commitment, company monitors all social aspect as identified in the documents. Monitoring and reporting carried out on 6 monthly basis.</p> <p>For Kebun Masyarakat Desa, in 2010, company has prepared a social impact assessment, in cooperation with Yayasan Kelapa Sawit Berkelanjutan (YASBI). The scope of social impact assessment covers 15 villages around company including <i>Kebun Masyarakat Desa/KMD</i> of 524 Ha from 38 surrounding villages. In 2017, social impact assessment held in cooperation with Koompasia Enviro Institut for scope of 10 KMDs. The social impact assessment was done between 8-16</p>	<p>Comply</p>

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	<p>March 2017 with scope of 15 villages around KMD with focus group discussion (FGD).</p> <p>During this surveillance, no significant changes in social impact practices. The certificate holder still involved affected parties to collect information and develop the social program/plan to mitigate negative impact.</p> <p>Based on interview with representative of smallholder scheme (Koperasi Air Buluh Agro Muko and Koperasi Perkebunan Sejahtera Bersama-MMAS), it is clearly informed that Certificate Holder are often to open discuss related how to minimizing negative impact in social aspect.</p>	
<p>6.1.3</p> <p>Plans for management and monitoring of social impacts to avoid or reduce negative impacts and promote positive ones, based on social impact assessment, through consultation with the affected parties, shall be available, documented and timetabled, including responsibilities for implementation.</p> <p>- Major compliance -</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera:</p> <p>Within the AMDAL documents, the negative and positive impact of oil palm development has been explained. The environmental management and monitoring plan document has lined out effort that company should carry out in order to minimize negative impact and promote positive impact from oil palm development. Under the document, the social aspect identified covers source of livelihood, community's revenue, community mobility, community perception on company activity, social conflict, social-cultural changes, community health status.</p> <p>The Social Impact Assessment documents have explained the recommendation that should be done by company to minimize negative impact and promote positive impact from social impact management. This document covers social aspect, i.e. job opportunity, business opportunity, contribution to regional economic, public and social facility, source of natural resources – related to HCV 5, cultural value – related to HCV 6.</p> <p>The social impact management plan from documents have lined out program to manage and monitors social impact, timeframe and person in charge. The plan was consulted through questionnaire/survey to surrounding communities on 6-monthly basis. Progress of implementation was monitored, evaluated and reported to government on 6-monthly basis.</p> <p>As commitment to reduce negative impacts in social aspect, the Certificate Holder create management and monitoring program of social impact annually. Documented sample of management and monitoring program social impact PT Agro Muko report in December 2018. There are six (6) major program where focused on: Tenorial, Communication with Affected Parties, Community Empowerment Economic, Fire and Haze Prevention, Environmental Management and Scheme Smallholders (KMD) management.</p>	<p>Comply</p>

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	<p>Those program are documented and timetable with specific target and strategy of each activities.</p> <p>For management plans in <i>Kebun Masyarakat Desa/KMD</i>, the social impact was carried out as part of company activity, because the smallholder plantation was managed by company.</p> <p>As for the 2017 documents, the management and monitoring of social impact comprise of review upon KMD development to ensure no internal conflict at village level; prepare human resources to manage the smallholder plantation (financial, organizational, capacity building, etc.); socialization of KMD development plans; review the location of smallholder plantation location – to ensure consensus and involvement of all parties within village scope; coordination with government related to SPPL.</p>	
<p>6.1.4</p> <p>The documented plan for management and monitoring of social impacts, shall be reviewed at least on two-yearly basis. If necessary, the plan should be updated. There shall be evidence that the review process includes participation of all affected parties.</p> <p>- Minor compliance –</p>	<p>Companies have carried out social impact evaluation on annual basis through social survey. The survey was conducted by ENC-AM/MMAS and being part of environment management and monitoring report - "Laporan Pelaksanaan RKL-RPL".</p> <p>The company PT. Agro Muko and PT. Mukomuko Agro Sejahtera have made a questionnaire to interview communities in order to capture the social stature within the surrounding villages, dated 22-31 May 2018 with 111 respondents from 26 villages. Interview result have been summarized and recorded onto "Laporan Pelaksanaan RKL-RPL".</p> <p>The certificate holder have carried out management and monitoring plan of social impacts and reviewed on annual basis.</p> <p>Sample taken "Rencana Kelola dan Pantau Sosial PT Agro Muko, Desember 2018".</p> <p>These documented plan not only covers surrounding communities issues, social labor also involved. In example: "Rencana Kelola Sosial terkait Ketenagakerjaan". There are three (3) major program: Occupational Safety and Health, Educational Facilities and PPE use and training.</p> <p>For management plans in <i>Kebun Masyarakat Desa/KMD</i>, the social impact was carried out as part of company activity, because the smallholder plantation was managed by company. As explained from PT. Agro Muko and PT. Mukomuko Agro Sejahtera's social monitoring, the current management plan is still relevant – in terms of smallholder management.</p> <p>In addition, in 2017, social impact assessment held in cooperation with Koompasia Enviro Institut for scope of 10 KMDs. The social impact assessment was done between 8-16 March 2017 with scope of 15 villages around KMD with focus group discussion (FGD). Subsequent survey planned in 2019.</p>	<p>Comply</p>
<p>6.1.5</p> <p>Particular attention shall be paid to</p>	<p>Both PT. Agro Muko and PT. Mukomuko Agro</p>	<p>Comply</p>

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<p>the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance –</p>	<p>Sejahtera are fully managing the smallholder in form of <i>Kebun Masyarakat Desa</i>/KMD. Companies has put all resources (human resources, manpower resources, financial resources, knowledge sharing, technical support, guidance on HCV, SIA, etc.) to support the development of smallholder plantation.</p> <p>In 2010, company has prepared a social impact assessment, in cooperation with Yayasan Kelapa Sawit Berkelanjutan (YASBI). The scope of social impact assessment covers 15 villages around company including <i>Kebun Masyarakat Desa</i>/KMD of 524 Ha from 38 surrounding villages.</p> <p>In 2017, social impact assessment held in cooperation with Koompasia Enviro Institut for scope of 10 KMDs. The social impact assessment was done between 8-16 March 2017 with scope of 15 villages around KMD with focus group discussion (FGD).</p> <p>This was evident in form of minutes of meeting, attendance list of FGD in each village – parts of assessment scope.</p>	
<p>Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.</p>		
<p>6.2.1 Communication and consultation procedures shall be documented. - Major compliance -</p>	<p>The company has a mechanism that regulates the activities of communication and consultation with stakeholders and set in the procedure, such as:</p> <ol style="list-style-type: none"> 1. Procedure: <i>Pemberian dan Tanggapan terhadap Permintaan Informasi</i>; Rev. 2 (Doc. No. ENC/SOP/08) dated 6 April 2015 which regulates the complete procedure for submission and responding to requests for information from stakeholders. 2. Procedure: <i>Keluh Kesah dengan Pihak Internal</i>, Rev II (Doc. No. SOP/025/ Dept) dated 27 March 2015, which has been described in detail the procedures related to complaints and redress submitted by the parties, incorporating internal flow chart in response to complaints 3. Procedure: <i>Keluh Kesah dengan Pihak Eksternal</i>, Rev II (Doc. No. SOP/026/ HRA) dated 27 March 2015 which has been describe in detail the procedures related to complaints and redress submitted by external parties that are equipped with a flow chart in response to complaints. <p>Responsible Person in conducting responses to information requests in accordance with its authority (Manager Unit, GMO and Department Head), system response times to requests for information that is set up to 7 days if the responses are in authority Manager Unit, or a maximum of 25 working days if the information requires consultation of other departments or higher management levels associated with authority provide feedback information.</p>	<p>Comply</p>
<p>6.2.2 The company shall have official(s) who is responsible for consultation</p>	<p>Based on SOP No. ENC/SOP/08 (procedure of information request and response) revision 02, dated</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>and communications with parties. - Minor compliance -</p> <p>6 April 2015 that according to the structure of the organization that is responsible to receive and make responses to requests for information or complaints internally/externally is Manager. However, in the operations in each of the Estate indicates that an FHA also appointed Senior Manager (Field Head Assistant) and OA (Office Assistant) for communication with the surrounding community.</p> <p>Each <i>Kebun Masyarakat Desa</i>/KMD and cooperative has appointed their official, responsible for consultation and communication with stakeholders.</p> <ul style="list-style-type: none"> - KMD Air Berau updated the list of publicly available document and stated the contact person is Mr.Walian (Ketua Panitia KMD Air Berau) – 8 January 2018. - KMD Medan Jaya updated the list of publicly available document and stated the contact person is Mr.Joni (Ketua Panitia KMD Medan Jaya) – 8 January 2018. - KMD Semundam updated the list of publicly available document and stated the contact person is Mr.Sutrianto (Ketua Panitia KMD Semundam) – 8 January 2018. - KMD Talang Rio updated the list of publicly available document and stated the contact person is Mr.Eka Saproni (Ketua Panitia KMD Talang Rio) – 8 January 2018. - KMD Nenggalo updated the list of publicly available document and stated the contact person is Mr.Periyanto (Ketua Panitia KMD Nenggalo) – 8 January 2018. - Koperasi Perkebunan Air Buluh Agromuko updated the list of publicly available document and stated the contact person is Mr.Mulyadi (Koperasi Perkebunan Air Buluh Agromuko) – 10 January 2018. - Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera updated the list of publicly available document and stated the contact person is Mr.M/Zul (Ketua Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera) – 10 January 2018. 	
<p>6.2.3</p>	<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 stakeholders. - Minor compliance -</p> <p>Each estate and mill have list of stakeholders. Sample in Air Bikuk Estate (ABKE), stakeholder list updated 3 October 2018, as follow:</p> <ol style="list-style-type: none"> 1. Government: 6 agencies. 2. Local government (MUSPIKA): 5 stakeholders 3. Surrounding Villages: 11 stakeholders 4. Tribes Head: 9 persons 5. Community Figure: 6 persons 6. Village organization (Karang Taruna): 3 organisations. 7. Labour union: 3 union 8. Local Contractor: 5 contractors. <p>The record of information request/ communication/</p>	<p>Comply</p>

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	<p>consultation in Bunga Tanjung Estate recorded in "Buku Permintaan Informasi". Sample: On 9 August 2018, Brangan Mulya village requested for donation for independence day celebration through letter No.15/KTTH/VIII/2018 dated 9 August 2018. The request then conveyed to General Manager Office. The proposal for donation approved by GMO and fund evident through cash payment journal dated 16 August 2018 to the said village, receipt from "Karang Taruna Tunas Harapan" included.</p> <p><i>Kebun Masyarakat Desa/KMD</i> follows PT. Agro Muko's "SOP Pemberian Tanggapan Terhadap Permintaan Informasi, No.ENC/SOP/08 rev.02" – Response upon information request procedure dated 6 April 2015, available in English and Bahasa Indonesia. Any information request will be channeled to the field head assistant <i>Kebun Masyarakat Desa/KMD</i>. List of stakeholders has been prepared by each cooperative/<i>Kebun Masyarakat Desa/KMD</i>. KMD Air Berau, KMD Nenggalo, KMD Medan Jaya, KMD Semundam, KMD Talang Rio, Koperasi Perkebunan Air Buluh Agromuko and Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera have prepared list of stakeholder. List of stakeholders updated 3 October 2018 for <i>Kebun Masyarakat Desa (KMD)</i>:</p> <ol style="list-style-type: none"> 1. Government: 3 agencies. 2. Local government (MUSPIKA): 4 stakeholders 3. Surrounding Villages: 5 stakeholders 4. Tribes Head: 5 persons 5. Community Figure: 3 persons 6. Village organization (Karang Taruna): 1 organisation. <p>KMD Talang Rio recorded information inquiry from Kepala Desa Talang Rio dated 2 October 2018, asking sales of oil palm seedling. Committee assisted by Air Buluh's Office Assistant responded on 2 October 2018 stating PT. Agro Muko – Mukomuko Estate is selling oil palm seedling.</p>	
<p>Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.</p>		
<p>6.3.1</p>	<p>The mechanism, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested, as long as that information is supported with adequate initial evidence.</p> <p>- Major compliance -</p> <p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have a mechanism for external complaint/grievance, as per "Prosedur Keluh Kesah dengan Pihak Eksternal" Doc. No. SOP/025/Dept, dated 27 March 2015.</p> <p>Internal complaint will be settled as per "Prosedur Keluh Kesah dengan Pihak Internal" No.SOP/025/Dept dated 27 March 2015.</p> <p>Mechanism to resolve land disputes as in "Prosedur Ganti Rugi Lahan" No.SOP/CA/02, dated 1 July 2012.</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>The procedure shows company has prepared effective land dispute resolution mechanism: Company being transparent on permits, licenses including land title to the community; In case of claim from community, company will cater as long as valid land ownership evidence presented; Status verification – when valid land ownership evidence presented, continued with field visit/survey and measurement; Field visit/survey and measurement will involve company representative, complainant and government representatives; Based on field visit/survey and measurement, a minutes will be produced, attaching the hectare and coordinates of the claimed land – signed by all interested parties; Final verification to ensure no overlapping with other party; Once final verification can justified no overlapping occurred, company will propose land compensation/negotiation. Payment will be done once agreement between parties made.</p> <p>Inside these procedures, company provides in Bahasa Indonesia and stipulates the commitment to protect the anonymity of complainant/whistleblower (point 6.2) – if requested.</p> <p><i>Kebun Masyarakat Desa/KMD</i> committees agreed to follow the company mechanism, for dispute resolution. Company and <i>Kebun Masyarakat Desa/KMD</i> agreed that <i>Kebun Masyarakat Desa/KMD</i> committee will follow PT. Agro Muko’s procedure on complaint/grievance/dispute resolution mechanism. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committees “Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO” dated 12 December 2017; stating that the organization is committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko.</p> <p>PT. Agro Muko’s “Prosedur Keluh Kesah dengan Pihak Internal, No.SOP/025/HRA rev.02” – grievance settling with internal parties procedure dated 27 March 2015, available in English and Bahasa Indonesia.</p> <p>PT. Agro Muko’s “Prosedur Keluh Kesah dengan Pihak Eksternal, No.SOP/026/HRA rev.02” – grievance settling with internal parties procedure dated 27 March 2015, available in English and Bahasa Indonesia.</p> <p>Any information on complaint/grievance/dispute will be channeled to the field head assistant <i>Kebun Masyarakat Desa/KMD</i>.</p>	
<p>6.3.2</p>	<p>There shall be records of process and outcome of dispute resolution. - Major compliance -</p>	<p>Comply</p>
	<p>Complaint recorded under “Rekaman Keluh-Kesah Internal & Eksternal”.</p> <p>KMD Air Berau, KMD Medan Jaya, KMD Semundam, KMD Talang Rio, KMD Nenggalo, Koperasi Perkebunan Air Buluh Agromuko, Koperasi</p>	

Criterion / Indicator	Assessment Findings	Compliance
	Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera have prepared a format for "Rekaman Keluh-Kesah Internal & Eksternal". Audit team noted that there has been no complaint/grievance against KMD period January 2017 – October 2018.	
<p>Criterion 6.4: Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>		
<p>6.4.1 A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be available, referring to decision of the Constitution Court. - Major compliance –</p>	<p>Explained in indicator 2.2.1 up to 2.2.5, PT. Agro Muko and PT. Mukomuko Agro Sjehtera have legal ownership of the land from government in form of "Hak Guna Usaha/HGU and Hak Guna Bangunan/HGB". While PT. Mukomuko Agro Sejahtera is in process for HGU issuance. Based on document verification and stakeholder consultation, company able to demonstrate there is no land under conflict status. It is known some area that has not been compensated inside HGU of PT. Agro Muko since the traditional owner not willing to release the land. Company respect the decision made.</p> <p>Nonetheless, company have a mechanism to identify legal, customary or user rights and identify people entitled to compensation available in "Prosedur Ganti Rugi Lahan" No.SOP/CA/02, dated 1 July 2012. The procedure shows company has prepared dispute resolution mechanism: Company being transparent on permits, licenses including land title to the community; In case of claim from community, company will cater as long as valid land ownership evidence presented; Status verification – when valid land ownership evidence presented, continued with field visit/survey and measurement; Field visit/survey and measurement will involve company representative, complainant and government representatives; Based on field visit/survey and measurement, a minutes will be produced, attaching the hectare and coordinates of the claimed land – signed by all interested parties; Final verification to ensure no overlapping with other party; Once final verification can justified no overlapping occurred, company will propose land compensation/negotiation. Payment will be done once agreement between parties made.</p> <p>This procedure is available in Bahasa Indonesia. Based on interview with community from surrounding village, no reports from community on land dispute with companies.</p> <p>Company and <i>Kebun Masyarakat Desa/KMD</i> agreed that <i>Kebun Masyarakat Desa/KMD</i> committee will follow PT. Agro Muko's procedure on identifying people entitled to compensation. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee "Surat Pernyataaan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria</p>	<p>Comply</p>

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	<p>RSPO” dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko. PT. Agro Muko’s “Prosedur Ganti Rugi Lahan, No.SOP/CA/02” – land compensation procedure dated 1 July 2012, available in English and Bahasa Indonesia. Any identification of people entitled for land compensation will be identified by <i>Kebun Masyarakat Desa/KMD</i> committee and acknowledged by PT. Agro Muko.</p>	
<p>6.4.2</p> <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>Mechanism to calculating and distributing fair compensation available in “Prosedur Ganti Rugi Lahan” No.SOP/CA/02, dated 1 July 2012. The procedure shows company has prepared dispute resolution mechanism: Company being transparent on permits, licenses including land title to the community; In case of claim from community, company will cater as long as valid land ownership evidence presented; Status verification – when valid land ownership evidence presented, continued with field visit/survey and measurement; Field visit/survey and measurement will involve company representative, complainant and government representatives; Based on field visit/survey and measurement, a minutes will be produced, attaching the hectare and coordinates of the claimed land – signed by all interested parties; Final verification to ensure no overlapping with other party; Once final verification can justified no overlapping occurred, company will propose land compensation/negotiation. Payment will be done once agreement between parties made.</p> <p>This procedure is available in Bahasa Indonesia.</p> <p><i>Kebun Masyarakat Desa/KMD’s</i> committee follows PT. Agro Muko’s “Prosedur Ganti Rugi Lahan, No.SOP/CA/02” – land compensation procedure dated 1 July 2012, available in English and Bahasa Indonesia. Any identification of procedure for calculating and distributing fair compensation will be identified by <i>Kebun Masyarakat Desa/KMD</i> committee and acknowledged by PT. Agro Muko.</p> <ul style="list-style-type: none"> - PT. Agro Muko carried out communication on “Prosedur Ganti Rugi Lahan, No.SOP/CA/02” – land compensation procedure for KMD Air Berau on 25 November 2018; - PT. Agro Muko carried out communication on “Prosedur Ganti Rugi Lahan, No.SOP/CA/02” – land compensation procedure for KMD Medan Jaya on 11 August 2018; - PT. Agro Muko carried out communication on “Prosedur Ganti Rugi Lahan, No.SOP/CA/02” – land compensation procedure for KMD Nenggallo on 9 November 2018; - PT. Agro Muko carried out communication on “Prosedur Ganti Rugi Lahan, No.SOP/CA/02” – land compensation procedure for KMD Semundam 	<p>Comply</p>

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	<p>on 9 November 2018;</p> <ul style="list-style-type: none"> - PT. Agro Muko carried out communication on "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure for KMD Talang Rio on 9 November 2018; - PT. Agro Muko carried out communication on "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure for Koperasi Perkebunan Air Buluh Agro Muko on 17 January 2018. - PT. Agro Muko carried out communication on "Prosedur Ganti Rugi Lahan, No.SOP/CA/02" – land compensation procedure for Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera on 17 January 2018. 	
<p>6.4.3 Compensation claims, process and outcome of any negotiated agreements shall be documented, with evidence of the participation of affected parties. - Major compliance –</p>	<p>The compensation is calculated using government guidelines for land and crop values. This is already implemented. Details of negotiation settlements, including detail of compensation (land compensation, improvement compensation, crops compensation) are held in file "Agro Muko Land Compensation" since the development of the estate in 1990s.</p> <p>The company holds the records of all compensation payments including amounts, statement letter, receipt, negotiation record, progress of complaint, details of witness and photograph of recipient.</p> <p>Land compensation No.15 in 2016, for 0.65 Ha under landowner Mr.E** M****; from Talang Baru village. Land compensation documents completed, payment made on 11 February 2016. The documents comprise of "Surat Keterangan Ganti Rugi Tanah Garapan" – statement letter of compensation, dated 11 February 2016; "Surat Pelepasan Hak Menggarap Atas Tanah Garapan" – release on user right, 11 February 2016. All process signed by both parties and acknowledged by Talang Baru Village Head and Malin Deman District Head. Participatory maps scale 1:1,500 dated 26 January 2016. Negotiation minutes that has been signed, dated 11 February 2016 – explaining the negotiation chronology. Compensation payment for IDR.*,**,*** for Mr.E** M****, dated 11 February 2016. All completed with photograph.</p> <p>PT. Mukomuko Agro Sejahtera has carried out land compensation to landowners and documented: in 2010, compensation made to 514 landowners with total area of 1,102.7 Ha; in 2011, compensation made to 101 landowners with total area of 167.9 Ha; in 2012, compensation made to 181 landowners with total area of 285.93 Ha; in 2013, compensation made to 151 landowners with total area of 232.5 Ha; up to this moment, company has made compensation for 1,225 landowners with total area of 2,142.29 Ha;</p> <p>The development of KMD was through proposal, initiated from village meeting to seek consent from community.</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>For example, in KMD Mundam Marap, meeting dated 20 August 2017 attended by 24 communities agreed on few aspects: village will proposed the development of smallholder plantation to PT. Agro Muko; the plantation will use location/land resource under Mundam Marap village; the committee has been sitting, chairman Mr. Abdul Gapur. Chronology of land acquisition: "Surat Pernyataan Penguasaan Fisik Tanah", under name Aswanto, whereby handed over the user right over 2 Ha land, back to "Pemerintah Desa Mundam Marap", dated 26 September 2017. The history of land right/user right: 1979 user right under name Mr. Husin basri; 2013 user right under name Mr.Suharto (purchase); 2015 user right under "Pemerintah Desa Mundam Marap" (purchase) dated 26 January 2015.</p>	
<p>Criterion 6.5: Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p>		
<p>6.5.1</p> <p>Documentation of pay and conditions for employees based on the existing manpower regulations shall be available. - Major compliance -</p>	<p>In Bunga Tanjung POM, the pay rate have followed government regulation: Letter from worker Union: "Surat Serikat Pekerja Agro Mandiri No.003/SPAM/XI/18 dated 12 November 2018 related to proposal for upgrade from PKWT into SKU-H". Follow up: Proposal for employee "pengangkatan" as per Surat Senior Manager Bunga Tanjung Estate No.35/BTE-GMO/XI-18 dated 27 November 2018 for 13 harvseters, 2 helpers, 6 manuring applicators, 1 sprayer (Mr. Recky), 1 harvester tally, 2 kindergarten teachers.</p> <p>In Malin Deman Estate, payslip record month October 2018: Namely Mrs P***** (register number 00176) - Basic salary: Rp 2,165,000 - BPJS Tk: Rp 105,306 - BPJS Kes: Rp 86,600 - Overtime: Rp 1,446,739 - THP: Rp 4,218,585 (above than UMP) Namely Mrs M***** R**** (register number BL052) - Basic salary: Rp 1,956,750 - BPJS Tk: Rp 88,836 - BPJS Kes: Rp 78,270 - Overtime: 1,108,490 - THP: Rp 3,232,346 (above than UMP)</p> <p>Plasma Air Buluh Surat Perjanjian Kerja No.007/MDE/SPK/2018 between PT. Mukomuko Agro Sejahtera and Sunardi, as harvester in Plasma Air Buluh, dated 1 April 2018. As permanent worker. Pay rate follows minimum wage, as sets for estate worker.</p>	<p>Comply</p>
<p>6.5.2</p> <p>Collective Labor Agreement/Company Regulation, in accordance with the manpower regulations, shall be</p>	<p>Company and worker union has made collective work agreement stated permanent worker and temporary worker will be paid in accordance to consensus</p>	<p>Comply</p>

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<p>available in understandable language; and explained by the management or Labor Union to the workers. - Major compliance -</p>	<p>between management and worker union (Serikat Pekerja Agro Mandiri). The collective work agreement has been approved by manpower office: "Surat Keputusan Kepala Dinas Sosial, Tenaga Kerja dan Transmigrasi Kabupaten Mukomuko No.21 Tahun 2016 tentang Perjanjian Kerja Bersama antara PT. Agro Muko dengan Pengurus Unit Kerja Serikat Pekerja Agro Mandiri (SPAM) PT. Agro Muko" dated 3 October 2016. The collective work agreement has been registered under "Dinas Sosial, Tenaga Kerja dan Transmigrasi Kabupaten Mukomuko, No.560/21/D.3/IV/2016. Available in Bahasa Indonesia. The collective work agreement valid from 1 October 2016 up to 31 October 2018.</p> <p>The work agreement has stipulates:</p> <ul style="list-style-type: none"> - Salary: in form of monetary as consensus, in compliance with government regulation. Salary can be provided in form of natura/rice 15 kg for registered worker, 9 kg for spouse, 7.5 kg for children (up to 3 child); - Chapter III: working hour,regulating the weekly working hour, change and adjustment of working hours, weekly rest day, government official holiday, working hour for female workers; - Chapter IX: Overtime, regulating overtime work, overtime rate – refer to "Keputusan Menteri Tenaga Kerja No.Kep-102/Men/VI/2004"; - Facility provided by company (housing, clean water, electricity, medical clinic, school, etc.); - Freedom of association; - Dispute settlement; etc. <p>The collective work agreement has been communicated through worker union and prior to work agreement signing with new worker.</p>	
<p>6.5.3 Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where such public facilities are unavailable or inaccessible. - Minor compliance –</p>	<p>PT. Agro Muko has provided the facilities for all workers, such as</p> <ul style="list-style-type: none"> - Medical care, and covered by accident insurance. The company also has provided clinic for all workers, located in each estate. Referral are made to the nearest hospital should the case is severe in Mukomuko Region Hospital based on new regulation in Indonesia (BPJS kesehatan). Ambulance is standing by. The company also providing social and accident insurance in form of Jamsostek (BPJS Ketenagakerjaan) for all workers. - Bunga Tanjung POM - Based on field verification, Bunga Tanjung POM provides housing 7 units for staff and 104 worker housing (with free water and electricity supplied), consist of 1 living room, 2 bed rooms, 1 toilet, 1 kitchen; 1 elementary school; 1 creche/daycare; 3 school buses; sport fields; 1 worker hall; 1 polyclinic; religious house (mosque and church); 1 ambulance. Any housing problem will be followed up accordingly by Civil Engineering Division - Air Buluh Estate dan Malin Deman Estate - Based 	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>on field verification, Air Buluh Estate and Malindeman Estate shared the facility for their workers. The estates have prepared 100 housing for workers (with free water and electricity supplied), consist of 1 living room, 2 bed rooms, 1 toilet, 1 kitchen; 1 elementary school; 1 school bus; 1 sport field; 1 worker hall; 1 polyclinic; religious house (masjid and church).</p>	
<p>6.5.4</p>	<p>There shall be demonstrable efforts to improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance –</p>	<p>The employees able to access traditional market and also there is cooperative in each estate to providing affordable food.</p> <p>Comply</p>
<p>Criterion 6.6: The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>		
<p>6.6.1</p>	<p>A record of the company's policy in understandable language recognising freedom of association, shall be available.</p> <p>- Major compliance –</p>	<p>The President Director of PT. Agro Muko has issued policy in English and Bahasa Indonesia, in regards recognizing of freedom association in "<i>Kebijakan Kebebasan Berserikat</i>" (Freedom of Association Policy), dated 1 March 2013 which stated that PT. Agro Muko recognizes the role of lawful and independent workers and employees representative organization in creating a constructive working environment.</p> <p>The worker union "Serikat Pekerja Agro Mandiri/SPAM" has formed and registered to "Dinas Sosial dan Tenaga Kerja dan Transmigrasi Kabupaten Mukomuko" with decree "Surat No. D.3/560/16/PC-F.SPPP. SPSI/IV/2011", dated 18 February 2011. The worker union committee for whole group have been registered through letter "Surat No.D.3/560/53/SPAM-AG/IV/2015" dated 20 October 2015.</p> <p>The "Serikat Pekerja Agro Mandiri/SPAM" group level committee period 2017-2019, led by Mr. Novirizal have been acknowledge with "Surat Pengesahan Susunan Pengurus Induk Serikat Pekerja Agro Mandiri (SPAM) PT. Agro Muko, No. KEP.01/SK/SPAM-AM/X/2017" dated 17 October 2017. The committee period 2017-2019 have been registered as in "Surat Dinas Penanaman Modal, Pelayanan Perizinan Terpadu dan Tenaga Kerja Kabupaten Mukomuko No.D.10/560/61/PUK.SPAM-I/2018" dated 23 January 2018.</p> <p>Bunga Tanjung POM: In 2017, there was a change in worker union committee, as per "Surat Keputusan Pengurus Induk Serikat Pekerja Agromuko Mandiri No.Kep.07/SK/SPAM-AM/X/2017 tentang Pengesahan Susunan Pengurus Tingkat Koordinator Estate Serikat Pekerja Agro Mandiri (SPAM) PT. Agro Muko-Bunga Tanjung Palm Oil Mill", dated 25 October 2017.</p> <p>Comply</p>

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	<p>Based on interview with representative of Labour Union "Serikat Pekerja Agro Mandiri" at Air Bikuk Estate (Mr. Mus***a), the company gives a freedom to form and join the workers in labor/worker union. He knows the role of labor union and periodically informed to all the workers regarding this policy.</p> <p>In PT. Mukomuko Agro Sejahtera, the worker union has not been formed. However, company and employees have registered the bi-partite organization as per "Surat Keputusan Kepala Dinas Penanaman Modal, Pelayanan Perizinan dan Tenaga Kerja Kabupaten Mukomuko No.560/01/D.10/I/2018" valid for two years.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> All activities (planting, upkeep, manuring, harvesting, etc.) at KMD area are performed by the company worker, freedom of association are following company policy. Based on interview with KMD committees, they are respecting the sovereignty of company workers in their plantation and recognize their freedom of association.</p>	
<p>6.6.2 Records of meetings with labor unions or workers representatives shall be available. - Minor compliance –</p>	<p>Meeting with the company and worker union is conducted regularly, Meeting on 14 November 2018, attended by company representatives and 12 worker union representatives. The meeting discussed about socialization of the latest collective work agreement period 2018-2020. Attendance list, minutes meeting and photograph as evidence of meeting are available.</p> <p>In Bunga Tanjung POM, company has documented the meeting with worker union: - Meeting between management and worker union (SPAM) dated 6 August 2018, related to preparation of independence day; - Meeting between management and worker union (SPAM) dated 6 September 2018 regarding resignation of some permanent employees;</p> <p>In Air Bikuk Estate, record of labor union meetings seen dated 26 March 2018. Issue to discuss during meeting is socialization on work termination for security. This meeting attended by 7 persons represented with 4 persons from company and 3 persons from labor union (SPAM –Serikat Pekerja Agro Mandiri).</p> <p>Labor union of Air Buluh Estate had a last meeting on 13 August 2018. Main issue were discussed is related to sexual harassment. There are two (2) times the issue is occurred and recorded in labor union meeting.</p> <p><i>Kebun Masyarakat Desa/KMD:</i></p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>All activities (planting, upkeep, manuring, harvesting, etc.) at KMD area are performed by the company worker, freedom of association are following company policy.</p> <p>Based on interview with KMD committees, they are respecting the sovereignty of company workers in their plantation and recognize their freedom of association. KMD committees respect the worker rights to attend meeting with company management.</p>	
<p>Criterion 6.7: Children are not employed or exploited.</p>		
<p>6.7.1 There shall be documented evidence that minimum age requirements are met. - Major compliance –</p>	<p>The company has policy related minimum ages, under “Kebijakan Pekerja Anak” signed by President Director dated 1 March 2014. The policy stipulates, the company committed to ensuring that children, under the age of 18 years are not employed. The minimum age of 18 years also regulated under recruitment procedure No.Ref GA 7 dated 19 September 1997.</p> <p>Verification in Bunga Tanjung POM, worker register period November 2018 shows 85 employees consist of 7 staffs, 76 permanent employees, 2 temporary employees. There is none below 18 years old. Sampled of youngest worker: Mr. J*****, loading ramp, DoB 20 January 1991, start working 1 August 2012 (21 years and 7 months); Mr. H**** B*****, mechanic, DoB 8 January 1994, start working 1 January 2015 (21 years); Mr. S***** K*****, Engine Room, DoB 2 march 1992, start working 1 May 2011 (19 years and 2 months).</p> <p>Sample of minimum age requirements for ABKE workers is 17 years and 7 month. Evidence seen: Mr.H**** S***** (Harvester Div. 3), date of birth 8 October 1999, date joined 1 May 2018, employee status contractor worker (PKWT). Mr. Budi Tua Pohan (Helper Tractor), date of birth 19 December 1999, date joined 1 September 2018, employee status contractor worker (PKWT).</p>	<p>Comply</p>
<p>Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.</p>		
<p>6.8.1 A company’s policy on equal opportunity and treatment for work shall be available and documented. - Major compliance –</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have established a policy on equal employment opportunity, signed by President Director on 1 March 2014. The policy stated company will not discriminate anyone during recruitment, hiring or other business; Selection to fill in position based on qualification and experience. Violation against policy results in disciplinary action and could be legal action.</p> <p>The policy has been communicated to workers in form of notification board in each estate, e.g: Bunga Tanjung POM, Bunga Tanjung Estate, Air Bikuk Estate, Air Buluh Estate, Malin Deman Estate. Other means of communication by direct briefing.</p> <p>Based on interview sample workers there was noted</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	that the worker understood the policy on equal opportunity and treatment for work.	
<p>6.8.2</p> <p>Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated.</p> <p>- Major compliance –</p>	<p>Based on verification upon list of workers updated in November 2018, in each estate shows there is no indication of worker discrimination related to gender, race, religion or tribe.</p> <p>Based on interview with worker union, "Serikat Pekerja Agromuko Mandiri", and interview with workers (sprayers, fertilizer applicator and harvesters) company does not discriminate any of the workers.</p>	<p>Comply</p>
<p>6.8.3</p> <p>Records of evidence that equal opportunity and treatment for work shall be available.</p> <p>– Minor compliance -</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have equal employment opportunity policy, signed by President Director on 1 March 2014. The policy stated company will not discriminate anyone during recruitment, hiring or other business; Selection to fill in position based on qualification and experience. Violation against policy result in disciplinary action and could be legal action.</p> <p>Based on verification against employment document and interview with worker union "Serikat Pekerja Agromuko Mandiri", it is known that recruitment, hiring and promotion are based on test, considering the job type. Promotion done through yearly worker evaluation. As example; "Form Penilaian Karyawan SKU" consist of 10 evaluation parameters done by Evaluator (FA/TA/OA) and verified by Estate Manager.</p>	<p>Comply</p>
<p>Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.</p>		
<p>6.9.1</p> <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>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have a sets policy to prevent sexual harassment under "Kebijakan Pelecehan Seksual", signed by President director on 1 March 2013. The policy stated: Company uphold the laws under Republic of Indonesia related to sexual harassment; sexual harassment could occurs in form of physical contact, comments, jokes, exhibition or other behavior; All discrimination and sexual harassment complaint will be handle in good manner and confidential to achieve fair statement and reduce false accusation. There shall be no false sexual harassment accusation. Sexual harassment applies equally – both men and women. Sexual harassment accusation with solid evidence could lead to disciplinary action including termination. False report on sexual harassment, without evidence could also lead to disciplinary action including termination and legal action.</p> <p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have established gender committee to solve sexual harassment cases and protect reproductive right for women workers.</p> <p>Communication of policy to prevent sexual harassment have been carried out.</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>Issues related to the potential of sexual harassment have occurred and were carried out by employees who work at Air Buluh Estate. However, based on an interview with Head of Gender Committee (Estate Manager ABE) the incident was not in the company environment. (refer to minutes of trade union meetings Criteria 6.6). Minutes of meeting Labor Union "SPAM" on 13 August 2018. Context of discussion:</p> <ol style="list-style-type: none"> 1. Review the previous meeting (30 October 2018) regarding the potential issue of sexual harassment by Harvesting Supervisor "Mandor" Div. 2 to his sister-in-law. Status: the worker was dismissed as the harvest foreman. 2. The issue of the potential issue of sexual harassment by harvester to the wife of mosque guard or "marbot". Status: harvester already resign. <p>Based on information obtained during interviews with Head of Gender Committee, the location of the incident are not within the company. The company always submits policies regarding prevention of sexual harassment to employees, including the consequences of it every morning.</p>	
<p>6.9.2 A policy to protect the reproductive rights, shall be documented, implemented and communicated to all levels of the workforce. - Major compliance –</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have a sets policy to protect reproductive rights under "Kebijakan Perlindungan Hak-hak Reproduksi", signed by President director on 1 March 2013. The policy stated: The policy covers provision of counseling related to sexuality, pregnancy, contraception aid, infertility, infection and sexually-transmitted-disease; sex education and gender; prevention and medication on reproductive infection including HIV/AIDS; Provision of pregnancy, delivery and <i>ante-natal</i> treatment; Baby and infant health service; Encourage male participation in sharing responsibility related to sexual behavior, during maternal period, HIV/AIDS and domestic violence.</p> <p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have established gender committee to protect reproductive right for female workers. Based on interview with gender committee, company has understood the implementation of protection on reproductive rights in form of menstruation leave issue, maternal leave, medical check up for female worker, performing jobs related to agrochemical, prevention of domestic violence, etc. The policy has been communicated through notification board and during gender committee meeting to workers.</p> <p>Based on interview with representative of Gender Committee at Air Bikuk Estate (Mrs. A*****), the company always submits policies regarding prevention of sexual harassment to employees, including the consequences of it every morning. Also, there is a sharing session every month in tenis</p>	<p>Comply</p>

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	court related this policy. It is informed that no issues related sexual and women harassment recorded within last 2 years in Air Bikuk Estate.	
<p>6.9.3</p> <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>Based on document review upon “Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01 dated 21 April 2011 point 52.7 stipulates mechanism for grievance for cases related to sexual harrasment or other form of violence, including protect the anonymity of complainant. Interview with gender committee confiemed, it is understood that female workers are protected, gender committee meeting was held regularly, zero tolerance sanction is in place for sexual harassment case, and a specific grievance mechanism and anonymity of complainant is in place for reporting/complaint on gender issue case.</p> <p>The company has established grievance mechanism as in “Prosedur Keluh Kesah dengan Pihak Internal” No.SOP/025/Dept dated 27 March 2015 and “Prosedur Keluh Kesah dengan Pihak Eksternal” No.SOP/026/ HRA dated 27 March 2015. The procedure explains steps to convey complaint/grievance and provide response to complaint/grievance from internal and external party, completed with flowchart for response upon complaint. The policy mentioned specific grievance mechanism which respects anonymity of complainants (whistleblower) where requested.</p> <p>A sexual harassment case was under process in Air Buluh Estate. Reporter identity keeps confidential (anonym).</p> <ul style="list-style-type: none"> - In Kebun Masyarakat Desa/KMD communication on “Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01” – mechanism for reporting sexual harassment case and protection of complainant; PT. Agro Muko carried out communication on “Kebijakan Pelecehan Seksual” – sexual harassment policy; “Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01” – mechanism for reporting sexual harassment case and protection of complainant; for KMD Air Berau on 5 October 2018; - PT. Agro Muko carried out communication on “Kebijakan Pelecehan Seksual” – sexual harassment policy; “Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01” – mechanism for reporting sexual harassment case and protection of complainant; for KMD Pondok Lunang on 18 September 2018; - PT. Agro Muko carried out communication on “Kebijakan Pelecehan Seksual” – sexual harassment policy; “Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01” – mechanism for reporting sexual harassment case and protection of complainant; for KMD Medan Jaya on 14 March 2018; - PT. Agro Muko carried out communication on 	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>"Kebijakan Pelecehan Seksual" – sexual harassment policy; "Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01" – mechanism for reporting sexual harassment case and protection of complainant; for KMD Nenggalo on 9 November 2018;</p> <ul style="list-style-type: none"> - PT. Agro Muko carried out communication on "Kebijakan Pelecehan Seksual" – sexual harassment policy; "Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01" – mechanism for reporting sexual harassment case and protection of complainant; for KMD Semundam on 19 March 2018; - PT. Agro Muko carried out communication on "Kebijakan Pelecehan Seksual" – sexual harassment policy; "Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01" – mechanism for reporting sexual harassment case and protection of complainant; for KMD Talang Rio on 15 March 2018. - PT. Agro Muko carried out communication on "Kebijakan Pelecehan Seksual" – sexual harassment policy; "Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01" – mechanism for reporting sexual harassment case and protection of complainant; for Koperasi Perkebunan Air Buluh Agro Muko on 19 March 2018. - PT. Agro Muko carried out communication on "Kebijakan Pelecehan Seksual" – sexual harassment policy; "Pedoman Pengelolaan Gender No.ENC/Pedoman/GC/01" – mechanism for reporting sexual harassment case and protection of complainant; for Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera on 22 March 2018. 	
<p>Criterion 6.10:</p>		
<p>Growers and mills deal fairly and transparently with smallholders and other local businesses.</p>		
<p>6.10.1</p>	<p>Current and past prices paid for Fresh Fruit Bunches (FFB), shall be publicly available.</p> <p>- Minor compliance -</p> <p>FFB price determined in accordance with an agreed formula as contained in Appendix 1 of the agreement between the company and the <i>Kebun Masyarakat Desa/KMD/cooperative</i> that supplies FFB. Price is updated weekly and reported by specialized staff in charge small holders company/supplier.</p> <p>Record of current and past prices for FFB available in smallholder manager, GMO office. <i>Kebun Masyarakat Desa/KMD/cooperative</i> are given short message service on the price change.</p> <p>The company has informed the current FFB price to management of "<i>Kebun Masyarakat Desa</i>" (KMD), every week; recorded in expedition book "<i>Tanda Terima Harga TBS</i>" – FFB price receipt. The company also provided record of past FFB price. Current FFB price are based on General Manager letter that issued weekly, for example:</p> <ul style="list-style-type: none"> • FFB purchasing price period of 15 – 28 October 2018: Category A: IDR.1,204/kg – Category B: IDR.1,189/kg – Category C: IDR.1,174/kg. 	<p>Comply</p>

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	<ul style="list-style-type: none"> FFB purchasing price period of 14 – 20 May 2018: Category A: IDR.1,509/kg – Category B: IDR.1,494/kg – Category C: IDR.1,479/kg. FFB purchasing price period of 21 – 27 May 2018: Category A: IDR.1,509/kg – Category B: IDR.1,494/kg – Category C: IDR.1,479/kg. 	
<p>6.10.2 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). - Major compliance -</p>	<p>The mechanism of FFB prices for KMD and Plasma is determined by the formula set by the company with consideration: CPO/PK prices, processing costs, yields and K index. PT. Agro Muko sent the formula "K" calculation to the Provincial Plantation Office of Bengkulu on 26 November 2018. The K index received every week is based on an email dated 6 December 2018. Information on CPO, palm kernel prices and K index for period 26 November 2018 – 2 December 2018. Sample: TBS Purchase Price from KMD in accordance with GM-AM / EDB / 11/579, dated 30 November 2018. FFB price for KMD period 26 November – 2 December 2018: a. Category A= Rp. 1,111/kg b. Category B= Rp. 1,096/kg c. Category C= Rp. 1,081/kg</p>	Comply
<p>6.10.3 Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -</p>	<p>Based on interview with local contractors confirmed that contract understood by them and made fairly, legal and transparent. Mill: Sample taken from Air Bikuk Estate: Sample of local contractor for FFB transportation. Sighted Contract No: 06/GMO-ABKE/TBS/2018, dated 18 July 2018. Contract of FFB Transport between PT Agro Muko (ABKE) and UD. Yandi Bersaudara. Contract period: 1 May 2018 – 30 April 2019.</p>	Comply
<p>6.10.4 Agreed payments shall be made in a timely manner. - Minor compliance -</p>	<p>Evidence of payment is reviewed and it was seen paid timely manner, e.g. Based on contract, payment period in monthly basis by bank account transfer. Article 4 Payment - 4.1 Payment is made once a month via bank transfer. Sample on FFB Transport Payment Request No: 02/YB-ABKE/II/2018, dated 28 February 2018 Period of FFB transport: 1 – 31 January 2018. Evidence of bank transfer from company to the contractor was paid on 27 March 2018.</p>	Comply
<p>Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.</p>		
<p>6.11.1 Records of contributions to local development based on the results of consultation with local communities shall be available. - Minor compliance -</p>	<p>Record of CSR at Malin Deman Estate dated 9 June 2018, Donation for Islamic venue "MTQ".</p>	Comply
<p>6.11.2 Where there are scheme smallholders, there shall be evidence</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera is helping the development of <i>Kebun Masyarakat</i></p>	Comply

Criterion / Indicator	Assessment Findings	Compliance	
<p>that efforts and/or resources have been allocated to improve scheme smallholder productivity. - Minor compliance -</p>	<p><i>Desa/KMD</i>. Companies provides technical guidance, financial credit, fertilizer support and receiving the FFB production from certified <i>Kebun Masyarakat Desa/KMD</i> into Bunga Tanjung POM (full managed). Currently PT. Agro Muko has assisted in development of 669.32 Ha <i>Kebun Masyarakat Desa/KMD</i> from 56 villages with 10-15 Ha per village.</p>		
<p>Criterion 6.12: No forms of forced or trafficked labour are used.</p>			
6.12.1	<p>There shall be evidence that no forms of forced or trafficked labor are used. - Major compliance -</p>	<p>PT Agromuko has established a policy against force labour and trafficked worker, signed by President Director 23 October 2013, was explained that:</p> <ul style="list-style-type: none"> - The company didnot use force labour or trafficked labour, directly or through third party. - The company admitted the use of forced labour or trafficked labour is unacceptable in any form. Worker bond to industrial relation because of debt considered as forced labour. - Accusations upon use of forced labour or trafficked labour by complay employee, if proven, resulted in disciplinary action up to termination of work relation, and could cause legal action. - Violation against the of forced labour or trafficked labour by complay employee, if proven, resulted in disciplinary action up to termination of work relation, and could cause legal action. <p>Based on assessment against indicator 6.5.2, all worker have an industrial relations with company through work agreement.</p>	Comply
6.12.2	<p>It shall be demonstrated that no contract substitution has occurred. - Minor compliance -</p>	<p>Based on document review and interview with workers and labour union, confirmed that no contract substitution was noted. Based on assessment against indicator 6.5.2, all worker have an industrial relations with company through work agreement. Worker have clear understanding on work and condition, as designated in the work agreement.</p>	Comply
6.12.3	<p>Where migrant/foreign/honorary workers are employed, a special worker policy and procedures and the evidence of implementation shall be available. - Major compliance -</p>	<p>The agreement for temporary workers is available and signed by workers. There is no migrant worker</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 workforce and operations. - Major compliance -</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera have established a policy in protection of human rights, signed by President Director on 01 March 2014. The policy was explained that:</p> <ul style="list-style-type: none"> - The company acknowledges human rights are universal; thus applicable to all operation. - The compnay support implementation of human rights and ILO declaration related to principles and basic rights in working place that has been ratified by Republic of Indonesia. 	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Accusations against violation of human rights, if proven, resulted in disciplinary action up to termination of work relation, and could cause legal action. 	
Principle 7: Responsible development of new plantings		
Criterion 7.1:		
<p>A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.</p>		
<p>7.1.1</p>	<p>An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented.</p> <ul style="list-style-type: none"> - Major compliance - <p>PT. Mukomuko Agro Sejahtera; the environmental management and monitoring document and planning was approved as per "Surat Keputusan Gubernur Bengkulu No.M.288.XXX.Tahun 2011 tentang Kelayakan Lingkungan Kegiatan Perkebunan Kelapa Sawit seluas 6,298 Ha, di Kecamatan Malin Deman, Kecamatan Ipuh dan Kecamatan V Koto, Kabupaten Mukomuko, Provinsi Bengkulu oleh PT. Mukomuko Agro Sejahtera" dated 9 September 2011.</p> <p>In the environmental document: management of air quality (including odor), management of noise (including vibration), soil erosion management, management of water quality (ground and surface water), management of flora, management of animal/wildlife, management of aquatic ecosystem, management of hazardous waste, management of stone mining/ quarry, management and monitoring of peat area subsidence, monitoring of mill water use for process, management of solid waste, etc.</p> <p>Aside from that, company has prepared a social impact assessment, in cooperation with Yayasan Kelapa Sawit Berkelanjutan (YASBI), 2011. The report under "Dokumen Laporan Final Penilaian Dampak Sosial dan Lingkungan yang dilaksanakan oleh Yayasan Kelapa Sawit Berkelanjutan (YASBI) pada tahun 2011 yang dilakukan terhadap dampak sosial dari pembangunan kebun inti dan rencana pembangunan Kebun Masyarakat Desa (KMD)". Under the document, the social aspect identified covers source of livelihood, community's revenue, community mobility, community perception on company activity, social conflict, social-cultural changes, community health status.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> PT. Agro Muko and PT. Mukomuko Agro Sejahtera assisted <i>Kebun Masyarakat Desa/KMD</i> to prepare an environmental impact assessment document(s) covering the KMD/cooperatives location, endorsed by the relevant government agencies. The document presented in SPPL (Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup). Sample seen: "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL" KMD.</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>In 2017, social impact assessment held in cooperation with Koompasia Enviro Institut for scope of 10 KMDs. The social impact assessment was done between 8-16 March 2017 with scope of 15 villages around KMD with focus group discussion (FGD).</p>	
<p>7.1.2 Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts. - Minor compliance -</p>	<p>PT. Agro Muko and PT. Mukomuko Agro Sejahtera: The type of environmental aspect and impact identified, and recommended to manage, as per environmental document: management of air quality (including odor), management of noise (including vibration), soil erosion management, management of water quality (ground and surface water), management of flora, management of animal/wildlife, management of aquatic ecosystem, management of hazardous waste, management of stone mining/quarry, management and monitoring of peat area subsidence, monitoring of mill water use for process, management of solid waste. The management plans has been including type of impact, source of impact, relevant impact parameter, management and plan, management location, person in charge for such management, etc.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> PT. Agro Muko and PT. Mukomuko Agro Sejahtera helped <i>Kebun Masyarakat Desa/KMD</i> to prepare an environmental impact assessment document(s) covering the KMD/cooperatives location. The document presented in "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL". Sample seen: "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL" KMD Suka Maju dated 12 December 2017 including aspect – impact management plan for erosion, change in vegetation composition and biodiversity due to land conversion, etc. The management plan covers: no planting on area with slope >400; practicing terrace contour; efficient use of fertilizer and pesticide; planting ground cover to minimize surface runoff, etc. Based on field visit to KMDs, no planting on area with slope >400; ground cover is using Mucuna. For managing the social impact, KMD has assisted by company to have training on good bookkeeping, financial records, capacity building for organization. To demonstrate responsibility and accountability to its stakeholder, KMD involved in posting financial report into newspaper whereby PT. Agro Muko has indicated the price, tonnage and amount of money paid – therefore KMD being transparent on the financial resources they managed.</p>	<p>Comply</p>
<p>7.1.3 Where the development includes an outgrower scheme, the impacts of the scheme and the implications of</p>	<p><i>Kebun Masyarakat Desa/KMD:</i> PT. Agro Muko and PT. Mukomuko Agro Sejahtera helped <i>Kebun Masyarakat Desa/KMD</i> to prepare an environmental impact assessment document(s)</p>	<p>Comply</p>

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<p>the way it is managed shall be given particular attention. - Minor compliance -</p>	<p>covering the KMD/cooperatives location, endorsed by the relevant government agencies. The document presented in "Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL".</p> <p>The documents has identified aspect – impact management and monitoring plan for soil erosion, plan for change in vegetation composition and biodiversity due to land conversion, etc. The management and monitoring plan covers: no planting on area with slope >40°; practicing terrace contour; efficient use of fertilizer and pesticide; planting ground cover to minimize surface runoff, etc.</p> <p>Based on field visit to KMDs, management of such aspect-impat in form of: no planting on area with slope >40°; ground cover is using <i>Mucuna</i>. Monitoring has been carried out once per annum, result for 2017 in process of report preparation.</p> <p>For managing the social impact, KMD has assisted by company to have training on good bookkeeping, financial records, capacity building for organization.</p> <p>To demonstrate responsibiity and accountability to its stakeholder, KMD involved in posting financial report into newspaper whereby PT. Agro Muko has indicated the price, tonnage and amount of money paid – therefore KMD being transparent on the financial resources they managed.</p>		
<p>Criterion 7.2: Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.</p>			
<p>7.2.1</p>	<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. - Major compliance -</p>	<p>PT. Mukomuko Agro Sejahtera is able to present map, consist of information related to the soil type and topographic condition of the Estate. Based on identified soil type, the plantation located on mineral soil – limiting factor identified was steep slope. The verdict from consultant was suitable for oil palm plantation given appropriate management for area with slope.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> The soil type map, topographic map is available for <i>Kebun Masyarakat Desa/KMD</i> inside planting plan. KMD Air Berau: the land was ex-oil palm planatation, with the surrounding was oil palm plantation; there is no area requires to be maintained as conservation area; in the location with slope – requires terrace contour to prevent erosion. KMD Medan Jaya: land was ex-oil palm plantation, with the surrounding was oil palm plantation; there is no area requires to be maintained as conservation area; soil type is Hapludults dystrudepts (mineral); KMD location have slope – requires terrace contour to prevent erosion.</p>	<p>Comply</p>
<p>7.2.2</p>	<p>Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other</p>	<p>PT. Mukomuko Agro Sejahtera was able to present map, consist of information related to soil type and topographic condition of Malin Deman Estate. Based</p>	<p>Comply</p>

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

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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>	Comply
	<p>Based on the HCV assessment report, it was known that no conversion of primary forest and/or HCV area in plantation area of PT. Mukomuko Agro Sejahtera.</p> <p>HCV assessment of PT. Mukomuko Agro Sejahtera carried out in 2010 has been undertaken by appropriately qualified and experienced expert from “Yayasan Sawit Berkelanjutan (Indonesia Sustainable Palm Oil Foundation – YASBI Foundation)” using the guidance of Indonesia HCV Toolkit 2008 to monitor the possible extent of HCV inside the estates as well as area adjacent to it. The HCV assesment reported under “Laporan Penilaian HCV PT. Mukomuko Agro Sejahtera, Provinsi Bengkulu, Juli 2010 terhadap lahan ijin lokasi seluas 8,052.29 Ha” dated July 2010. The scope of assessment has included all scheme smallholder area. The assessment team comprise of Ir. Purwo Susanto (lead assessor – RSPO approved HCV assessor); Dr. Kunkun Jaka Gurmaya (biodiversity – RSPO approved HCV assessor); Gurnita, Ssi (ecology); Drs. Bambang Suseno (social, economic and cultural); Ir. Imam Subagyo (social, economy and environmental services); Arto Seto ST (GIS); Asep Ridwan Anaribowo (biodiversity); Abdillah Luhur Nuratmaja Ssi (biodiversity).</p> <p>The HCV assessment report concluded that PT. Mukomuko Agro Sejahtera has HCV 1, HCV 3 and HCV in area of 196.09 Ha consisting of 167 Ha conservation forest and 20.79 Ha of drain riparian/buffer zone and corridor.</p> <p>Stakeholder consultation carried out on 9 July 2010 in “Kantor Kecamatan Malin Deman” and “Kantor Kecamatan V Koto”. The public consultation was attended by 41 individuals in Malin Deman; and 49 individuals in V Koto. Type of stakeholders: district head/<i>Camat</i>, village head/<i>Kepala Desa</i>, <i>Kepala Dusun</i>, traditional leaders/<i>Kepala Kaum</i>, individuals, workers, government offices delegation, etc.</p> <p>In 2012, PT. Mukomuko Agro Sejahtera carried out ground verification against HCV assessment report upon all HCV area and reported under “Laporan Hasil Verifikasi Penilaian NKT PT. Mukomuko Agro Sejahtera”. The activity was carried out to analyze the field condition, whereby a number of deviation from initial HCV assessment found. The ground verification has been agreed with YASBI foundation and become integral part of the HCV assessment report – and becomes guidance in management and monitoring plan for HCV area.</p> <p>The HCV report has been peer reviewed on 2 April 2013, as per “HCV Toolkit Indonesia, 2008”. <i>Kebun Masyarakat Desa/KMD:</i> PT. Agro Muko and PT. Mukomuko Agro Sejahtera</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>has accommodated an HCV assessment in cooperation with Kompassia Enviro Institut against 10 KMD in 2017. Report presented under "Laporan Identifikasi Nilai Konservasi Tinggi PT. Agro Muko untuk KMD Serami Baru dan KMD Lubuk Talang, Kecamatan Malindeman, KMD Bumi Mulya, KMD Suka Maju dan KMD Bukit Makmur Kecamatan Penarik, KMD Mundam Marap Kecamatan Ipuh, KMD Tunas Muda Tunggal Jaya dan KMD Pondok Lunang Kecamatan Teras Terunjam, KSU Agro Muko Sungai Ipuh kecamatan Selagan Raya, KSU Agro Muko Sungai Kiang Kecamatan V Koto Kabupaten Mukomuko, Provinsi Bengkulu". The assessment team comprise of Sigit Budhi Setyanto (social-cultural; ALS15024SB); Wibowo A Djatmiko (ecology and biodiversity); Riswan (environmental service); Amirul Ikhsan (GIS and landscaping); Pradipta Wijaya (GIS); Chyntia Lestari (social-cultural).</p> <p>The assessment carried out on 6-16 March 2017. Public consultation was carried out on 13 March 2017, attended by 31 individuals: villagers, KMD committee, traditional leaders/Kepala kaum, etc.</p> <p>Based on the HCV assessment, there was HCV identified in KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda –Tunggal Jaya, Koperasi Produksi Sungai Tenang Mukomuko Agro Sejahtera.</p> <p>PT. Agro Muko carried out internal field visit for KMD Air Berau. The KMD of 10 Ha, located in Pondok Suguh District. The result from field visit dated 24 July 2006 was the proposed land was ex-oil palm plantation, with the surrounding was oil palm plantation; there is no area requires to be maintained as conservation area; in the location with slope – requires terrace contour to prevent erosion. The assessment complemented with landsat imagery from year 2000 (coverage 13 May 2000), indicating the area was shrub; from year 2005 (coverage 25 April 2005), indicating the area was shrub.</p> <p>PT. Agro Muko carried out internal HCV assessment for KMD Medan Jaya. The KMD of 9 Ha, located in Ipuh District. The result from field visit dated 17 May 2010 was the proposed land was ex-oil palm plantation, with the surrounding was oil palm plantation; there is no area requires to be maintained as conservation area; soil type is Hapludults dystrodepts (mineral); KMD location have slope – requires terrace contour to prevent erosion. The assessment complemented with landsat imagery from year 2000 (coverage 13 May 2000), indicating the area was shrub; from year 2005 (coverage 25 April 2005), indicating the area was shrub.</p>	
7.3.3	Records of land preparation and clearing dates shall be available.	Comply

Criterion / Indicator	Assessment Findings	Compliance
- Minor compliance –	<p><i>Kebun Masyarakat Desa/KMD:</i> The company assisted smallholder in preparing record of land preparation commencement in "Hectare Statement KMD dan Koperasi".</p>	
<p>7.3.4 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) - Major compliance –</p>	<p>In area of PT. Mukomuko Agro Sejahtera was identified rare-threatened-endangered species and other species protected by Indonesian regulation. In PT. Mukomuko Agro Sejahtera, there are 3 types of vegetation cover: Shrub vegetation with two species: <i>Dicranopteris linearis</i> (Old world forked fern), <i>Imperata cylindrical</i> (Japanese blodgrass); in cash crop vegetation found 22 species such as: <i>Hevea brasiliensis</i> (Rubber tree), <i>Dyera costulata</i> (Milkwood pine), etc.; in secondary forest cover found 43 species: <i>Agathis dammara</i> (Amboina pitch tree), <i>Gluta renghas</i> (Rengas), etc.</p> <p>It was also identified wildlife divided in 16 species of mammals, such as: <i>Sus verrucosus</i> (Javan earty pig), <i>Presbytis rubicunda</i> (Maroon langur), <i>Paradoxurus hermaphroditus</i> (Asian palm civet), <i>Felis bengalensis</i> (Leopard cat). 32 species of birds such as: <i>Accipiter trivirgatus</i> (Crested goshawk), <i>Turdus poliocephalus</i> (Island thrush), <i>Gallus gallus</i> (Red junglefowl), <i>Streptopelia chinensis</i> (Spotted dove).</p> <p>In order to protect the wildlife, company has established environment protection policy – "Kebijakan Perlindungan Lingkungan" dated 1 March 2013. In point stated protection of endangered and protected animals. In implementation, the effort to protect wildlife was managed through:</p> <ul style="list-style-type: none"> - No conversion on area identified as HCV; - Company has installed signboards on HCV identity; no-hunting, no poaching, no fishing warning signs; signboards with identified/potential rare-threatened-endangered or protected animals; - Company has create posters with information of type of rare-threatened-endangered or protected animal on the field and office premises; - Company has appointed personnel responsible to manage and monitor the HCV areas – called conservation ranger; - Company has communicated the HCV areas and status/presence of rare-threatened-endangered or protected animals in the region – to local communities and its workers; - Company has cooperation with Zoological Society of London (ZSL), Bogor to provide SMART software training to its worker/conservation rangers; - Company through conservation rangers made HCV patrol periodically to monitor the flora and fauna. This is through installation of camera trap such as in Air Buluh Estate. <p>The monitoring result has been compiled and reported on annual basis. HCV management and monitoring report 2017 sighted.</p> <p><i>Kebun Masyarakat Desa/KMD:</i></p>	Comply

Criterion / Indicator	Assessment Findings	Compliance	
	<p>Based on the HCV assessment, there was no HCV identified in KMD Bumi Mulya, KMD Suka Maju, KMD Tunas Muda – Tunggal Jaya, Koperasi Produksi Plasma Sungai Tenang Mukomuko Agro Sejahtera.</p> <p>Based on document verification, it was found 25 mammals species, such as <i>Nycticebus coucang</i> (Sunda slow loris), <i>Neofelis diardii</i> (Clouded leopard), etc.; 54 species of birds such as <i>Argusianus argus</i> (The great argus), <i>Halcyon smymensis</i> (White-throated kingfisher), etc.; 10 species of reptiles such as <i>Ophiophagus hannah</i> (King cobra), etc.; 8 types of amphibia such as <i>Leptobrachium sp.</i> (Pelobatid frog) etc.; 12 species of fish such as <i>Barbodes cf binotatus</i> (Spotted barb), etc.</p> <p>The HCV report from Kompasnia Enviro Institut has been integral part in preparing “planting plan” – to avoid conversion of HCV area in smallholder block.</p>		
<p>7.3.5</p>	<p>Areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations, shall be identified in consultation with the communities and incorporated into HCV assessments and management plans (see Criterion 5.2).</p> <p>- Minor compliance -</p>	<p>Stakeholder consultation carried out on 9 July 2010 in “Kantor Kecamatan Malin Deman” and “Kantor Kecamatan V Koto”. The public consultation was attended by 41 individuals in Malin Deman; and 49 individuals in V Koto. Type of stakeholders: district head/<i>Camat</i>, village head/<i>Kepala Desa</i>, <i>Kepala Dusun</i>, traditional leaders/<i>Kepala Kaum</i>, individuals, workers, government offices delegation, etc.</p> <p>As reflected in the HCV assessment report for PT. Mukomuko Agro Sejahtera, there was no HCV 5 and HCV 6 identified on plantation blocks.</p>	<p>Comply</p>
<p>Criterion 7.4: Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.</p>			
<p>7.4.1</p>	<p>Maps identifying marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided.</p> <p>- Minor compliance -</p>	<p>PT. Mukomuko Agro Sejahtera is able to present map, consist of information related to soil type and topographic condition of the estates. Based on identified soil type, there is no area with excessive gradients, no peat soil in company land.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Based on identified soil type, there is no area with excessive gradients, no peat soil in <i>Kebun Masyarakat Desa/KMD</i>.</p>	<p>Comply</p>
<p>7.4.2</p>	<p>Where limited planting on fragile and marginal soils, including peat, is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts.</p> <p>- Major compliance -</p>	<p>PT. Mukomuko Agro Sejahtera is able to presented map, consist of information related to soil type and topographic condition of the concession. Based on identified soil type, there is no area with excessive gradients, no peat soil in Estate.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Based on identified soil type, there is no area with excessive gradients, no peat soil in <i>Kebun Masyarakat Desa/KMD</i>.</p>	<p>Comply</p>
<p>Criterion 7.5: No new plantings are established on local peoples’ land where it can be demonstrated that there are legal, customary or user rights, without their free, prior and informed consent. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.</p>			

Criterion / Indicator	Assessment Findings	Compliance
<p>7.5.1 Evidence shall be available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples.</p> <p>- Major compliance -</p>	<p>PT. Mukomuko Agro Sejahtera has a mechanism for land compensation "Prosedur Kompensasi Lahan No.SOP/CA/02" issued on 1 July 2012. Eventough the land was legally under company's HGU or Izin Lokasi, since it is still under traditional owner and has not been compensated, company policy is to wait. Once the landowner wishes to release the land, only company follows up.</p> <p>Based on document review, shows that land belong to individual landowners that has not been released their land; are being excised from "Kadastral" measurement and not being part of HGU application by PT. Mukomuko Agro Sejahtera. Map of 1:33,700 identifying the name and location, totalling 87.53 Ha.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Based on document review and interview with KMD management and village head, it is known that up to this moment, there is no land conflict between KMD and local community. The land prepared for oil palm plantation was provided voluntarily from previous landowners for smallholder development. This was recorded during formation of KMD, which based on meeting with village community and their representatives.</p>	<p>Comply</p>
<p>Criterion 7.6: Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</p>		
<p>7.6.1 Documented identification and assessment of demonstrable legal, customary and user rights shall be available.</p> <p>- Major compliance -</p>	<p>PT. Mukomuko Agro Sejahtera (MMAS): Company has utilized the area under location permit: "Surat Keputusan Bupati Mukomuko No.700-212 tentang Perpanjangan Izin Lokasi seluas 1,167 Ha" dated 18 March 2014. Company has identified all landowners that possess valid user right inside the concession and negotiated to compensated the land. Based on document review and interview, PT. Mukomuko Agro Sejahtera, up to this moment, has identified and made compensation for 1,225 landowners with total area of 2,142.29 Ha.</p> <p>Based on document review, shows that land belong to individual landowners that has not been released their land; are being excised from "Kadastral" measurement and not being part of HGU application by PT. Mukomuko Agro Sejahtera. Map of 1:33,700 identifying the name and location, totalling 87.53 Ha.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Each KMD has identified the landowners, with legal rights and/or user rights upon land parcel to be compensated. Because the potential land is within their village boundary.</p>	<p>Comply</p>
<p>7.6.2 A system for identifying people entitled to compensation shall be in</p>	<p>PT. Mukomuko Agro Sejahtera has a mechanism for land compensation "Prosedur Kompensasi Lahan</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>place. - Major compliance -</p>	<p>No.SOP/CA/02” issued on 1 July 2012. In the procedure outlines the mechanism for identifying, verifying people entitled to compensation through the FPIC process (socialization). Document Verification and Measurement of land and Price Negotiation “Ganti Rugi Tanam Tumbuh/GRTT”. Completeness GRTT are as follows:</p> <ol style="list-style-type: none"> 1. Letter of Request for measurement, 2. Minute of land surveying, 3. Certificate of Land or “Surat Keterangan Tanah/SKT; 4. Statement of no dispute 5. Statement of Recognition of Rights, 6. Statement Own Land / Land for smallholder (if any), 7. Letter of Waiver working on arable land, arable land compensation letters. <p><i>Kebun Masyarakat Desa/KMD:</i> Kebun Masyarakat Desa/KMD committee refers to PT. Agro Muko’s procedure on identifying people entitled to compensation. Evidence sighted: Statement Letter from the <i>Kebun Masyarakat Desa/KMD</i> committee “Surat Pernyataan Kepatuhan terhadap Pemenuhan Persyaratan Prinsip dan Kriteria RSPO” dated 12 December 2017; stating that the organization is a committed to comply to RSPO P&C through implementation of relevant policies and SOP from PT. Agro Muko.</p> <p>PT. Agro Muko’s “Prosedur Ganti Rugi Lahan, No.SOP/CA/02” – land compensation procedure dated 1 July 2012, available in Bahasa Indonesia. Any identification of people entitled for land compensation will be identified by <i>Kebun Masyarakat Desa/KMD</i> committee and acknowledged by PT. Agro Muko.</p>	
<p>7.6.3</p> <p>A system for calculating and distributing fair compensation (monetary or otherwise) shall be in place. - Major compliance -</p>	<p>PT. Mukomuko Agro Sejahtera has a mechanism for land compensation “Prosedur Kompensasi Lahan No.SOP/CA/02” issued on 1 July 2012. In the procedure outlines the mechanism for identifying, verifying people entitled to compensation through the FPIC process (socialization). Record of calculation system (based on participatory mapping and measurement) for compensation recorded in minutes of negotiation.</p> <p><i>Kebun Masyarakat Desa/KMD:</i></p>	<p>Comply</p>
<p>7.6.4</p> <p>Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development. - Minor compliance -</p>	<p>PT. Mukomuko Agro Sejahtera opens to possibilities of providing opportunities to benefit from plantation development. In one case, the compensation made to exchange with assistance to sets up smallholder. Company assisted to purchase land for <i>Kebun Masyarakat Desa/KMD</i>. The process for land compensation with <i>Kebun Masyarakat Desa/KMD</i> Tanjung Jaya, whereby land of 7.83 Ha located inside area proposed for HGU. The agreement was <i>Kebun</i></p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p><i>Masyarakat Desa</i> Tanjung Jaya to release the land inside HGU and exchanged with PT. Mukomuko Agro Sejahtera assist to purchase land outside proposed HGU area of 14.516 Ha. In addition, the balance of debt accounted as paid during the agreement, 11 August 2017.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Kebun Masyarakat Desa/KMD committee refers to PT. Agro Muko’s procedure on calculating compensation. Record of calculation/negotiation sighted in the minutes of meeting between KMD with community and individual landowners.</p>	
<p>7.6.5</p> <p>The process and outcome of any compensation claims shall be documented and made publicly available.</p> <p>- Minor compliance -</p>	<p>PT. Mukomuko Agro Sejahtera maintain complete records of negotiation process, participatory mapping and measurement, user right release and compensation payment.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Kebun Masyarakat Desa/KMD committee assisted by PT. Agro Muko and PT. Mukomuko Agro Sejahtera to maintain records of process and outcome upon land compensation.</p>	<p>Comply</p>
<p>7.6.6</p> <p>Evidence shall be available that the affected communities and rights holders have access to information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.</p> <p>- Minor compliance -</p>	<p>Based on document review and interview with compensation benefactors, or people received compensation; individual landowners are given all information; related to scope of project, benefit and detriment impacts, and free to choose their representative. In most cases for PT. Mukomuko Agro Sejahtera, the negotiation process represented by individual landowners themselves – with traditional leader/Kepala Kaum, village head and district head as witness – supervising the process.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Kebun Masyarakat Desa/KMD committee always involving the traditional leader/Kepala Kaum, village head and district head in the process of providing land compensation.</p>	<p>Comply</p>
<p>Criterion 7.7: 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>		
<p>7.7.1</p> <p>There shall be no land preparation by burning, other than in specific situations, as identified in the ‘Guidelines for the Implementation of the ASEAN Policy on Zero Burning’ 2003, or comparable guidelines in other regions.</p> <p>- Major compliance -</p>	<p>There is no fire used for land preparation. PT. Mukomuko Agro Sejahtera implements their policy of “Zero Burning” and it was noted during field visit that there is no signs of burning for land preparation. Records show that there is no burning activity in land preparation at company Estate.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Guidance for land clearing/planting provided by PT. Agro Muko and PT. Mukomuko Agro Sejahtera in document “Planting Approval”. One of the highlight, the document stipulates the mechanical work, whereby company provides technical solution for smallholder development; provided the heavy</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>machinery and supervision (manpower) to control the process. No use of fire, all mechanical. "Laporan Mingguan Progress Kerja LC", e.g. KMD Suka Maju dated 28 to 30 September 2017, area: 9.22 Ha, based on contract No.21/KMD SP2-SJE-GMO/2017, contractor PT. Mitra Prima Usaha Maju. Description of work are chipping, filling, clearing, stacking, making road, making terrace contour, making drain, making boundary drain, leveling, making sewer, spraying, making planting hole, planting LCC, planting oil palm, etc. Records show that there is no burning activity in land preparation at KMD. Field observation at KMD Bumi Mulya and Suka Maju demonstrated that there is no burning activity in land preparation at KMD.</p>	
<p>7.7.2</p> <p>In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p> <p>- Minor compliance -</p>	<p>There is no fire used for land preparation. The company implements their policy of "Zero Burning" and it was noted during field visit that there is no signs of burning for land preparation. Records show that there is no burning activity in land preparation at company Estate. Field observation at Malind Deman Estate demonstrated that there is no sign of burning activity in land preparation.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> Record of land clearing available on "Laporan Mingguan Progress Kerja LC". Description of work are chipping, filling, clearing, stacking, making road, making terrace contour, making drain, making boundary drain, leveling, making sewer, spraying, making planting hole, planting LCC, planting oil palm, etc. Records show that there is no burning activity in land preparation at KMD.</p>	<p>Comply</p>
<p>Criterion 7.8: New plantation developments are designed to minimise net greenhouse gas emissions.</p>		
<p>7.8.1</p> <p>The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated.</p> <p>- Major compliance -</p>	<p>Identification of pollutant and mitigation plan, included GHG is documented in "Rencana Pengurangan Emisi Gas Rumah Kaca (GHG Emmission) as defined in procedure of "Mitigasi Gas Rumah Kaca" No.ENC/GHG/01. GHG emissions have been identified and plan for mitigation of GHG has been established.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> PT. Agro Muko and PT. Mukomuko Agro Sejahtera has provides complete information on planting plan – including avoiding area with high carbon stock for development. Based on interview with KMD committees and document review upon "Planting Approval" document, KMD have agreed on the approach. From the HCV report, carbon stock assessment stated area that contain high carbon stock was sets aside. In KMD Lubuk Talang, the HCV area of Ipuh river buffer zone 35.72 Ha and area with secondary forest vegetation 9.79 Ha was not going to be planted.</p>	<p>Comply</p>
<p>7.8.2</p> <p>There shall be a plan to minimise net GHG emissions which takes into</p>	<p>From the "Hectare Statement", recording the land preparation and planting realization, no planting on</p>	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance	
account avoidance of land areas with high carbon stocks and/or sequestration options. - Minor compliance -	<p>primary forest and/or peat area for the Estate. HCV area and the vegetation are maintained.</p> <p><i>Kebun Masyarakat Desa/KMD:</i> PT. Agro Muko and PT. Mukomuko Agro Sejahtera has provide complete information on planting plan – including avoiding area with high carbon stock for development. Based on interview with KMD committees and document review upon “Planting Approval” document, KMD have agreed on the approach. Based on soil survey, no peat soil identified in the smallholder land.</p> <p>From the HCV report, carbon stock assessment stated area that contain high carbon stock was sets aside. In KMD Lubuk Talang, the HCV area of Ipuh river buffer zone 35.72 Ha and area with secondary forest vegetation 9.79 Ha was not going to be planted. Based on field visit, the area was not opened.</p>		
Principle 8: Commitment to continual 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 continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); • Optimising the yield of the supply base. <p>- Major compliance -</p>	<p>PT. Agromuko – Bunga Tanjung POM has deomstrated the document related to program of continual improvement as in “Program Perbaikan Berkelanjutan tahun 2018”, consist of:</p> <ul style="list-style-type: none"> – Monitoring and evaluation of best management practices both in POM and Estate – Monitoring on optimizing the use of reneweal energy – Monitoring on use of chemical material and handling of hazardous waste – Involving the local community to input on improving social aspect/issues. – Mitigation to reduce the emission of GHG – Encourage the local community to awareness the HCV area through insentife socialization. <p>Data seen: Record of waste management month October 2018, e.g:</p>	Comply

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Appendix B: Approved Time Bound Plan

Name of company	Name of Mill	Location	Supply Base	Time Bound Plan	Target Year for RSPO
PT. Agro Muko	Muko Muko Mill	Mukomuko Regency, Bengkulu Province, Indonesia	Muko Muko estate, S. Betung estate, Tanah rekah estate, Talang Petai estate, S. Kiang estate and KMD	2011	Certified
	Bunga Tanjung Mill	Mukomuko Regency, Bengkulu Province, Indonesia	Bunga Tanjung estate, Air Bikuk estate, Air Buluh estate and KMD	2011	Certified
			PT. Mukomuko Agro Sejahtera: - Air Majunto estate - Malin Deman estate	2014	Certified
PT. Tolan Tiga	Bukit Maradja Mill	Simalungun Regency, North Sumatera, Indonesia	- Bukit Maradja Estate (PT. Eastern Sumatra Indonesia) - Kerasaan Estate (PT. Kerasaan Indonesia) - PT. Timbang Deli Indonesia	2010 2018	Certified May 2010 Plan to certify
	Perlabian Mill	Labuhan Batu Selatan Regency, North Sumatera, Indonesia	Perlabian estate and Tolan estate.	2010	Certified May 2010
PT. Umbul Mas Wisesa	Umbul Mas Wisesa Mill	Labuhan Batu Selatan Regency, North Sumatera, Indonesia	UMW South estate, UMW North estate and Toton Usaha Mandiri estate	2014	Certified in March 2015
PT. Agro Kati Lama		Musi Rawas Regency, South Sumatera, Indonesia		2021	developed (It has been RSPO NPP), RSPO public Notification on 31 st March 2014.
PT. Agro Rawas Ulu		Musi Rawas Regency, South Sumatera, Indonesia		2024	developed (It has been RSPO NPP), RSPO public Notification on 31 st March 2014.
PT. Agro Muara Rupit		Musi Rawas Regency, South Sumatera, Indonesia		2024	developed (It has been RSPO NPP), RSPO public Notification on 31 st March 2014.
Hargy Oil Palm Limited (HOPL)	Hargy Mill	East of Bialla, West New Britain Province, PNG	Hargy Estate	2009	Certified in April 2009
	Navo Mill	50 km East of Bialla, West New Britain Province, PNG	Navo Estate, Bakada Estate and Mengan Estate	2009	Certified in April 2009
	Barema Mill	30 km East of Bialla, West New Britain Province, PNG	Barema Estate	2014	RSPO Certified in April 2014
PT. Dendy Marker Indah Lestari	Dendymarker Indahlestari Palm Oil Mill	Karang Dapo District, Musi Rawas Regency, Sumatera Selatan Province, Indonesia	Bingin Rupit 1 Estate and Bingin Rupit 2 Estate	2015	The most recent acquisition on 1 August 2017. RSPO certified in 2015.

Appendix C: GHG Reporting Executive Summary

The GHG emissions that were produced in **November 2017-October 2018** for **Bunga Tanjung 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 includes:

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

The summary of the Net GHG emitted in **November 2017 – October 2018** for **Bunga Tanjung POM** and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	0.15
PK	0.15

Extraction	%
OER	22.75
KER	5.27

Production	t/yr
FFB Process	138872.73
CPO Produced	31597.085
PK Produced	7312.869

Land Use	Ha
OP Planted Area	6874.15
OP Planted on peat	0
Conservation (forested)	1018.74
Conservation (non-forested)	0
Total	

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	40585.24	0.34	4496.7	0.41	3735.29	0.39	48817.23	1.14
CO ₂ Emission from fertilizer	6857.32	0.06	987.52	0.09	535.09	0.06	8379.93	0.21
NO ₂ Emmision	7210.65	0.06	888.6	0.08	468.4	0.05	8567.65	0.19
Fuel Consumption	3025.1	0.03	297.05	0.03	0	0	3322.15	0.06
Peat Oxidation	0	0	0	0	0	0	0	0
Sink								
Crop Sequestration	-53380.52	-0.45	-5914.37	-0.54	-5059.08	-0.52	-64354	-1.51
Conservation Sequestration	-8097.19	-0.07	-1224.1	-0.11	0	0	-9321.29	-0.18

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Total	-3799.40	-0.03	-468.6	-0.04	-320.3	-0.03	-4588.3	-0.1
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**Note: Includes both estates and smallholders*

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	27221.41	0.2
Fuel Consumption	268.55	0
Grid Electricity Utilisation	0	0
Credit		
Export of Grid Electricity	-187.9	0
Sales of PKS	-16088.31	-0.12
Sales of EFB	-631.06	0
Total	10582.68	0.08

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO₂e
PK from own mill	1126.6
PK from other source	0
Fuel Consumptions	0
Total Crusher emissions	1126.6

*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 pond (%)	100
Divert to methane captured (flaring) (%)	0
Divert to methane captured (energy generation) (%)	0

Appendix D: General Chain of Custody Requirements for the Supply Chain

5.1 Applicability of the general chain of custody requirements for the supply chain			
	Requirement	Evidence For any N/A raised, justification is required.	Compliance (Yes / No or N/A)
5.1.1	The General Chain of Custody requirements of the RSPO Supply Chain Standard shall apply to any organization throughout the supply chain that takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors. After the end product manufacturer, there is no further requirement for certification.	The General Chain of Custody requirements of the RSPO Supply Chain Standard is applicable for PT. Agro Muko – Bunga Tanjung Palm Oil Mill (POM). Bunga Tanjung POM physically process RSPO Certified FFB into Certified Sustainable Palm Oil (CSPO) and Palm Kernel (CSPK). Bunga Tanjung POM does not process non-certified FFB, therefore the applicable RSPO SCC model is Module D - CPO Mills: Identity Preserved.	Yes
5.1.2	Traders and distributors require a licence obtained from RSPO Secretariat to sell RSPO certified product but do not themselves require certification. When selling RSPO certified products, a licensed trader and/or distributor shall pass on the certification number of the product manufacturer and the applicable supply chain model.	PT. Agro Muko – Bunga Tanjung Palm Oil Mill is not a trader or distributors. The site physically handle and process sustainable Fresh Fruit Bunch (FFB) into sustainable CPO and PK. This clause is not applicable for the certification unit.	N/A
5.1.3	Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.	PT. Agro Muko is a subsidiary of SIPEF Group, which is a member of RSPO with membership number 1-0021-05-000-00, since 7 December 2005. PT. Agro Muko – Bunga Tanjung Palm Oil Mill has been registered in RSPO IT Paltform with registered ID number RSPO_PO1000001279.	Yes
5.1.4	Processing aids do not need to be included within an organization’s scope of certification.	PT. Agro Muko – Bunga Tanjung Palm Oil Mill does not include any processing aid into organization’s scope of certification.	Yes
5.2 Supply chain model			
5.2.1	The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.	PT. Agro Muko – Bunga Tanjung Palm Oil Mill is certified against RSPO P&C Indonesia National Interpretation, September 2016 and RSPO Supply Chain Certification Standard, June 2017 Module D - CPO Mills: Identity Preserved.	Yes

		<p>Bunga Tanjung POM received certified raw material (Fresh Fruit Bunch) from its own estate:</p> <ul style="list-style-type: none"> - Bunga Tanjung Estate; - Air Bikuk Estate; - Air Buluh Estate; - Malin Deman Estate; - Sei Kiang Estate; <p>and from the Scheme Smallholders:</p> <ul style="list-style-type: none"> - Kebun Masyarakat Desa/KMD; - Koperasi Perkebunan Desa Air Buluh Agromuko (KOPABA); - Koperasi Perkebunan Sejahtera - Bersama Mukomuko Agro Sejahtera (KPSB-MMAS). <p>Kebun Masyarakat Desa/KMD and Koperasi Perkebunan are fully managed by PT. Agro Muko, under each estate.</p> <p>The certification of Estates and Scheme Smallholders are fall under PT. Agro Muko – Bunga Tanjung POM with certificate number RSPO 646338, first certification start on 22 February 2011, second certification start on 22 February 2016 and expired on 21 February 2021.</p> <p>Management of PT. Agro Muko aware that they can claim their product (CPO and PK) as Identity Preserved or downgrading in the following order Identity Preserved -> Segregated -> Mass Balance.</p>	
5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	<p>PT. Agro Muko – Bunga Tanjung POM uses Module D of RSPO Supply Chain Certification Standard. Therefore, Bunga Tanjung POM uses Identity Preserved (IP) as the supply chain model.</p> <p>Prior to sales, CSPO are stored in Agro Muko Tank Terminal at Padang, West Sumatera. During storage CSPO are mixed with other RSPO certified CSPO from PT. Agro Muko – Bunga Tanjung POM, which certified under certificate No. RSPO 556042. PT. Agro Muko – Bunga Tanjung Palm Oil Mill is certified against RSPO P&C Indonesia National Interpretation, September 2016 and RSPO Supply Chain Certification Standard Module D - CPO Mills: Identity Preserved.</p> <p>Based on review of Contract documents, Shipping Instruction, Packing List and Bill of Lading, PT. Agro Muko uses Segregation (SG) as the</p>	Yes

		supply chain model.	
5.3. Documented Procedures			
5.3.1	<p>The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ul style="list-style-type: none"> • Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. 	<p>PT. Agro Muko has a written procedures and/work instruction for ensuring the implementation of RSPO Supply Chain Standard. The procedure is "Supply Chain and Traceability" (ENC-01-08/20-08-2018/Rev.1). The procedure are complete and up to date covering the implementation of all elements in the supply chain requirements, such as:</p> <ol style="list-style-type: none"> a. Sales process, covering from contract approval to delivery of oil palm product (CPO and PK) including information of supply chain mechanism; b. Process at the estates, covers harvesting, FFB and loose fruit delivery include harvesting record and delivery to the Palm Oil Mill; c. Process at Palm Oil Mill, covers FFB and Loose fruit identification, production process, delivery of product and recording. <p>Agro Muko Tank Terminal (AMTT) is deemed as part of the palm oil mill. The control over tank terminal (bulking station) is under PT. Agro Muko. Agro Muko Tank Terminal receives CSPO from certified palm oil mills under PT. Agro Muko, which is mukomuko POM and Bunga Tanjung POM.</p> <p>AMTT uses the same procedure with Bunga Tanjung POM, with detail work instruction as follows:</p> <ul style="list-style-type: none"> - AMT-01-01/02-10-2017/Rev.0 dated 31 October 2017 (Reception). - AMT-02-01/02-10-2017/Rev.0 dated 31 October 2017 (Unloading). - AMT-03-01/02-10-2017/Rev.0 dated 31 October 2017 (Storage and Despatch). - AMT-04-01/02-10-2017/Rev.0 dated 31 October 2017 (Power Plant). - AMT-05-01/02-10-2017/Rev.0 dated 31 October 2017 (Steam Plant). - AMT-06-01/02-10-2017/Rev.0 dated 31 October 2017 (Workshop). 	Yes
	<ul style="list-style-type: none"> • Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). 	<p>The site has complete and up to date records and reports that demonstrated compliance with the supply chain model requirements, as follows:</p> <ul style="list-style-type: none"> - Daily Report, under Daily Production Figure for 29/11/2018, 	Yes

		<p>described:</p> <ul style="list-style-type: none"> o FFB stock: 251,395 kg o FFB received: 340,390 kg o FFB processed: 349,511 kg o Processing hour: 11.25 hours o Mill throughput: 31.07 t/hours o OER: 22.83 % o KER: 5.21 % o CPO Stock: 1,017.610 MT; despatched: 0 MT; produced: 79.778 MT; End Stock: 1,097.388 MT o PK Stock: 187.133 MT; despatched: 0 MT; produced: 18.213 MT; End Stock: 205.346 MT. <p>- Monthly Report, under "Data Produksi dan Sortasi Bulan Oktober 2018", described:</p> <ul style="list-style-type: none"> o FFB received: 11,052.490 MT o Total FFB processed: 11,058.811 MT o Total production CPO: 2,498.862 MT o Total production PK: 558.303 MT o OER: 22.60 % o KER: 5.05 % <p>Training record: Training attendance list dated 2 November 2018, attended by 5 participants; Training material: RSPO Supply Chain Certification Standard, revised 14 June 2017; Schedule Training Plan 2018, Supply Chain planned in September 2018.</p>	
	<ul style="list-style-type: none"> • Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the organization's procedures for the implementation of this standard. 	<p>The organization has stated in the Job Description that responsible person over the implementation of supply chain and traceability in Bunga Tanjung POM is the Mill Manager, currently held by Mr. Sariman Sihombing. Whilst in the tank terminal is the Tank Terminal Manager, currently held by Mr. Subhan.</p>	<p>Yes</p>
<p>5.3.2</p>	<p>The site shall have a written procedure to conduct annual internal audit to determine whether the organization;</p> <p>i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p>	<p>The company has established Internal Audit Procedure, under the procedure of Internal Audit (ENC/SOP/02) dated 9 January 2018, the scope covers latest RSPO Supply Chain requirements including RSPO Market Communication and Claims.</p>	<p>Yes</p>

	<p>ii) effectively implements and maintains the standard requirements within its organization</p>	<p>Results of internal audits covering RSPO Supply Chain Certification Standard: Internal audit for Bunga Tanjung POM conducted on 10-13 August 2018, resulting 2 major non-conformities, 12 non-conformities and 3 observations issued, 12 of the non-conformities have been closed, whilst 2 non-conformities are in progress.</p>	<p>Yes</p>
<p>5.4. Purchasing and goods in</p>			
<p>5.4.1</p>	<p>The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier in document form:</p> <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment/delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply Chain certificate number of the seller; • A unique identification number 	<p>PT. Agro Muko – Bunga Tanjung POM has demonstrated SOP of “Supply Chain and Traceability” (ENC-01-08/20-08-2018/Rev.1). Chapter 5.2 of the procedure indicates the Weighbridge Clerk has responsibility to input data and print “Receiving Slip” based on FFB Delivery Note, covering information e.g. estate name and block number, mill name, date of delivery, product description and quantity, RSPO certificate number, transporter identity and unique identification number.</p> <p>Document FFB Delivery Note and FFB Receiving Slip described identity and location of FFB source and other item required e.g.:</p> <ul style="list-style-type: none"> - FFB Delivery Note No. BTE/000789 dated 29/11/2018; issued by Bunga Tanjung Estate, Division BTE FD 01; Vehicle BD 8335 N; Mandor: Jhon P.; Year of planting 1998, Block: E01A (106 bunches), F01A (150 bunches); stamped as Sustainable Product – IP, RSPO certificate No. RSPO 646338. - FFB Receiving Slip Ticket No. FFB1801647W dated 29/11/2018 issued by Bunga Tanjung POM, Estate: Bunga Tanjung Estate; Vehicle BD 8335 N; Transporter: Bunga Tanjung Estate; Product: FFB; DO No. BTE/00789; Nett weight: 4.750 MT; stamped as Sustainable Product – IP, RSPO certificate No. RSPO 646338. - FFB Delivery Note No. MDE/004683 dated 29/11/2018; issued by Malin Deman Estate, Division PLAM; Vehicle BD 8534 CU; Mandor: Ma’mur; Year of planting 2012, Block: 12C02 (800 bunches), 12D01 (560 bunches); stamped as Sustainable Product – IP, RSPO certificate No. RSPO 646338. - FFB Receiving Slip Ticket No. FFB1801651W dated 29/11/2018 issued by Bunga Tanjung POM, Estate: Malin Deman Estate (MDE); Vehicle BD 8534 CU; Transporter: Malin Deman Estate; Product: FFB; DO No.MDE/PLAM/0004683; Nett weight: 7.410 	<p>Yes</p>

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		<p>MT; stamped as Sustainable Product – IP, RSPO certificate No. RSPO 646338.</p> <p>The information completely available in the documents:</p> <ul style="list-style-type: none"> • The name and address of the receiver, which is PT. Agro Muko – Bunga Tanjung POM; • The name and address of the seller, e.g. Bunga Tanjung Estate, Malin Deman Estate; • The loading or shipment/delivery date, e.g. 29/11/2018; • The date on which the documents were issued, e.g. 29/11/2018; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations), e.g. Fresh Fruit Bunch (FFB) and Sustainable Product - IP; • The quantity of the products delivered, e.g. 4.750 MT and 7.410 MT; • Any related transport documentation, e.g. FFB Receiving Slip mentioned DO (FFB Delivery Note) number DO No. BTE/00789 and DO No.MDE/PLAM/0004683; • Supply Chain certificate number of the seller, which is RSPO 646338; • A unique identification number, e.g. BTE/00789 and MDE/PLAM/0004683; 	
	<ul style="list-style-type: none"> • Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation). 	<p>Informations are complete and presented in several document, e.g. FFB Delivery Note (DO) and FFB Receiving Slip (Weighbridge Ticket). Report of FFB receiving are documented in Daily Production Figure and Monthly Report (Data Produksi dan Sortasi).</p>	<p>Yes</p>
	<ul style="list-style-type: none"> • The site receiving RSPO certified oil palm products shall ensure that the products are verified as being RSPO certified. For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements/Announcements and Confirmations on the RSPO IT platform per shipment or group shipments. Refer to section 5.7.1 of this document for further 	<p>PT. Agro Muko has ensured that certified FFB received are RSPO certified based on the source of FFB. These FFB source are certified under PT. Agro Muko – Bunga Tanjung POM certificate (RSPO 646338). Based on interview with weighbridge clerk and FFB receiving station, Bunga Tanjung POM only received certified FFB from sustainable source:</p> <ul style="list-style-type: none"> - Bunga Tanjung Estate; 	<p>Yes</p>

	guidance.	<ul style="list-style-type: none"> - Sei Betung Estate; - Tanah Rekah Estate; - Talang Petai Estate; - Sei Kiang Estate; - Air Manjuntio Estate; and from the Scheme Smallholders: <ul style="list-style-type: none"> - Kebun Masyarakat Desa/KMD and Koperasi Serba Usaha/KSU; - Koperasi Produksi Plasma Sungai Tenang Sejahtera. Kebun Masyarakat Desa/KMD, Koperasi Serba Usaha/KSU and Koperasi Produksi Plasma are fully managed by PT. Agro Muko, under each estate. There is no FFB received from other source.	
	<ul style="list-style-type: none"> • A check of the validity of the Supply Chain Certification of suppliers is required for all sites that are SC certified. This shall be checked via the list of RSPO Supply Chain Certified sites on the RSPO website (www.rspo.org) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements. 	Bunga Tanjung POM does not need to check the certificate validity of the FFB source on the RSPO website, because the certification of the FFB suppliers is fall under PT. Agro Muko – Bunga Tanjung POM.	Yes
	<ul style="list-style-type: none"> • The validity of licence for traders and distributors shall also be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements / announcements. 	Bunga Tanjung POM has never purchased or sales any certified palm oil product from traders or distributors.	Yes
5.4.2	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.	The site has a mechanism for handling non-conforming oil palm product and/or documents under procedure “Goods Return” (PSD-01-10/02-10-2017/Rev.0). The procedure covers returned of all non-conforming product and/or documents. Based on audit, Bunga Tanjung POM only receive and processed sustainable FFB.	Yes
5.5. Outsourcing activities			
5.5.1	In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party	The transport for RSPO certified sustainable CPO delivery were carried out by several contractors. These contractors were appointed, contracted and instructed by PT. Agro Muko. The transport contractors are: <ul style="list-style-type: none"> - PT. Usaha Jaya Express, address Jalan Olo Ladang No. 3 – 	Yes

	<p>complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independement mil cannot outsource processing activities like refining or crushing.</p> <p>This requirement is not applicable to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the certified organization (not the tank farm manager).</p>	<p>Padang, contact name Mr. Freddy Johan, contact number 08535596****.</p> <ul style="list-style-type: none"> - PT. Genta Perdana Diandra, address Gang Sehati No.54A RT.003 RW.002 Lubuk Begalung Nan XX – Padang, contact name Mr. Suhardiman, SE., contact number 08137427****. - PT. Bersama Sejahtera Mandiri, address Komplek Pertokoan Sakura – Jl. Raya By Pass KM.6 Padang, contact name Mr. H. Sengaja Budi Syukur, SH., contact number 08137283****. - PT. Mutia Mulia, address Jl. Raya By Pass KM.6 Simpang Arai Pinang - Padang, contact name Mr. Novi Andres, contact number 08137433****. <p>All contractors have signed Statement Letter dated 22 November 2018, that they all ready to comply with RSPO Supply Chain Standard and ready to be audited by CB if it deemed necessary. The Statement letter completed with compliance checklist against RSPO Supply Chain Standard.</p>	
<p>5.5.2</p>	<p>Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <p>a. The site has legal ownership of all input material to be included in outsourced processes;</p>	<p>During transport, legal ownership of CSPO and CSPK are still under PT Agro Muko. This evident by sales contract that between PT. Agro Muko and the buyer.</p>	<p>Yes</p>
	<p>b. The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.</p>	<p>The agreement between PT Agro Muko and the transporter are available as follows:</p> <ul style="list-style-type: none"> - PT. Usaha Jaya Express: "Perjanjian Pengangkutan" No.05/Angkutan/CPO/AM/06 dated 26 April 2006. - PT. Genta Perdana Diandra: "Perjanjian Pengangkutan" No.05/Angkutan/CPO/AM/12 dated 5 March 2012, and Addendum No.01/2016 dated 30 March 2016. - PT. Bersama Sejahtera Mandiri: "Perjanjian Pengangkutan" No.06/Angkutan/CPO/AM/09 dated 23 November 2009, and Adendum No.01/2014 dated 30 April 2014. - PT. Mutia Mulia: "Perjanjian Pengangkutan" No.06/Angkutan/CPO/AM/12 dated 14 March 2012, and Adendum No.02/2012 dated 18 October 2012. 	<p>Yes</p>

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		All contractors have signed Statement Letter dated 22 November 2018, that they all ready to comply with RSPO Supply Chain Standard and ready to be audited by CB if it deemed necessary. The Statement letter completed with compliance checklist against RSPO Supply Chain Standard.	
	c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.	The procedure of "Supply Chain and Traceability" (ENC-01-08/20-08-2018/Rev.1) has explicitly described outsourced process under "Pengawasan Terhadap Kontraktor". The procedure has been disseminated to all contractors on 22 November 2018.	Yes
	d. The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance.	All contractors have signed Statement Letter dated 22 November 2018, that they all ready to comply with RSPO Supply Chain Standard and ready to be audited by CB if it deemed necessary. The Statement letter completed with compliance checklist against RSPO Supply Chain Standard.	Yes
5.5.3	The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.	Bunga Tanjung POM has recorded the name and cotact detail of all contractors, as follows: <ul style="list-style-type: none"> - PT. Usaha Jaya Express, address Jalan Olo Ladang No. 3 – Padang, contact name Mr. Freddy Johan, contact number 08535596****. - PT. Genta Perdana Diandra, address Gang Sehati No.54A RT.003 RW.002 Lubuk Begalung Nan XX – Padang, contact name Mr. Suhardiman, SE., contact number 08137427****. - PT. Bersama Sejahtera Mandiri, address Komplek Pertokoan Sakura – Jl. Raya By Pass KM.6 Padang, contact name Mr. H. Sengaja Budi Syukur, SH., contact number 08137283****. - PT. Mutia Mulia, address Jl. Raya By Pass KM.6 Simpang Arai Pinang - Padang, contact name Mr. Novi Andres, contact number 08137433****. 	Yes
5.5.4	The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products.	The procedure of "Supply Chain and Traceability" (ENC-01-08/20-08-2018/Rev.1) has explicitly described to inform CB of the name and contact details if any new contractor used under "Evaluasi Dengan CB". There is no new contractor at this moment.	Yes
5.6. Sales and goods out			

<p>5.6.1</p>	<p>The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form.</p> <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment/ delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply chain certificate number of the seller; • A unique identification number 	<p>The SOP "Supply Chain and Traceability" (ENC-01-08/20-08-2018/Rev.1) regulated that several information required by the standard have to be available in the sales and goods out document. Sales and goods out documents seen are as follows:</p> <ul style="list-style-type: none"> - Despatch Slip issued by Bunga Tanjung POM No.18/03/BT-PK/2018, Ticket No. PK18000082W, dated 21 March 2018, quantity 20.820 MT from Bunga Tanjung POM to PT. U** (LOCO 499), with truck No. BA 9944ZU. Product: Palm Kernel – Certified Product - IP, RSPO Certificate No. RSPO 646338. Transporter CV Putra Mandiri; Seal number: 75765, 75766, 75767 and 75768. Based on Delivery Order No. 2018/BT-PK/DO/04 dated 8 March 2018; product: Palm Kernel; quantity: 400 MT. Shipping Announcement transaction ID: TR-3c413255-c5dd. - Despatch Slip issued by Bunga Tanjung POM No.09/04/BT-PK/2018, Ticket No. PK18000098W, dated 12 April 2018, quantity 20.640 MT from Bunga Tanjung POM to PT. U** (LOCO 499), with truck No. BA 8060 QU. Product: Palm Kernel – Certified Product - IP, RSPO Certificate No. RSPO 646338. Transporter CV Putra Mandiri; Seal number: 73231, 73232, 73233 and 73234. Based on Delivery Order No. 2018/BT-PK/DO/05 dated 8 March 2018; product: Palm Kernel; quantity: 400 MT. Shipping Announcement transaction ID: TR-2ad2e073-9e6d. - Despatch Slip issued by Bunga Tanjung POM No.108/05/BT-CPO/2018, Ticket No. CPO18000619W, dated 22 May 2018, quantity 18.000 MT from Bunga Tanjung POM to Agro Muko Tank Terminal (AMTT), with truck No. B 9992 TE. Product: Crude Palm Oil – Sustainable Product IP, RSPO Certificate No. RSPO 646338. Transporter PT. Usaha Jaya Express (UJ); Seal number: 73794, 73795 and 73796. Receiving Slip issued by (AMTT) No.108/05/BT-CPO/2018, Ticket No. CPO18002227W, dated 23 May 2018, quantity 17.960 MT; Product: Crude Palm Oil – CPO RSPO certified IP, from Bunga Tanjung POM. - Despatch Slip issued by Bunga Tanjung POM No.151/05/BT-CPO/2018, Ticket No. CPO18000662W, dated 30 May 2018, quantity 18.100 MT from Bunga Tanjung POM to Agro Muko Tank 	<p>Yes</p>
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		<p>Terminal (AMTT), with truck No. BA 8525 ZU. Product: Crude Palm Oil – Sustainable Product IP, RSPO Certificate No. RSPO 646338. Transporter PT. Usaha Jaya Express (UJ); Seal number: 73922, 73923 and 73924.</p> <ul style="list-style-type: none"> - Shipping Instruction No. 2018/AM-OE/SI/10 dated 22 June 2018 described commodity: Indonesian Crude Sustainable Palm Oil SG; contract/quantity: PMMO-10136 (330 MT) and PMMO-10152 (2070 MT), total 2,400 MT. Notify Address: O***** S***; Shipper: PT. Agro Muko, Gedung Bank Sumut Lt.7, Jl. Imam Bonjol Mo.18, Madras Hulu – Medan Polonia; Vessel: MT Mount Everest, eta 25-30 June 2018; port of loading: Teluk Bayur, Padang, Indonesia; port of discharge: Rotterdam, Netherlands; RSPO certificate No. RSPO 556042 and RSPO 646338. - Contract (1) No. PMMO-10136 dated 3 January 2018; product: Sumatra Crude Sustainable - Unbleached Palm Oil in Bulk SG; quantity 330 MT; 4% more or less at vessel's option; quality: FFA max 5% at shipment, basis 5% at arrival. FOB Teluk Bayur, Padang; Destination: Rotterdam; Buyer: SIPEF – Antwerp; End Buyer: O***** S*** **_**** Rolle; other condition: as per FOSFA 80; issued by SIPEF NV, Schoten. - Contract (2) No. PMMO-10152 dated 1 February 2018; product: Sumatra Crude Sustainable - Unbleached Palm Oil in Bulk SG; quantity 2,070 MT; 4% more or less at vessel's option; quality: FFA max 5% at shipment, basis 5% at arrival. FOB Teluk Bayur, Padang; Destination: Rotterdam; Buyer: SIPEF – Antwerp; End Buyer: O***** S*** **_**** Rolle; other condition: as per FOSFA 80; issued by SIPEF NV, Schoten. - Bill of Lading (B/L) No. PDG/ROTT-01 dated 22 June 2018; quantity: 2,400 MT; Clean on Board, RSPO SG, RSPO certificate No. RSPO 556042 and RSPO 646338. - Packing List No. 2018/AM-OE/23 dated 22 June 2018; Shipped from Teluk Bayur, Padang, Indonesia; Destination Rotterdam, Netherlands; Shipped by MT Mount Everest, quantity 2,400 MT. PalmTrace Shipping Announcement: PMMO-10136 – TR-45d8df63-938c; PMMO-10152 – TR-f55dd143-22dd. 	
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		<p>The information completely available in the documents:</p> <ul style="list-style-type: none"> - The name and address of the buyer: B**** L***** C***** Oils B.V., **_**** AZ W***** and O***** S** *_**** Rolle; - The name and address of the seller: PT. Agro Muko, Gedung Bank Sumut Lt.7, Jl. Imam Bonjol Mo.18, Madras Hulu – Medan Polonia; - The loading or shipment/ delivery date: 22 and 30 May 2018 on Despatch Slip from Bunga Tanjung POM to AMTT, 22 June 2018 on B/L from AMTT to Rotterdam; - The date on which the documents were issued; 22 and 30 May 2018 on Despatch Slip from Bunga Tanjung POM to AMTT, 22 June 2018 on B/L from AMTT to Rotterdam; - A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations): Crude Palm Oil – Sustainable Product IP on Dispatch Slip, Crude Palm Oil RSPO SG on B/L; - The quantity of the products delivered; 2,400 MT on B/L; - Any related transport documentation: Bill of Lading (B/L) No. PAD/ROTT-01 and Packing List No. 2018/AM-OE/23; - Supply chain certificate number of the seller; RSPO Certificate No. RSPO 646338 on Despatch Slip; <p>A unique identification number: 108/05/BT-CPO/2018 on Despatch Slip, No. 2018/AM-OE/SI/10 on Shipping Instruction.</p>	
	<ul style="list-style-type: none"> • Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation). 	<p>Informations are complete and presented in several document, e.g. Despatch Slip, Receiving Slip, Shipping Instruction, Contract and Bill of Lading (B/L).</p>	<p>Yes</p>
	<ul style="list-style-type: none"> • For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. Refer to section 	<p>The site has made Shipping Announcement in the RSPO IT platform per group of shipment based on contract, e.g.:</p> <ul style="list-style-type: none"> - Contract No.PMMO-10136, Shipping Announcement transaction ID is TR-45d8df63-938c; - Contract No.PMMO-10152, Shipping Announcement transaction 	<p>Yes</p>

	5.7.1 of this document for further guidance.	ID is TR-f55dd143-22dd.	
5.7. Registration of transactions			
5.7.1	Supply chain actors who: <ul style="list-style-type: none"> are mills, traders, crushers and refineries and; take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, Refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable. 	PT. Agro Muko – Bunga Tanjung POM is a palm oil mill which takes legal ownership and physically handled RSPO certified sustainable oil palm product (FFB, CSPO and CSPK), therefore the site has been registered in RSPO IT Platform with ID number RSPO_PO1000001279.	Yes
5.7.2	The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform: <ul style="list-style-type: none"> Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform. The declaration time to do Shipping announcement / Announcement is based on members' own standard operating procedures. 	As a Palm Oil Mill which takes legal ownership and physically handled RSPO certified sustainable oil palm product, PT. Agro Muko – Bunga Tanjung POM has made Shipping Announcement for certified CSPO and CSPK sold. For example: <ul style="list-style-type: none"> Shipping Announcement, with transaction ID No. TR-3c413255-c5dd for 400 MT CSPK IP; from PT. Agro Muko – Bunga Tanjung POM (RSPO_PO1000001279) as Seller to Buyer PT. U** (RSPO_PO1000002323). Buyer has made confirmation on 30 September 2018. Shipping Announcement, with transaction ID No. TR-2ad2e073-9e6d for 400 MT CSPK IP; from PT. Agro Muko – Bunga Tanjung POM (RSPO_PO1000001279) as Seller to Buyer PT. U** (RSPO_PO1000002323). Buyer has made confirmation on 30 September 2018. Shipping Announcement, with transaction ID No. TR-45d8df63-938c for 300 MT CSPO Segregation; from PT. Agro Muko – Bunga Tanjung POM (RSPO_PO1000001279) as Seller to Buyer O***** S*** (RSPO_PO1000004914). Buyer has made confirmation on 14 September 2018. Shipping Announcement, with transaction ID No. TR-f55dd143-22dd for 2,070 MT CSPO Segregation; from PT. Agro Muko – Bunga Tanjung POM (RSPO_PO1000001279) as Seller to Buyer O***** S*** (RSPO_PO1000004914). Buyer has made 	Yes

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		confirmation on 14 September 2018.	
	<ul style="list-style-type: none"> Trace: When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually. 	At this annual surveillance audit (ASA3), PT Agro Muko – Bunga Tanjung POM has not sold any CSPO or CSPK to supply chain actor beyond the refinery. Not Applicable.	Yes
	<ul style="list-style-type: none"> Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed. 	PT. Agro Muko – Bunga Tanjung POM is only certified under RSPO scheme, there is no other certification scheme applied in Bungo Tanjung POM. Not Applicable.	Yes
	<ul style="list-style-type: none"> Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements. 	PT. Agro Muko – Bunga Tanjung POM is a palm oil mill, which does not need to confirm any purchase of FFB.	Yes
5.8. Training			
5.8.1	The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff.	PT. Agro Muko – Bunga Tanjung POM has prepared a training program to staff, who are involved in RSPO Supply Chain Certification Standard implementation. As per training program, Schedule Training Plan 2018, Supply Chain planned in September 2018. The training program is subjected to on-going review. Competency and training records of all staff involved in RSPO Supply Chain were able to be demonstrated.	Yes
5.8.2	Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed.	Latest training on “Supply Chain and Traceability” performed on 2 November 2018 attended by Office Assistant, production clerk, weighbridge operator and security officer. In total 5 personnel attending the training. Training module sighted, e.g. RSPO Supply Chain Certification Standard, revised 14 June 2017. Employee Training and Education Record described that Candra Dewi (Weighbridge Clerk) has receive RSPO Supply Chain training on 2 November 2018, 1 November 2017 and 15 August 2018. For Khoirun Hamzah (Weighbridge Clerk) has receive training on 2 November 2018 and 23 November 2016.	Yes
5.9. Record Keeping			

<p>5.9.1</p>	<p>The organization shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements.</p>	<p>PT. Agro Muko – Bunga Tanjung POM has implemented a supply chain and traceability procedure under procedure “Supply Chain and Traceability” (ENC-01-08/20-08-2018/Rev.1). The procedure explains all aspects of supply chain and traceability scope in PT Agro Muko, starting from FFB harvesting, harvest recording and delivery to Palm Oil Mill, FFB receiving and processing in Palm Oil Mill, CPO and PK production and reporting, CPO and PK dispatch from Palm Oil Mill and receiving in storage tank for export, Shipping instruction and preparation, CPO stock balancing post-shipping.</p> <p>AMTT has documented work instruction related to tank terminal activity, e.g.:</p> <ul style="list-style-type: none"> - Reception and CPO Truck Checking (AMT-01-01-W01 – Rev.1) dated 19 November 2013 - Weighbridge (AMT-01-01-W02 _Rev.2) dated 23 January 2015 - FFA level checking, “Pemeriksaan FFA Level” (AMTT-WI/Lab/01 – Rev.0) dated 1 March 2010 - Unloading to Reception Tank (AMT-02-01-W01 – Rev.1) dated 19 November 2013 - Boiler Mechmar operation, “Pengoperasian Boiler Mechmar” (AMT-03-01-W01 – Rev.1) dated 19 November 2013. - Despatch Pump Operation, “Pengoperasian Despatch Pump” (AMT-03-01-W02 – Rev.1) dated 19 November 2013. <p>Sales and goods out documents seen are as follows:</p> <ul style="list-style-type: none"> - Despatch Slip issued by Bunga Tanjung POM No.18/03/BT-PK/2018, Ticket No. PK18000082W, dated 21 March 2018, quantity 20.820 MT from Bunga Tanjung POM to PT. U** (LOCO 499), with truck No. BA 9944ZU. Product: Palm Kernel – Certified Product - IP, RSPO Certificate No. RSPO 646338. Transporter CV Putra Mandiri; Seal number: 75765, 75766, 75767 and 75768. Based on Delivery Order No. 2018/BT-PK/DO/04 dated 8 March 2018; product: Palm Kernel; quantity: 400 MT. Shipping Announcement transaction ID: TR-3c413255-c5dd. - Despatch Slip issued by Bunga Tanjung POM No.09/04/BT-PK/2018, Ticket No. PK18000098W, dated 12 April 2018, quantity 	<p>Yes</p>
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		<p>20.640 MT from Bunga Tanjung POM to PT. U** (LOCO 499), with truck No. BA 8060 QU. Product: Palm Kernel – Certified Product - IP, RSPO Certificate No. RSPO 646338. Transporter CV Putra Mandiri; Seal number: 73231, 73232, 73233 and 73234. Based on Delivery Order No. 2018/BT-PK/DO/05 dated 8 March 2018; product: Palm Kernel; quantity: 400 MT. Shipping Announcement transaction ID: TR-2ad2e073-9e6d.</p> <ul style="list-style-type: none"> - Despatch Slip issued by Bunga Tanjung POM No.108/05/BT-CPO/2018, Ticket No. CPO18000619W, dated 22 May 2018, quantity 18.000 MT from Bunga Tanjung POM to Agro Muko Tank Terminal (AMTT), with truck No. B 9992 TE. Product: Crude Palm Oil – Sustainable Product IP, RSPO Certificate No. RSPO 646338. Transporter PT. Usaha Jaya Express (UJ); Seal number: 73794, 73795 and 73796. Receiving Slip issued by (AMTT) No.108/05/BT-CPO/2018, Ticket No. CPO18002227W, dated 23 May 2018, quantity 17.960 MT; Product: Crude Palm Oil – CPO RSPO certified IP, from Bunga Tanjung POM. - Despatch Slip issued by Bunga Tanjung POM No.151/05/BT-CPO/2018, Ticket No. CPO18000662W, dated 30 May 2018, quantity 18.100 MT from Bunga Tanjung POM to Agro Muko Tank Terminal (AMTT), with truck No. BA 8525 ZU. Product: Crude Palm Oil – Sustainable Product IP, RSPO Certificate No. RSPO 646338. Transporter PT. Usaha Jaya Express (UJ); Seal number: 73922, 73923 and 73924. - Shipping Instruction No. 2018/AM-OE/SI/10 dated 22 June 2018 described commodity: Indonesian Crude Sustainable Palm Oil SG; contract/quantity: PMMO-10136 (330 MT) and PMMO-10152 (2070 MT), total 2,400 MT. Notify Address: O***** S***; Shipper: PT. Agro Muko, Gedung Bank Sumut Lt.7, Jl. Imam Bonjol Mo.18, Madras Hulu – Medan Polonia; Vessel: MT Mount Everest, eta 25-30 June 2018; port of loading: Teluk Bayur, Padang, Indonesia; port of discharge: Rotterdam, Netherlands; RSPO certificate No. RSPO 556042 and RSPO 646338. - Contract (1) No. PMMO-10136 dated 3 January 2018; product: Sumatra Crude Sustainable - Unbleached Palm Oil in Bulk SG; 	
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		<p>quantity 330 MT; 4% more or less at vessel's option; quality: FFA max 5% at shipment, basis 5% at arrival. FOB Teluk Bayur, Padang; Destination: Rotterdam; Buyer: SIPEF – Antwerp; End Buyer: O***** S*** **_**** Rolle; other condition: as per FOSFA 80; issued by SIPEF NV, Schoten.</p> <ul style="list-style-type: none"> - Contract (2) No. PMMO-10152 dated 1 February 2018; product: Sumatra Crude Sustainable - Unbleached Palm Oil in Bulk SG; quantity 2,070 MT; 4% more or less at vessel's option; quality: FFA max 5% at shipment, basis 5% at arrival. FOB Teluk Bayur, Padang; Destination: Rotterdam; Buyer: SIPEF – Antwerp; End Buyer: O***** S*** **_**** Rolle; other condition: as per FOSFA 80; issued by SIPEF NV, Schoten. - Bill of Lading (B/L) No. PDG/ROTT-01 dated 22 June 2018; quantity: 2,400 MT; Clean on Board, RSPO SG, RSPO certificate No. RSPO 556042 and RSPO 646338. - Packing List No. 2018/AM-OE/23 dated 22 June 2018; Shipped from Teluk Bayur, Padang, Indonesia; Destination Rotterdam, Netherlands; Shipped by MT Mount Everest, quantity 2,400 MT. PalmTrace Shipping Announcement: PMMO-10136 – TR-45d8df63-938c; PMMO-10152 – TR-f55dd143-22dd. 	
5.9.2	Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.	The procedure of Supply Chain and Traceability (ENC-01-08/20-2018/Rev.1), requires that all records and reports related to traceability and book keeping are retained for a period of 5 years.	Yes
5.9.3	The organization shall be able to provide the estimate volume of palm oil/palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	<p>PT. Agro Muko – Bunga Tanjung POM is able to provide estimate volume of CPO and PK in a year period as in "Budget Produksi Bulanan" consists estimate of FFB receiving from Bunga Tanjung Estate, Air Bikuk Estate, Air Buluh Estate, Malin Deman Estate, KMDs, Koperasi Perkebunan Desa Air Buluh Agromuko (KOPABA), Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera (KPSB-MMAS).</p> <p>Estimate of FFB volume received and processed in Bunga Tanjung POM for period November 2018 to October 2019 is 144,997.74 MT. Estimated volume for CPO is 33,353.19 MT and estimated volume for</p>	Yes

		PK is 7,395.67 MT.	
5.10. Conversion factors			
5.10.1	Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org); RSPO Rules for Physical Transition of Oleochemicals and its Derivatives. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries.	Conversion rate is applied to provide reliable estimation of CPO and PK produced. For year 2018 and 2019, the budget for conversion from FFB into CPO is 23.00%, whilst from FFB to PK is 5.10%. For actual 2018 (data year todate 29 November 2018), actual conversion ratios from FFB into CPO is 22.74%, whilst from FFB to PK is 5.12%.	Yes
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	The actual conversion rates in form of Oil Extraction Rates (OER) and Kernel Extraction Rates (KER) are monitored on daily basis through sounding result and documented in Daily Production Report.	Yes
5.11. Claims			
5.11.1	The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.	PT. Agro Muko – Bunga Tanjung POM has not made any claim regarding the use of or support of RSPO certified oil palm products. The organization has good understanding on the RSPO Rules on Market Communications and Claims.	Yes
General corporate communications			
4.1	A corporate communication is one made by any RSPO member that highlights its membership of the RSPO and/or its commitment to the principles of the RSPO. Corporate communication is an 'off-product' claim.	PT. Agro Muko is a subsidiary of RSPO registered member, SIPEF Group. SIPEF Group, the parent company of PT Agro Muko is highlighting its commitment to the principles of RSPO – therefore making an off product communication. The corporate communication of SIPEF Group can be seen in the corporate website: www.sipef.com .	Yes
4.2	In corporate communications a member is allowed to: a. Display its RSPO membership status b. Display the RSPO web address (www.rspo.org)	Corporate communication in SIPEF Group website: a. Display its RSPO membership status: No, SIPEF did not display its RSPO membership status. b. Display the RSPO web address: Not in direct manner. SIPEF made a link to RSPO website.	Yes

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	<p>c. State that the member supports the work of the RSPO</p> <p>d. State the member’s history with regard to the RSPO.</p> <p>e. Use the RSPO trademark to promote its membership of the RSPO.</p> <p>Additionally, where an RSPO member displays the RSPO trademark in digital format this must be accompanied by the text ‘Check our progress at www.rspo.org’ where the link must lead to the member’s profile page.</p>	<p>c. State the member supports the work of the RSPO: Not in direct manner. In the website, SIPEF wrote “We believe in a landscape approach to new oil palm developments, guided by the methodology endorsed by the RSPO”.</p> <p>d. State the member’s history with regards to the RSPO: No. SIPEF did not state their history with regards to the RSPO.</p> <p>e. Use of RSPO Trademark to promote its membership of the RSPO: No, SIPEF did not use RSPO trademark in its corporate communication such in website.</p>	
4.3	In corporate communications RSPO members must not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	No, SIPEF did not display its RSPO membership status. It is clear that the statement did not lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	Yes
4.4	Members must ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member’s own products.	No, SIPEF did not display its RSPO membership status. It is clear that the statement are clear and did not mislead consumers or other stakeholders as to the certified content of oil palm products in the SIPEF’s own products.	Yes
4.5	Members are not allowed to use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document. This is for the sole use of the RSPO secretariat.	No, SIPEF Group did not display the RSPO Corporate Logo in the website as well as in the correspondence letter.	Yes
Business to business communications			
5.1	Business to Business communication relates to RSPO members in the supply chain selling to and/or communicating with other organizations in the supply chain about the use of certified sustainable oil palm products.	PT. Agro Muko stating RSPO SG in the sales document. The RSPO SG notation adhere to the requirements of RSPO SCCS. PT. Agro Muko – Mukomuko POM and Bunga Tanjung POM is certified against RSPO P&C and comply to the RSPO SCCS for CPO Mills – Module D: Identity Preserved. All of the palm oil mills managed to demonstrate integrity of supply chain against the identity preserved system. During sales of CSPO and CSPK, PT. Agro Muko made clear the product is Segregated. Because at the point of shipping, all identity preserved oil palm product have been mixed between Certificate Holder’s palm oil mills.	Yes
5.2	When confirming the sale of certified oil palm products, members must	PT. Agro Muko stating RSPO SG in the sales document. The RSPO SG	Yes

	<p>adhere to the requirements of the RSPO SCCS. This includes stating the supply chain model and certificate number under which the claim is being made.</p>	<p>notation adhere to the requirements of RSPO SCCS. PT. Agro Muko – Mukomuko POM and Bunga Tanjung POM is certified against RSPO P&C and comply to the RSPO SCCS for CPO Mills – Module D: Identity Preserved. All of the palm oil mills managed to demonstrate integrity of supply chain against the identity preserved system. During sales of CSPO and CSPK, PT. Agro Muko made clear the product is Segregated. Because at the point of shipping, all identity preserved oil palm product have been mixed between Certificate Holder’s palm oil mills.</p>	
5.3	<p>Where a distributor or wholesaler takes title to products containing certified sustainable oil palm products, the requirements of the RSPO SCCS can follow either of two options:</p> <ul style="list-style-type: none"> a. If the distributor or wholesaler holds only a Distributor license, it may only communicate RSPO-certified oil palm products by linking the product to the manufacturer using the manufacturer’s SCCS certificate number. This covers both brand and own brand products. However, in the case of own brand products it is essential that customers are aware that the product has been made on behalf of the distributor or wholesaler, with specific evidence either through on-pack claims or documentation. b. If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2. 	<p>PT. Agro Muko – Bunga Tanjung POM is not a distributor or wholesaler, the site is a Palm Oil Mill that process FFB into CPO and PK. Not Applicable.</p>	N/A
5.4	<p>A certified member can provide information to its customers detailing the presence of certified palm oil contained within a product even if it is not eligible for a product-specific under RSPO rules. The end product must not be labelled as certified or sold in such a way that implies RSPO certification.</p> <p>For example, a retailer or food service company may require a breakdown of all palm based ingredients within an end product and the certified status of each. This information may be provided by a certified RSPO member without constituting a product-specific claim.</p>	<p>PT. Agro Muko – Bunga Tanjung POM is a Palm Oil Mill that process FFB into CPO and PK. The site sold its product in bulk, no product label attached. Not applicable.</p>	N/A

Business to consumer communication			
6.1	Only RSPO members that have supply chain certification are allowed to make business to consumer claims about the certified sustainable oil palm products contained within product(s), which are known as 'product-specific' claims. Product-specific claims are voluntary.	PT. Agro Muko – Bunga Tanjung POM is an RSPO certificate holder with certificate number RSPO 646338 valid until 21 February 2021. The certificate holder sold its oil palm product in bulk, no product label attached. No 'product-specific' claims are used. Not applicable.	N/A
6.2	Only RSPO members who have supply chain certification are authorised to use the RSPO trademark and/or RSPO label, with the exception of RSPO Credits and of retailers in accordance with 6.8 below.	PT. Agro Muko – Bunga Tanjung POM is an RSPO certificate holder with certificate number RSPO 646338 valid until 21 February 2021. The certificate holder sold its oil palm product in bulk, no product label attached. No RSPO trademark and/or RSPO label claims are used. Not applicable.	N/A
6.3	When on-pack claims on RSPO-certified sustainable oil palm products are used, the RSPO trademark and associated identification number must be present.	PT. Agro Muko – Bunga Tanjung POM sold its oil palm product in bulk, no product pack are used. Not applicable.	N/A
6.4	Business to consumer communication shall not include information about the claimant's RSPO membership status.	PT. Agro Muko – Bunga Tanjung POM communication has not stated information about the claimant's RSPO membership status.	Yes
6.5	Members shall not communicate to consumers information about their suppliers' RSPO membership status.	PT. Agro Muko – Bunga Tanjung POM is certified RSPO P&C, selling CSPO and CSPK. PT. Agro Muko and the parent compant - SIPEF Group did not make any communication about their supplier's RSPO membership status.	Yes
6.6	Use of the RSPO trademark is restricted to claims about RSPO-certified sustainable palm oil products and it is not authorised for use in relation to any other ingredient.	The site sold its oil palm product in bulk, up to this moment, PT. Agro Muko – Bunga Tanjung POM has not use RSPO trademark.	Yes
6.7	Use of any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products is an unauthorised product-specific claim.	Up to this moment, PT. Agro Muko – Bunga Tanjung POM has not use any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products.	Yes
6.8	RSPO members who are retailers or food service companies can apply for an RSPO trademark license for use in business to consumer	PT. Agro Muko – Bunga Tanjung POM is not a retailer or food service company. Not applicable.	N/A

	<p>communications, provided they can demonstrate the validity of these claims to an RSPO-accredited certification body (CB). This will be undertaken via a remote audit, prior to the trademark use, during which the retailer or food service company will need to demonstrate that the use of the trademark is in compliance with the rules contained within this document and that the claim itself can be supported through a certified supply chain. Any other palm oil claims, including those highlighting the absence of palm oil, must be highlighted to the CB during the audit to ensure that all claims comply with the requirements of these rules. The CB will confirm the outcome of these audits, to be conducted annually, to RSPO who may continue to grant a trademark license or withdraw permission based upon the audit findings. This is in keeping with the rules applying to RSPO supply chain certified members. The guidance document for audits is available on www.rspo.org.</p>		
<p>MODULE A – IDENTITY PRESERVED & SEGREGATED SPECIFIC RULES Auditor Hint: This specific rules shall be audited concurrently with the relevant Module A and Module B (including Module F & G) under the Supply Chain Modular Requirements</p>			
<p>Certified oil palm content (IP)</p>			
	<p>For IP, 95% or above of the oil palm content must be RSPO IP-certified.</p>	<p>The General Chain of Custody requirements of the RSPO Supply Chain Standard is applicable for PT. Agro Muko – Bunga Tanjung Palm Oil Mill (POM). Bunga Tanjung POM physically process RSPO Certified FFB into Certified Sustainable Palm Oil (CSPO) and Palm Kernel (CSPK). Bunga Tanjung POM does not process non-certified FFB, therefore the applicable RSPO SCC model is Module D - CPO Mills: Identity Preserved. Therefore 100% of the CPO and PK produced area RSPO IP-certified.</p>	<p>Yes</p>
	<p>For SG, 95% or above of the oil palm content must be SG, or a combination of SG and IP.</p>	<p>PT. Agro Muko – Bunga Tanjung Palm Oil Mill (POM) does not process non-certified FFB, therefore the applicable RSPO SCC model is Module D - CPO Mills: Identity Preserved. Not applicable.</p>	<p>N/A</p>
	<p>Where there is any percentage of non-certified oil palm within the</p>	<p>The General Chain of Custody requirements of the RSPO Supply Chain Standard is applicable for PT. Agro Muko – Bunga Tanjung Palm Oil</p>	<p>Yes</p>

	<p>product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the volume of non-certified oil palm products must be covered by the purchase of RSPO Credits of equivalent volume.</p>	<p>Mill (POM). Bunga Tanjung POM physically process RSPO Certified FFB into Certified Sustainable Palm Oil (CSPO) and Palm Kernel (CSPK). Bunga Tanjung POM does not process non-certified FFB, therefore the applicable RSPO SCC model is Module D - CPO Mills: Identity Preserved. Therefore 100% of the CPO and PK produced area RSPO IP-certified.</p>	
<p>Labelling and trademark (IP)</p>			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ol style="list-style-type: none"> RSPO trademark which includes the tag 'CERTIFIED' or RSPO trademark which includes the tag 'This product contains certified sustainable palm oil'. Wherever a RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4pt (1.4 mm or 0.06 inch). In on-pack communications, the RSPO trademark can be printed anywhere on the pack. 	<p>PT. Agro Muko – Bunga Tanjung Palm Oil Mill (POM) physically process RSPO Certified FFB into Certified Sustainable Palm Oil (CSPO) and Palm Kernel (CSPK) and does not use RSPO trademark of the RSPO trademark tag in its product. Not applicable.</p>	<p>N/A</p>
<p>Messaging (IP)</p>			
	<p>Messaging ALLOWED in storytelling in product-related communications may include some or all of the following elements:</p> <ul style="list-style-type: none"> The oil palm products contained in this product have been certified to come from RSPO sources. www.rspo.org By choosing this product, you are sure it contains RSPO-certified palm oil. For more information: www.rspo.org RSPO-certified sustainable oil palm products were kept apart from other oil palm products throughout the supply chain. www.rspo.org Certified sustainable oil palm products can be traced back to RSPO-certified mills and plantations. www.rspo.org The entire supply chain is monitored by independent, RSPO-accredited auditors. www.rspo.org 	<p>No, SIPEF did not display its RSPO membership status. It is clear that the statement are clear and did not mislead consumers or other stakeholders as to the certified content of oil palm products in the SIPEF's own products.</p>	<p>Yes</p>

	<ul style="list-style-type: none"> • RSPO-certified sustainable palm oil has been produced to stringent environmental and social criteria. www.rspo.org • References to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown by company records. 		
<p>MODULE B – MASS BALANCE SPECIFIC RULES Auditor Hint: This specific rules shall be audited concurrently with the relevant Module C (including Module F & G) under the Supply Chain Modular Requirements</p>			
<p>Minimum Mass Balance content (MB)</p>			
	<p>95% or above of the oil palm content must be RSPO MB-certified.</p>	<p>PT. Agro Muko – Bunga Tanjung Palm Oil Mill (POM) does not process non-certified FFB, therefore the applicable RSPO SCC model is Module D - CPO Mills: Identity Preserved. Not applicable.</p>	<p>N/A</p>
	<p>Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the non-certified volume must be covered by equivalent volume of RSPO Credits.</p>	<p>PT. Agro Muko – Bunga Tanjung Palm Oil Mill (POM) does not process non-certified FFB, therefore the applicable RSPO SCC model is Module D - CPO Mills: Identity Preserved. Not applicable.</p>	<p>N/A</p>
<p>Labelling and trademark (MB)</p>			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> • Surrounded by the text: 'Certified sustainable palm oil'. • The RSPO label MUST contain the tag 'MIXED'. The tag MIXED designates oil palm products sourced under the Mass Balance (MB) supply chain system, which administratively balances inputs and outputs of certain palm oil volumes. The tag 'MIXED' on a product does not guarantee that the product itself contains the certified material; some or all of it may reside in a product that does not carry a claim. 	<p>PT. Agro Muko – Bunga Tanjung Palm Oil Mill (POM) does not process non-certified FFB, therefore the applicable RSPO SCC model is Module D - CPO Mills: Identity Preserved. Not applicable.</p>	<p>N/A</p>

	<ul style="list-style-type: none"> • The RSPO label can also include the statement: '[The palm oil contained in this product] contributes to the production of certified sustainable palm oil'. • Wherever the RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4 pt (1.4 mm or 0.06 inch). • In on-pack communications, the RSPO trademark can be printed anywhere on the pack. Further guidance on use of the trademark is provided in the RSPO Trademark License Terms and Conditions and in Annex 1 of the Rules on Market Communications & Claims document. 		
Messaging (MB)			
	<p>Messaging ALLOWED in storytelling in product-related communications includes:</p> <ul style="list-style-type: none"> • [Oil palm products]/[palm oil]/[palm kernel oil] from RSPO-certified mills and plantations were mixed with non-certified oil palm products in the supply chain. • The volume of [oil palm products][palm oil]/[palm kernel oil] in this product reflects an equivalent volume of palm oil or palm kernel oil produced by RSPO certified mills and plantations. • In off-product communications, reference to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown in company records is allowed. 	<p>PT. Agro Muko – Bunga Tanjung Palm Oil Mill (POM) does not process non-certified FFB, therefore the applicable RSPO SCC model is Module D - CPO Mills: Identity Preserved. Not applicable.</p>	<p>N/A</p>
	<p>Messaging NOT ALLOWED in storytelling in product-related communications:</p> <p>Anything that can lead consumers to believe that RSPO-certified palm products are (certified to be) part of the product.</p>	<p>PT. Agro Muko – Bunga Tanjung Palm Oil Mill (POM) does not process non-certified FFB, therefore the applicable RSPO SCC model is Module D - CPO Mills: Identity Preserved. Not applicable.</p>	<p>N/A</p>
MODULE C – PARTIAL PRODUCT CLAIMS			

	<p>To increase awareness among consumers of the availability of sustainable oil palm products and to help accelerate the uptake, it is permissible to make a claim on product when the percentage of the oil palm content is less than 95% certified, but only when the following conditions have been met:</p> <ul style="list-style-type: none"> • The member making the claim is the end product manufacturer, is an RSPO member and is certified against the RSPO SCCS or is an RSPO retailer member authorized to use the trademark by the RSPO. • At least 50% of the oil palm content has been supplied through an RSPO certified supply chain as IP, SG or MB. • The remainder of the oil palm content that is not RSPO-certified is covered by the purchase of RSPO Credits to an equivalent volume. • The product-specific claim is limited to only the following phrase: 'This product contributes to the production of certified sustainable palm oil'. • The use of the RSPO label with this claim is mandatory and must include the tag '50% MIXED'. No other percentage is allowable within this claim. 	<p>PT. Agro Muko – Bunga Tanjung Palm Oil Mill (POM) does not process non-certified FFB, therefore the applicable RSPO SCC model is Module D - CPO Mills: Identity Preserved. Not applicable.</p>	<p>N/A</p>
<p>MODULE D – COMBINED SUPPLY CHAIN MODELS SPECIFIC RULES</p>			
	<p>Where a mixture of inputs supplied through different RSPO supply chain models are present in a product, the following applies:</p> <p>75% IP + 20% SG => 95% SG claim is made 65% SG + 30% MB => 95% MB claim is made 55% MB + 40% B&C => 95% partial product claim can be made 45% SG + 55% B&C < 50% B&C claim can be made</p>	<p>PT. Agro Muko – Bunga Tanjung Palm Oil Mill (POM) does not process non-certified FFB, therefore the applicable RSPO SCC model is Module D - CPO Mills: Identity Preserved. Not applicable.</p>	<p>N/A</p>
	<p>Where one supply chain model accounts for 95% of the oil palm content, the claim for this specific model may be made:</p> <p>95% IP + 5% MB => 95% IP IP claim can be made</p>	<p>PT. Agro Muko – Bunga Tanjung Palm Oil Mill (POM) does not process non-certified FFB, therefore the applicable RSPO SCC model is Module D - CPO Mills: Identity Preserved. Not applicable.</p>	<p>N/A</p>

	95% SG + 5% MB => 95% SG SG claim can be made 95% MB + 5% C => 95% MB MB claim can be made		
5.12. Complaints			
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	The organization has established procedure "Keluh Kesah dengan Pihak Eksternal" (SOP/026/HRA) dated 27 March 2015. The procedure described mechanism for collecting and resolving stakeholder complaints. Personnel in charge for supply chain requirement is the Mill Manager. There are two ways in resolving stakeholder complaints, which is (1) straight resolved by Mill Manager or (2) by mediation forum. Based on document review, there was no stakeholder complaints for this surveillance period.	Yes
5.13. Management Review			
5.13.1	The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken.	The SOP "Supply Chain and Traceability" (ENC-01-08/20-08-2018/Rev.1) regulated Management Review conducted annually together with the Environmental Management System review. The last management review meeting has been conducted on 23 November 2018. The management review attended by all Senior Manager, all Mill and Estate Manager, Central Workshop Manager, Smallholders Manager, Marketing, Finance and Sustainability.	Yes
5.13.2	The input to management review shall include information on: <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard. • Customer feedback. • Status of preventive and corrective actions. • Follow-up actions from management reviews. • Changes that could affect the management system. • Recommendations for improvement. 	The management review input, as recorded in minutes of management review meeting dated 23 November 2018: <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard: Internal audit for Bunga Tanjung POM carried out on 8-9 August 2018, resulting 2 major non-conformity, 5 minor non-conformity and 2 observation issued, all non-conformities have been closed. Internal audit for Bunga Tanjung POM conducted on 10-13 August 2018, resulting 2 major non-conformity, 12 non-conformity and 3 observation issued, 12 of the non-conformity have been closed, whilst 2 of it is in progress. • Customer feedback: No complaint received. • Status of preventive and corrective actions: status of preventive and corrective action related to internal audit have been discussed during management review meeting. Internal audit for Bunga 	Yes

		<p>Tanjung POM carried out on 8-9 August 2018, resulting 2 major non-conformity, 5 minor non-conformity and 2 observation issued, all non-conformities have been closed. Internal audit for Bunga Tanjung POM conducted on 10-13 August 2018, resulting 2 major non-conformity, 12 non-conformity and 3 observation issued, 12 of the non-conformity have been closed, whilst 2 of it is in progress.</p> <ul style="list-style-type: none"> • Follow-up actions from management reviews: To continue consistent implementation of RSPO SCCS for CPO Mill: continued awareness on the requirements and control documented in Supply Chain Certification SOPs and implementatoin of the process on the ground. • Changes that could affect the management system: Revision of RSPO Supply Chain Certification Standard, June 2017 and RSPO Supply Chain Certification System, June 2017. • Recommendations for improvement: <ul style="list-style-type: none"> ○ OHS – need to improve awareness of OHS in POM and Estate, also need more tight monitoring by Staffs to ensure that all workers at POM and Estate are comply to the OHS principles. ○ Need to increase orderliness in FFB Delivery Note and Weighbridge Ticket storage at Estate and POM accordance to Supply Chain and Traceability requirements. ○ The availability of KMD/KSU/Plasma documents related to fulfilment of RSPO documents which have to be available at KMD/KSU/Plasma office/location. 	
5.13.3	<p>The output from the management review shall include any decisions and actions related to:</p> <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes. • Resource needs. 	<p>The management review output, as recorded in minutes of management review meeting dated 23 November 2018:</p> <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes: <ul style="list-style-type: none"> ○ OHS – need to improve awareness of OHS in POM and Estate, also need more tight monitoring by Staffs to ensure that all workers at POM and Estate are comply to the OHS principles. ○ Need to increase orderliness in FFB Delivery Note and Weighbridge Ticket storage at Estate and POM accordance to 	Yes

		<p>Supply Chain and Traceability requirements.</p> <ul style="list-style-type: none"> ○ The availability of KMD/KSU/Plasma documents related to fulfilment of RSPO documents which have to be available at KMD/KSU/Plasma office/location. • Resources needs: the PT. Agro Muko is committed to continue provision of adequate and relevant resources for the implementation, maintenance and improvement of RSPO SCCS requirement. 	
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Appendix E

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

D.1 Definition			
	Requirement	Evidence For any N/A raised, justification is required.	Compliance (Yes / No or N/A)
D.1.1	<p>A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from plantation/ estates that are certified against the RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme. Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Module E is applicable.</p>	<p>Management decided PT. Agro Muko – Bunga Tanjung POM to implement RSPO Supply Chain Module D CPO Mills: Identity Preserved. With the implementation of Module D CPO Mills: Identity Preserved, the POM only received and process FFB from certified company-owned estate and certified smallholder/KMD. Agro Muko Tank Terminal (AMTT) is deemed as part of the palm oil mill. The control over tank terminal (bulking station) is under PT. Agro Muko. Agro Muko Tank Terminal is only receiving CPO from certified palm oil mills under PT. Agro Muko, which is Mukomuko POM and Bunga Tanjung POM. Bunga Tanjung POM and AMTT implemented the procedure of supply chain and traceability based on The procedure is "Supply Chain and Traceability" (ENC-01-08/20-08-2018/Rev.1). Procedure completed with the flow diagram of FFB receiving, processing in POM, CPO shipping to tank terminal; Receiving and shipping of CPO from tank terminal. Person responsible for implementation of RSPO Supply Chain standard at the POM is the Mill Manager, whilst in the tank</p>	Yes

		terminal is the tank farm manager.	
D.2 Explanation			
D.2.1	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the certification body (CB) in the public summary of the P&C certification report. For an independent mill, the estimated tonnage of CPO and PK products must 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.	The estimate annual tonnage for certified FFB, CPO and PK are available in the Estate and Mill annual production budget for 12 months since last surveillance assessment. The FFB tonnage received from all certified supply bases. Bunga Tanjung POM received certified raw material (Fresh Fruit Bunch) from its own estate: <ul style="list-style-type: none"> - Bunga Tanjung Estate; - Air Bikuk Estate; - Air Buluh Estate; - Malin Deman Estate; - Sei Kiang Estate; and from the Scheme Smallholders: <ul style="list-style-type: none"> - Kebun Masyarakat Desa/KMD; - Koperasi Perkebunan Desa Air Buluh Agromuko (KOPABA); - Koperasi Perkebunan Sejahtera - Bersama Mukomuko Agro Sejahtera (KPSB-MMAS). Kebun Masyarakat Desa/KMD and Koperasi Perkebunan are fully managed by PT. Agro Muko, under each estate. The certification of Estates and Scheme Smallholders are fall under PT. Agro Muko – Bunga Tanjung POM with certificate number RSPO 646338, first certification start on 22 February 2011, second certification start on 22 February 2016 and expired on 21 February 2021.	Yes
D.2.2	The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).	PT. Agro Muko is a subsidiary of SIPEF Group, which is a member of RSPO with membership number 1-0021-05-000-00, since 7 December 2005. PT. Agro Muko – Bunga Tanjung Palm Oil Mill has been registered in RSPO IT Platform with registered ID number RSPO_PO1000001279.	Yes
D.3 Documented procedures			
D.3.1	The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these	PT. Agro Muko has a written procedures and/work instruction for ensuring the implementation of RSPO Supply Chain Standard. The	Yes

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	<p>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>procedure is "Supply Chain and Traceability" (ENC-01-08/20-08-2018/Rev.1). The procedure are complete and up to date covering the implementation of all elements in the supply chain requirements, such as:</p> <ul style="list-style-type: none"> a. Sales process, covering from contract approval to delivery of oil palm product (CPO and PK) including information of supply chain mechanism; b. Process at the estates, covers harvesting, FFB and loose fruit delivery include harvesting record and delivery to the Palm Oil Mill; c. Process at Palm Oil Mill, covers FFB and Loose fruit receiving, identification, production process, delivery of product and recording. <p>Agro Muko Tank Terminal (AMTT) is deemed as part of the palm oil mill. The control over tank terminal (bulking station) is under PT. Agro Muko. Agro Muko Tank Terminal is receives CSPO from certified palm oil mills under PT. Agro Muko, which is Mukomuko POM and Bunga Tanjung POM.</p> <p>AMTT uses the same procedure with Bunga Tanjung POM, with detail work instruction as follows:</p> <ul style="list-style-type: none"> - AMT-01-01/02-10-2017/Rev.0 dated 31 October 2017 (Reception). - AMT-02-01/02-10-2017/Rev.0 dated 31 October 2017 (Unloading). - AMT-03-01/02-10-2017/Rev.0 dated 31 October 2017 (Storage and Despatch). - AMT-04-01/02-10-2017/Rev.0 dated 31 October 2017 (Power Plant). - AMT-05-01/02-10-2017/Rev.0 dated 31 October 2017 (Steam Plant). - AMT-06-01/02-10-2017/Rev.0 dated 31 October 2017 (Workshop). 	
	<p>b. The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site's procedures for the</p>	<p>Based on procedure of "Supply Chain and Traceability" (ENC-01-08/20-08-2018/Rev.1), the company has appointed the responsible person for handling supply chain along their supply chain process, e.g. Estate Manager in each estates, Mill Manager in Palm Oil Mill and</p>	<p>Yes</p>

	implementation of this standard.	Tank Farm Manager at AMTT Bulking as described "Diagram alir" (Flow Chart) Section 6. All relevant staff and operators have been adequately trained. Based on interview with Bunga Tanjung POM personnel, it was noted that they have good knowledge and awareness regarding RSPO SCCS requirements and Traceability Procedure.	
D.3.2	The site shall have documented procedures for receiving and processing certified FFBS.	PT. Agro Muko has a written procedures and/work instruction for ensuring the implementation of RSPO Supply Chain Standard. The procedure is "Supply Chain and Traceability" (ENC-01-08/20-08-2018/Rev.1). The procedure are complete and up to date covering the implementation of all elements in the supply chain requirements, including Process at Palm Oil Mill, covers FFB and Loose fruit receiving, identification, production process, delivery of product and recording.	Yes
D.4 Purchasing and goods in			
D.4.1	The site shall verify and document the tonnage and sources of certified FFBS received.	PT. Agro Muko has ensured that certified FFB received are RSPO certified based on the source of FFB. These FFB source are certified under PT. Agro Muko – Bunga Tanjung POM certificate (RSPO 646338). Based on interview with weighbridge clerk and FFB receiving station, Bunga Tanjung POM only received certified FFB from sustainable source: <ul style="list-style-type: none"> - Bunga Tanjung Estate; - Air Bikuk Estate; - Air Buluh Estate; - Malin Deman Estate; - Sei Kiang Estate; and from the Scheme Smallholders: <ul style="list-style-type: none"> - Kebun Masyarakat Desa/KMD; - Koperasi Perkebunan Desa Air Buluh Agromuko (KOPABA); - Koperasi Perkebunan Sejahtera - Bersama Mukomuko Agro Sejahtera (KPSB-MMAS). Kebun Masyarakat Desa/KMD and Koperasi Perkebunan are fully managed by PT. Agro Muko, under each estate. There is no FFB received from other source. Bunga Tanjung POM does not need to check the certificate validity of	Yes

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		<p>the FFB source on the RSPO website, because the certification of the FFB suppliers is fall under PT. Agro Muko – Bunga Tanjung POM.</p> <p>PT. Agro Muko – Bunga Tanjung POM has demonstrated SOP of “Supply Chain and Traceability” (ENC-01-08/20-08-2018/Rev.1). Chapter 5.2 of the procedure indicates the Weighbridge Clerk has responsibility to input data and print “Receiving Slip” based on FFB Delivery Note, covering information e.g. estate name and block number, mill name, date of delivery, product description and quantity, RSPO certificate number, transporter identity and unique identification number.</p> <p>Document FFB Delivery Note and FFB Receiving Slip described identity and location of FFB source and other item required e.g.:</p> <ul style="list-style-type: none"> - FFB Delivery Note No. BTE/000789 dated 29 November 2018; issued by Bunga Tanjung Estate, Division BTE FD 01; Vehicle BD 8335 N; Mandor: Jhon P.; Year of planting 1998, Block: E01A (106 bunches), F01A (150 bunches); stamped as Sustainable Product – IP, RSPO certificate No. RSPO 646338. - FFB Receiving Slip Ticket No. FFB1801647W dated 29/11/2018 issued by Bunga Tanjung POM, Estate: Bunga Tanjung Estate; Vehicle BD 8335 N; Transporter: Bunga Tanjung Estate; Product: FFB; DO No. BTE/00789; Nett weight: 4.750 MT; stamped as Sustainable Product – IP, RSPO certificate No. RSPO 646338. - FFB Delivery Note No. MDE/004683 dated 29/11/2018; issued by Malin Deman Estate, Division PLAM; Vehicle BD 8534 CU; Mandor: Ma’mur; Year of planting 2012, Block: 12C02 (800 bunches), 12D01 (560 bunches); stamped as Sustainable Product – IP, RSPO certificate No. RSPO 646338. <p>FFB Receiving Slip Ticket No. FFB1801651W dated 29/11/2018 issued by Bunga Tanjung POM, Estate: Malin Deman Estate (MDE); Vehicle BD 8534 CU; Transporter: Malin Deman Estate; Product: FFB; DO No.MDE/PLAM/0004683; Nett weight: 7.410 MT; stamped as Sustainable Product – IP, RSPO certificate No. RSPO 646338.</p>	
D.4.2	The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	PT Agro Muko – Bunga Tanjung POM has demonstrated SOP of “Supply Chain and Traceability” (ENC-01-08/20-08-2018/Rev.1). The procedure explains Marketing Department in coordination with ENC	Yes

		Department to report any projected overproduction. During this annual surveillance assessment, Bunga Tanjung POM was not over sold the CPO and PK production.	
D.5 Record keeping			
D.5.1	The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis. <i>IP Mill must report on real time basis.</i>	PT. Agro Muko – Bunga Tanjung POM has implemented a supply chain and traceability procedure under procedure “Supply Chain and Traceability” (ENC-01-08/20-08-2018/Rev.1). The procedure explains all aspects of supply chain and traceability scope in PT. Agro Muko, starting from FFB harvesting, harvest recording and delivery to Palm Oil Mill, FFB receiving and processing in Palm Oil Mill, CPO and PK production and reporting, CPO and PK dispatch from Palm Oil Mill and receiving in storage tank for export, Shipping instruction and preparation, CPO stock balancing post-shipping. Sample of FFB receiving: <ul style="list-style-type: none"> - FFB Delivery Note No. BTE/000789 dated 29/11/2018; issued by Bunga Tanjung Estate, Division BTE FD 01; Vehicle BD 8335 N; Mandor: Jhon P.; Year of planting 1998, Block: E01A (106 bunches), F01A (150 bunches); stamped as Sustainable Product – IP, RSPO certificate No. RSPO 646338. - FFB Receiving Slip Ticket No. FFB1801647W dated 29/11/2018 issued by Bunga Tanjung POM, Estate: Bunga Tanjung Estate; Vehicle BD 8335 N; Transporter: Bunga Tanjung Estate; Product: FFB; DO No. BTE/00789; Nett weight: 4.750 MT; stamped as Sustainable Product – IP, RSPO certificate No. RSPO 646338. - FFB Delivery Note No. MDE/004683 dated 29/11/2018; issued by Malin Deman Estate, Division PLAM; Vehicle BD 8534 CU; Mandor: Ma'mur; Year of planting 2012, Block: 12C02 (800 bunches), 12D01 (560 bunches); stamped as Sustainable Product – IP, RSPO certificate No. RSPO 646338. - FFB Receiving Slip Ticket No. FFB1801651W dated 29/11/2018 issued by Bunga Tanjung POM, Estate: Malin Deman Estate (MDE); Vehicle BD 8534 CU; Transporter: Malin Deman Estate; Product: FFB; DO No.MDE/PLAM/0004683; Nett weight: 7.410 MT; stamped as Sustainable Product – IP, RSPO certificate No. RSPO 646338. 	Yes

		<p>AMTT has documented work instruction related to tank terminal activity, e.g.:</p> <ul style="list-style-type: none"> - Reception and CPO Truck Checking (AMT-01-01-W01 – Rev.1) dated 19 November 2013; - Weighbridge (AMT-01-01-W02 _Rev.2) dated 23 January 2015 - FFA level checking, "Pemeriksaan FFA Level" (AMTT-WI/Lab/01 – Rev.0) dated 1 March 2010; - Unloading to Reception Tank (AMT-02-01-W01 – Rev.1) dated 19 November 2013; - Boiler Mechmar operation, "Pengoperasian Boiler Mechmar" (AMT-03-01-W01 – Rev.1) dated 19 November 2013; - Despatch Pump Operation, "Pengoperasian Despatch Pump" (AMT-03-01-W02 – Rev.1) dated 19 November 2013; <p>Evidence seen:</p> <ul style="list-style-type: none"> - Despatch Slip issued by Bunga Tanjung POM No.18/03/BT-PK/2018, Ticket No. PK18000082W, dated 21 March 2018, quantity 20.820 MT from Bunga Tanjung POM to PT. U** (LOCO 499), with truck No. BA 9944ZU. Product: Palm Kernel – Certified Product - IP, RSPO Certificate No. RSPO 646338. Transporter CV Putra Mandiri; Seal number: 75765, 75766, 75767 and 75768. Based on Delivery Order No. 2018/BT-PK/DO/04 dated 8 March 2018; product: Palm Kernel; quantity: 400 MT. Shipping Announcement transaction ID: TR-3c413255-c5dd. - Despatch Slip issued by Bunga Tanjung POM No.09/04/BT-PK/2018, Ticket No. PK18000098W, dated 12 April 2018, quantity 20.640 MT from Bunga Tanjung POM to PT. U** (LOCO 499), with truck No. BA 8060 QU. Product: Palm Kernel – Certified Product - IP, RSPO Certificate No. RSPO 646338. Transporter CV Putra Mandiri; Seal number: 73231, 73232, 73233 and 73234. Based on Delivery Order No. 2018/BT-PK/DO/05 dated 8 March 2018; product: Palm Kernel; quantity: 400 MT. Shipping Announcement transaction ID: TR-2ad2e073-9e6d. - Despatch Slip issued by Bunga Tanjung POM No.108/05/BT- 	
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		<p>CPO/2018, Ticket No. CPO18000619W, dated 22 May 2018, quantity 18.000 MT from Bunga Tanjung POM to Agro Muko Tank Terminal (AMTT), with truck No. B 9992 TE. Product: Crude Palm Oil – Sustainable Product IP, RSPO Certificate No. RSPO 646338. Transporter PT. Usaha Jaya Express (UJ); Seal number: 73794, 73795 and 73796. Receiving Slip issued by (AMTT) No.108/05/BT-CPO/2018, Ticket No. CPO18002227W, dated 23 May 2018, quantity 17.960 MT; Product: Crude Palm Oil – CPO RSPO certified IP, from Bunga Tanjung POM.</p> <ul style="list-style-type: none"> - Despatch Slip issued by Bunga Tanjung POM No.151/05/BT-CPO/2018, Ticket No. CPO18000662W, dated 30 May 2018, quantity 18.100 MT from Bunga Tanjung POM to Agro Muko Tank Terminal (AMTT), with truck No. BA 8525 ZU. Product: Crude Palm Oil – Sustainable Product IP, RSPO Certificate No. RSPO 646338. Transporter PT Usaha Jaya Express (UJ); Seal number: 73922, 73923 and 73924. - Storage tank daily reporting: BT-POM: receive today: 119.120 MT; month to date: 2,109.120 MT; year to date: 28,200.550 MT. Despatch year to date: 26,307.359 MT; adjustment: 61.285 MT. End stock: 3,260.676 MT at tank #3: 599.416 MT; Tank #7: 413.548 MT; tank #8: 550.438 MT. - Storage tank shipping records BT-POM: <ul style="list-style-type: none"> o Shipping Instruction No. 2018/AM-OE/SI/10 dated 22 June 2018 described commodity: Indonesian Crude Sustainable Palm Oil SG; contract/quantity: PMMO-10136 (330 MT) and PMMO-10152 (2070 MT), total 2,400 MT. Notify Address: O***** S***; Shipper: PT Agro Muko, Gedung Bank Sumut Lt.7, Jl. Imam Bonjol Mo.18, Madras Hulu – Medan Polonia; Vessel: MT Mount Everest, eta 25-30 June 2018; port of loading: Teluk Bayur, Padang, Indonesia; port of discharge: Rotterdam, Netherlands; RSPO certificate No. RSPO 556042 and RSPO 646338. o Contract (1) No. PMMO-10136 dated 3 January 2018; product: Sumatra Crude Sustainable - Unbleached Palm Oil in Bulk SG; quantity 330 MT; 4% more or less at vessel's option; quality: 	
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		<p>FFA max 5% at shipment, basis 5% at arrival. FOB Teluk Bayur, Padang; Destination: Rotterdam; Buyer: SIPEF – Antwerp; End Buyer: O***** S*** **_**** Rolle; other condition: as per FOSFA 80; issued by SIPEF NV, Schoten.</p> <ul style="list-style-type: none"> o Contract (2) No. PMMO-10152 dated 1 February 2018; product: Sumatra Crude Sustainable - Unbleached Palm Oil in Bulk SG; quantity 2,070 MT; 4% more or less at vessel's option; quality: FFA max 5% at shipment, basis 5% at arrival. FOB Teluk Bayur, Padang; Destination: Rotterdam; Buyer: SIPEF – Antwerp; End Buyer: O***** S*** **_**** Rolle; other condition: as per FOSFA 80; issued by SIPEF NV, Schoten. o Bill of Lading (B/L) No. PDG/ROTT-01 dated 22 June 2018; quantity: 2,400 MT; Clean on Board, RSPO SG, RSPO certificate No. RSPO 556042 and RSPO 646338. o Packing List No. 2018/AM-OE/23 dated 22 June 2018; Shipped from Teluk Bayur, Padang, Indonesia; Destination Rotterdam, Netherlands; Shipped by MT Mount Everest, quantity 2,400 MT. PalmTrace Shipping Announcement: PMMO-10136 – TR-45d8df63-938c; PMMO-10152 – TR-f55dd143-22dd. <p>It was note that all documents, covering all aspects of RSPO Supply Chain Certification Standard requirements are accurate, complete, up-to-date and accessible records and reports.</p>	
D.6 Processing			
D.6.1	<p>The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non- certified oil palm product including during transport and storage to strive for 100% separation.</p>	<p>PT. Agro Muko – Bunga Tanjung POM did not receive any non-certified FFB. Therefore, no non-certified FFB being entered the process, no non-certified CPO and PK being produced, no non-certified product being dispatched. Storage tank for CPO dedicated only for certified oil. Silo for PK used to store non-certified product. PT. Agro Muko Tank Terminal (AMTT) has three dedicated tank to received CPO from Mukomuko and Bunga Tanjung POM. Currently Tank uses for RSPO certified CPO are Tank No.3, No.7 and No.8 (capacity 3,000 MT each). To prevent contamination with other scheme CPO, AMTT has a designated piping system to pump the CPO from Agro Muko to the tanks. Receiving station using dedicated pipe</p>	Yes

		<p>number 3, 4 and 5 for CSPO IP, whilst pipe number 1 and 2 are for other source CPO. Based on field observation and document review (pipe line design and blowing up checklist) that the site was able to reach 100% segregated material through ensuring that non-certified material will always be segregated from unloading material (PK) up to the dispatching products (PKO).</p>	
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Supply Chain Declaration *(Applicable For Appendix E)*

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	Feb 2018	9,921.29	-	9,921.29
2	Mar 2018	10,577.36	-	10,577.36
3	Apr 2018	11,871.29	-	11,871.29
4	May 2018	12,638.91	-	12,638.91
5	Jun 2018	8,221.33	-	8,221.33
6	Jul 2018	15,006.82	-	15,006.82
7	Aug 2018	12,215.63	-	12,215.63
8	Sept 2018	12,743.68	-	12,743.68
9	Oct 2018	11,052.49	-	11,052.49
10	Nov 2018	10,556.23	-	10,556.23
11	Dec 2018*	12,321.84	-	12,321.84
12	Jan 2019*	11,478.00	-	11,478.00
		138,604.87	-	138,604.87

Note:
 Audit was done end of November to early December 2018. The Figure for December 2018 and January 2019 was an estimate.

B. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
1	Feb 2018	2,297.74	506.68
2	Mar 2018	2,461.73	531.81
3	Apr 2018	2,677.51	592.91
4	May 2018	2,932.10	636.81
5	Jun 2018	1,821.14	386.22
6	Jul 2018	3,373.51	751.15
7	Aug 2018	2,801.59	634.21
8	Sept 2018	2,880.03	672.54
9	Oct 2018	2,491.68	558.30
10	Nov 2018	2,296.38	534.40
11	Dec 2018*	2,834.40	628.45
12	Jan 2019*	2,639.94	585.37
		31,507.75	7,018.85

Note:
 Audit was done end of November to early December 2018. The Figure for December 2018 and January 2019 was an estimate.

C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the last audit (if any)				
No.	Buyers Name	Palmtrace Trading License Number	Certified CPO Sold (mt)	Certified PK Sold (mt)
1. Feb 2018	Buyer "WIM"	TR-0c0b17fe-5eb7	-	670.06
2. Mar 2018	Buyer "UIP"	TR-660b4c3c-adb5	-	300.00

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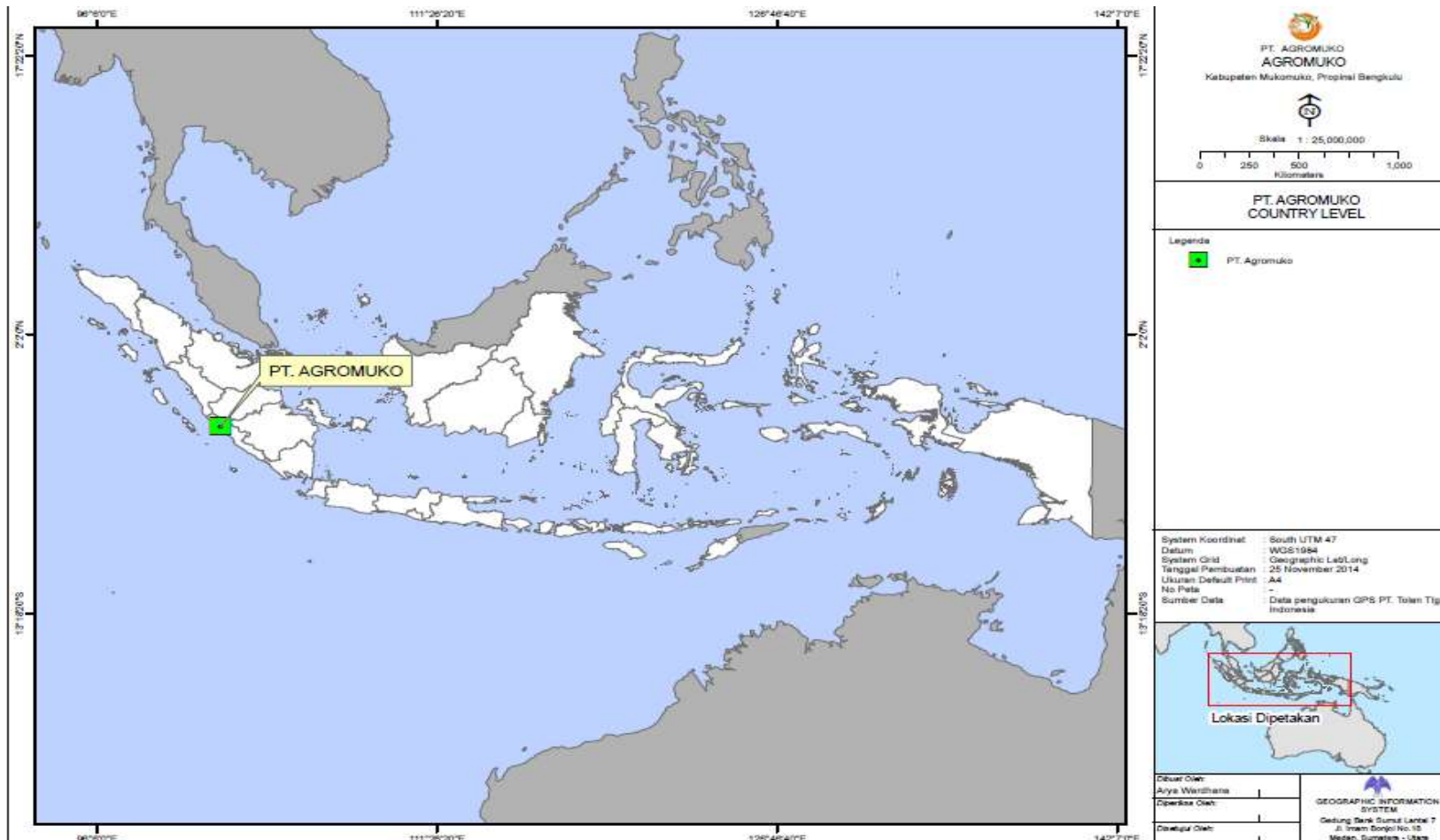
3. Mar 2018	Buyer "UIP"	TR-f2f2af47-dce6	-	450.00
4. Jun 2018	Buyer "BLCO"	TR-f5500560-0a8f	3,999.99	-
5. Jul 2018	Buyer "OS"	TR-a309b6b0-529c	2,000.00	-
6. Jul 2018	Buyer "OS"	TR-bb44f497-bbf5	1,000.00	-
7. Jul 2018	Buyer "CB"	TR-414677cd-e560	2,000.00	-
8. Jul 2018	Buyer "CB"	TR-45b133e5-26df	500.00	-
9. Jul 2018	Buyer "OS"	TR-f213a960-de4e	2,000.00	-
10. Jul 2018	Buyer "OS"	TR-45d8df63-938c	330.00	-
11. Jul 2018	Buyer "OS"	TR-f55dd143-22dd	2,070.00	-
12. Sept 2018	Buyer "UIP"	TR-3c413255-c5dd	-	400.00
13. Sept 2018	Buyer "UIP"	TR-2ad2e073-9e6d	-	400.00
14. Sept 2018	Buyer "UIP"	TR-a63190f4-77d4	-	750.00
15. Nov 2018	Buyer "OS"	TR-ac55829e-e827	500.00	-
16. Nov 2018	Buyer "OS"	TR-cdbd65b3-fec5	1,000.00	-
17. Nov 2018	Buyer "OS"	TR-9dba5827-6eed	1,000.00	-
18. Nov 2018	Buyer "OS"	TR-3b5999d1-2a7b	1,000.00	-
19. Feb 2019	Buyer "WNI"	TR-ed740271-2f97	500.00	
20. Feb 2019	Buyer "WNI"	TR-014280f4-8cb4	500.00	
21. Feb 2019	Buyer "WNI"	TR-329c2c85-65cc	500.00	
Total			18,899.99	2,970.06

D. Records of CPO & PK Sold under other schemes to Buyers since the last audit (if any)				
No.	Buyers Name	Scheme Name	CPO Sold (mt)	PK Sold (mt)
Nil				

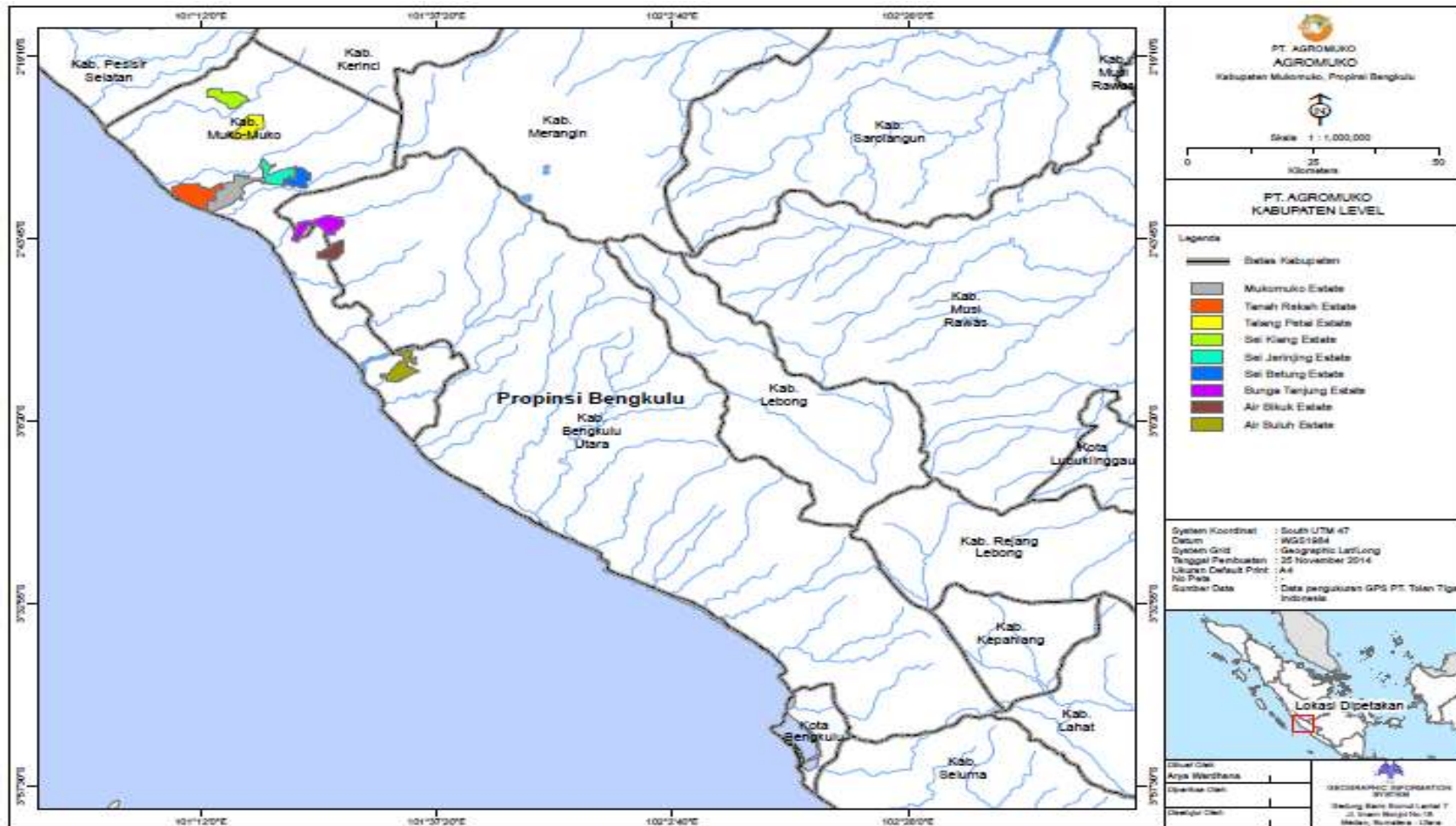
E. Records of CPO & PK Sold as conventional to Buyers since the last audit (if any)			
No.	Buyers Name	CPO Sold (mt)	PK Sold (mt)
1. Sept 2018	Buyer "WIM"	-	3,026.01
2. Oct 2018	Buyer "WIM"	500.00	
3. Dec 2018	Buyer "WNI"	1,000.00	-
4. Jan 2019	Buyer "WNI"	4,000.00	-
		5,500.00	3,026.01
Note:			
Audit was done end of November to early December 2018.			

F. Records of Certified CPO Sold under RSPO Credits to Buyers since the last audit (if any)			
No.	Buyers Name	PalmTrace Trading License Number	RSPO Credits of Certified CPO Sold (mt)
Nil			

Appendix F: Location Map of Certification Unit and Supply bases



Appendix G: Estate Field Map



Appendix H: List of Smallholder Sampled

- KMD Air Berau,
- KMD Medan Jaya,
- KMD Semundam,
- KMD Talang Rio,
- KMD Nenggalo,
- Koperasi Perkebunan Air Buluh Agromuko,
- Koperasi Perkebunan Sejahtera Bersama Mukomuko Agro Sejahtera

Appendix I: List of Abbreviations

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