

**RSPO PRINCIPLE AND CRITERIA
ANNUAL SURVEILLANCE ASSESSMENT (ASA1.1)
Public Summary Report**

PT. TAPIAN NADENGGAN Hanau Palm Oil Mill and Its Supply Bases
Client company Address: Sinar Mas Land Plaza, Tower 2, 4 th floor Jl. MH. Thamrin No. 51 Kav. 22, Jakarta 10350 – Indonesia
Certification Unit: Hanau Palm Oil Mill Kecamatan Hanau and Batu Ampar, Seruyan Regency, Central Kalimantan Province, Indonesia

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0096-11-000-00	Membership Approval Date	31 March 2011
Parent Company Name	Golden Agri-Resources Ltd		
Address	c/o 108 Pasir Panjang Road, #06-00 Golden Agri Plaza, Singapore 118535		
Subsidiary (Certification Unit Name)	PT. Tapian Nadenggan – Hanau Palm Oil Mill		
Address	Head Office: Sinar Mas Land Plaza, Tower 2, 4 th floor Jl. MH. Thamrin No. 51 Kav. 22, Jakarta 10350 – Indonesia Location: Kecamatan Hanau and Batu Ampar, Seruyan Regency, Central Kalimantan Province, Indonesia		
Contact Name	Mr. Ismu Zulfikar		
Website	https://goldenagri.com.sg/	E-mail	ismu.zulfikar@sinarmas-agri.com
Telephone	+62-21-50338899	Facsimile	+62-21 50389999

2. Certification Information			
Certificate Number	RSPO 679706	Date of First Certification	September 26 th , 2012
		Certificate Start Date	January 08 th , 2018
		Certificate Expiry Date	September 25 th , 2022
Scope of Certification	Production of CPO and PK of PT. Tapian Nadenggan (Hanau Palm Oil Mill) and 4 (four) estates as supply base, namely Hanau Estate, Tasik Mas Estate, Langadang Estate and Tanjung Paring Estate. Mill capacity of Hanau POM is 80 tonnes FFB/hour.		
Applicable Standards	RSPO P & C INA NI 2016 and RSPO Supply Chain Certification June 2017		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
SPO20013	ISPO	SAI Global Indonesia	10/12/2020
EU-ISCC-Cert-ID218-20180079	ISCC	Intertek Indonesia	01/08/2019

4. Location(s) of Mill & Supply Bases			
Name (Mill/Supply Base)	Location [Map Reference #]	GPS Coordinates	
		Latitude	Longitude
Hanau Oil Mill	Kecamatan Hanau and Batu Ampar, Seruyan Regency, Central Kalimantan Province, Indonesia	2° 21' 39.05" N	112° 6' 34.86" E
Hanau Estate	Kecamatan Hanau and Batu Ampar, Seruyan Regency, Central Kalimantan Province, Indonesia	2° 24' 40.90" N	112° 6' 33.12" E
Tasik Mas Estate	Kecamatan Hanau and Batu Ampar, Seruyan Regency, Central Kalimantan Province, Indonesia	2° 20' 29.28" N	112° 5' 34.19" E
Tanjung Paring Estate	Kecamatan Hanau and Batu Ampar, Seruyan Regency, Central Kalimantan Province, Indonesia	2° 16' 49.04" N	112° 7' 57.02" E
Langadang Estate	Kecamatan Hanau and Batu Ampar, Seruyan Regency, Central Kalimantan Province, Indonesia	2° 14' 5.12" N	112° 6' 27.81" E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Hanau Estate	3,991.02	375.87	523.11	4,890.00	81.62
Tasik Mas Estate	**4,077.15	397.46	570.87	5,045.48	80.81
Tanjung Paring Estate	***3,781.17	351.16	584.73	4,717.06	80.16
Langadang Estate	1,913.75	242.12	253.70	2,409.57	79.42
Total	13,763.09	1,366.61	1,932.41	17,062.11	80.66

Note: *HCV area above is HCV area in total both in planted area and non planted area. HCV area in planted area was 696.34 ha and in non planted area was 670.27 ha, the total HCV area is 1,366.61 ha. Note that the HCV area in planted area is manage as HCV in non planted area and conserve as well according to HCV management plan (see indicator 5.2.2)

**In Tasik Mas Estate, there are 1.33 ha area of planted was used as Biogas Plant therefore currently the planted area was 4,284.54 ha

***In Tanjung Paring Estate, there are 30.24 ha area planted is excluded in block W24-26 because the area is at lowland and always flooded

6. Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Hanau Estate	0.00	0.00	0	4,199.05	0.00	4,199.05	0.00
Tasik Mas Estate	0.00	0.00	209.08	4,075.46	0.00	4,284.54	0.00
Tanjung Paring Estate	0.00	0.00	1,672.99	2,262.89	0.00	3,935.88	0.00
Langadang Estate	0.00	0.00	2,039.96	0.00	0.00	2,039.96	0.00

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Total (ha)	0.00	0.00	3,922.03	10,537.40	0.00	14,459.43	0.00
Note: All planted is mature							

7. Certified Tonnage of FFB (Own Certified Scope)

Estate	Tonnage / year		
	Estimated (Sept 2017 – Aug 2018)	Actual (Sept 2017 – Aug 2018)	Forecast (Sept 2018 – Aug 2019)
Hanau Estate	107,209.23	81,143.06	100,934.33
Tasik Mas Estate	116,161.67	93,188.21	104,493.76
Tanjung Paring Estate	106,105.69	88,415.58	96,438.66
Langadang Estate	56,446.96	50,333.42	54,643.47
Total	385,923.56	313,080.27	356,510.22
Note: Estimated and Actual are the previous 12 months from the previous audit period. Forecast is the next 12 month from the audit period.			

8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *

Estate	Tonnage / year		
	Estimated (Sept 2017 – Aug 2018)	Actual (Sept 2017 – Aug 2018)	Forecast (Sept 2018 – Aug 2019)
Sungai Seruyan Estate	Nil	Nil	1,506.29
Tangar Estate	Nil	Nil	1,814.41
Total	0	0	3,320.70
Note: The other certified unit source received by Hanau POM is from one group company.			

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable

Independent FFB Supplier	Tonnage / year		
	Estimated (Sept 2017 – Aug 2018)	Actual (Sept 2017 – Aug 2018)	Forecast (Sept 2018 – Aug 2019)
MSAE	64,136.95	49,463.30	62,876.55
LUJE	33,157.73	10,653.15	21,174.10
Indotruba	22,600.00	8,583.23	-
Total	119,894.68	68,699.68	84,050.65
Note: Estimated and Actual are the previous 12 months from the previous audit period.			

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Forecast is the next 12 month from the audit period.

10. Certified Tonnage

	Estimated	Actual	Forecast
	<i>(Sept 2017 – August 2018)</i>	<i>(Sept 2017 – August 2018)</i>	<i>(Sept 2018 – August 2019)</i>
Mill Capacity: 80 MT/hr	FFB	FFB	FFB
	385,923.56	313,080.27	359,830.92
SCC Model: MB	CPO (OER: 22.25 %)	CPO (OER: 21.02 %)	CPO (OER: 21.50 %)
	86,498.94	65,814.48	77,363.69
	PK (KER: 5.50 %)	PK (KER: 5.98 %)	PK (KER: 6 %)
	23,155.41	18,707.79	21,589.87

Note: *Estimated and Actual are the previous 12 months from the previous audit period.
Forecast is the next 12 month from the audit period.*

11. Actual Sold Volume(CPO) (September 2017 – August 2018)

	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	0	65,626.01	-	0	65,626.01

Note:
*The Actual new licence period of Hanau POM is start from January 2018 after previous license extension. Most of CPO sold as ISCC certified due to market request and company does not sold the CPO as RSPO certified.
During previous licence period (extension period) from September – December 2017 there was a CPO sold volume as ISCC certified 19,757.93 MT.*

12. Actual Sold Volume (PK) (September 2017 – August 2018)

	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	17,998.36	-	-	0	17,998.36

Note:
*The Actual new licence period of Hanau POM is start from January 2018 after previous license extension.
During previous licence period (extension period) from September – December 2017 there was a CSPK sold volume 5,999.40 MT*

13. Actual Group certification Claims

	Credit	Physical Volume (MT)
IS-CSPO	-	-
IS-CSPK	-	-

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
59200 Kuala Lumpur
Tel +603 2242 4211 Fax +603 2242 4218
Nicholas Cheong: Nicholas.Cheong@bsigroup.com
www.bsigroup.com

BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (ASI-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Singapore, Jakarta, Bangkok and Australia which involve in RSPO Certification Program.

2.1 Assessment Methodology, Programme, Site Visits

The on-site Annual Surveillance Assessment 1.1 was conducted from 30th July – 4th August 2018. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO P&C Indonesia National Interpretation September 2016 and RSPO Supply Chain Certification Standard 2017 were used as Checklists and questionnaires were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

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 of its supply base. The estates sample were determined based on formula $N = 0.8\sqrt{y}$ where y is the number of estates while when applicable the smallholders sample were determined following the RSPO Certification Requirement for Group Certification March 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.

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

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing.

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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

1. Assessment Program					
Name (Mill / Supply Base)	Year 1 (IAV) 01/2015	Year 2 (ASA 1) 01/2016	Year 3 (ASA 2) 01/2017	Year 4 (ASA 3) 01/2018	Year 5 (ASA 4) 01/2019
Hanau POM	x	x	x	x	x
Hanau Estate	x		x	x	x
Tasik Mas Estate		x		x	x
Tanjung Paring Estate	x		x	x	x
Langadang Estate		x		x	x

Tentative Date of Next Visit: July 1, 2019 - July 6, 2019

Total No. of Mandays: 16 mandays

2.2 BSI Assessment Team:

Team Member Name	Role	Qualifications <i>(Short description of the team members)</i>
Mujinius Jalaraya	Lead Assessor	He hold Bachelor degree from Faculty of Forestry, Bogor Agricultural University (IPB) in 2008, Majoring in Forest Resources Conservation and Ecotourism. He have a working experience in palm oil plantations as SHE Assistant at PT. Astra Agro Lestari Tbk in 2008 - 2012 and as Supervisor Sustainability at Teladan Prima Group in 2012 – 2014. He involved in RSPO certification since 2014 as a team member subsequently as a Lead Auditor. He has completed the training, such as: Lead Auditor ISO 9001: 2008 course, Lead Auditor ISPO course, Lead Auditor RSPO endorsed course, RSPO SCCS Lead Auditor endorsed course, HCV Identification and management, Internal Auditor ISO 14001: 2004 Training, Training for Trainers, OHS Expert Training, etc. He is fluently speaking in English and Bahasa Indonesia. During this assessment, he assessed on the aspects of Legal, Environmental management and monitoring, OHS management and HCV management and monitoring.
Imam Fachrurozi	Assessor Team member	Imam holds degree in Agriculture Technology and graduated from Gadjah Mada University, Yogyakarta in 2011. He had 2 (two) years working experienced related to oil palm industries i.e. as a sustainability and HSE in oil palm Plantation Company in Indonesia. Several relevant Training he has completed include ISO 9001 and 14001 Lead Auditor, Lead Auditor of SMK3, RSPO P&C Lead auditor endorsed courses. 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 2016. During this assessment, he assessed on the aspects of Environmental and OHS management and monitoring for mill and estate.
Edy Widodo	Assessor Team member	Edy Widodo graduated as bachelor of the Faculty of Agriculture, Department of Agricultural Technology, University of Padjadjaran, Bandung. Earlier he worked as an Assistant Estates Manager in PT SMART Tbk. (1999 to 2005). He is the Lead Auditor for ISO 9001: 2008. He has working experience in the industrial sector and audit Plantation, and also the processing industry and agricultural mechanization. He is also the ISPO auditor who has obtained a certificate from the ISPO Commission, Ministry of Agriculture of Indonesia, on February 2013. He had got a certificate of training on Understanding ISO 14001: 2004 & Auditing ISO 14001: 2004 in 2013. He also had joined RSPO P&C training (2013) and also Course RSPO Lead Auditor 2016 - RSPO Endorsed RSPO Supply Chain Certification Training Course on April 2016. During this assessment, he assessed on the aspects of social and labor and stakeholder consultation.

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2.3 Assessment Plan

RSPO Annual Surveillance 1_1 Assessment Plan PT Tapian Nadenggan – Hanau POM

Date	Time	Subjects	MJ	EW	IF
			PRSPOLA, BMP, HCV, SCC	PRSPOSA, Legal	PRSPO - OHS, EMS
Monday 30/07/2018	06.00 – 08.00	Travel from Jakarta – Pangkalan Bun	√	√	√
	08.30 – 11.30	Travel from Pangkalanbun – Hanau POM	√	√	√
	12.00 – 14.00	Break	√	√	√
	14.00 – 14.30	Opening Meeting Presentation by PT. Tapian Nadenggan – Hanau Palm Oil Mill Presentation by PT BSI Group Indonesia	√	√	√
	14.30 – 17.00	Hanau Palm Oil Mill Field Visit and Document Review: Inspection of processing, warehouse, workshop, mill wastes management, Effluent Ponds, OHS, Environment issues, POME application, workers interview, Supply chain for CPO mill, Review on SEIA documents and records, Document review, etc.	√	√	√
	15.00 – 16.00	Interview with Committee Gender & Labor Union of Mill & Estate		√	
Tuesday 31/07/2018	08.00 – 12.00	Field Visit Hanau Estate: Herbicide application programmes, harvesting, fertilising operations, water management, road maintenance, terracing, etc. HCV management and monitoring.	√		
		Field Visit Tasik Mas Estate: Agrochemical stores, Fertilizer store, Workshops, housing, landfill, clinic, Hazardous Waste Boundaries inspection, worker interviews, social amenities, etc.			√
		Stakeholder consultation Interview with: BLH, BPN, Disbun, Disnakertrans Kab. Seruyan		√	
	12.00 – 14.00	Break, Lunch	√	√	√
	14.00 – 17.00	Document Review: Hanau Estate Best management practices Agronomy, OHS implementation, EMS implementation, Social and	√	√	√

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		Labour, HCV MM, Continual improvement, etc.			
Wednesday 01/07/2018	08.00 – 12.00	Field Visit Tanjung Paring Estate: Herbicide application programmes, harvesting, fertilising operations, water management, road maintenance, terracing, etc. HCV management and monitoring. Boundaries inspection, worker interviews, social amenities, etc.	√	√	
		Field Visit Langadang Estate: Agrochemical stores, Fertilizer store, Workshops, housing, landfill, clinic, Hazardous Waste Boundaries inspection, worker interviews, social amenities, etc.			√
	12.00 – 14.00	Break, Lunch	√	√	√
	14.00 – 17.00	Document Review Tanjung Paring Estate: Best management practices Agronomy, OHS implementation, EMS implementation, Social and Labour, HCV MM, Continual improvement, etc.	√	√	√
Thursday 02/07/2018	08.00 – 12.00	Document Review Langadang Estate: Best management practices Agronomy, OHS implementation, EMS implementation, Social and Labour, HCV MM, Continual improvement, etc.	√	√	√
	12.00 – 14.00	Break, Lunch	√	√	√
	14.00 – 17.00	Hanau Palm Oil Mill Continue Document Review: Inspection of processing, warehouse, workshop, mill wastes management, Effluent Ponds, OHS, Environment issues, POME application, workers interview, Supply chain for CPO mill, Review on SEIA documents and records, Document review, etc. RSPO Supply Chain for CPO Mills	√	√	√
	17.00 – 19.00	Extend audit for Hanau POM including RSPO Supply Chain for CPO Mills	√	√	√
Friday, 03/07/2018	08.00 – 12.00	Continue Document Review Mill and Estate	√	√	√
	08.00 – 09.00	Interview with Local Community, Village Head, Public Figure		√	
	12.00 – 14.00	Ishoma, Break	√	√	√
	14.00 – 17.00	Continue Document Review Mill and Estate	√	√	√
	16.00 – 16.30	Preparing Closing Meeting	√	√	√
	16.30 – 17.30	Closing Meeting	√	√	√

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	18.00 – 20.00	Traveling Hanau – Pangkalan Bun & stay in Pangkalan Bun	√	√	√
Saturday, 04/07/2018	08.00 – 12.00	Continue Document Review Mill and Estate	√	√	√
	12.00 – 14.00	Ishoma, Break	√	√	√
	14.00 – 15.00	Preparing Closing Meeting	√	√	√
	15.00 – 17.00	Closing Meeting	√	√	√

The BSI auditor team will comprise of the following members. Please let us know should you have any comments:

	Name	Role	Assessment aspects
1	Mujinius Jalaraya	Team Leader	Legal aspect, Best management practice in palm oil mill and estate, interview with workers, supply chain for CPO Mills; (Fluent in English and local language).
2	Imam fachrurozi	Team member	Environmental aspect-impacts, occupational health and safety, interview with workers; (Fluent in English and local language).
3	Edy Widodo	Team member	Social aspect-impact, interview with workers, land tenure, internal and external stakeholder consultation; (Fluent in English and local language)

Section 3: Assessment Findings

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

- PT Tapian Nadenggan Time Bound Plan
- RSPO Group Certification Standard 2016 Checklist
- RSPO P&C INA-NIWG 2016 Checklist
- RSPO Supply Chain Certification Checklist June 2017
- RSPO P&C 2013 Generic Checklist

3.2 Progress against Time Bound Plan

Time Bound Plan		
Requirement	Remarks	Compliance
Summary of the Time Bound Plan		
Does the plan include all subsidiaries, estates and mills?	<p>PT. Tapian Nadenggan has explained the certification plan for all of its subsidiaries; indicating all palm oil mills, company-owned estates and scheme smallholder as the supply base.</p> <p>There is one Estate as part of PT Tapian Nadenggan - Hanau POM Supply bases namely Medang Sari Estate which still in progress of HGU. The company planed to be certified in 2018 if the HGU has issued by government (BPN).</p>	Comply
<p>Is the time bound plan challenging?</p> <ul style="list-style-type: none"> • Age of plantations. • Location. • POM development • Infrastructure. • Compliance with applicable law. 	<p>The time bound plan is challenging. PT. Tapian Nadenggan demonstrate progress overtime.</p> <p>The age of plantation was generally mature. All of plantation has been incorporated with palm oil mill to process the FFB produced.</p> <p>The location of plantations were covering three provinces in Sumatera Utara Province, Riau Province and Central Kalimantan Province – Indonesia.</p>	Comply
Have there been any changes since the last audit? Are they justified?	No, there were no changes in certification timebound plan.	Comply
If there have been changes, what circumstances have occurred?	There were no changes in certification timebound plan. For another unit which Mill is not constructed yet, company keeps the activities of plantation in accordance with its license.	Comply
Have there been any stakeholder comments?	No any comments from stakeholder.	Comply
Have there been any newly acquired subsidiaries?	There are no newly acquired subsidiaries.	Comply

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<p>Have there been any isolated lapses in implementation of the plan?</p>	<p>No isolated lapses. Company managed to demonstrate commitment to certify all of palm oil mill and supply base.</p>	<p>Comply</p>
<p>Un-Certified Units or Holdings</p>		
<p>Did the company conduct an internal audit? If so, has a positive assurance statement been produced?</p>	<p>Yes. Uncertified units has conducted an internal audit by sustainability team as an internal auditor. Internal audit conducted for uncertified holdings e.g:</p> <ul style="list-style-type: none"> - PT Kresna Duta Agroindo - Pelakar Mill, internal audit on 23 – 27 October 2017. - PT Smart Tbk – Bukit Kapur Mill, internal audit on 4 – 8 December 2017 - PT Kresna Duta Agroindo – Rantau Panjang Mill, Rantau Panjang Estate and Rantau Panjang KKPA internal audit on 18 – 21 December 2017 - PT Kresna Duta Agroindo – Gunung Kongbeng Mill, Gunung Kongbeng KKPA, internal audit on 6 – 10 February 2017 	<p>Comply</p>
<p>No replacement after dates defined in NIs Criterion 7.3:</p> <ul style="list-style-type: none"> • Primary forest. • Any area identified as containing High Conservation Values (HCVs). • Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	<p>Company has follow the RSPO procedures including new planting after November 2005, there is no replacement of Primary forest, any area identified as containing High Conservation Values (HCVs), any area required to maintain or enhance HCVs in accordance with RSPO.</p> <p>Planting area in 2005 – 2007 at Tanjung Paring Estate and Langadang Estate PT Tapian Nadenggan included in The Remediation and Compensation Procedure. PT. Tapian Nadenggan has submitted Land Use Change Analysis Report to the RSPO in December 2015 and responded by RSPO. It was explained that for the management unit with non-complaint land clearing which has been certified (by right they should not be certified in the first place), as long as they have submitted complete Land Use Change Analysis, they are allowed to proceed with surveillance audit. To be in compliance with Remediation and Compensation Procedure, November 2015; company updated the LUC analysis and sent to the ERWG-RSPO on 4th May 2018 and has been received by RSPO. According to the email from RSPO, currently the status of LUCA PT Tapian Nadenggan – Central Kalimantan is under review by RSPO.</p>	<p>Comply</p>
<p>Any new plantings since January 1st 2010 must comply with the RSPO New Plantings Procedure.</p>	<p>For any new plantings since January 1st 2010, company has follow and conducted the RSPO New Plantings Procedure, e.g:</p> <ul style="list-style-type: none"> - PT Satya Kisma Usaha – Sungai Bengkal Mill has submit NPP notification and approval RSPO on 26 August 2013 - PT Tapian Nadenggan – Jakluay Mill has submit NPP notification and approval RSPO on 19 August 2013 	<p>Comply</p>
<p>Any Land conflicts are being resolved through a mutually</p>	<p>FPIC and Land compensation was conducted prior to land acquisition and any Land conflicts are being resolved through</p>	<p>Comply</p>

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agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.	a mutually agreed process.	
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	No labor dispute noted. This was based on stakeholder interview with worker union in each company. In addition, audit team found the same based on stakeholder interview with "Dinas Tenaga Kerja" on each regency audited.	Comply
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	Yes. Uncertified company conducted internal audit annually.	Comply
Any Legal non-compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	Yes, company has resolved any Legal non-compliance in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	Comply

3.3 Progress of scheme smallholders and/or outgrowers

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?	There is no scheme smallholder or associated smallholder in PT Tapan Nadenggan – Hanau POM.	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 Annual Surveillance Assessment 3 there were no nonconformities raised, auditor note the opportunity for improvement for company. PT Tapan Nadenggan – Hanau POM Certification unit has consistently implementing the RSPO P & C accordingly. The implementation of the corrective action plans to address the minor nonconformity has been verified during surveillance assessment and found effectively addressed and th status of minor non conformity has been Closed (see in section 3.4.1).

Opportunity for Improvements	
OFI #	Description
667325-201807-I1	Company is considered to improve the communication to surrounding community (village) in regards of employee recruitment policy and employee vacancy information.

3.4.1 Status of Nonconformities Previously Identified and Observations

During Annual Surveillance Assessment 3 there is no Major or Minor nonconformities raised. PT. Tapian Nadenggan – Hanau POM Certification unit has consistently implementing the RSPO P & C INA NI 2016 accordingly. The monitoring and evaluation of previous nonconformity has addressed consistently.

3.4.2 Status of Nonconformities Previously Identified and Observations

During the Annual Surveillance Assessment 2 there were 2 Major Nonconformities raised. PT Tapian Nadenggan – Hanau POM Certification unit has 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 major nonconformity has been consistently implemented by company and it can be demonstrated during the Annual surveillance assessment 3.

Non-Conformity			
NCR Ref #	1529140-201709-M1	Clause & Category (Major / Minor)	Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	31 October 2017
Statement of Nonconformity:	Company has determined A health and safety policy, plan and its implementation and monitoring, however during audi it was found an inconsistency of implementation and monitoring of OHS.		
Requirement Reference:	RSPO P&C INA NI 2016 Indicator 4.7.1 A health and safety policy shall be in place. A health and safety plan shall be documented and implemented, and its effectiveness monitored.		
Objective Evidence:	<ul style="list-style-type: none"> Based on document review of ISBPR dated 21 December 2016 stated that workers in Grading area shall be used safety shoes as standard Personal Protective Equipment to prevent risk of FFB grading activity, however during field visit in Hanau Mill found 3 operator were not wearing safety shoes but rubber boots. Based on document review of accident report auditor found that there were 6 similar accident occurred in January 2017 (caused by frond fall) however there is no evidence that it has been evaluated in safety committee meeting and made the appropriate corrective action to addressed and prevent the issue. In addition in the previous year there was an fatality accident happen with similar cause. 		
Correction:	<ul style="list-style-type: none"> The Company has re-socialized and give awareness to all employe of Hanau Mill regarding the use of PPE on 18 September 2017. Minutes of socialization can be demonstrated during audit. Socialization is conducted by OHS expert and Mill superintendent. Socialization explains the obligation of employees to use standard PPE according to the type of work, strict sanctions will be given by company management if employees do not use standard PPE. The company also has issued a reprimand letter to 3 employees who did not use appropriate PPE. Reprimand letter is valid for 6 months, if in the period before 6 months of violation again it will be given warning letter sanction until dismissal. Interview with Hanau Mill operator has done by auditor and indicated that all employee has understand the obligation to use standard PPE according to the HIRADC and company regulation. 		

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	<ul style="list-style-type: none"> • PPE checking is also done by the company every morning before work and at the Hanau Mill security post before entering the Mill area to ensure that employees use the appropriate PPE. Evidence of PPE usage checking can be demonstrated. PPE usage checking is also done randomly in each week to ensure no violations committed by employees. An PPE check is also performed for contractors whose working for the company. • Inspection of PPE usage by workers done twice a month by P2K3 supervisory districts and members of security. For example of inspection on 7 October and 16 October 2017 in Hanau Mill. Documented in "Checklist of APD HNAM Employees". Each employee checked the completeness of his PPE in the work. Interview with Hanau Mill operator has been done by auditor and indicated that all employee has understand the obligation to use standard PPE and the sanction of violation, they was monitored by their supervisor and safety officer. • Hanau Estate and Tasik Mas Estate has made improvements in P2K3 meeting by including the agenda of occupational accidents discussion and evaluation of the causes and preventive measures of work accidents. Minutes of the P2K3 meeting can be demonstrated, for example the meeting on September 16, 2017, discusses employment injury data for the period of January - September 2017 particularly in harvesting job. Evaluation the accidents causes and recommends actions to be taken has been done such as re-socialization/re training to all harvesters on safe harvesting practices. Hanau and Tasik Mas estate has also realized the action plan by disseminating SOP and WI Harvesting, socializing safe harvesting practices; socialization conducted on September 19, 2017, evidence of the implementation of socialization can be demonstrated. The last P2K3 meeting was held on 23 October 2017 in Hanau Estate while in Tasik Mas Estate was held on 17 October 2017, Minutes of meeting and attendance list can be shown. In the agenda of the meeting can be shown that the meeting has discussed the performance of OHS and evaluation of work accident records.
Corrective Actions:	<p>Regular safety inspection twice a month by P2K3 supervisory districts and members of security, documented in "Checklist of APD HNAM Employees". Latest inspection conducted on 23 July 2018 and the insoection result can be demonstrated during audit. During field visit can be demonstrated that all employee has comply to OHS regulation both in este and mill.</p> <p>Conduct regular meeting of P2K3 to discuss the OHS program and implementation and evaluated the OHS performance. Latest P2K3 meeting conducted on 28 July 2018 in Langadang Estate and 26 July 2018 in Hanau POM. Minutes of meeting and OHS performace evaluation can be demonstrated.</p>
Assessment Conclusion:	Major NC has been Closed out on 31/11/2017 and company has consistently implementing the corrective action during audit ASA3 conducted.

NCR Ref #	1529140-201709-M2	Clause & Category (Major / Minor)	Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	31 October 2017
Statement of Nonconformity:	Based on field observation and document verification, it was found an inconsistency of chemical and ex chemical container waste management/disposal.		
Requirement	RSPO P & C INA NI 2016 Indicator 5.3.2		

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<p>Reference:</p>	<p>There shall be evidence that all chemicals and their empty containers are disposed of responsibly.</p>
<p>Objective Evidence:</p>	<ul style="list-style-type: none"> - Based on Environmental aspect and impact identification document dated 5 January 2017 stated that ex sack/ex chemical container controlled by stored in the specific storage (gudang B3) and handover to supplier/third party, however during field verification in Hanau Mill and interview with workers as well as mill management found that ex chemical sack was treated as inorganic waste and disposed to TPSA, in addition another party/person can use the ex sack for another purpose. - Based on field observation in Hazardous waste storage (TPS LB3) Tasik mas Estate, found that the storage was not equipped with alarm system as required in Permit "Keputusan Bupati Seruyan Nomor: 188.45/447/2015 dated 6 November 2015". - During field visit Hazardous waste storage (TPS LB3) Hanau Mill, found that used oil placement was not appropriate and placing mixed with ex Oil filter and not labeled.
<p>Correction:</p>	<ul style="list-style-type: none"> • Hanau Mill has made improvements to "Environmental Aspect and Impact Identification " particularly environmental aspect of ex chemicals sack such as Soda ash, calcium carbonate and alum. Document was updated on September 19, 2017. In point 5 C/HNAM/WTP/02 mentioned that environmental aspect of ex chemicals sack (Soda ash, calcium carbonate, alum) is managed by triple rinsing then collected/disposed to inorganic waste landfill. • Hanau Mill has made improvements in TPS LB3 by removing 3 used oil jerycans and placing them in suitable and labeled places. Records of used oil removing and oil picking and cleaning in used filter compartments are documented in "Minutes No. 01/PRS-INT/BA/IX/2017 dated September 14, 2017. During field visit in temporary hazardous waste storage (TPS LB3) indicated that company has made the improvement in their TPS LB3 by replacing the hazardous waste according to each type and its characteristic and made the good compartement and well labelled. • Hanau Mill has also conducted socialization and training to PIC of temporary hazardous waste storage (TPSLB3) on September 15, 2017 regarding hazardous waste management standards and in accordance with the regulations. Minutes of socialization can be demonstrated. Interview with PIC of TPS LB3 indicated that they has sufficient understanding on hazardous waste management and placement/labelling. • Hanau Mill also checks the maintenance and management of TPS LB3 to ensure the condition and management of hazardous waste in accordance with applicable standards and regulations. The records are available in "Form Pemeliharaan TPS Limbah B3" F/SMART/LEMS-EHSD/SADV/002/002". Example of checks on September 15, 2017 conducted by the Environment Officer. Checking items include TPS LB3 condition (roof, wall, floor, security door, lighting, ventilation, oil trap, secondary containment, TPS LB3 nameplate, symbol on TPS LB3), Completeness of TPS LB3 (APAR, sand, alarm/kentongan, APD, SOP and WI, LB3 symbols and labels, pallets, packaging conditions, cleaning equipment). • Tasik Mas Estate has made improvements by installing an alarm system in the form of an emergency bell. Permanent bells are installed at the front temporary hazardous waste storage (TPS LB3) on September 12, 2017. During field visit can be demonstrated that alarm system has been installed and well function. • Tasik Mas Estate also has made improvements by checking the maintenance and

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	<p>management of Temporary hazardous waste storage (TPS LB3) to ensure the condition and management of hazardous waste in accordance with applicable standards and regulations. Regular checking is done once a month. Records of checks are documented in "Form Pemeliharaan TPS Limbah B3". Examples of checks on September 15, 2017 and October 16, 2017, from the results of checks can be shown that the condition of TPS LB3 building is in good condition and equipment is in complete and good condition.</p> <ul style="list-style-type: none"> • Socialization to TPS LB3 officers has also been done on September 19, 2017 by Tasik Mas Estate to confirm the management of hazardous waste in TPS LB3 according to standard and regulations.
<p>Corrective Actions:</p>	<p>Regularly updated and evaluated the "Environmental Aspect and Impact Identification" Document was updated on January, 2018 and found consistently implemented accordingly.</p> <p>Regularly monitoring the implementation of hazardous waste handling and regular checks the maintenance and management of TPS LB3 to ensure the condition and management of hazardous waste in accordance with applicable standards and regulations. The records are available in "Form Pemeliharaan TPS Limbah B3" F/SMART/LEMS-EHSD/SADV/002/002". Example of checks on June 25th, 2018 conducted by the Environment Officer. Checking items include TPS LB3 condition (roof, wall, floor, security door, lighting, ventilation, oil trap, secondary containment, TPS LB3 nameplate, symbol on TPS LB3), Completeness of TPS LB3 (APAR, sand, alarm/kentongan, APD, SOP and WI, LB3 symbols and labels, pallets, packaging conditions, cleaning equipment). During field visit in Hanau POM and Estate can be demonstrated that hazardous waste handling was comply to regulation and procedure.</p>
<p>Assessment Conclusion:</p>	<p>Major NC has been Closed out on 31/11/2017 and company has consistently implementing the corrective action during audit ASA3 conducted.</p>

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
2016 – 01	Major	25/07/2016	CLOSED on 01/10/2017
2016 – 02	Major	25/07/2016	CLOSED on 01/10/2017
2016 – 03	Minor	25/07/2016	CLOSED on 01/10/2017
2016 – 04	Major	25/07/2016	CLOSED on 01/10/2017
1529140-201709-M1	Major	14/09/2017	CLOSED on 31/10/2017
1529140-201709-M2	Major	14/09/2017	CLOSED on 31/10/2017

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 Tapan Nadenggan – Hanau POM and its Supply Bases Certification Unit’s environmental and social performance, legal and any known dispute issues.

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

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

List of Stakeholders Contacted	
<p>Internal Stakeholders</p> <p>Workers (fertilizing, spraying, mill processing, workshop).</p>	<p>Union/Contractors/Local Communities</p> <p>Union Labor and Gender Committee Tanjung Paring Estate, Tasik Mas Estate, Hanau Estate and Langadang Estate.</p> <p>Local community and villagers: Head of Sandul Village, Bpk. A. Ayadin Head of Penimba Raya Village, Bpk. Sukarto Secretary of Tanjung Paaring Village, Bpk. Hatmir</p>
<p>Government Departments</p> <ol style="list-style-type: none"> Dinas Tenaga Kerja dan Transmigrasi Kabupaten Seruyan (Manpower and Transmigration Office – Seruyan Regency) – Bpk. Viktor (Head of Disnakertrans) Dinas Lingkungan Hidup Kabupaten Seruyan (Environmental Office – Seruyan Regency) Dinas Pangan & Pertanian Kabupaten Seruyan (Food and Agriculture Service – Seruyan Regency). 	<p>NGO</p> <p>Invitation letter to give the input/comment was sent to NGO.</p>

IS #	Description
<p>1</p>	<p>Feedback, Comment and Input</p> <p>Dinas Tenaga Kerja dan Transmigrasi Kabupaten Seruyan (Manpower and Transmigration Office – Seruyan Regency) – Bpk. Viktor (head of Disnakertrans)</p> <p>The Company also has compiled a document of compulsory report of Manpower annually and submitted to the Manpower Office of Seruyan Regency. Reporting also to the manpower office of Central Kalimantan Province, for example: Heavy equipment operator, transportation equipment, lever, steam vessel and others have licenses as operator (SIO) and also the Company has conducted periodic inspection of special equipment used Steam, Pressure Vessel) in accordance with applicable regulations.</p> <p><u>Working Norms:</u></p> <ol style="list-style-type: none"> The Company has made minimum wage payment in accordance with Central Kalimantan Governor’s Decree Letter No. 40/2017, dated 21 November 2017, about Sectoral Minimum Pay on Seruyan Regency Central Kalimantan Province’s on 2018 is Rp 2,675,500, -. All employees have the status of permanent workers (SKUH and SKUB) were included in the program BPJS Ketenagakerjaan and BPJS Kesehatan. Reporting Obligation of Manpower for the Period of 2017-2018 has been reported. There are no reports related to neither the use of female laborers at night nor the use of child labor (The plantation sector is the worst sector against the use of female laborers at night and the use of child labor) and underage workers (18 years). <p><u>OHS Norms:</u></p> <ol style="list-style-type: none"> The Company has established the P2K3 organizational structure and has been authorized by the Central Kalimantan Provincial Manpower Office. The company has realized the provision of PPE for its employees but the consistency of the use of PPE by the workers needs to be improved. The Company has conducted periodical health checks for all workers, especially workers working at hazardous stations including sprayers and fertilizers. Company has a policy of workers union freedom. There is Labor Union in PT Tapian Nadenggan - Hanau, namely “Serikat Pekerja Pertanian dan Perkebunan - Serikat Pekerja Seluruh Indonesia” Indonesia Plantation and Agriculture Worker Union. <p><u>Suggestion:</u></p> <p>There is an application of the shift system in the Security Unit (SATPAM) which is still being debated.</p>
	<p>Management Responses</p> <ul style="list-style-type: none"> - Implementation of working hours 3 shifts of security guard with rotating holidays referring to Law no. 13/2003 Article 77 and the Joint Decree of the Minister of Manpower and the National Police Number KEP.275 / Men / 1989 concerning Regulations on Working Hours, Shift and Security Guard Break Hours. - Previously, the security guard's working time is 3 shifts with working days Monday - Saturday and Sunday work entry which is calculated as overtime on holidays. - The rejection of the security guard on the grounds that the opportunity for overtime on Sundays (employee holidays) no longer exists, then the income from overtime wages is reduced. Security guards want to continue working overtime on Sundays. - Bipartite meeting to explain the implementation of the 3 shift system working time with rotating holidays already done 2 times, namely at the Bipartite meeting on May 7 2018: security guards request that the company present the Manpower Office of Seruyan Regency to provide explanations from the side of the rules of negotiation. The company will continue to implement the 3 shift system working time with a roster.

	<p>Audit Team Findings</p> <p>The Company has taken action in accordance with well-defined procedures and persuasive approach, so there is no turmoil. Application of 3 shifts to the security guard so that it can be re-socialized until it is truly understood, for this to be seen in the next audit.</p> <p>With respect to wages, the use of PPE and SIO, the company has implemented in accordance with relevant regulations and regulations.</p>
<p>2</p>	<p>Feedback, Comment and Input</p> <p>Dinas Lingkungan Hidup Kabupaten Seruyan (Environmental Office – Seruyan Regency)</p> <ol style="list-style-type: none"> a. PT Tapian Nadenggan has performed the “Analisis Mengenai Dampak Lingkungan” or AMDAL (Environmental Impact Assessment /EIA). b. Good environmental management has been done by company, eg pollution level management and emission in plantation environment (still below the quality standard), for example: waste water and air emission, reporting is done every 6 months. c. The Company has utilized the liquid waste from palm oil mill process to be applied to the land as organic fertilizer. Company has obtained permission from the “Badan Lingkungan Hidup Kabupaten Seruyan”. Permit of land application from Seruyan Regent No.188.45/37/2015 dated 12 January 2017. d. The Company has managed hazardous waste and has obtained temporary hazardous waste storage permit in accordance with laws and regulations. Permit on storage limited of hazardous waste as in: Keputusan Bupati Seruyan Nomor: 188.45/447/2015 dated 6th November 2015, valid until 5 years. Type of hazdous waste where stored in e.i: empty container of pesticides, medical waste, oil used, TL lamp, accu used. Duration of limited storage is 180 days. e. There are no issue from stakeholders related to environmental pollution caused by plantation and mill operations. f. Until now there are no environmental issues, either from the community or from NGOs <p>Management Responses</p> <ul style="list-style-type: none"> - Positive responses, in relation to Rokan Hilir District BLH's suggestion on forest tree planting for functional repayment are carried out on an ongoing basis. - LB3 temporary storage permit for 90 days. - Maintenance of waste pool is always done regularly a year 2 times, last done in May 2018. - Hanau Mill waste water was processed through a multifeedings waste water treatment ponds: four (8) active ponds with methods of anaerobic ponds. Palm Oil Mill Effluent (POME) is monitored monthly as required by permit of land application from Seruyan Regent. <p>Audit Team Findings</p> <ul style="list-style-type: none"> - Company has shown the commitment of Environmental management and monitoring and has well implemented. It can be demonstrated during audit, there is no negative issue regarding environmental pollution caused by plantation and mill. - Hazardous waste management and monitoring has well performed by the company. - Environmental control programs around the plantation area (surrounding villages) have been carried out to be continued.
<p>3</p>	<p>Feedback, Comment and Input</p> <p>Dinas Ketahanan Pangan & Pertanian Kabupaten Seruyan (Food and Agriculture Service – Seruyan Regency) – Bpk. Abidin (Head of DKPP)</p> <ol style="list-style-type: none"> a. In general, communication between company and “Dinas Ketahanan Pangan & Pertanian Kabupaten Seruyan” has went well.



	<p>b. PT. Tapian Nadenggan has obtained "Izin Usaha Perkebunan (IUP)".</p> <p>c. PT. Tapian Nadenggan has send "Laporan Perkembangan Usaha Perkebunan (LPUP) for first, second and fourth quarter of year 2018 to relevant authorities: "Bupati Seruyan", Dinas Ketahanan Pangan dan Pertanian Kabupaten Seuyan" in accordance to "Bukti penyerahan dokumen LPUP".</p> <p>d. PT. Tapian Nadenggan has obtained "Penilaian Kelas Kebun II".</p> <p>e. FFB price was determined from "Dinas Perkebunan Propinsi Kalimantan Tengah" on monthly basis.</p> <p>f. No complaint reported and/or noted by "Dinas Perkebunan Propinsi Kalimantan Tengah" related to mill and estate operational activities.</p> <p>There is suggestion from Dinas Ketahanan Pangan & Pertanian Kabupaten Seruyan to company:</p> <p>a. Improve the acceleration of the Plasma plantation development for surrounding community.</p> <p>b. Improved road access to Sandul Village.</p> <p>c. Company (Hanau POM) is considered to accept or receipt the FFB produce from independent smallholder from surrounding community.</p> <p>d. Plantation Business Assessment (PUP: Penilaian Usaha Perkebunan) must be carried out regularly every 3 years.</p> <p>Management Responses</p> <p>- Basically PT Tapian Nadenggan will be able to realize the cooperation of community plasma plantations if the available land is clean and clear. In terms of providing land for plasma is the authority of the Government and the community. PT Tapian Nadenggan has taken the initiative to encourage the community to propose a plasma area and conduct an in-depth survey and also make feasibility analysis. The area that had been proposed was located in Panimba Raya Village, but the area was peat and sandy so it was not feasible for plasma oil palm plantations.</p> <p>Repair of the road to Sandul Village, has been carried out in accordance with the needs in March 2018, repair it together with the broken road repair due to the Culvet Box damage in the TPPE.</p> <p>- Plantation Business Assessment (PUP) has been carried out by a team of representatives from the District Plantation Office. Seruyan in May 2018 and just waiting for the results and the issuance of the certificate.</p> <p>Audit Team Findings</p> <p>Audit team will continue to monitor PT Tapian Nadenggan related to Plantation management and monitoring performance.</p>
<p>4</p>	<p>Feedback, Comment and Input</p> <p>Perangkat Desa Sandul, Penimba Raya & Tanjung Paring (Local community and villagers) – Bpk. A. Ayadin, Sukarto, Haidir</p> <p>a. Villagers around are ethnically Batak, Javanese, Sundanese, Banjarnese and Dayak, etc.</p> <p>b. There was no land conflict between PT Tapian Nadenggan with surrounding community.</p> <p>c. No land conflict was reported since hand-over was done in proper settlement in the beginning.</p> <p>d. In general communication and coordination between the village official and the company has been running well.</p> <p>e. The Company always responds to any problems submitted by the village government officials or from the surrounding community. Villagers have confirmed that organisation has done some positive CSR activities on their surroundings. Routinely companies provide assistance through CSR programs in the form of borrowing heavy equipment (excavators, graders and compactors), scholarships, assistance to the poor, religious facilities, etc.</p> <p>f. Access roads surrounding villages are always maintained by the company.</p> <p>g. Enclave owner has proper access to their own farm inside company's farm without any difficulties.</p>

	<p>h. utilisation of workforce from the surrounding villages was not adequate.</p> <p>i. Companies still utilize labor from the surrounding community with the status of Daily Workers (PHL).</p> <p>j. There were no issue from the public regarding the operational activities of companies that violate Human Rights such as the right to organize and assemble, conduct a worship in accordance with beliefs, as well as other practices of violation of human rights such as the use of mercenaries for the intimidation of workers, the human trafficking, etc.</p> <p>Issues/aspiration:</p> <ul style="list-style-type: none"> - Company policy related to the termination of daily workers (BHL) with age >50 years old shall be considered. The villagers expected a guidance and alternative to workers who cannot be appointed as permanent workers (Pekerja Tetap). - There is no communication/information to the surrounding village related to the workers recruitment on the plantation. - To be a consideration to prioritize the workers recruitment and utilisation from surrounding community. - CSR programs were seen only with regard to give the physical assistance and there is no entrepreneurial assistance or improving the agronomist technical skill to improve the community earn for example the development of plasma plantations. CSR programs should be in accordance with the potential of each region/village. <p>Management Responses</p> <ul style="list-style-type: none"> - For admission to permanent workers, the maximum age is 35 years. Due to the agreement between the workers and the company witnessed by Disnaker (Manpower office) Seruyan Regency and Deputy District Heads on 6 September 2016 that the BHL (daily workers) age limit was 50 years, then in order to receive permanent employment PT TN management determined the maximum age limit for permanent workers from 35 years to 50 years. - This policy has socialized to the relevant government (Manpower office) and to BHL (daily workers) from the surrounding village as well as the Trade Union. All term and condition has been explained at the time of socialization and has understood by BHL and Disnaker. - Company has give the information regarding employee recruitment to surrounding villagers, for example: harvesters, foremen, security guards, krani and others, PT Tapian Nadenggan issued a circular letter regarding recruitment of Harvesting Jobs on 30/1/2018 No. ##/TPRS/EXT/I/2018, addressed to Sandul Village, Tanjung Raya Village and Cc to the Batu Ampar District Head. - The CSR program of the company in the region has been determined for each plantation that is adjacent to the village and for the Sandul village the shade plantation is Nahiyang Village (PT Mitrakarya Agroindo). There was also a letter from the Regent of Seruyan which reinforced the determination of the "Desa Binaan" of Seruyan Regent Letter dated 12/23/2015 No. 188-45/530/2015 concerning " Penetapan Desa Binaan Perusahaan Besar Swasta ". <p>Audit Team Findings</p> <ul style="list-style-type: none"> - It is suggested that PT Tapian Nadenggan can maintain and improve their communication with the surrounding community and villagers. - CSR programs considered to be developed in accordance with community empowerment programs and guidance and coaching. - The labor utilization to be prioritized to the surrounding community by referring to recruitment procedures.
<p>5</p>	<p>Feedback, Comment and Input</p> <p>Union Labor and Gender Committee of Tanjung Paring Estate, Langadang Estate and Hanau Estate/POM</p> <ul style="list-style-type: none"> - Organization has build the good relationship with union workers and gender committee (komisi

	<p>perempuan).</p> <ul style="list-style-type: none"> - Wage and overtime calculation has appropriately provided inline with relevant regulation. - The union workers always invited by company management whenever there was an issue to discuss related to industrial relationship. - Organisation has well apply their responsibility to provide the adequate and appropriate PPE for workers and there was a regular PPE provision as well as PPE changing for workers when their PPE has broken with the new one. - Menstruation leave for women worker was given by company. - Gender committee collaborated with staff to conduct communication concerning social harassment handling. - Annually MCU for workers were conducted by company. - There was no sexual harassment case since the gender committee formed. - Clean water provided form reservoir and well (sumur) by company. - Overall medical expenses covered by BPJS which is provided by company for all workers. - There was no workers under the age of working. <p>Issues/aspiration:</p> <ul style="list-style-type: none"> - The provision of bus transportation to take school children still does not exist, especially for Langadang Estate and Hanau Estate. - Company should be consider the employee housing renovation program (emplasment) because there are several houses whose conditions are damaged. <p>Management Responses</p> <ul style="list-style-type: none"> - Currently there was a shuttle buses/trucks available for school children at Langadang Estate and Hanau Estate. The definition of a truck in this case is a school transport unit that has been modified specifically for transportation and may not be used for activities other than for school and the condition of the truck is adequate and safe. - The housing renovation program is budgeted and carried out every year, including for the year 2018. The renovation plan is scheduled gradually, for example: renovations that have been done are painting the house and repairing the septic tank (WC). Then it has been planned to renovate the bathroom doors and in this case the material request process has been submitted to the purchasing department. <p>Audit Team Findings</p> <ul style="list-style-type: none"> - The company's liability to employees has been made in accordance with applicable laws and regulations. - Generally employees claim that the company has been concerned/care about employees and pay attention to the rights of employees. In relation to the renovation of employee housing, an observation will be conducted in the next audit.
<p>7</p>	<p>Feedback, Comment and Input</p> <p>Workers (fertilizing, spraying, mill processing, workshop)</p> <ul style="list-style-type: none"> - PT. Tapan Nadenggan paid the worker in accordance to minimum wage, plus benefit. The overtime paid as regulations. - Company has provided facility for workers: housing with clean water and electricity, religious house, school, medical clinic, etc. - Company has provided the facility for workers in order to perform highest performance: personal protective equipment, training, working tools, etc. - Company has communicated the company policy: anti-corruption policy, environmental protection

	policy, health and safety policy, anti-discrimination policy, human right policy, etc.
	<p>Management Responses</p> <ul style="list-style-type: none"> - PT. Tapian Nadenggan acknowledge the positive inputs.
	<p>Audit Team Findings</p> <p>All observation and issue during interview with representative workers (teacher, harvester, sprayer, daycare), labour union, and gender committee have been reviewed with several supporting document.</p>

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Formal Signing-off of Assessment Conclusion and Recommendation	
<p>The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that PT. Tapian Nadenggan – Hanau Palm Oil Mill has complied with the 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. Tapian Nadenggan – Hanau Palm Oil Mill is continued.</p>	
Report prepared by	Acceptance of Assessment Conclusion
Name: Mujinius Jalaraya	Name: Ismu Zulfikar
Company Name: PT BSI Group Indonesia	Company Name: PT. Tapian Nadenggan – Hanau Palm Oil Mill
Title: Lead Assessor	Title: Sustainability Dept. Head
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: 4 September 2018	Date: 10 September 2018

Appendix A: Summary of Findings

Criterion / Indicator	Assessment Findings	Compliance
Principle 1: Commitment to Transparency		
Criterion 1.1: Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.		
1.1.1	<p>List of information related to criterion 1.2 that can be accessed by relevant stakeholders shall be available.</p> <p>- Minor compliance -</p> <p>The list of information that can be accessed by relevant stakeholders has been listed in “Daftar Informasi untuk Stakeholder No.F/SMART/UMUM/SADV/004/003 rev.00”, updated on 3 January 2018. This update list is available in all estate (Hanau Estate, Tasik Mas Estate, Tanjung Paring Estate and Langadang Estate) and Hanau Palm Oil Mill unit. The list of information that can be accessed by relevant stakeholders consist of:</p> <ul style="list-style-type: none"> - Number of employee and salary payment – accesible to government bodies, BPJS, worker union and NGO; - Information on Nomor Pokok Wajib Pajak and Pajak Bumi dan Bangunan – accessible to government bodies; Tax and retribution payment – accessible to government bodies; - Environment document – accessible to government bodies and NGO; Establishment deed, area database, production database, manuring application – accessible to government bodies; - Legal ownership of the land – accessible to government bodies and NGO; - HCV Report – accessible to government bodies and NGO; Social Impact Assessment – accessible to government bodies and NGO; - Community Development Program – accesible to government bodies and NGO; - Health and Safety Committee Report – “Laporan Panitia Pembina Keselamatan dan Kesehatan Kerja” – accessible to government bodies; - Continuous Improvement Plan document – accessible to government bodies; - Human Rights Policy – accessible to government bodies and NGO; 	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Summary report of Certification Body Certification – accesible to government bodies and NGO; - Complaint and Grievance Document – accesible to government bodies and NGO. <p>All information can be accessed by interested parties. Provision of information to be known by Estate Manager and approved by the Regional Controller (RC). If the information is confidential trade must go through the approval of Head Office.</p>	
<p>1.1.2</p> <p>Records of requests for information and responses to the information requested shall be available.</p> <p>- Major compliance -</p>	<p>PT. Tapan Nadenggan has established a mechanism for receiving and providing information in the procedure No. SOP/SMART/UMUM/SADV/I/004, date on 1 July 2014, regarding Communication and Consultation Procedure. List of stakeholder and types of information are updated every year or if there are changes. Unit Head (estate and mill) have the responsibility for response of the information request form stakeholders that assisted by SPO Officer; The response to requests for information by the above procedure is at least 30 days or 4 weeks. Records of requests for information and responses to the information requested available in each estate and mill unit. With the use of the log book Register of Information Requests and Responses (Buku Komunikasi dan Konsultasi dengan Stakeholder), the organization (Estate and Mill) can monitor all of the information that is communicated to stakeholders.</p> <p>All information request from stakeholder will be handled by relevant department. For example: CSR department responsible for inquiry from local community, media, NGO including dispute or complaint; Human Resources Department responsible for worker consultation, worker union or government authorities related to manpower/labor issue; Purchasing Department responsibility to communicate regulations, environments, health and safety and socials requirement to all supplier.</p> <p>Sample taken from the communication log book up to July 2018, such as:</p> <p><u>Hanau POM</u></p> <ul style="list-style-type: none"> ▪ Request for information on 5 February 2018 from Dinas UPTD Seruyan Regency, related: Recapitulation determined of use water tax period 2017, has been responded by company on 7 February 2018. ▪ Dated 16 April 2018 information request from BPJS Kesehatan Office Branch Sampit, has been responded by company on 16 April 2018. ▪ Dated 5 June 2018 information request from Disnakertrans, related P2K3 quarterly III/2018 	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p>report, has been responded by company on 5 June 2018.</p> <ul style="list-style-type: none"> ▪ Dated 26 June 2018 information request from BPJS Ketenagakerjaan Office Sampit Regency related counting contribution payment of BPJS Tenagakerja period 2018, has been responded by company on 26 June 2018. ▪ Dated 12 July 2018 informatin request from Head of Disnakertrans Seruyan Regency related LKS Bipartit Report SM I/2018, has been responded by company on 12 July 2018. <p><u>Hanau Estate</u></p> <ul style="list-style-type: none"> ▪ Dated 11 May 2018 information request from Kapolsek Hanau regarding "Permintaan personil polisi untuk mengawasi latihan" has been responded by company on 11 May 2018. ▪ Dated 30 May 2018 information request from Kepala Kantor Cabang BPJS Ketenagakerjaan Sampit, regarding "Laporan iuran peserta aktif BPJS Ketenagakerjaan" has been responded by company on 30 May 2018. ▪ Dated 25 June 2018 information request from Kapolsek Hanau regarding "Permintaan personil polisi untuk mengawasi test kemampuan periodic" has been responded by company on 25 June 2018. <p><u>Tanjung Paring Estate:</u></p> <ul style="list-style-type: none"> ▪ Dated 6 January 2018 information request from SMKN 1 Hanau, regarding "Praktek Kerja Industri" has been responded by company on 7 January 2018. ▪ Dated 4 April 2018 information request from Disnaker & BLH Seruyan Regency, regarding "Laporan identifikasi area kebakaran periode Q1 2018" has been responded by company on 4 April 2018 ▪ Dated 4 July 2018 information request from Disnaker Palangkaraya, regarding P2K3 report period Q2 2018 has been responded by company on 4 July 2018 <p><u>Langadang Estate:</u></p> <p>There are 15 request information from stakeholder, such as:</p> <ul style="list-style-type: none"> ▪ Dated 15 January 2018 information request from Disnaker Seruyan Regency, regarding LKS Bipartit report period SM 2/2017, has been responded by company on 15 January 2018 	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> ▪ Dated 16 April 2018 information request from BLH Seruyan Regency, regarding DAMKAR Report period Q1/2018 and has been responded by company on 16 April 2018. ▪ Dated 18 July 2018 information request from Disnaker Provincy, regarding “Laporan Pencegahan Kebakaran di Tempat Kerja”, has been responded by company on 18 July 2018. <p>Based on document verification and interview with stakeholder, confirmed that the company has been responded and followed up to all information request from stakeholder.</p>	
<p>Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p>		
<p>1.2.1</p> <p>Publicly available documents shall include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> a) Land titles/user rights (Criterion 2.2) b) Occupational health and safety plans (Criterion 4.7) c) Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8) 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) 	<p>Organisation documents that is generally available by the organisation. Provision of information to the relevant agencies recorded in the Register of Stakeholders Information (Daftar Informasi untuk Stakeholder) form No. F/SMART/UMUM/SADV/004/003 update on 3 January 2018. List of management documents are publicly available such as:</p> <ol style="list-style-type: none"> 1. Site Permit (Izin Lokasi), 2. Land Use Title (HGU), 3. Plantation Operation Permit (IUP), 4. Environmental and Environment Impact Analysis document (AMDAL), 5. Environmental management and monitoring report (RKL and RPL implementation reports), 6. HCV Assessment report, 7. Social Impact Assessment (SIA) Report, 8. Occupational Health and Safety Management Plan, 9. Corporate Social Responsibility (CSR) 10. Continuous Improvement Plan. <p>Those documents were accessible and shown during this audit.</p> <p>The documented procedure was established, it’s mentioning the process and responsibilities and</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance
	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 –	authorities in regards responding the request on information from the public. The coverage of request on information as stated in the procedure including information on legal documents, environmental documents, social activities documents, occupational health and safety programme documents and continual improvement documents.	
Criterion 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 –	PT Tapan Nadenggan has established the Policy of Principles of Business Ethics policy called “Kebijakan Etika Bisnis” dated 1 st August 2014. The policy stated “Company is committed to ethical conduct in all transaction and business operation, guided by company shared values: integrity, positive attitude, commitment, continual improvement, innovation and loyalty and in line with principle of sustainable palm oil company.” Further, in policy chapter 4, stated company will apply sanction to any worker involved in corruption, bribery and fraud in use of financial and other resources. It consists of five policy which can be summarized as follows: <ul style="list-style-type: none"> ▪ Corporate practice and disseminating the shared values to all employees in all business activities. ▪ Support the implementation of the 10 principles of UNGC in which there was core value of devices that is human rights, labour, environment and anti-corruption. ▪ Company not provide for any tolerance of corruption in business practices that performed by employees. ▪ Company committed to the ethical standards of behaviour in the management of all activities of business practices ▪ Company implement good corporate governance 	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>This policy has been disseminated to all employees and company around communities. Evidence of dissemination in the form of attendance list and minutes of socialization were available. The Policy has been communicated to Hanau Estate workers and contractor on 5th February 2018, to workers in Tanjung Paring Estate on 6 February 2018, to workers in Langadang Estate on 6 March 2018 and to Hanau POM workers on 29 february 2018. The policy has been communicated to the third parties as well on 5th February 2018. Based on interview with sampled workers, they understand the code of ethical conduct in simple association – no corruption, no collusion and no nepotism.</p>	
<p>Principle 2: Compliance with applicable laws and regulations</p>		
<p>Criterion 2.1</p>		
<p>There is compliance with all applicable local, national and ratified international laws and regulations.</p>		
<p>2.1.1</p>	<p>Evidence of compliance with relevant legal requirements shall be available.</p> <p>- Major compliance –</p> <p>PT Tapan Nadenggan – Hanau POM has shown the document of list legal requirement and applicable regulation and its evaluation under “Formulir Evaluasi Kepatuhan Terhadap Peraturan dan Persyaratan Lainnya”, last review on 31th May 2018.</p> <p>The new added of legal requirement is “Peraturan Menteri Ketenagakerjaan RI nomor 05 tahun 2018 tentang Keselamatan dan Kesehatan Kerja Lingkungan Kerja” and “Peraturan Menteri Pertanian RI nomor 05/PERMENTAN/KB.410/2018 tentang Pembukaan Lahan dan atau Pengelolaan Lahan Perkebunan Tanpa Bakar”.</p> <p>The company has also monitored and kept the record of compliance on relevant legal requirement, such as:</p> <p><u>Langgadang Estate:</u></p> <ul style="list-style-type: none"> - Pengesahan Pemakaian Pesawat Angkat Angkut Tractor Loader Backhoe (TLB) nomor 566/1297.1/NAKTRANS/X/2010, last monitoring (annually) on 15th March 2018 conducted by Manpower Agency in Seruyan Regency - Pengesahan Pemakaian Bejana Tekan (Compressor) nomor 560/1296.3/NAKTRAN/X/2010, dated 10 April 2018 valid until 5 years - Pengesahan Pemakaian Motor Diesel Genset Nomor 566/123/DISNAKERTRANSPAR/VII/2012, last monitoring (annually) on 15th March 2018, conducted by Manpower Agency in Seruyan Regency. 	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p><u>Tasik Mas Estate:</u></p> <ul style="list-style-type: none"> - Pengesahan Pemakaian Pesawat Angkat Angkut Tractor Loader Bache Nomor: 566/1297.5/NAKTRAN/X/2010 dated 23 October 2010. Last monitoring on 13 March 2018 was conducted by Manpower Agency Central Kalimantan - Pengesahan Pemakaian Pesawat Angkat Angkut Traktor New Hollan TD-90 Nomor: 566/109/DISNAKERTRANSPAR/VI/2013 dated 19 June 2013. Last monitoring on 13 March 2018 was conducted by Manpower Agency Central Kalimantan - Pengesahan Pemakaian Pesawat Angkat Angkut Traktor New Holland TT-55 Nomor: 566/21/DISNAKERTRANSPAR/VI/2012 dated 11 June 2012. Last monitoring on 13 March 2018 was conducted by Manpower Agency Central Kalimantan - Pengesahan Pemakaian Bejana Tekan (Compressor) Nomor: 566/1296.4/NAKTRAN/X/2010 dated 19 October 2010. . Last monitoring on 27th March 2017 was conducted by Manpower Agency Central Kalimantan 	
2.1.2	<p>A documented system, which includes written information on legal requirements, shall be maintained.</p> <p>- Minor compliance –</p> <p>PT Tapian Nadenggan has established procedure to comply with relevant legal requirements, as in "SOP Pemenuhan Peraturan dan Persyaratan Lainnya No.SOP/SMART/UMUM/SADV/I/002" dated 1 July 2014. The procedure composed of several steps: Identification of legal requirements and other applicable requirements, carried out by Sustainability Division (national level) and SPO Officer (regional level).</p> <ul style="list-style-type: none"> - Collecting and update of legal requirement carried out by SPO Officer PSM. - Preparing list of legal requirements, classified based on relevant aspect (environment, health and safety, biodiversity, social-manpower, best practices, etc.) and based on hierarchy. - Distribution of legal requirements list carried out by SPO Officer Region. - Evaluation of compliance, against all relevant legal (and other) requirements carried out by SPO officer unit. - Implementation of legal requirements carried out by all relevant departments. This recorded under "Form Evaluasi Pemenuhan Peraturan dan Persyaratan Lainnya". Different type of legal requirement sets for mill and estate. 	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - In order to ensure information access of legal requirement update, staffs are assigned to prepare a contact list "Daftar Kontak Person Updating Peraturan dan Persyaratan Lainnya". <p>Regular evaluation carried out, once a year – at minimum to ensure consistent implementation of legal compliance.</p>	
2.1.3	<p>A mechanism for ensuring compliance shall be implemented.</p> <ul style="list-style-type: none"> - Minor compliance – 	<p>The organization has a mechanism to ensure compliance with all applicable laws and regulations compliance through procedure Regulation compliance evaluation (F/SMART/UMUM/SADV/I/002) dated 1 July 2014.</p> <p>The company also has mechanism of Internal Audit of Sustainable Palm Oil which one of the objectives is to ensure compliance of all relevant legal requirements. Latest Internal Audit conducted in 20 – 29 March 2018 by internal auditor who has received training on Sustainable Palm Oil. Internal Audit report has cover legal compliance aspect which stated in Criterion 2.1.</p> <p>Each department has to demonstrate evidence of compliance and/or effort in complying with these legal/regulatory requirements. This includes manpower regulation fulfilment, environmental reporting, health and safety reporting and other legal/regulatory requirements.</p>	Comply
2.1.4	<p>A system for tracking any changes in the law shall be available and implemented.</p> <ul style="list-style-type: none"> - Minor compliance – 	<p>The company has a procedure to track, update and comply with legal requirements, as in "SOP Pemenuhan Peraturan dan Persyaratan Lainnya No.SOP/SMART/UMUM/SADV/I/002" dated 1 July 2014. The procedure composed of several steps:</p> <ul style="list-style-type: none"> - Identification of legal requirements and other applicable requirements, carried out by Sustainability Division (national level) and SPO Officer (regional level). - In order to ensure information access of legal requirement is up-to-date, staff are assigned to prepare a contact list "Daftar Kontak Person Updating Peraturan dan Persyaratan Lainnya". - Regular evaluation carried out, once a year – at minimum to ensure consistent implementation of legal compliance. <p>Records and implementation observed during audit shown that changes were well identified, and the latest legal requirements were well documented in the list of legal requirements. Contacts with regulatory body for updating legal requirements were well documented.</p> <p>SPO Officer has update the change of law and regulations referring to list of regulation under</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>Principle and Criteria INA NI September 2016 and latest government regulation, as well as other requirements. Last update of the regulations requirements was conducted in 31 May 2018. Updating law and regulations changes were well documented.</p> <p>During this ASA3, it was noted that regulation compliance update conducted with reference onto latest government regulation, as well as other requirements from RSPO Principle and Criteria INA NI September 2016.</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 ownership/control, and the actual legal use of the land shall be available.</p> <p>- Major compliance -</p> <p>This surveillance audit was conducted to hanau Mill and Esatate, Langadang Estate and Tasik Mas Estate. Documents that showing legal ownership of land tenure and the actual legal use of the land was available in the form of concession and HGU license document. Document and License Department of PT. Tapian Nadenggan keeps the original HGU documents, while Estates keep the copies of HGU certificate. Licenses document were available at Estates audited. Following are Plantation Operation Permit and HGU reviewed during this audit:</p> <ol style="list-style-type: none"> 1. Locations permit #1016-460.42, dated 18 October 1995, for ± 15,920 Ha, permit was given to PT. Lestari Unggul Jaya. This site permit was revised and updated with site permit #14 year 2003, this site permit mentioned that permit was transferred from PT. Lestari Unggul Jaya to PT. Tapian Nadenggan, and also mentioned in this permit that since some area are in the form of sand and then the area given in the permit was 9,100 Ha. This permit was also revised by Seruyan Regent (Bupati Seruyan) with issuance of new location permit #45 year 2004 for a total of 12,178.308 Ha. 2. Location Permit-Izin Lokasi: no. 03.460.42 dated 29 April 2000: "Pemberian Ijin Lokasi untuk Keperluan Pembangunan Pabrik Kelapa Sawit Atas Nama PT Tapian Nadenggan di Desa Derangga, Kecamatan Hanau, Kabupaten Kotawaringin Timur Seluas 90 Ha". 3. IUP #188.45/194/2015, dated 15 May 2015, a total of ±17,062.11 Ha for oil palm plantation, mentioned capacity of Palm Oil Mill: 80 Ton FFB/hour and Kernel Crushing Plant (KCP) 7.5 Ton PK/hour. 	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>4. Forest releases permit (IPKH): #19/Kpts-II/2001, dated 30 January 2001, a total of 11,860 Ha.</p> <p>5. HGU#11 Desa Kalang, Sandul, Tanjung Rangas Serabi dan Tanjung Paring, Kecamatan Seruyan Tengah and Hanau, Regent of Seruyan. Held by PT. Tapian Nadenggan, Tbk. Total area: 12,172.111 Ha. Already extended according to Decree from BPN #11/HGU/BPN/2005 for 35 years since 2005. (Tanjung Paring Estate, Tasik Mas Estate, Langadang Estate)</p> <p>6. HGU#14 (May, 20 2000 – May 20, 2035) Desa Pembuang Hulu I and Pembuang Hulu II and Derangga, Kecamatan Hanau, Regent of East Kotawaringin. Held by PT. Lestari Unggul Jaya. Total area: 4,890 Ha. Already extended according to Decree from BPN #20/HGU/BPN/99 for 35 years since 2000. (Hanau Estate)</p> <p>7. HGB#1 dated September 21, 2004, Desa Derangga, Kecamatan Hanau, District of Seruyan. Held by PT. Tapian Nadenggan. Total area: 61,891 M2. Already extended according to Decree from Kakanwil BPN #07/550/HGB/BPN.42/2004 for 35 years since 2004. (Hanau Mill).</p> <p>The total HGU area for PT. Tapian Nadenggan plantations are 17,062.111 Ha, while total planted area is 14,459.43Ha.</p>	
<p>2.2.2</p>	<p>Legal boundaries are demonstrated clearly and maintained.</p> <p>- Minor compliance -</p> <p>The company demonstrates to ensure all legal boundaries to be clearly demarcated and maintained in the form of boundary pegs. These pegs are also mapped with the relevant marker number in each estate along with GPS tracking. Based on document verification upon "Monitoring Patok HGU Kebun Sentral No.001/SSL/LAP/VI/2017" dated 13/05/2017; company demonstrated that company have a plan for maintenance.</p> <p>Conducted observation to the field and taken sample for several pegs, e.g:</p> <p>HGU pegs observed were:</p> <p><u>Tasik Mas Estate:</u></p> <ul style="list-style-type: none"> - No. 66 (02°22'49.137" S and 112°07'55.907" E) - No. 67 (02°22'59.084" S and 112°07'55.909" E) - No. 61 (02°22'16.352" S and 112°08'48.794" E) - No. 50 (02°20'39.450" S and 112°09'26.240" E) 	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p><u>Tanjung Paring Estate:</u></p> <ul style="list-style-type: none"> - No. 28 (02°17'0.309" S and 112°09'06.716" E) - No. 22 (02°15'57.813" S and 112°09'09.075" E) - No. 105 (02°17'31.791" S and 112°05'56.948" E) <p><u>Hanau Estate:</u></p> <ul style="list-style-type: none"> - No. 41 (02°22'44.974" S and 112°04'39.885" E) - No. 29 (02°22'49.094" S and 112°06'36.172" E) - No. 15 (02°25'05.463" S and 112°07'32.154" E) <p><u>Langadang Estate:</u></p> <ul style="list-style-type: none"> - No. 002 (02°13'19.576" S and 112°07'15.941" E) - No. 135 (02°02'55.490" S and 112°06'21.151" E) - No. 132 (02°12'59.779" S and 112°05'22.252" E) - No. 007 (02°14'14.819" S and 112°07'26.859" E) <p>Legal boundaries are clearly demarcated and maintained. All pegs were in good condition and maintained. Plantation activity such as upkeep and harvesting were conducted inside the border. Procedure of boundary pegs maintenance was described in SOP/SMART/CERS- EHSD/SADV/I/004 – Maintenance of Boundary Pegs. Estates has program to maintain boundary pegs such as cleaning of pegs circle three times a year, pegs repainting twice a year and pegs repairing twice a year. The company is to ensure all operating unit consistently carry out monitoring of boundary markers regularly and this is recorded twice a year, the last maintenance performed on 15-17 May 2018.</p>	
2.2.3	<p>In the event that there is a dispute or a dispute has occurred, adequate evidence of legitimate acquisition and compensation or compensation settlement process through conflict resolution which</p> <p>Based on documents review and interview with local government and local communities surrounding the company, it was noted that no any no customary land or legal rights within the company and scheme smallholders' areas.</p> <p>The Company already has a land conflict management procedure, SOP/SMART/SENS-CSR/SADV/I/002 (Land of Conflict Resolution), on 01 July 2010 and SOP/NP/SMART/VII/D&L 002, on 01 July 2010 (Processes land compensation) and were implemented, explains that: in case of land</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
<p>has been received through Free, Prior and Informed Consent by all related parties shall be provided.</p> <p>- Minor compliance -</p>	<p>conflict, it will be resolved by deliberation with the parties concerned and witnessed by witnesses from the community and local government (village head). In case of disagreement, negotiations will be conducted by using mediation by related parties (lurah, camat, bupati and the BPN Kabupaten).</p> <p>The procedure has been socialized to all stakeholders and communities and community representatives around the Estate on 23/03/2017; attended 71 people, dated 24/03/2017 attended by 14 people, dated 16/03/2017 attended by 31 people and dated 21/03/2017 attended by 39 people.</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 documents review and interview with local government and local communities surrounding the company, it was noted that no any customary land or legal rights within the company areas and there is no land conflict/land dispute.</p>	Comply
<p>2.2.5</p> <p>For any conflict or dispute over the land, the evidence of the extent of disputed area is mapped out in a participatory way with involvement of affected parties (including neighboring communities and local government where applicable), shall be available.</p> <p>- Minor compliance –</p>	<p>Based on documents review and interview with local government and local communities surrounding the company, it was noted that no any customary land or legal rights within the company areas and there is no land conflict/land dispute.</p>	Comply
<p>2.2.6</p> <p>To avoid escalation of conflict, there shall be no evidence that palm oil operations have</p>	<p>Based on documents review and interview with local government and local communities surrounding the company, it was noted that no any customary land or legal rights within the company areas and there is no land conflict/land dispute.</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance	
instigated violence in maintaining peace and order in their current and/or planned operations. - Major compliance –			
Criterion 2.3			
Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.			
2.3.1	Maps with appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighboring communities where applicable, and relevant authorities). - Major compliance -	Maps have been developed for each estate indicating Legal demarcation and planted areas. Planted areas of the Estate are wholly in Government land, leased under HGU. Some documents for example: the minutes of payments, meetings, discussions, contractual agreements with third parties, plantation and concession map, can be shown to have FPIC process in accordance with the procedure. In the FPIC process also involves community leaders, the chairman of the organization which is in the vicinity of the location (eg: cooperatives, farmer groups etc.) and heads of villages as well as customary leaders in the village. At the time of the concession process where there is a land measurement, can be demonstrated by including some of the witnesses from the public and community leaders and traditional leaders also witnessed by the local village head.	Comply
2.3.2	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: a) Evidence of consultation b) Statement of transfer of rights c) Evidence of compensation See specific guidance 2.3.2	It was confirmed during group discussion that no land within mill and estates are encumbered by legal or customary rights. Land compensation had been made before the land use concession (HGU) processing. Maps have been owned indicating legal demarcation and planted areas according by HGU. Procedure for FPIC process was available, and during public consultation with Villages Heads (Penimba Raya, Tanjung Paring an Sandul Village), it was confirmed that the procedure was made in consultation and discussion with them. The procedure was consulted with surrounding communities around the area of PT Tapan Nadenggan on 29 March 2017 (Hanau Estate), 19 March 2017 (Tasik Mas Estate), 29 February 2016 (Hanau Mill), and 8 March 2016 (Langadang Estate). Land claim settlement begins by verifying the validity of documents evidence of land claims. Then do	Comply

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Criterion / Indicator	Assessment Findings	Compliance
<p>- Minor compliance -</p>	<p>the physical examinations field by involving village officials and community leaders. Examination of physical data intended to obtain measurement data information, the data volume, the physical quality and documentation. The physical examination should be included in the investigation report field. Then be verified with the land claim documents of HGU permits. If the issue of land claims can not be resolved at the level of estate, then the land issues will be coordinated by a team of Legal Head Office.</p> <p>Steps to resolve the land with people who claim determined by consensus and if the settlement agreement is not found, it will be settled in accordance with prevailing regulations.</p> <p>Based on documents review and interview with local government and local communities surrounding the company, it was noted that no any no customary land or legal rights within the company areas.</p>	
<p>2.3.3</p> <p>Relevant information shall be available in appropriate forms and languages, including analysis of impacts, proposed benefit sharing, and legal arrangements.</p> <p>- Minor compliance -</p>	<p>There is no land within mill and estates are encumbered by legal or customary rights. Land compensation had been made before the land use concession (HGU) processing. Relevant information was available in appropriate form and Bahasa Indonesia. Based on interviews with the local communities on public consultation on 30 January 2018 showed that they have understood the positive and negative impact of plantation development, environmental management to minimize negative impacts and social management to the surrounding community partnerships and programs, including plasma program (scheme smallholder) are now perceived and the program for others local communities still continuing.</p>	<p>Comply</p>
<p>2.3.4</p> <p>Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel.</p> <p>- Major compliance -</p>	<p>Methods and technical negotiations in the process of land compensation are set in SOP the FPIC No. SOP/SMART/SENS-CSR/SADV/I/003, consist of preparation for a meeting with representatives of the public community attention to the various elements of community leaders, informal leaders, women, youth, farmers etc.</p> <p>The Company also provides the opportunity for each group to choose a representative in the meeting and the company conducted participatory mapping, takes into account the customary land, forest ban which is an important source of water for residents, acreages for farming, the area reserve development etc. Based on an interview at the public consultation on 29 January 2018, the community appoints representatives for deliberations such as: local village head, community leaders</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance
		<p>or local adat leaders, and in disputes mediated directly by the government at the district level (BPN, Dinas Perkebunan and Bupati).</p> <p>Decision for an agreement is set in the program reports of agreement signed by all parties; Company, village authorities, smallholder’s representatives and other stakeholders.</p>	
Principle 3: Commitment to long-term economic and financial viability			
Criterion 3.1			
There is an implemented management plan that aims to achieve long-term economic and financial viability.			
3.1.1	<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>The company has shown the document of management plan year 2018-2023, consist of: profitability, FFB production, revenue, estate cost, selling cost, bulking cost, general asumptions (CPO price, inflation rate, ex-change rate 2018, disc rate) and net profit/loss.</p> <p>The company has also Economic Feasibility Analysis of plantation of PT. Tapian Nadenggan period 2018 – 2028.</p> <p>The Management Plan has include:</p> <ul style="list-style-type: none"> - Land area statement (planting years, non-planted areas, i.e. HCV, conservation areas, enclaves) with updated location maps. Maps area completed with title, legend, source, scale and projections/ georeferenced. - Plan for management of third party FFB - Quality of planting materials - Crop projection = Fresh Fruit Bunches (FFB) yield trends - Mill extraction rates = Oil Extraction Rate (OER) trends - Cost of Production = cost per tonne of Crude Palm Oil (CPO) trends - Forecast prices - Financial indicators – profitability forecast (income vs cost) - Projected expansion (area, mill capacity, infrastructure, social amenities) - General strategy and allocation for environmental and social management (refer to P5, P6 and 	Comply

Criterion / Indicator	Assessment Findings	Compliance																																																		
	<p>P8) The Management Plan is subjected to an annual review. The management plan is reviewed annually by top management including Regional Controller, Production Controller, Estate Manager and Mill Manager, and revised as appropriate; based on the achievement against the plan and other parameters may change.</p>																																																			
<p>3.1.2 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>PT Tapian Nadenggan has prepared an annual replanting program projected under “Program Replanting year 2018-2028” projected replanting program, starting in 2021. There is no replanting realized until this suveillance audit (July 2018). Replanting program of PT Tapian Nadenggan shown below:</p> <table border="1" data-bbox="689 735 1615 1107"> <thead> <tr> <th>Year</th> <th>Hanau Estate</th> <th>Tasik Mas Estate</th> <th>Langadang Estate</th> <th>Tanjung Paring Estate</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>1,409</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>2022</td> <td>1,647</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>2023</td> <td>1,121</td> <td>195</td> <td>-</td> <td>378</td> </tr> <tr> <td>2024</td> <td>-</td> <td>1,448</td> <td>-</td> <td>-</td> </tr> <tr> <td>2025</td> <td>-</td> <td>1,271</td> <td>-</td> <td>-</td> </tr> <tr> <td>2026</td> <td>-</td> <td>813</td> <td>-</td> <td>559</td> </tr> <tr> <td>2027</td> <td>-</td> <td>558</td> <td>-</td> <td>927</td> </tr> <tr> <td>2028</td> <td>-</td> <td>-</td> <td>-</td> <td>746</td> </tr> <tr> <td>Total</td> <td>4,177</td> <td>4,285</td> <td>-</td> <td>2,611</td> </tr> </tbody> </table> <p>There is no peat area in Hanau and Tasik Mas Estate, PT. Tapian Nadenggan. Based on Semi Detail Soil Map there is peat soil in Tanjung Paring Estate with hemic maturity, depth of solum are > 120 cm and peat thickness are 60 – 150 cm: 33.98 Ha, 150 – 300 cm: 190.61 Ha, and > 300 cm: 715.45 Ha.</p> <p>The grower has a system to improve practices in line with new information and techniques. Estate Manager is the personnel in charge (PIC) to improve practices based on new information and technique. Information is updated through structural system, e.g. President Director to VPA, VPA to Regional Controller, Regional Controller to Estate Manager, Estate Manager to Field Assistant, then</p>	Year	Hanau Estate	Tasik Mas Estate	Langadang Estate	Tanjung Paring Estate	2021	1,409	-	-	-	2022	1,647	-	-	-	2023	1,121	195	-	378	2024	-	1,448	-	-	2025	-	1,271	-	-	2026	-	813	-	559	2027	-	558	-	927	2028	-	-	-	746	Total	4,177	4,285	-	2,611	<p>Comply</p>
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Criterion / Indicator	Assessment Findings	Compliance
	Field Assistant to Mandor and worker. Estate Manager communicated to Field Assistant through meeting and Field Assistant communicated to worker through morning briefing.	
Principle 4: Use of appropriate best practices by growers and millers		
Criterion 4.1 Operating procedures are appropriately documented, consistently implemented and monitored.		
4.1.1	<p>Standard Operating Procedures (SOPs) for estates (land clearing to harvesting) and SOP for mills (reception of FFB to dispatch of CPO and PKO) shall be available.</p> <p>- Major compliance -</p> <p>Estate: Standard Operating Procedures for Estates were developed in SOP (Standard Operating Procedure) which revised on 1 September 2012. The procedures were includes new area and replanting planning, nursery, land clearing, preparation before planting, fertilising, upkeep, integrated pest management (IPM), road maintenance, peat land management, drainage system, mature and immature upkeep, integrated pest management and harvesting. Other than that, there were also procedures for several processes including riparian zone management, application of agrochemical. Procedure also described required PPE and other safe working practices.</p> <p>Standard Operational Procedure for Estate are as follows:</p> <ul style="list-style-type: none"> - SOP/SMART/MCAR/I/TA-PPA (<i>Perencanaan Penanaman Areal Baru</i>) - SOP/SMART/MCAR/II/TA-PRP (<i>Perencanaan Replanting</i>) - SOP/SMART/MCAR/III/TA-BBT (<i>Pembibitan</i>) - SOP/SMART/MCAR/IV/TA-PLB (<i>Pembukaan Lahan Baru</i>) - SOP/SMART/MCAR/V/TA-TNM (<i>Penanaman</i>) - SOP/SMART/MCAR/VI/TA-RPL (<i>Replanting</i>) - SOP/SMART/MCAR/VII/TA-HPT (<i>Pengendalian Hama dan Penyakit Tanaman</i>) - SOP/SMART/MCAR/VIII/TA-PGM (<i>Pengendalian Gulma</i>) - SOP/SMART/MCAR/IX/TA-PPK (<i>Pemupukan</i>) - SOP/SMART/MCAR/X/TA-PTB (<i>Pemeliharaan Tanaman Belum Menghasilkan</i>) 	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - SOP/SMART/MCAR/XI/TA-PMP (<i>Persiapan Menjelang Panen</i>) - SOP/SMART/MCAR/XII/TA-PTM (<i>Pemeliharaan Tanaman Menghasilkan</i>) - SOP/SMART/MCAR/XIII/TA-PNN (<i>Panen</i>) - SOP/SMART/MCAR/XIV/TA-PPT (<i>Pemuatan dan Pengangkutan TBS</i>) - SOP/SMART/MCAR/XV/TA-PCH (<i>Pengukuran Curah Hujan dengan Ombrometer</i>) <p>Hardcopy of procedure are available and controlled. SOPs made were available at the point of use (in all section and division of estate). Copy of the procedure was available on site and is it documented in <i>Bahasa Indonesia</i>. SOP distribution to all section and division was well documented in the Form F/SMART/UMUM/SADV/001/002 (document distribution register).</p> <p>Procedure has been disseminated to all related employee (harvest, loose fruit pickers and upkeep employee). Every morning, there is <i>Lingkaran Pagi</i> performed, basically to disseminate working procedure and instruction, and to monitor employee attendance as well. Interviews with the employees indicate satisfactory level of understanding and implementation in relation to their respective job function.</p> <p>Sample of estate operational implementation were taken in harvesting process and spraying activity in Hanau Estate, Tanjung Paring Estate, Langadang Estate and Tasik Mas Estate. The results were shown and it was observed that all of the activity was met with the procedure and well implemented.</p> <p>Palm Oil Mill:</p> <p>Procedure regarding best management practice of Hanau Mill was available in documented (SOP/SMART/MCMD/I/TM-PKS/Rev.06) Standard Operational Procedure of Palm Oil Process revision 6 issued by Head Office Jakarta.</p> <p>The procedure describes operation instruction from FFB receiving through production, processing (grading, sterilization, threshing, pressing, clarification, nut and kernel processing) and dispatch of CPO and PK. That every of processes and equipment also been developed documented work instructions to described specifically the stages of equipment utilization (e.g. Loading Ramp; Weighing Bridge; Sterilisation Station; Threshing Station; Pressing Station; Clarification Station; Recycling CPO; Nut and Kernel; Engine Room; Boiler; Water Treatment; Final Effluent; laboratory;</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Etc.).</p> <p>The copies of documented procedures and work instruction were evident, written in Bahasa Indonesia, available at Hanau Mill office and kept by KTU and/or SPO officer also posted at work stations deployed within the mill. There were also evident the dissemination of each content of SOP's and work instructions. During audit also conducted observation at several areas of mill to ensure each of activities was in line as described within the procedures, the result of observation was also proper.</p>	
<p>4.1.2</p> <p>Checking or monitoring of operations procedures is conducted at least once a year.</p> <p>- Minor compliance -</p>	<p>Master list of all SOPs document and its revision history were available and well documented. Organization keeps track of revision of the SOPs in revision history in the cover of SOPs. Organization has defined the Controlled document procedure which was explaining the translation of SOP into work instructions in appropriate languages (Indonesian language) and its document control. SOPs training and dissemination to all of employee has been conducted regularly, mostly in morning briefing.</p> <p>The organization has well implemented internal control and monitoring processes that check and report on the implementation of the Management Guidelines. These include independent checks of the Mill and Estates by the corporate internal audit, e.g:</p> <p><u>Hanau POM:</u></p> <ul style="list-style-type: none"> • OIA semester II 2017 conducted on 2 – 9 November 2017 by internal auditor Triyanto, Ahmad Nur Fadil, Early Palindra. Audit including mill operation and administration including asset, warehouse, purchasing and mill process. OIA semester I 2018 has been conducted on 15 – 22 May 2018, however the report has not been published. • VPM visit tanggal 18 Juli 2018, by Masdarus. Visit agenda is to monitor mill operation performance. • Internal audit RSPO conducted once a year. Latest audit performed on 20 – 29 March 2018 by Sustainable Policy and Compliance Division. Follow up action against audit finding has been determined and implemented by organization. • Internal audit RSPO SCCS conducted once a year. Latest audit performed on 20 – 29 March 2018 by Sustainable Policy and Compliance Division. Follow up action against audit finding has been 	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>determined and implemented by organization.</p> <p><u>Hanau Estate:</u></p> <ul style="list-style-type: none"> Harvesting inspection, conducted each day by Harvesting foreman and Field assistant. Inspection covering: number of palm harvested, number of FFB, left bunch (in palm tree, in TPH), left loose fruit in palm tree, frond condition and stacking, palm condition. For example harvesting inspection on 28 July 2018 in Division V Block F16. Kunjungan VPA PSM 6 dated 29 November 2017, some issue were raised regarding lunharvested FFB, abnormal palm tree, asplenium, unintended palm seeds, unpicked loose fruit. OIA conducted on 25 January – 3 February 2018 by Benny Marciano, Fetri Ago, Edo A. Huda. Scope assessment: Administration Bank Cash & memorial, Administration of Debt, Kredit & Account, Material Stock, Palm tree Upkeep, FFB Production, Payment and Personalia. <p><u>Tanjung Paring Estate</u></p> <ul style="list-style-type: none"> OIA Semester II 2017 has been conducted on 22 – 30 November 2017 by Samudera Pandu W, Guruh Purwanto and Erwin Syahputra. Scope assessment: Administration Bank Cash & memorial, Administration of Debt, Kredit & Account, Material Stock, Palm tree Upkeep, FFB Production, Payment and Personalia. OIA (Operation Internal Audit), programmed twice a year. Operational Internal Audit has been performed to check consistency of procedures and work instructions implementation. Internal audit covering operational activities of plantations and mill include the maintenance of palm oil crop (upkeep, fertilization, and pesticide use), harvesting and other supporting activities such as administration, asset, road infrastructure, and FFB transport and mill process. OIA semester II 2017 Hanau POM conducted on 2 – 9 November 2017 by internal auditor Triyanto, Ahmad Nur Fadil, Early Palindra. OIA semester I 2018 Hanau POM has been conducted on 15 – 22 May 2018, however the report has not been published. <p><u>Langadang Estate:</u></p> <ul style="list-style-type: none"> OIA Semester II 2017 in LNGE has been conducted on 14 – 21 November 2017 by Samudera Pandu W, Guruh Purwanto and Erwin Syahputra. Scope assessment: Administration Bank Cash & memorial, Administration of Debt, Kredit & Account, Material Stock, Palm tree Upkeep, FFB 	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Production, Payment and Personalia. Scope assessment: Administration Bank Cash & memorial, Administration of Debt, Kredit & Account, Material Stock, Palm tree Upkeep, FFB Production, Payment and Personalia.</p> <p><u>Tasik Mas Estate:</u></p> <ul style="list-style-type: none"> • OIA semester II 2017 has been conducted on 2 – 11 December 2017 by Samudera Pandu W, Guruh Purwanto dan Erwin Syahputra. • Record "Laporan Kunjungan VPA6 Divisi 1 & 2 TASIK MAS ESTATE" mentioned that visit has been done on 16 November 2016. Some issues were raise regarding abnormal plant, epifit <i>Asplenium</i>, under pruning, and dirty circle and path condition. Record "Hasil Kunjungan RC" mentioned that visit has been done on 16 May 2017. Some issues were raise regarding unpicked loose fruit, abnormal plant, and unharvested bunches. • Record "Laporan Kunjungan VPA6 HANAU ESTATE" mentioned that visit has been done on 3 November 2016. Some issues were raise regarding under pruning, K-deficiency plant, unpicked loose fruit, abnormal plant, and unharvested bunch. Record "Hasil Kunjungan RC" mentioned that visit has been done on 16 May 2017. Some issues were raise regarding unpicked loose fruit, abnormal plant, and unharvested bunches. • Internal audit RSPO. Covering audits of sustainability in all parts of plantation and mill operational. Last audit performed on 2 – 7 January 2017. Audit report and its finding followed up and action plan was well documented. Management review to discuss the RSPO audit result and its follow up was performed on 5 July 2017. Trained and competent personnel were assigned to carry out RSPO Internal Audit (Head Office Sustainability department). <p>Organization has defined the procedure to address non-compliance and corrective action for continuous improvement in Correction and Corrective Action Procedure.</p>	
4.1.3	<p>Records of monitoring and any follow-up actions shall be available.</p> <p>- Minor compliance -</p> <p>Follow up action regarding VPA and RC visit has been documented, implemented and monitored. Due date for follow up VPA visit 16 November 2016 was 15 December 2016. Based on the monitoring status, all the issue raised was corrected. Due date for follow up RCA visit 16 May 2017 was on 17 May 2017. Based on the monitoring status, all the issue raised was corrected. Corrective action has been determined, implemented and monitored.</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p><u>Hanau POM:</u></p> <ul style="list-style-type: none"> - Laporan Operation Internal Audit No. 43/VI-HNAM/12/17 dated 2 – 9 November 2018. Executive summary of internal audit, finding and follow up action contain in the report. - Laporan hasil kunjungan VPM dated 18 July 2018, Follow up action has been performed by Hanau POM i.e : sludge centrifugal pump removing to water intake. Water pump in intake has been repair and proper function. - Laporan Internal Audit RSPO PT Tapian Nadenggan, dated 20 – 29 March 2018 - Laporan Internal audit RSPO SCCS, Module E – Mass Balance dated 29 March 2018 <p><u>Hanau Estate:</u></p> <ul style="list-style-type: none"> - Inspeksi Panen detail Division 5 Block F16, Number of palm harvested 50, number of FFB 55 bunch, left fruit 0, frond stacking ok, sampling number 65. - Laporan OIA No. 01/VI-HNAE/03/18 dated 25 January – 3 February 2018. Some issue has raised regarding administration of payment, debt, unpicked loose fruit, unharvested FFB. Organisation has taken action to addressed the issue and found effectively implemented. - Buku Kegiatan Mandor (BKM) Division 6, dated 17 July 2018, Kemandoran 1651 activity Harvesting in Block K9, K10, Total HK 14 HK total area harvest 24 ha. <p><u>Tanjung Paring Estate:</u></p> <ul style="list-style-type: none"> - Laporan OIA No. 47/VI-TPRE/12/17 dated 22- 30 November 2017. Some issue has raised regarding BPJS payment, unpicked loose fruit, unharvested FFB. Organisation has taken action to addressed the issue and found effectively implemented. - Kunjungan kerja VPA PSM 6 dated 20 July 2018. Some issue were raised regarding lunharvested FFB, abnormal palm tree, asplenium, unintended palm seeds, unpicked loose fruit. - Inspeksi Panen Detail, Division 2 Block U19 & D29, planting age 1999 dated 2 July 2018. Number palm harvested 37, number of bunches 41, unpicked loose fruit 7 in frond palm and 7 in TPH, hectare inspected 1 ha, sampling 4 baris. - Buku Kegiatan Mandor Division III, dated 27 July 2018, Kemandoran 1352 Wardi, Block V21 – V22, number harvester 22, total hectare 13.12 ha. 	

Criterion / Indicator	Assessment Findings	Compliance
	<p><u>Langadang Estate:</u></p> <ul style="list-style-type: none"> - Laporan OIA No. 44/VI-LNGE/12/17 dated 14 - 21 November 2017. Some issue has raised regarding BPJS payment, unpicked loose fruit, unharvested FFB. Organisation has taken action to addressed the issue and found effectively implemented. - Laporan Kunjungan VPA – 6 di Langadang Estate dated 9 February 2017. Some issue were raised regarding weeds control, abnormal palm tree, unintended palm seeds, unpicked loose fruit. Organisation has taken action to addressed the issue and found effectively implemented. - Inspeksi Panen Detail Division III, Block B12, planted year 2005, dated 30 July 2018 number of palm harvested 220, number of bunchec 250, unharvested bunches 0, unpicked loose fruit 0, frond stacking ok, inspection area 1 ha, sampling number 4 baris. - Buku Kegiatan mandor (BKM) disivion I, dated 31 July 2018, kemandoran 13751, mandor Jhony, item work: selective chemical weeding, block X14, hectarage 33.91 ha, material used: Roll up 3.5 L, Erkafuron 0.075 Kg, number of spraying workers 6, hectarage spray 1 ha. <p><u>Tasik mas Estate:</u></p> <ul style="list-style-type: none"> - Laporan OIA No. 48/VI-TMSE/12/17 dated 2 – 11 December 2017. - Laporan Kunjungan VPA – 6 di Tasik Mas Estate dated 9 February 2017. Some issue were raised regarding weeds control, abnormal palm tree, unintended palm seeds, unpicked loose fruit. Organisation has taken action to addressed the issue and found effectively implemented. - Inspeksi Panen Detail Division II, Block Q8/Q9, planted year 1997, number of harvested palm 149, number of bunch harvested 149, unpicked loose fruit 8, hectarage inspected 1.5 ha, nuber of sampel 6 baris, dated harvest 1 August 2018. - Buku Kegiatan mandor (BKM) disivion II, dated 1 August 2018, kemandoran 1252, mandor Sukarno, item work: harvesting and loose fruit picked up, block Q8/Q9, hectarage 15 ha, number of harvester 10, number of loose fruit picker 10. Rest of harvesting 5 ha in Q9. 	
4.1.4	<p>Records of the origins of all third-party FFB sourced (collector, deliver, Cooperative, Farmers</p> <p>SOP for third-party FFB sourcing has been defined on “Procedure of FFB Purchase Administration” dated March 26th, 2006. The procedure described FFB Supplier Appointment, FFB Receiving and Grading at Mill, Payment, Monitoring and Reporting.</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
<p>Association and outgrower) shall be available.</p> <ul style="list-style-type: none"> - Major compliance - 	<p>Record of FFB received from external sources was stated on form Recapitulation of FFB Received Report. There were a list of approved third-party FFB suppliers, such as :</p> <ul style="list-style-type: none"> - Medang Sari Estate, PT. Satya Kisma Usaha, Agreement of Land Borrowing, valid until 31 December 2020. - Lestari Unggul Jaya Estate, PT. Prima Sentosa Pratama Putra. "Perjanjian Pengolahan Tandan Buah Segar" dated 31 December 2015, valid until 31 December 2018. <p>There were evidence of SOP implementation such as: FFB grading process 100% in accordance with grading criteria which has been agreed in Agreement, price of FFB was agreed in Agreement based on price determination from DISBUN (Plantation Agency of Central Kalimantan Province, payment carry out after FFB received and invoice receive by finance (monthly base payment after completed invoice document received by Finance Jakarta Office).</p> <p>Hanau Mill only received legal FFB; in FFB Purchase Agreement article 5 verse 1.9 described that:</p> <ul style="list-style-type: none"> - The supplier has received all permits regarding acquisition of land and plantations business from the authorities. - Cultivated areas are in accordance with applicable law and regulation in Republic of Indonesia and not obtained illegally. <p>Other than that the company has "Kebijakan Sosial dan Lingkungan GAR" dated 8 September 2015. On page 1, chapter Basic Commitment, mentioned that the company ensure all upstream and downstream operation of GAR palm oil are free from deforestation, traceable, and bring benefit for community around the company's operation.</p> <p>Hanau mill record the origins of all third-party sourced Fresh Fruit Bunches. FFB tonnage delivered from the third party was well documented daily and monthly in the document "Summary of FFB from other supply bases 2016".</p> <p>Minute of Handover on Result of Oil Palm Processing described that Lestari Unggul Jaya Estate, PT. Prima Sentosa Pratama Putra was only delivered their FFB to Hanau Mill to be processed by Hanau Mill. The product (CPO and PK) are still belong to the FFB supplier.</p> <p>Based on Agreement of Land Borrowing, it was observed that PT. Tapan Nadenggan has borrowed the land owned by PT. Satya Kisma Usaha called Medang Sari Estate. Then PT. Tapan Nadenggan</p>	

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Criterion / Indicator		Assessment Findings	Compliance
		manage and operate the plantation in Medang Sari Estate include processing of its FFB. The agreement is valid until 31 December 2020.	
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	<p>A record of SOP implementation to maintain soil fertility that ensures optimal and sustained yield, shall be available.</p> <p>- Major compliance -</p>	<p>PT Tapian Nadenggan – Hanau has defined the SOPs for Good Agricultural Practices in managing soil fertility which documented in SOP/SMART/MCAR/IX/TA-PPK (Manuring – Pemupukan). Manuring was performed manual and mechanic with EMDEK. Manual manuring performed by spreading the fertilizer by person manually and uniformly in each palm oil trees in accordance with dosage which has defined by R&D (SMARTRI). The organization also defined SOP fertilizer application with Spreader (Emdek). Fertilizer application with Emdek conducted in mineral soil and flat area. Fertilizer time application considering the conditions of rainfall and crop needs based fertilizer recommendation.</p> <p>Estates activities are carried out based on Division Work Program which generated from annual budget. Activities program are such as manuring and other operation activity. Site observation was performed during audit to some activities. Interview with employees working in those activities showed that procedures were implemented. Activities have been performed at defined interval.</p> <p>Company allied fertilizer mechanically, manual (for micro fertilizer, near to housing area and remote area), aerially using aeroplane/airstrip. Company has permit to operate the fertilizer plane and the airport based on “Airport register No. 018/RBU.KNP-DBU/IV/2017 dated 21 April 2017” and Certificate of registration Airstrip No. 3432, nationality & Registration Mark PK-ELN, No. Series T34-405 DC. To minimize the impact of fertilizing using aeroplane, company has determined the map of fertilizing whereby input in Agriculture navigation and avoid the area of riparian, housing area and other area beside plantation area. Map of fertilizing area were evident.</p>	Comply
4.2.2	<p>Records of fertilizer inputs shall be available.</p> <p>- Minor compliance -</p>	<p>Records of fertilizer inputs are well maintained in document “Rencana dan Realisasi Pemupukan” (Plan and Realization of Manuring). Fertilizer inputs recorded each semester. Manuring recommendation in 2018 for Hanau Estate, Tasik Mas Estate, Tanjung Parang Estate and Langadang Estate has been defined based leaf sampling unit (LSU) and soil sampling unit (SSU). Annual fertilizer recommendation has been implemented and monitored. Fertilizer/ manuring program was developed</p>	Comply

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Criterion / Indicator	Assessment Findings	Compliance																																																						
	<p>by SMARTRI for all Division.</p> <p>Record of manuring realization in 2017 and first semester of 2018 shows that the realizations of fertilizer application are in accordance with the plan/recommendation.</p> <p>Below are the records of fertilizer recommendation and realization for year 2017 and to date July 2018:</p> <p>Hanau Estate 2017 & 2018 SMT 1:</p> <table border="1" data-bbox="689 639 1856 1289"> <thead> <tr> <th rowspan="2">Type of Fertilizer</th> <th colspan="2">2017</th> <th colspan="2">2018 to date July</th> </tr> <tr> <th>Plan/Recommendation (Ton)</th> <th>Realization (Ton)</th> <th>Plan/Recommendation for 1 year (Ton)</th> <th>Realization in SMT 1 (Ton)</th> </tr> </thead> <tbody> <tr> <td>Urea</td> <td>984,250</td> <td>986,500 (cary over from SMT II 2016 as much as 2,200 kg)</td> <td>757,050</td> <td>99,650</td> </tr> <tr> <td>RP</td> <td>171,200</td> <td>185,950</td> <td>45,400</td> <td>12,100</td> </tr> <tr> <td>TSP</td> <td>626,300</td> <td>626,300</td> <td>539,150</td> <td>210,200</td> </tr> <tr> <td>MOP</td> <td>1,608,100</td> <td>1,608,850</td> <td>825,600</td> <td>450,250</td> </tr> <tr> <td>Dolomite</td> <td>83,300</td> <td>93,950, cary over SM II 2016 as much as 10,650 kg</td> <td>77,650</td> <td>69,350</td> </tr> <tr> <td>Kieserite</td> <td>381,750</td> <td>381,750</td> <td>404,100</td> <td>6,850</td> </tr> <tr> <td>Borate</td> <td>28,748.39</td> <td>28,748.39</td> <td>29,000.47</td> <td>-</td> </tr> <tr> <td>CuSO4</td> <td>4,269.20</td> <td>4,269.20</td> <td>4,203.25</td> <td>-</td> </tr> <tr> <td>FeSO4</td> <td>404.09</td> <td>277.32</td> <td>31.80</td> <td>147.95</td> </tr> </tbody> </table> <p>Tanjung paring Estate 2017 & 2018 SMT 1:</p>	Type of Fertilizer	2017		2018 to date July		Plan/Recommendation (Ton)	Realization (Ton)	Plan/Recommendation for 1 year (Ton)	Realization in SMT 1 (Ton)	Urea	984,250	986,500 (cary over from SMT II 2016 as much as 2,200 kg)	757,050	99,650	RP	171,200	185,950	45,400	12,100	TSP	626,300	626,300	539,150	210,200	MOP	1,608,100	1,608,850	825,600	450,250	Dolomite	83,300	93,950, cary over SM II 2016 as much as 10,650 kg	77,650	69,350	Kieserite	381,750	381,750	404,100	6,850	Borate	28,748.39	28,748.39	29,000.47	-	CuSO4	4,269.20	4,269.20	4,203.25	-	FeSO4	404.09	277.32	31.80	147.95	
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Criterion / Indicator		Assessment Findings				Compliance	
		Type of Fertilizer	2017		2018 to date July		
			Plan/Recommendation (Ton)	Realization (Ton)	Plan/Recommendation for 1 year (Ton)	Realization in SMT 1 (Ton)	
		Urea	914,600	914,600	606,950	248,950	
		DAP	74,250	74,250	70,850	70,850	
		MOP	1,744,750	1,744,750	925,175	823,150	
		Kieserite Granular	432,400	432,400	376,150	113,200	
		RP	277,250	277,250	153,650	25,400	
		Kieserite Powder	25,650	25,650	14,200	-	
		TSP	478,050	478,050	376,500	148,650	
		Kaptan	115,200	115,200	132,050	6,000	
		Dolomite	49,900	49,900	42,250	12,750	
		HGFB	28,409	28,409	26,778,300	3,709,780	
		CuSO4	5,521	5,521	5,597.450	-	
		ZnSO4	5,393	5,393	5,321.500	-	
Langadang Estate 2017 & 2018 SMT 1:							
		Type of Fertilizer	2017	2018 SMT 1			

Criterion / Indicator		Assessment Findings					Compliance						
			Plan/Recommendation (Ton)	Realization (Ton)	Plan/Recommendation (Ton)	Realization in SMT 1 (Ton)							
		Urea	381,850	368,300	273,300	172,200							
		DAP	248,300	248,300	174,050	171,050							
		MOP	725,300	22,650	445,450	321,900							
		Kieserite Granular	221,800	2,900	130,350	91,450							
		RP	149,150	11,800	95,550	28,550							
		Kieserite Powder	3,200	1,300	5,100	1,300							
		TSP	187,050	-	122,000	14,350							
		Kaptan	34,050	450	47,500	20,700							
		Dolomite	22,150	9,200	10,250	6,500							
		HGFB	13,550	386.00	10,140	5,911							
		CuSO4	2,222	479.25	2,740	1,404							
		ZnSO4	2,063	638.25	2,650	0							
		<p>Several type of fertilizer has not been applied to the Langadang Estate plantation because of high rainfall and the area of plantation Block Z19, Z20, Z21, Z22 and A21 was flooded. the fertilizer will be applied in 2018.</p> <p>Tasik Mas Estate 2017 & 2018 SMT 1</p> <table border="1"> <thead> <tr> <th>Type of Fertilizer</th> <th>2017</th> <th>2018 SMT 1</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Type of Fertilizer	2017	2018 SMT 1				
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Criterion / Indicator		Assessment Findings					Compliance
			Plan/Recommendation (Ton)	Realization	Plan/Recommendation (Ton)	Realization in SMT 1 (Ton)	
		Urea	420.85	420.85	580.10	3.10	
		RP	51.85	51.85	64.95	16.55	
		TSP	381.20	381.20	417.00	5.50	
		MOP	737.95	737.95	619.65	362.20	
		Dolomite	44.85	44.85	33.95	-	
		Kieserite P	57.70	5.15	8.00	-	
		Kieserite G	304.35	356.90	278.30	-	
		Borate	29.60	29.60	29.94	-	
		CuSO4	5.60	5.60	5.60	-	
		FeSO4	-	-	17.96	-	
4.2.3	Records of periodical leaf, soil and visual analysis shall be available. - Minor compliance -	<p>Soil and leaf sampling was analysed regularly by SMARTRI to determine the nutritional status of soil, to assist and to be guided in the preparation of annual fertilising programme recommendation. Soil is analysed when the age of the plant is 3, 5, 8 years and continued with age of the plant is added by 5 years and 1 year before replanting. Leaf was analysed annually. Soil and leaf sampling was taken from each division. Organization has been defined work instruction for LSU (Leaf sampling unit) IK/SMART/MCAR/IX/TA-PPK/ 05-Pengambilan LSU and for SSU (Soil Sampling Unit) IK/SMART/MCAR/IX/TA-PPK/ 06-Pengambilan SSU.</p> <p>Leaf Analysis:</p> <p>Latest leaf sampling analysis 2018 in Hanau Estate has been taken on 7 – 17 May 2018. Number of sampling was 107 sampling. Item analysed are include visual appearance, water content, N, P, K, Mg, Ca, Mn, B, Zn, Cu, Cl, Fe and Na. The sample of leaf remain in process of analysis by Smart Research Institute – SMARTRI and the result has not been issued.</p> <p>Leaf sampling analysis 2018 in Tanjung Parang Estate has been taken on 18 April 2018 – 27 April 2018, in Division I - VI, number of sampling was 127 sample.</p>					Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>Leaf sampling analysis 2018 in Langadang Estate has been taken on 10 April 2018 – 22 Mei 2018, in Division I - III, number of sampling was 69 sample.</p> <p>Leaf sampling analysis 2018 in Tasik Mas Estate has been taken on 7 – 28 May 2018, in Division I - VI, number of sampling was 128 sample.</p> <p>Soil Analysis:</p> <ul style="list-style-type: none"> - Soil sampling analysis in HNAE conducted on 17 – 18 May 2018 (sampling taken for planting age 1995 Block C02, C03, C04, C05). The sample of leaf remain in process of analysis by Smart Research Institute – SMARTRI and the result has not been issued. - Soil sampling analysis in Tanjung paring Estate conducted on 8 May – 23 May 2018, sampling taken for planting year 2005 division 4 & 5 in 22 block. The sample of leaf remain in process of analysis by Smart Research Institute – SMARTRI and the result has not been issued. - Soil sampling analysis in Langadang Estate conducted on 9 July 2018, sampling taken for planting year 2000 block X21, X23, Y21, Y22 and year 2005 in 13 Block. The sample of leaf remain in process of analysis by Smart Research Institute – SMARTRI and the result has not been issued. - Soil sampling analysis in Tasik Mas Estate conducted on 15 July – 20 May 2017, sampling taken for planting year 1999 block P31, P33, Q27, Q28, Q31 and year 2005 in 13 Block. The sample of leaf remain in process of analysis by Smart Research Institute – SMARTRI and the result has not been issued. <p>Leaf and soil analysis were done by Field Coordinator Riset (Analitical Laboratory, Section of SMARTRI, Head laboratory analysis).</p> <p>It is shown in the form of leaf nutrients content (Nitrogen, Phosphorus, Potassium, Calcium, Magnesium Chloride and Boron) and soils (pH (H₂O) and KCl, C-organic, N, P, K, Na, Ca, Mg, KTK, etc.). Report of leaf analysis in 2018 will be used as a reference for fertilizer recommendation in 2019.</p>	
4.2.4	<p>A nutrient recycling strategy is recorded, including use of Empty Fruit Bunches (EFB), land application, and palm residues</p>	Comply

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Criterion / Indicator	Assessment Findings	Compliance	
<p>after replanting. - Minor compliance -</p>	<p>12 January 2015. Total area applied in Hanau Estate and Tasik Mas Estate for land application was 693.5 ha in 37 block. Land application was applied in Hanau Estate and Tasik Mas Estate. Liquid waste applied dosage was 750 m³ /ha/year with 3 times rotation and BOD 2,500 – 4,000 mg/L.</p> <ul style="list-style-type: none"> - There was 482.79 Ha area (6 Block in Block L11, L01, L02, L03, K11, K01) applied with POME in Hanau Estate in 2018 with total POME applied was 41,149 m³, number of flatbed was 53,279. - There was 516.14 Ha area (29 Block) applied with POME in Tasik Mas Estate Division I, II and III, from January to July 2018 total POME applied was 60,912 m³ with area applied 487.85 ha. Blocks applied are N8, N9, N11-N14, M8, M10-M12, Q6-Q10, Q12-Q18, P14-P18, O17, O18. <p>EFB were applied based on the recommendation from SMARTRI in terms of dosage per ha and location. EFB were applied in Tasik Mas and Hanau Estate by manually and mechanical using tractor. EFB were not applied nearby housing and water spring. Empty fruit bunch application was performed as mulch ground cover and added of organic material.</p> <p>Record of EFB application in Hanau Estate period 2017 are 21,862.76 ton with area applied 555.79 ha (Division I – VI), while in 2018: 126.96 ha with quantity 4,872.02 ha.</p> <p>Record of EFB application in Tanjung Paring Estate period 2017 are 7,179.06 ton with area applied 186.79 ha (Division I – VI), while in 2018: 119 ha with quantity 4,256.76 ha.</p> <p>Record of EFB application in Langadang Estate period 2017 are 1,196 ton with area applied 40 ha (Division I – III), while in 2018: 5.47 ha with quantity 164 ton.</p> <p>Record of EFB application in Tasik Mas Estate period 2017 are 30,811.73 ton with area applied 3,919.82 ha (Division I – VI), while in 2018: 1,175.23 ha with quantity 13,129 ton.</p>		
<p>Criterion 4.3 Practices minimise and control erosion and degradation of soils.</p>			
<p>4.3.1</p>	<p>Maps of any fragile soils shall be available. - Major compliance -</p>	<p>Soil map are presented in "Semi Detail Soil Map of PT. Tapan Nadenggan" in scale 1:50,000 covering Hanau and Tasik Mas Estate. Projection UTM, Zone 49 S, Datum WGS '84. Sourced from SPOT 5:413 Level 2Ak/j:293 355 recorded on 24 – 29 July 2001.</p> <p>Soil characteristic in Hanau Estate was presented in table below:</p>	<p>Comply</p>

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		Typic Hapludults	9 – 16 %	1,021.09	
		Typic Hapludults	16 – 21 %	72.17	
		Typic Haplorthods	8 – 9 %	61.87	
		Enclave		142.66	
		Rawa		264.11	
		Tubuh air		7.33	
		Total Area		4,717.06	
		Soil characteristic in Langadang Estate was presented in table below:			
		Classification	Topography	Ha	
		Typic Haplohemist	0 – 3 %	676.88	
		Typic endoaquepts	0 – 3 %	182.80	
		Typic Dystrudepts	0 – 9 %	162.30	
		Typic Dystrudepts	9 – 16 %	74.83	
		Typic Hapludults	0 – 9 %	428.50	
		Typic Hapludults	9 – 16 %	777.50	
		Typic Hapludults	16 – 21 %	37.34	
		Enclave		61.35	
		Rawa		11.00	
		Tubuh air		0.71	
		Total Area		2,409.57	
		Based on soil characteristic above, there is no peat soil in Tasik Mas Estate, however there are 940.04 Ha of peat area in Tanjung Paring Estate in Division 4, 5 and 6 and 25 ha area in Hanau Estate and 676.88 ha in Langadang Estate. Other fragile soil (sandy) was exist in Tasik Mas Estate with area 980.99 Ha and in Hanau Estate with area 631.90 Ha.			
4.3.2	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to	The company has established procedure to manage plantation on several class of slope. The procedure describes management strategy for minimizing and controlling erosion. In the Terrace Work Instruction No. IK/SMART/MVAR/I/TA-PPA/03 on chapter related to terrace determination; the			Comply

Criterion / Indicator	Assessment Findings	Compliance
<p>be soil and climate specific). - Minor compliance -</p>	<p>terrace should be designed in such a way in hilly areas with a slope of 9°-22° (15%-40%) with a width 3 - 4.5 meters. Slope above 40% or 22° is not recommended for planting.</p> <p>When the slope area was planted, system for planting on slopes area is provided by considering soil and climate specific through terracing, determining of base line, levelling of terrace, and determining of planting space.</p> <p>Based on maps of soil unit, there are no slopes above certain limit in Tasik Mas Estate and Hanau Estate, maximum slopes in Tasik Mas Estate was 15%, Hanau Estate was 16% and Tanjung Paring Estate 21 %. There is no management strategy needed for plantings on slopes above a certain limit.</p> <p>The procedure SOP/SMART/MCAR/-I/TA-PPA "Preparation of New Area Planting" describes procedure for minimizing and controlling erosion, and peat land management. The organization does not recommend plantings on slopes > 40% or > 22°. When the slope area was planted, system for planting on slopes area was provided by considering soil and climate specific through terracing, determining of base line, levelling of terrace, and determining of planting space. To minimize and control erosion in slope area, several practices have been prepared such as terracing, growing of legume cover crops (LCC). Procedure 03/VPA-RSPO/03/2010 "Management of Riparian Area" has been established to control area around riparian. Planting of "vetiver" grass and natural riparian plant have been performed to minimize stream and river bank erosion.</p>	
<p>4.3.3 A road maintenance program shall be in place. - Minor compliance –</p>	<p>Record of road maintenance program and realization was available. Record of manual road maintenance in Hanau Estate, "Rencana dan Realisasi Perawatan Jalan Manual dan Mekanis Hanau Estate 2018" described that realization of manual road maintenance since January – July 2018 was 5,630.11 m, and mechanical road maintenance was 42,488 m.</p> <p>Record of manual road maintenance in Tanjung Paring Estate, "Rencana dan Realisasi Perawatan Jalan Manual dan Mekanis Tanjung Paring Estate 2018" described that realization of manual road maintenance since January – June 2018 was 6,234.46 m, and mechanical road maintenance was 108,380 m.</p> <p>Record of manual road maintenance in Langadang Estate, "Rencana dan Realisasi Perawatan Jalan Manual dan Mekanis Langadang Estate 2018" described that realization of manual road maintenance since January – July 2018 was 16,967.32 m, and mechanical road maintenance was 5,600 m.</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>Record of manual road maintenance in Tasik Mas Estate, "Rencana dan Realisasi Perawatan Jalan Manual dan Mekanis Tasik Mas Estate 2018" described that realization of manual road maintenance since January – June 2018 was 9,600 m, and mechanical road maintenance was 275,620 m.</p> <p>During field visit and field observation can be demonstrated that the road condition was good and can be access even during in dry and rainy.</p>	
<p>4.3.4 Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place.</p> <p>- Major compliance –</p>	<p>Based on detail soil map, there is no peat soil exist in Tasik Mas. Documented water and ground cover management is not applicable in Tasik Mas Estate. However there are 940.04 Ha of peat area in Tanjung Paring Estate in Division 4, 5 and 6 and 25 ha peta area in Hanau Estate and 676.88 ha in Langadang Estate.</p> <p>SOP to provide the guidance of peat soil management and monitoring was presented in "SOP/SMART/HVMS-EVMD/USDV/I/2005 dated 1 March 2017. The SOP described the flow prosecc of management and monitoring peat soil, block design, water management, subsidence and water level monitoring, management and monitoring report of peat soil.</p> <p>SOP to provided guidance on subsidence management was presented in SOP/SMART/MCAR/I/TA-PPA (Preparation of New Area Planting) and SOP/SPO/SMART/LH-05 (Maintain water quality and availability). The SOP described reference to the RSPO BMPs on peat, e.g. management of water level.</p> <p>Subsidence monitored by making subsidence monitoring spot. There were 9 subsidence pole in Tanjung Paring Estate, 4 subsidence pole in Langadang Estate to monitor the subsidence level. There were piezometer 36 units in Tanjung Paring Estate, 39 unit in Langadang Estate and 3 units in Hanau Estate to monitor the ground cover water level. Pal scale install in main drain/collection drain to monitor the water level in drainage way; there were 35 pal scale in Tanjung Paring Estate, 60 pal scale in Langadang Estate. Subsidence minimize by making water gate. Water gate can be open or close based on water level monitoring. Subsidence of peat soil was minimized by maintaining the water level of 40-60 cm. Water level monitoring and Subsidence monitoring are well recorded.</p> <p>Company also has comply to regulation of peat soil monitoring according to PermenLHK Nomor: P.15/Menlhk/Setjen/Kum.1/2/2017. Company and KLHK has determined the compliance point of peat soil monitoring in 15 point (9 point in mineral soil and 6 point in peat soil Tanjung Paring Estate), 7</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>Points in Langadang Estate, 7 point in Hanau Estate presented in "Keputusan Direktur Jenderal Pengendalian Pencemaran dan Kerusakan Lingkungan Nomor: SK-82/PPKL/PKG/PKL.0/12/2017. Regulation determined that water level in peat soil shall be maintained at level maximum 40 cm under ground cover. Company has monitor water level each 2 weeks and reported to KLHK each quarter. Latest monitoring of water level July 2018 in Tanjung Paring Estate shown that water level is around 5 – 30 cm under ground cover.</p> <p>The SOP mentioned above described peat soil management, water was managed to control water table within range of 50-70 cm below ground surface. Dike which were made from sand sacks are constructed to maintain water level in main drain and collection drain. Water level was monitored by checking the level meter which was provided in main and secondary drain and piezometer which was provided in peat land block. Piezometer and level meter were checked weekly including status of water level (below or above the range). Condition of piezometer and level meter were checked regularly including cleanliness of piezometer, condition of sand sacks, and identification of piezometer and level meter.</p> <p>Water level monitoring was monitored by the installation of piezometers, 2 pieces on each block of peat. The monitoring results are recorded weekly and its well documented. Water and ground cover management by by creating dams on drains and create an overflow of the dam according the desired water level in the area of peat (between 40-60 cm).</p> <p>During site visit in Tanjung Paring Estate the condition of piezometer and level meter was good. Condition of sluice (flush or intake) was according to water level result. Monitoring results of water level weekly period January to July 2018 show that water level was between 0 – 40 cm bellow ground surface of peatland in Tanjung Paring Estate.</p> <p>Peat subsidence monitored by placing subsidence stakes at 9 points in block S-36, S-38, R-37, T-37, R-30, R-34, S-31, R-26, T-30. During observations in the block R34 Tanjung Paring Estate there are 2 subsidence stakes point. Subsidence monitoring results last month on July 2018 was found no decrease in the peat soil surface.</p> <p>Subsidence stakes in Langadang Estate at 3 points Block X-16, Z-15, B-18, latest monitoring on June 2018 shown that there is no decrease in the peat soil surface.</p>	

Criterion / Indicator		Assessment Findings	Compliance
4.3.5	<p>Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing.</p> <p>- Minor compliance –</p>	<p>Based on detail soil map, there is no peat soil exist in Tasik Mas Estate, therefore drainability assessment is not applicable. However there are 940.04 Ha of peat area in Tanjung Paring Estate, 25 ha peat soil in Hanau Estate and 676.88 ha in Langadang Estate.</p> <p>Hanau Estate will starts replanting in 2020 and Tasik Mas Estate will starts replanting in 2021.</p> <p>Drainability assessment has been carried out in 2006 for PT Tapian Nadenggan including Hanau Estate, Tanjung Paring Estate and Langadang Estate. The data results have been documented in the Soil Survey Report Semi Details in PT Tapian Nadenggan 2006. Flood risk map was provided as a result of the drainability assessment.</p> <p>Based on the Map of Soil survey semi detail, there were unsuitable area for oil palm replanting however it can be suitable with spesific treatment such as water management (water level).</p> <p>Drainability assessment in peat soil was slightly worse and worse especially on peat > 3 m.</p>	Comply
4.3.6	<p>A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils).</p> <p>- Minor compliance –</p>	<p>There is sandy soil in Tasik Mas and Hanau Estate. Sandy soil in Tasik Mas Estate is 980.99 Ha, and in Hanau Estate is 631.90 Ha.</p> <p>The company has conducted management strategy to improve soil fertility to a level that ensures optimal and sustained yield, e.g. by EFB application. EFB were applied based on the recommendation from SMARTRI in terms of dosage per ha and location. EFB were applied in Tasik Mas and Hanau Estate by manually and mechanical using tractor. EFB application dosage for sandy soil was 40 ton/ha/year. EFB were not applied nearby housing and water spring. Empty fruit bunch application was performed as mulch ground cover and added of organic material. Record of EFB application in Tasik Mas Estate, Hanau Estate and Tanjung Paring Estate period 2017 and 2018 are described in indicator 4.2.4.</p>	Comply
<p>Criterion 4.4</p> <p>Practices maintain the quality and availability of surface and groundwater</p>			
4.4.1	<p>An implemented water management plan shall be in place.</p>	<p>PT Tapian Nadenggan – Hanau POM has demonstated the document of water management plan. The document of managment plan such as:</p> <ul style="list-style-type: none"> - Efficiency of water from optimalisation of pesticides usage 	Comply

Criterion / Indicator	Assessment Findings	Compliance
<p>- Minor compliance -</p>	<ul style="list-style-type: none"> - Dissemination of domestic water use efficiency - Monitor water use in Estates and Mill - Monitor working hour of water pump - Monitor community ground water regulary - Monitor river water and monitoring well water - Water efficiency in mill and labororium operation, e.g. reuse condensate water and turbine cooling water for water dilution and recycle cooling water socklet, reuse water ex vaccum dryer for decanter flushing, etc - Maintenance water resources, e.g. planting of Vetiver grass, Mahoni (Swithenia sp) and Trembesi trees (Samanea saman). <p>Data verified: Hanau Estate:</p> <p>During field observation in water souces for consumption (date 31th July 2018) in block I7-I8, Rawa Air Tawar), there was observed that the program on water management has been implemented.</p> <p>Estate has conducted analysis and measurement of surface water, ground water, monitoring well water related to land application and consumed water (consumed by employees and local people) periodically (every semester and annually), e.g:</p> <ul style="list-style-type: none"> - Report of Testing number: 2733/SL/IV/17 on fresh water test in emplacement-3 (Pondok 3) dated 2nd May 2017, conducted by testing laboratory of Mutu Agung Lestari. The result is comply with Permenkes RI no 416/MENKES/PER/IX/1990 appendix II - Report of Testing number: 2733/SL/III/18 on fresh water test in emplacement-1 (Pondok 1) dated 5th April 2018, conducted by testing laboratory of Mutu Agung Lestari. The result is comply with Permenkes RI no 416/MENKES/PER/IX/1990 appendix II 	
<p>4.4.2 Protection of water courses and wetlands, including securing and maintaining appropriate riparian and other buffer zones, at the</p>	<p>PT Tapian Nadenggan – Hanau POM has established the procedure for riparian and buffer zone protection which documented in SOP/SPO/SMART/LH-06 and SOP/SPO/SMART/LH-07, and SOP/SMART/BCOS/EHSD/SADV/I/003 for management and monitoring of water resources.</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>time of or prior to replanting shall be demonstrated. - Major compliance -</p>	<p>PT Tapian Nadenggan – Hanau Mill has also shown the document of program on protection of water courses and wetland including securing and maintaining appropriate riparian and other buffer zones under document of “Rencana Rehabilitasi Kawasan Bernilai Tinggi”, <u>Hanau Estate:</u> There were identified water courses and wetland such as:</p> <ol style="list-style-type: none"> 1. Riparian Palembang (35.80 ha) 2. Riparian Ulin (28.81 ha) 3. Riparian Kuning (13.46 ha) 4. Riparian Pasipu (75,74 ha) 5. Riparian Nahambau (39.90 ha) 6. Riparian Bakung (14.32) 7. Fresh water swamp 1 (2.45 ha) 8. Fresh water swamp 2 (23.58 ha) 9. Fresh water swamp 3 (25.44 ha) 10. Fresh water swamp 4 (78.33 ha), and 11. Fesh water swamp 5 (38.04 ha) <p>Data seen:</p> <ul style="list-style-type: none"> – Report of maintain of riparian zone periode February 2018: location in block I3/Division 3 for riparian Kuning, in J2-J3/Division 3 for riparian Ulin – Berita Acara penanaman penahan erosi, dated 25th August 2017 location in block J2-J3 in Division 3 for riparion Ulin. <p>Riparian zone were well maintain, the following was activity to maintain riparian zone such as :</p> <ul style="list-style-type: none"> – Boundary markers placement in 5 rows of palm trees (50 m) related restrictions spraying of chemicals and chemical fertilizers in the area of 50 m side of the river. There was the evidence during the audit, riparian zone was well maintain and no contamination of chemical usage and 	

Criterion / Indicator		Assessment Findings	Compliance																		
		<p>fertilizer</p> <ul style="list-style-type: none"> Warning boards placement which contain information restrictions the pesticide usage and chemical fertilizers in the riparian area. Riparian rehabilitation by planting vetiver grass, a shade trees and barriers to erosion trees (Angsana, Sungkai, Trembesi etc.). There was the evidence of plan and realization for riparian rehabilitation, it's observed Angsana trees and Sungkai was planted and grows well in both side of the river. <p>Protection of waterways and wetlands have been made by the company through:</p> <ul style="list-style-type: none"> Protection of riparian areas with no chemical crops care activities both fertilizer and herbicide spraying Conduct rehabilitation of riparian Performs of water level in the peatlands area by maintaining surface water height between 40-60 cm, this can be proved by the routine piezometers monitoring on peatland. 																			
4.4.3	<p>Records for monitoring of effluent especially BOD (Biochemical Oxygen Demand) and efforts to comply with legal requirements, shall be available (see criteria 2.1 and 5.6).</p> <p>- Minor compliance –</p>	<p>Hanau POM is conducting a monitoring of effluent especially BOD (Biochemical Oxygen Demand) every month that carried out by Testing Laboratory (PT Mutu Agung Lestari). Based on result of monitoring January – June 2018 shown comply with legal requirement "KepmenLH nomor 29 tahun 2003". Sample seen:</p> <table border="1"> <thead> <tr> <th>Month year 2018</th> <th>BOD (mg/l) – standard of quality 5,000</th> <th>pH – standard of quality 6-9</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>3,903</td> <td>7.94</td> </tr> <tr> <td>February</td> <td>4,142</td> <td>8.15</td> </tr> <tr> <td>March</td> <td>3,627</td> <td>8.36</td> </tr> <tr> <td>April</td> <td>921</td> <td>8.02</td> </tr> <tr> <td>May</td> <td>1,014</td> <td>7.72</td> </tr> </tbody> </table>	Month year 2018	BOD (mg/l) – standard of quality 5,000	pH – standard of quality 6-9	January	3,903	7.94	February	4,142	8.15	March	3,627	8.36	April	921	8.02	May	1,014	7.72	Comply
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4.4.4	<p>Monitoring of mill water use per ton of FFB shall be recorded.</p>	<p>Hanau POM has kept the record of mill water use per ton of FFB process.</p> <p>Budget for water usage in 2018 is 0.80 M3/Ton FFB, record in January – June 2018 has shown:</p>	Comply																		

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Criterion / Indicator		Assessment Findings				Compliance																															
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Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate integrated Pest Management (IPM) techniques.																																					
4.5.1	Monitoring of Integrated Pest Management (IPM) plan implementation shall be available. - Major compliance -	<p>SOP control of pests and diseases is available in the document No. SOP/SMART/MCAR/VII/TA-HPT. The process includes activities in controlling pest detection, census, control recommendations, control and evaluation. The procedures include setting out of technique to be implemented, chemical to be used, locations to be applied, and time frame for implementation. It was observed that all IPM program has been performed based on determined schedule.</p> <p>Integrated Pest Management (IPM) Plan was documented in the Division Work Program Tasik Mas Estate and Hanau Estate 2018, consisted of:</p> <ul style="list-style-type: none"> - Detection of pests and diseases - Census of pests and disease - Planting and upkeep beneficial plant (host plant), e.g. <i>Turnera subulata</i>, <i>Antigonon leptopus</i> and <i>Casia cobanensis</i>. <p>IPM plan has include the following:</p> <ul style="list-style-type: none"> • Identification of potential pests and safe thresholds • The techniques used (cultural, biological, mechanical and physical methods) 				Comply																															

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> • The native species used as part of the biological control method • Reducing the use of chemicals over a period of time • No prophylactic use of pesticides • Minimization of pesticide use <p>Detection of leaf-eating caterpillar pests (UPDKS) was performed by rotation once a month. Plans and realization of early detection of pests and diseases was well documented. Based on Rekap Deteksi UPDKS period January to July 2018, it was observed that no leaf-eating caterpillar detected in Hanau Estate and Tanjung Paring Estate.</p> <p>Planting and upkeep of beneficial plant (host plant), e.g. <i>Turnera subulata</i>, <i>Antigonon leptopus</i> and <i>Casia cobanensis</i> were documented in Data Realisasi Rawat Tanaman Inang.</p> <p>Rodent (Rat) Census performed with rotation once in 3 months. Record Rekapitulasi Sensus Tikus Tahun 2018, described that census of rat has been performed in January and April 2018.</p> <p>It was observed that rat attack in Hanau Estate during January census was 1.64%, April 1.82%. The attack rate is under the threshold set at 5% so that there is no chemical control need. The company has implemented barn owl to control rat. Based last census of barn owl box (gupon), which is documented in Rekap Monitoring Gupon Tahun 2018 period July, described there is 146 active barn owl boxes in Hanau Estate.</p> <p>It was observed that rat attack in Tanjung Paring Estate during January 2018 census was 2%, April 3%. The attack rate is under the threshold set at 5% so that there is no chemical control need. The company has implemented barn owl to control rat. Based last census of barn owl box (gupon), which is documented in Rekap Monitoring Gupon Tahun 2018 period July, described there is 61 active barn owl boxes in Tanjung Paring Estate.</p> <p>It was observed that rat attack in Langadang Estate during January 2018 census was 2.24%, April 2.54%. The attack rate is under the threshold set at 5% so that there is no chemical control need. The company has implemented barn owl to control rat. Based last census of barn owl box (gupon), which is documented in Rekap Monitoring Gupon Tahun 2018 period July, described there is 22 active barn owl boxes in Langadang Estate.</p> <p>It was observed that rat attack in Tasik Mas Estate during January 2018 census was 1.50%, April</p>	

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Criterion / Indicator		Assessment Findings	Compliance
		1.36%. The attack rate is under the threshold set at 5% so that there is no chemical control need. The company has implemented barn owl to control rat. Based last census of barn owl box (gupon), which is documented in Rekap Monitoring Gupon Tahun 2018 period July, described there is 63 active barn owl boxes in Langadang Estate.	
4.5.2	Training records of Integrated Pest Management (IPM) shall be available. - Minor compliance –	The latest refreshment training of IPM performed in GOR Tasik Mas Estate to employee involved in IPM (assistant, group leader and worker who conduct IPM) of Tanjung Paring Estate, Langadang Estate, Tasik Mas and Hanau Estate on 31 May 2018. List of participant attendance and training material was evident. Total participant was 39 workers. Training delivered by SMARTRI dept. During field audit and interview with IPM workers, they were understood the IPM technique and implementation.	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 -	<p>The company has policy on safe use of chemical including pesticides which stated in GAR Social and Environment Policy, dated September 8th, 2015. The company has also established memorandum that the use of paraquat is prohibited. It was verified that no paraquat been used for weed control.</p> <p>The procedures SOP/SMART/MCAR/VII/TA-HPT (Pest and Disease Control) and SOP/SMART/MCAR/VIII/TA-PGM (Weed Control) has mentioned the use of selective products that are specific to target pests, weeds, or diseases and which have minimal effect on non-target species and measures to avoid the development of resistance (such as pesticide rotation) should be applied.</p> <p>The company only used approved and registered agrochemical, permitted by the relevant authority issued by The Pesticides Commission of the Agricultural Ministry of the Republic of Indonesia. As seen on the records, agrochemicals used by Hanau Estate, Tanjung paring Estate in 2018 were include the following:</p> <ul style="list-style-type: none"> • Roll Up 480 SL, active ingredient <i>Isopropilamina glifosat</i> 480 g/l (glifosat 365 g/l equivalent), license No. RI.01030120042133, valid until December 31st, 2018, Class U. • Erkatril 0.0375 BB, active ingredient <i>Kumatetrail</i> 0.0375%, license No. RI.01120120124451, valid 	Comply

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		<p>until October 6th, 2022, Class U.</p> <ul style="list-style-type: none"> • Erkaforon 20 WG, active ingredient <i>Metil Metsulfuron 20%</i>, license No. RI.01030120093530, valid until May 13th, 2020, Class U. • Rolifos 150 SL, active ingredient <i>Ammonium Glufosinate 150 g/l</i> (glufosinate active 137 g/l equivalent), license No. RI.01030120103683, valid until May 13th, 2020, Class 3. <p>Based on field observation, it was noted that there were no agrochemicals being used which were not registered during this audit.</p>																																				
4.6.2	<p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per Ha and number of applications) shall be available.</p> <p>- Major compliance -</p>	<p>Organization has defined a pesticide application program in the annual budget and annual work plan in each division. Appropriate dosage of herbicide use and the type of job rotations per year has been defined by organization in work program, i.e. Spraying circle and path three times a year using Roll Up + Erkaforon.</p> <p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per hectare and number of applications) have been provided.</p> <p>Pesticides used were well recorded in "Data Toxicity Pesticida". The documents were also recorded dosage of agrochemical use, target species.</p> <p>Volume of pesticide used by Hanau Estate for period June 2018 was Roll Up 480 SL: 35.50 litre, areal applied 267.81 Ha, and Erkaforon: 7.24 Kg, areal applied 155.74 Ha. To date June 2018, Roll Up: 1,221.93 litre, areal applied 9,608.68 Ha and Erkaforon: 53.48 Kg, areal applied 4,470.86 Ha.</p> <p>Below are the record of pesticide use in Hanau Estate 2018 to date June 2018:</p> <table border="1"> <thead> <tr> <th>Product Name</th> <th>Total area applied</th> <th>LD50 (mg/kg)</th> <th>% Active ingredients</th> <th>Total Application</th> <th>Total Active ingredients</th> <th>FFB production (ton)</th> </tr> </thead> <tbody> <tr> <td>Roll Up 480 SL</td> <td>7,935.09</td> <td>5,000</td> <td>0.41</td> <td>932.61</td> <td>382.37</td> <td>37,003.33</td> </tr> <tr> <td>Erkaforon 20 WG</td> <td>3,657.85</td> <td>5,000</td> <td>0.20</td> <td>61.80</td> <td>9.09</td> <td>37,003.33</td> </tr> <tr> <td>Rolifos 150 SL</td> <td>38.02</td> <td>2,000</td> <td>0.38</td> <td>51.25</td> <td>1.55</td> <td>37,003.33</td> </tr> <tr> <td>Erkatril 0.0375 BB</td> <td>-</td> <td>16,50</td> <td>0.00038</td> <td>0.00</td> <td>0.00</td> <td>37,003.33</td> </tr> </tbody> </table>	Product Name	Total area applied	LD50 (mg/kg)	% Active ingredients	Total Application	Total Active ingredients	FFB production (ton)	Roll Up 480 SL	7,935.09	5,000	0.41	932.61	382.37	37,003.33	Erkaforon 20 WG	3,657.85	5,000	0.20	61.80	9.09	37,003.33	Rolifos 150 SL	38.02	2,000	0.38	51.25	1.55	37,003.33	Erkatril 0.0375 BB	-	16,50	0.00038	0.00	0.00	37,003.33	Comply
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Erkatril 0.0375 BB	-	16,50	0.00038	0.00	0.00	42,838.98																																						
<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>The use of pesticides has been minimized as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. Use of pesticides in the field was always lower than the planned budget. It also shows the company's commitment to always reduce pesticide usage and give priority to the prevention of mechanical, biological and integrated pest management.</p> <p>There was no evidence of prophylactic use of pesticides, all pesticides only used for certain targets of weeds or pests accordance to the plan and best agriculture practice.</p> <p>Trend of pesticide use in Hanau Estate during last 3 years:</p> <table border="1" data-bbox="689 949 1525 1102"> <thead> <tr> <th rowspan="2">Type</th> <th colspan="3">Year</th> </tr> <tr> <th>2016</th> <th>2017</th> <th>2018</th> </tr> </thead> <tbody> <tr> <td>Rolifos</td> <td>-</td> <td>137.9</td> <td>51.25</td> </tr> <tr> <td>Roll up</td> <td>1,967.90</td> <td>2,070.7</td> <td>932.60</td> </tr> <tr> <td>Erkafuron</td> <td>88.29</td> <td>95.10</td> <td>61.80</td> </tr> </tbody> </table> <p>Trend of pesticide use in Tanjung Paring Estate during last 3 years:</p> <table border="1" data-bbox="689 1158 1525 1311"> <thead> <tr> <th rowspan="2">Type</th> <th colspan="3">Year</th> </tr> <tr> <th>2016</th> <th>2017</th> <th>2018</th> </tr> </thead> <tbody> <tr> <td>Rolifos</td> <td>760.64</td> <td>910.18</td> <td>230.36</td> </tr> <tr> <td>Roll up</td> <td>2,245.37</td> <td>1,713.66</td> <td>1,001.17</td> </tr> <tr> <td>Erkafuron</td> <td>120.72</td> <td>125.32</td> <td>187.86</td> </tr> </tbody> </table> <p>Trend of pesticide use in Langadang Estate during last 3 years:</p> <table border="1" data-bbox="689 1367 1525 1391"> <thead> <tr> <th>Type</th> <th>Year</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Type	Year			2016	2017	2018	Rolifos	-	137.9	51.25	Roll up	1,967.90	2,070.7	932.60	Erkafuron	88.29	95.10	61.80	Type	Year			2016	2017	2018	Rolifos	760.64	910.18	230.36	Roll up	2,245.37	1,713.66	1,001.17	Erkafuron	120.72	125.32	187.86	Type	Year			<p>Comply</p>
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Criterion / Indicator		Assessment Findings				Compliance
			2016	2017	2018	
		Rolifos	1,012.56	986.69	123.79	
		Roll up	819.56	779.27	429.27	
		Erkafuron	59.03	58.41	170.68	
		Trend of pesticide use in Tasik Mas Estate during last 3 years:				
		Type	Year			
			2016	2017	2018	
		Rolifos	45.00	-	15.05	
		Roll up	2,188.99	2,202.63	980.84	
		Erkafuron	99.95	95.26	85.49	
		Some action taken to minimize the herbicide usage was determined by 1 rotation using manual weeding and 2 rotation chemical by Controlled Dropped Application (CDA) using MHS (Micron Herbi Spraying).				
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 -	The company has policy on safe use of chemical including pesticides which stated in GAR Social and Environment Policy, dated September 8 th , 2015. The company has also established memorandum No. 032/PD/VIII/2016 that the use of paraquat is prohibited since beginning 2016. Based on table in indicator 4.6.3, it was verified that no paraquat dichloride (Rolixone) been used for weed control since 2016.				Comply

Criterion / Indicator	Assessment Findings	Compliance
<p>4.6.5 Evidence of pesticide application by trained person and in accordance with application guidelines in product label and storage guidelines shall be available. Appropriate safety equipment shall be provided and utilized. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7).</p> <p>- Major compliance -</p>	<p>Pesticides have been applied and handled by trained spraying workers who have received usage of limited pesticide training. Training was delivered annually by SMARTRI, Pesticides Commission and Pesticides Supplier, the latest training held on 28 February 2017 at Tasik Mas Estate to all spraying worker in Tasik Mas and Hanau Estate. Training record such as attendance list and training module were sighted. Training covered handling of pesticide concentrate and spraying method including pesticide hazard. Pesticides application and handling were continuously disseminated in morning briefing.</p> <p>Pesticides always applied in accordance with the product label and storage instruction. All spraying personnel have known well the target of each pesticide, e.g. <i>Glyphosate</i> is for narrow-leafs weeds, <i>Metil Metsulfuron</i> is for wide-leaf weeds.</p> <p>MSDS and hazard symbol label were provided at worksite nearby the agrochemicals. PPE for handling of chemicals were provided including boots, apron, safety glass, respiratory mask and hand gloves. The possible spill was managed, spill kit was provided in the area.</p> <p>Site visit in Tasik Mas Estate, Langadang Estate, Tanjung Paring Estate and Hanau Estate has been done to observe the spraying and pesticide application in field. Interview with spraying workers were evident that all of them has a good knowledge regarding the pesticide usage and its material usage and toxicity. All the workers has used the personal protective equipment meet with the safety rules and work instruction such as: Aprons, safety goggles, chemical mask, hand gloves (2 type: cotton inside and rubber outside) and safety shoes. All precautions attached to the products properly observed, applied, and understood by workers. All applications of agrochemicals were in accordance with the product label and storage instruction. MSDS of all product was understood by workers</p>	<p>Comply</p>
<p>4.6.6 Storage of pesticides shall be according to recognised best practices. All pesticides containers shall be properly managed according to the existing regulations and or instructions</p>	<p>SOP for pesticide storage has been provided. Pesticides are stored in the determined area separated from fertiliser and other chemicals. Pesticides storage is provided in Divisions as well as in central storage. Agrochemicals storage is locked areas with limited access. The storage is ventilated. MSDS and hazard symbol label are provided nearbyof pesticides. Emergency shower and eyewash are also provided to anticipate in case of an emergency of agrochemical handling. PPE for handling of pesticides are provided including boots, apron, safety glass, respiratory mask and hand gloves. The</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>enclosed on the containers (see criterion 5.3).</p> <p>- Major compliance -</p>	<p>possible spill is managed. Secondary containment is provided around the pesticides storage area. Spill kit is also provided in the area.</p> <p>All empty pesticides containers were triple rinsed and stored in the temporary storage of hazardous wastes. The jerrycans were reused to spraying activities, while bottles containers were returned to suppliers (PT Rolimex Kimia Nusamas). And managed by licensed transporter PT Maju Jaya Asri Utama and processor PT Wastec International Hazardous. PT Tapian Nadenggan cooperates in transporting with herbicide suppliers PT Rolimex Kimia Nusamas based on "Herbicide Used Cargo Transportation Agreement No.017/TPN-RKN/III/2017 dated 21 March 2017, valid until 20 May 2018. Delivery of ex pesticide/herbicide container were recorded in "Berita Acara". Sample verified for delivery dated 15 August 2017 from PT Tapian Nadenggan:</p> <ul style="list-style-type: none"> - Ex Roll Up container/jerrycan from Hanau Estate 44 pcs, Tasik Mas Estate 35 pcs, Tanjung Paring Estate 28 pcs, Langadang Estate 10 pcs. - Ex Rolifos container from Tanjung Paring Estate 15 pcs, Langadang Estate 8 pcs. - Ex Erkafuron from Hanau Estate 175 pcs, Tasik Mas Estate 124 pcs, Tanjung Paring Estate 155 pcs and Langadang Estate 65 pcs. <p>The incoming and outgoing of ex-agrochemical container is recorded in the "Logbook Neraca LB3". Monitoring results by August 2017 remaining 10 pcs ex Erkafuron, 3 pcs ex Rollup.</p>	
<p>4.6.7 Application of pesticides shall be by proven methods that minimize risk and negative impacts.</p> <p>- Minor compliance -</p>	<p>Mechanism for pesticide use and handling was documented in the procedure SOP/SMART/MCAR/VIII/TA-PGM and work instruction for Weeds control (IK/SMART/MCAR/VIII/TA-PGM/03). Training and dissemination on work instruction including risk and impacts of pesticide applications (Material safety data sheet) has been performed by organization on 28 February 2017 to all sprayers and chemical workers. Training and dissemination records were sighted.</p> <p>Personnel interviewed can clearly explain the type of work including work methods and goals, materials used (pesticides) including the dosage and danger, personal protective equipment and first aid. Several BKM of circle weeding spray using agrochemicals was sighted. It was noted that agrochemicals (roll up and erkafuron) use were approved and registered agrochemical.</p> <p>All the workers interviewed has used the personal protective equipment meet with the safety rules and work instruction such as: Aprons, safety goggles, chemical mask, hand gloves (2 type: cotton</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance
		inside and rubber outside) and safety shoes. All precautions attached to the products properly observed, applied, and understood by workers. Spraying tank and PPE (apron, cloth and mask) are washed by designated person in a designated area after use. Field observation conducted to the washing facility at Pondok 1 Hanau Estate. Water from washing activity are reused for the next spraying activity. There is no potential contamination observed. Person interview was understood her job and responsibility.	
4.6.8	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. - Major compliance -	Based on interview with auditee and field observation, there are no pesticides applied aerially in PT. Tapian Nadenggan, at all estate.	N/A
4.6.9	Evidence of training on handling pesticide for workers and scheme smallholder (if any) shall be available. - Minor compliance -	Agrochemicals have been applied and handled by trained spraying workers who have received usage of limited pesticide training. Training was delivered by Pesticide Commission of Agriculture Department and Man Power Department Kabupaten Seruyan and East Kotawaringin, Central Kalimantan Province and agrochemical supplier. Latest training for pesticides operator has been held on 26 May 2018 by SMARTRI in GOR Tasik Mas Estate. Evidence of training can be demonstrated, there were 59 pesticide operator in PT Tapian Nadenggan attend the training. There is no scheme smallholder associated to PT Tapian Nadenggan - Hanau.	Comply
4.6.10	Proof that pesticide waste has been handled as per legal regulations and understood by worker and manager, shall be	SOP for proper disposal of pesticide waste material was described in SOP/SMART/LEMS-EHSD/SADV/I/002 and IK/SMART/LEMS-EHSD/SADV/I/002/001 – Waste handling. Pesticide waste was reuse as mixing water for the next spraying activity. Ex pesticide container were returned to supplier, as evident in Berita Acara Serah Terima Eks Kemasan Agrochemical. On 8 March 2018 there	Comply

...making excellence a habit.™

Criterion / Indicator	Assessment Findings	Compliance																																				
<p>demonstrated. - Minor compliance -</p>	<p>has been returned ex pesticide container to PT Rolimex Kimia Nusamas as follow:</p> <table border="1" data-bbox="689 453 1865 852"> <thead> <tr> <th data-bbox="689 453 891 488">Material</th> <th colspan="5" data-bbox="891 453 1865 488">Number of container returned (pcs)</th> </tr> <tr> <th data-bbox="689 488 891 584"></th> <th data-bbox="891 488 1081 584">Hanau Estate</th> <th data-bbox="1081 488 1279 584">Tasik Mas Estate</th> <th data-bbox="1279 488 1473 584">Tanjung Paring Estate</th> <th data-bbox="1473 488 1668 584">Langadang Estate</th> <th data-bbox="1668 488 1865 584">Total</th> </tr> </thead> <tbody> <tr> <td data-bbox="689 584 891 651">Ex Rolixone container</td> <td data-bbox="891 584 1081 651">-</td> <td data-bbox="1081 584 1279 651">6</td> <td data-bbox="1279 584 1473 651">-</td> <td data-bbox="1473 584 1668 651">-</td> <td data-bbox="1668 584 1865 651">6</td> </tr> <tr> <td data-bbox="689 651 891 718">Ex Roll Up Container</td> <td data-bbox="891 651 1081 718">73</td> <td data-bbox="1081 651 1279 718">71</td> <td data-bbox="1279 651 1473 718">-</td> <td data-bbox="1473 651 1668 718">32</td> <td data-bbox="1668 651 1865 718">176</td> </tr> <tr> <td data-bbox="689 718 891 785">Ex Rolifos Container</td> <td data-bbox="891 718 1081 785">5</td> <td data-bbox="1081 718 1279 785">-</td> <td data-bbox="1279 718 1473 785">11</td> <td data-bbox="1473 718 1668 785">34</td> <td data-bbox="1668 718 1865 785">50</td> </tr> <tr> <td data-bbox="689 785 891 852">Ex Erkafuron Container</td> <td data-bbox="891 785 1081 852">266</td> <td data-bbox="1081 785 1279 852">370</td> <td data-bbox="1279 785 1473 852">518</td> <td data-bbox="1473 785 1668 852">587</td> <td data-bbox="1668 785 1865 852">1,741</td> </tr> </tbody> </table>	Material	Number of container returned (pcs)						Hanau Estate	Tasik Mas Estate	Tanjung Paring Estate	Langadang Estate	Total	Ex Rolixone container	-	6	-	-	6	Ex Roll Up Container	73	71	-	32	176	Ex Rolifos Container	5	-	11	34	50	Ex Erkafuron Container	266	370	518	587	1,741	
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<p>4.6.11 Annual medical records of pesticide operators, and follow-up treatment of medical results, shall be available. - Major compliance -</p>	<p>PT Tapian Nadenggan – Hanau POM has shown the record of medical check up for pesticide operator every six months and for fertilizing operator (annually). MCU has conducted by company doctor. Sample seen: Hanau Estate:</p> <ul style="list-style-type: none"> - “Data Hasil Pemeriksaan Spirometri” – conducted on 22-24 May 2018, was attended by 54 workers. The result shown OK (normal) and has communicated to all workers. - “Hasil Pemeriksaan Cholinestrace” – conducted on 11 June 2018 was attended by 47 workers. The resul shown OK (normal) and has communicated to all workers. - Workers were attending the MCU (spirometri and cholinesterase) consist of officially in chemical storage, spraying applicator, fertilizer applicator, supervisor for spraying and fertilizing. - General MCU - Formulir Pemeriksaan Kesehatan Berkala, dated 19th September 2017, namely Mr Sukma Nugraha. - General MCU - Formulir Rekapitulasi Hasil Pemeriksaan Kesehatan Bekala – month September 2017 was attended by 726 workers. The result of MCU has communicated to all employess 	<p>Comply</p>																																				

Criterion / Indicator		Assessment Findings	Compliance
		<p>Tasik Mas Estate:</p> <ul style="list-style-type: none"> – “Data Hasil Pemeriksaan Spirometri” – conducted on 18-21 June 2018, was attended by 81 workers. The result shown OK (normal) and has communicated to all workers. – “Hasil Pemeriksaan Cholinestrase” – conducted on 14 May 2018 was attended by 78 workers. The result shown OK (normal) and has communicated to all workers. 	
4.6.12	<p>Records shall be available to show that spraying is not conducted by pregnant or breast-feeding women.</p> <p>- Major compliance -</p>	<p>PT Tapian Nadenggan – Hanau POM has kept the record that spraying is not conducted by pregnant or breast-feeding women. The company has been conducting PP Test (pregnant test) every month. If any cases, the pregnant test result is positive</p> <p>Data verified:</p> <p><u>Hanau Estate:</u></p> <p>All of spraying operator are male, e.g: in division I (Mr Rachim Arsyad, Mr Ali, Mr Kemiso), in division II (Mr Maryono, Mr Tri Novanto), in division III (Mr Tajudin Nur, Mr Aris, Mr Atang Sutisna), in division IV (Mr Mustiko, Mr Kapi, Mr Madiono), in division V (Mr Edho Ardho, Mr Pipit Sutandi) and in division VI (Mr Mey Hendri, Mr Min Giwanto, Mr Hakim Faris, Mr Abdul Muklis).</p> <p><u>Tasik Mas Estate:</u></p> <ul style="list-style-type: none"> – “Cek Kehamilan Bagi Tenaga Kerja Semporn”, month June, May and April year 2018. There were no indicated on pregnant, e.g: Mrs Yemila Bara, Mrs Aslawiyah, Mrs Jayem, Mrs Sundriyah – Based on report of PP test in February 2018 there was an indicator of pregnant (positive result), namely Mrs SRS. Estate Manager has shown document of “Mutation Letter” from Mrs SRS to Kingdergarten per 28th March 2018 (record verified: Attended list in March 2018). 	Comply
<p>Criterion 4.7</p> <p>An occupational health and safety plan is documented, effectively communicated and implemented.</p>			
4.7.1	<p>A health and safety policy shall be in place. A health and safety plan shall be documented and implemented, and its effectiveness</p>	<p>There were no changes related to OHS Policy from previous assessment.</p> <p>PT Tapian Nadenggan has Occupational health and safety policy as in “Kebijakan Keselamatan dan Kesehatan Kerja” was approved (signed) by organization director on 1 November 2013; written in Bahasa Indonesia, the content of policy includes risk mitigation, regulation compliance and continual</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
<p>monitored. - Major compliance -</p>	<p>improvement. The policy was displayed at strategic locations of estate and mill and communicated to employees including contractor workers.</p> <p>The policy has communicated to all employee, e.g: Attendance list on socialization of OHS policy dated 30th January 2018, location in F-2.</p> <p>The policy was also displayed at in public board in each Division Office and Estate Office.</p> <p>PT Tapan Nadenggan has also prepared the procedure and work instruction related to OHS management system (to comply with PP 50 tahun 2012 – Sistem Manajemen Keselamatan dan Kesehatan Kerja), such as:</p> <ul style="list-style-type: none"> - Policy development and communication (SOP/SMART/HESS- EHSD/SADV/I/01) - Hazard identification and Risk assessment (SOP/SMART/HESS-EHSD/SADV/I/02) - OHS objectives and targets (SOP/SMART/HESS-EHSD/SADV/I/03) - OHS Programmes (SOP/SMART/HESS-EHSD/SADV/I/04) - Incident and occupational disease handling (SOP/SMART/HESS-EHSD/SADV/I/05) - Material handling (SOP/SMART/HESS-EHSD/SADV/I/06) - Design review (SOP/SMART/HESS-EHSD/SADV/I/07) - Infrastructures maintenance and changes (SOP/SMART/HESS-EHSD/SADV/I/08) - Lock out tag out (SOP/SMART/HESS-EHSD/SADV/I/009) - PPE Management (SOP/SMART/HESS-EHSD/SADV/I/010) - First aid (SOP/SMART/HESS-EHSD/SADV/I/011) - Health Measurement (SOP/SMART/HESS-EHSD/SADV/I/012) - Fire extinguisher (SOP/SMART/HESS-EHSD/SADV/I/013) - Hydrant utilization (SOP/SMART/HESS-EHSD/SADV/I/014) - Safe work permit (SOP/SMART/HESS-EHSD/SADV/I/015) - OHS Measurement and monitoring (SOP/SMART/HESS-EHSD/SADV/I/016) - OHS Management review (SOP/SMART/HESS-EHSD/SADV/I/017) 	

Criterion / Indicator	Assessment Findings	Compliance
	<p>The document of OHS Program available under "Program Kerja K3" was prepared on 22nd January 2018, such as:</p> <ul style="list-style-type: none"> - Review on Risk Assessment (ISBPR) -> planned on January and December 2018 - Evaluation of law, legal and other applicable requirement -> planned on January and July 2018 - OHS Meeting -> monthly - PPE program (providing, monitoring and inspection of PPE usage) -> monthly - Firs aid (monitoring on first aid kit and training for first aider) - Monitoring on OHS program -> planned in March and October 2018 - MCU (general and special) -> annually for general MCU and every six month for special MCU - Emergency response preparadeness - OHS inspection for contractor - OHS Internal Audit -> planned July 2018 - Report of OHS committee (P2K3) -> three months bases - Review on OHS management system -> December 2018 <p>The record of implementation the OHS Program available in indicator 4.7.2-4.7.7 below.</p>	
4.7.2	<p>A documented risk assessment shall be available and its implementation shall be recorded. - Major compliance -</p> <p>PT Tapan Nadenggan – Hanau Mill has established the procedure of risk assessment under Procedure of Hazard identification and Risk assessment (SOP/SMART/HESS-EHSD/SADV/I/02). <u>Hanau POM:</u> Hanau Mill has prepared the document of Risk Assessment as in "Identifikasi Sumber Bahaya Penilaian dan Pengendalian Resiko – IPBR", last review on 31th March 2018. The IPBR has covering for all activities such as for activities in weighright, grading of FFB, sterilizer station, thresher/tripler, pressing, nut kernel, clarification station, boiler station, warehouse, chemical storage, hazardous waste storage, laboratorium, office. <u>Hanau Estate:</u> Risk Assessment available under "Indentifikasi Sumber Bahaya Penilaian dan Pengendalian Resiko)"</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	last review on 8 th January 2018. The document has been covering for all activities in estate, e.g: handling pesticide, manuring, spraying, IPM, road maintenance, harvesting, warehouse, workshop, office,	
4.7.3	<p>Records of Occupational Health and Safety (OHS) program (see 4.8) and Personal Protective Equipment (PPE) training in accordance with the result of hazard identification and risk analysis shall be available to all workers.</p> <p>- Major compliance -</p> <p>PT Tapian Nadenggan – Hanu POM has demonstrated the record of implementation of OHS program (as explained in indicator 4.7.1).</p> <p>Data verified:</p> <p><u>Hanau Estate:</u></p> <ul style="list-style-type: none"> - Attendance list and photograp of PPE training/socialization for all workers, e.g: on 8th March 2018 location in F-2 was attended by 19 harvesters, on 5th February 2018 location in division VI was attended by 27 harvesters - Monitoring on PPE usage as in record “Formulir Inspeksi Ketidaksiplinan Pemakaian APD”, e.g: on 3rd July 2018 notes: All of employee has been using PPE (harvester, spraying). - “Monitoring on PPE condition”, e.g: dated 3rd July 2018 – harvester (helmet full face, boot shoes, gloves), spraying (helmet full face, rubber gloves, boot shoes, mask, apron) -> result good condition - Permit on Clinic “Izin Klinik dan Peyimpanan Obat” issued by Dinas Kesehatan Kabupaten Seruyan, number 445/1856/DINKES/IV/2015 tentang Izin Balai Pengobatan / Klinik PT Tapian Nadenggan Kecamatan Hanau, dated 30th April 2015 valid until 5 years. - SIP (Surat Izin Pratek Dokter Mandiri), nomor 503-A.12/04.009/DPMPSTSP/VII/2018, issued by DPMPSTSP Kabupaten Seruyan, namely Dr. Alboin Acrlo Senduk, dated 11 July 2018. - Clinic facilities consist of: 1 (one) doctor, 5 (five) paramedhis, 3 (three) ambulances and its each drivers - General MCU - Formulir Pemeriksaan Kesehatan Berkala, dated 19th September 2017, namely Mr Sukma Nugraha. - General MCU - Formulir Rekapitulasi Hasil Pemeriksaan Kesehatan Bekala – month September 2017 was attended by 726 workers. The result of MCU has communicated to all employess - List of certificates of competency for operator of heavy equipment, e.g: 	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> • License for operator of excavator (Lisensi K3 Pesawat Angkat dan Angku), nomor P.10.5778-OPK3-LT/PAA/XI/2015,namely Mr Dalmin, dated 20th November 2015, valid until 5 years • License for OHS election No Reg.18161/TK3-LIST/I/2018-PO, namely Mr Supriyadi, dated 29th January 2018, valid until 29th January 2021 • Certificate of Competence for Pabrication with qualitifation Las SMAW Pelat (2G), No. 28900 7212 05 0 0041990 2017,namely Mr M. Suhadi, dated 8th May 2017 valid until 3 years. – Record of Fire Drill, dated 27th October 2017, location in Pondok 3 Hanau Estate, was attended by 31 workers (emergency response team). Evidents seen: scenario, photograph, evaluation of simulation, attendance list. – List of facilities of emergency response month July 2018, e.g: flapper (10 units), Pulaski (10 units), fire rake (10 units), moleod rake (10 units), shovel (16 units), backpack pump (10 units), chainsaw (2 units), etc. The condition is good reported. – List of monitoring on first aid kit (portable fist aid), month July 2018 in division IV and division III – Monitoring on OHS implementation for contractors (transporter of FFB), evident seen: <ul style="list-style-type: none"> • Work Agreement number 016/HNAE/VI/18/AKT TBS betwen PT Tapan Nadenggan and Mr Noor Basyir, dated 25th June 2018 in chapter 7 mentioned that the contractor have to comply with company policy especially on OHS implementation such as on providing of PPE for it's workers. • Form on Contractor Evalutaion, e.g: no SPK 003/HNE/I/18/AKTTBS, dated 26th Mach 2018, the input of evaluation item is OHS aspect. – Report of Internal Audit on OHS management system has conducted on 22-28 March 2018, number report 06/PT.TN-KT1/INTA-SMK3/VI/2018, auditor team namely Mr Febriana Supritanti. Audit standard refer to PP no 50 tahun 2012 tentang Sistem Manajemen Kesehatan dan Keselamatan Kerja. The audit result was raised 12 minor non-conformities (NC) reported. All of minor NC has been followed up, the status is closed. <p><u>Tasik Mas Estate:</u></p> <ul style="list-style-type: none"> – Special medical check up was carried out as in "Data Hasil Pemeriksaan Audiometri" on 18th June 	

Criterion / Indicator	Assessment Findings	Compliance
	<p>201, attended by 7 workers (Generator operator). The result has shown OK (normal) and has communicated to all workers.</p> <p><u>Hanau POM:</u></p> <ul style="list-style-type: none"> - Special medical check up was carried out as in "Data Hasil Pemeriksaan Audiometri" on 7-12 March 2018, attended by 42 workers (operators). The result shown 2 workers in Clarification statium was indiocated "Sensorineural deaf" and "Conductive deaf". The company has been followed through advance check up to "RS Umum Murjani", the result is OK – Normal with advivi note thaty when be working in Cralification statsiun have to using PPE (ear muff and ear plug). Based on visit in POM Hanau (date 30th July 2018) auditor found all of the operator has been using PPE as in risk assessment required. 	
<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>PT Tapian Nadenggan – Hanau POM has appointed a person who responsible on OHS implementation and monitoring. The safety commite has defined in all estate and POM under P2K3 (Panitia Pembina Keselamatan dan Kesehatan Kerja).</p> <p>Sample seen:</p> <p><u>Langadang Estate:</u></p> <ul style="list-style-type: none"> - Safety Committee has established and approved by Manpower Agency under "Keputusan Kepala Dinas Tenaga Kerja Transmigrasi dan Pariwisata Kabupaten Seruyan, nomor 560/96/KEP/DISNAKERTRANSPAR/XII/2016 tentang Pengesahan Paniatia Pembinan Keselamatan dan Kesehatan Kerja (P2K3) dan Unit Penanggulangan Kebakaran di Tempat Kerja PT Tapian Nadenggan, dated 12th December 2016. - Appointment of OHS expert namely Mr Dana Wahyu Dewangga under "Keputusan Menteri Ketenagakerjaan RI nomor KEP.328/NAKER-BINWASK3/VI/2016 tentang Penunjukan Ahli Keselamatan dan Kesehatan Kerja Umum (AK3-Umum), dated 20th June 2016 valid until 3 years. - Record of periodical meeting on OHS issues, e.g: "Notulen Rapat P2K3 month July 2018 – dated 28 July 2018", agenda: review on OHS program month July 2018, review on report of accidents, review on PPE usage inspection, review on dry season (preventive on land fire); the meeting has attended by 20 workers. - Report on OHS performance (three months bases) to Manpower Agency in Central Kalimantan, 	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>e.g: Three month report of P2K3 for period April – June 2018, number of report: 007/LNGE-P2K3/DISNAKER/VII/2018, dated 18th July 2018. The report has achieved by Mr Iwan S (staff in Manpower Agency).</p> <p><u>Hanau POM:</u></p> <ul style="list-style-type: none"> - P2K3 has established and approved by Manpower Agency in Seruyan Regency under Surat Keputusan Kepala Dinas Tenaga Kerja Transmigrasi dan Pariwisata Kabuapten Seruyan nomor 560/98/KEP/DISNAKERTRANSPAR/XII/2016 tentang Pengesahan Panitia Pembina Keselamatan dan Kesehatan Kerja (P2K3) dan Unit Penanggulangan Kebakaran di Tempat Kerja PT Tapian Nadenggan – Hanau Mill, dated 12 December 2016. - Minute of Meeting P2K3 dated 26th July 2018, agenda: review on OHS program, - Three month Report of OHS performance for period April – June 2018, reported to Manpower Agency in Central Kalimantan dated 5th July 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 Tapian Nadenggan – Hanau POM has defined the procedure for emergency response under “SOP Kesiapsiagaan Tanggap Darurat Nomor: SOP/SMART/UMUMSADV/I/2005” dated 30 May 2014.</p> <p>The company has also established procedure on work accidents under “SOP Penanganan Kecelakaan dan Penyakit Akibat Kerja Nomor SOP/SMART/HESS-EHSD/SADV/I/2005” dated 1st July 2014.</p> <p>Emergency repson team has approved by Manpower Agency in Seruyan Regency under “Keputusan Kepala Dinas Tenaga Kerja Transmigrasi dan Pariwisata Kabupaten Seruyan, nomor 560/96/KEP/DISNAKERTRANSPAR/XII/2016 tentang Pengesahan Paniatia Pembinan Keselamatan dan Kesehatan Kerja (P2K3) dan Unit Penanggulangan Kebakaran di Tempat Kerja PT Tapian Nadenggan, dated 12th December 2016.</p> <p><u>Langgadang Estate:</u></p> <ul style="list-style-type: none"> - Record training for first aider was conducted on 13th April 2018, was attended by 45 workers. - License for first aider nomor: 566/170/WAS-KK/P3K/2017, namely mR Tuikman (supervisor for harversting), dated 18th August 2018 valid until 5 years. - Data of distribution of first aid kit, updated 30th April 2018. - Report on emergency response drill year 2018, was carried out in office front on 28th May 2018. 	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	Evident seen: scenario, attendance list, photograph, evaluation.	
4.7.6 All workers shall be provided with medical care, and covered by accident insurance (see criterion 6.5.3). - Minor compliance –	<p>PT Tapan Nadenggan – Hanau POM has been provided insurance to all workers including non-permanent worker. Insurance covered by BPJS, as mandated by government regulation. Medical checkup provided for all workers (not only for high-risk worker).</p> <p>The company has also been provided clinic for all workers. Referral are made to nearest hospital should the case is severe/critical. Medical check-up has been conducted for all workers all in LNGE, HNAE, TMSE and TPRE. The medical check-up including blood test, physical examination, audiometric test and spirometric test. Result of examination for worker is kept. Company also providing social and accident insurance in from BPJS Ketenagakerjaan – for all workers.</p> <p>Data verified:</p> <ul style="list-style-type: none"> - Payment record to BPJS Ketenagakerjaan (slip reference: 006864718), dated 13 July 2018, IDR XX,409,157;- covering for 287 workers in Langadan Estate (total workers is 287). - Payment record to BPJS Kesehatan (slip reference: 0068508088), dated 7 June 2018, IDR XX,590,300;- covering for 473 (all employee and number of dependent in Langadang Estate) - Transfer form to BPJS Ketenagakerjaan for worker of BHB and BHL, dated 13 July 2018, IDR xxx.536 	Comply
4.7.7 Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics. - Minor compliance	<p>PT Tapan Nadenggan – Hanau POM has kept the record of occupational injuries. The incident statistics include man-hours, lost time accident and Frequency rate (FR) and Severity rate (SR) were reported quarterly within a year to local authority (Seruyan Regent) by safety officer as presented below for each units:</p> <p><u>Langadang Estate:</u></p> <p>Record of occupational injuries available under “Rekapitulasi Laporan Kecelakaan Kerja”, for period January – July 2018 there was no accident reported.</p> <p><u>Tasik Mas Estate:</u></p> <p>Record of occupational injuries available under “Rekapitulasi Laporan Kecelakaan Kerja”, for period June 2017 – July 2018 there was no accident reported.</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<p><u>Hanau POM:</u></p> <p>Record of occupational injuries available under “Rekapitulasi Laporan Kecelakaan Kerja”, for period January - July 2018 there was 2 accidents reported, total lost time by accident is 25 mandays. Record related to 2 accidents, i.e:</p> <ul style="list-style-type: none"> - “Laporan Inverstigasi Kecelakaan Kerja dan Keadaan Darurat, namely Mr FM dated 28th February 2018. The recommendation has been followed up. Record available as evident. - “Laporan Inverstigasi Kecelakaan Kerja dan Keadaan Darurat, namely Mr AS dated 24th April 2018. The recommendation has been followed up. Record available as evident. 	
<p>Criterion 4.8 All staff, workers, smallholders and contract workers are appropriately trained.</p>			
4.8.1	<p>Records of training program related to the aspects of RSPO Principles and Criteria shall be available.</p> <p>- Major compliance -</p>	<p>PT Tapian Nadenggan – Hanau POM has prepared procedure for training development under SOP Training Pengembangan Sumber Daya Manusia nomor SOP/SMART/UMU/SADV/I/003, revision 00 dated 1st July 2013.</p> <p>The training needs identified appear sufficient and complete, this including training needs identification to all employees level based on their competence needed related to OHS, environmental, social, training required by regulations, training related to operation of Mill and Estates.</p> <p>All functions and levels included contract employees within the organisation were covered by the training programme.</p> <p>Data verified:</p> <ul style="list-style-type: none"> - Matric on identification of personal competency under form nomor: F/SMART/UMUM/SADV/003/001, consist of: Agronomy Unit Head, Assistant Division, Supervisor (manuring, spraying and harversting), mechanic and administration - Identification on Training Need under form nomor: F/SMART/SADV/003/002, e.g: Langadang Estate. - Training program available under “Program dan Realisasi Training tahun 2018”, such as: 	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> • Training for first aider -> planned in April 2018 • Training for operator of LSU (leaf survey unit) and SSU (soil survey unit) -> planned in April 2018 • Training on IPM (integrated pest management) -> planned in March 2018 • Training of HCV -> planned on January 2018 • Training on hazardous waste management -> planned in May 2018 • Training on prevention of land fire and forest fire -> planned in August 2018 • Training on risk assessment -> planned in April 2018. • Training on peat soil management -> planned in August 2018 <p>– Record of implementation of training program year 2018, such as:</p> <ul style="list-style-type: none"> • Record training for first aider was conducted on 13th April 2018, was attended by 45 workers. • Record training on HCV was conducted on 2nd January 2018, location in Mess of Tasik Mas Estate, was attended by 18 workers • Record training on hazardous waste management conducted on 12 May 2018, was attended by 29 workers. • Training on risk assessment, was conducted on 17th May 2018, attended by 13 workers • Training for operator of LSU and SSU was conducted on 4th April 2018, attended by 6 workers • Training on peat management was conducted on 5th April 2018, was attended by 25 workers • Refresh training on RSPO was conducted on 16th February 2018, was attended by 30 workers. 	
4.8.2	<p>Records of training for each employee shall be maintained. - Minor compliance –</p> <p>PT Tapan Nadenggan – Hanau POM has kept three records of personal data training for each employee as in "Catatan Pelatihan Tenaga Kerja", Data verified:</p> <p>– Namely Mr Jhony (foreman of spraying team), list of training records e.g: Training on limited pesticide handling (March 2015), training of first aid (June 2015), training of first aid (June</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<p>2016), training on pest management (February 2017), training of first aid (January 2017), training on integrated of pest management (May 2018), training of first aid (april 2018).</p> <ul style="list-style-type: none"> - Namely Mr Hagai S (chemical storage officer), list of training record, e.g: training of Training on limited pesticide handling (March 2015), training of first aid (June 2015), training of first aid (June 2016), training of first aid (April 2018), training on hazardous waste management (May 2018) - Namely Mr Anton (head of mechanic include PIC for hazardous waste handling), list of training record: training for welder (December 2010), training of first aid (December 2011), training on handling of hazardous waste (December 2011), training of first aid (June 2015), training of first aid (June 2016), training of first aid (January 2017), 	
Principle 5: Environmental responsibility and conservation of natural resources and biodiversity			
Criterion 5.1			
Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			
5.1.1	<p>Environmental impact assessment document(s) shall be available.</p> <p>- Major compliance -</p>	<p>PT Tapian Nadenggan – Hanau POM has demonstrated the document of environmental impact analysis under “Analisis Dampak Lingkungan Hidup -ANDAL, Pembangunan Perkebunan dan Pabrik Pengolahan Kelapa Sawit” that was approved by Governor of Central Kalimantan as in “Surat Keputusan Gubernur Kalimantan Tengah nommor 430 tahun 2006”, dated 22 December 2006 for PT. Tapian Nadenggan. Total area covered: 17,062 Ha.</p> <p>Within document of ANDAL (including “Rencana Kelola Lingkungan – Rencana Pemantauan Lingkungan; RKL-RPL”) there were identified the environment impact consist of activities of:</p> <ul style="list-style-type: none"> - Building new roads, processing mills or other infrastructure; - Putting in drainage or irrigation systems; - Replanting and/or expansion of planting areas; - Management of mill effluents; - Clearing of remaining natural vegetation; 	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Management of pests and diseases palms by controlled burning <p>Environmental impact assessment was conducted through regular environmental monitoring, there were 5 issues, e.g:</p> <ul style="list-style-type: none"> - Micro climate - Air quality - Surface water quality - Water biota - Community perception <p>In addition there were has identified the other issues to monitoring, e.g:</p> <ul style="list-style-type: none"> - Soil quality - Hazardous waste management - Feat soil management - Vegetation and wildlife <p>The environmental impact analysis documented in ANDAL, RKL RPL included consultation with relevant stakeholders to identify impacts and to develop any mitigation measures.</p> <p>Implementation of Rencana Kelola Lingkungan – Rencana Pemantauan Lingkungan; RKL-RPL were reported regulary (every six months) to government (explained in indicator 5.1.2 and 5.1.3)</p> <p>Data verified:</p> <p>Report of RKL-RPL for 2nd semester year 2017 (report 1st semester year 2018 still in progress) was sent to Dinas Lingkungan Hidup Propinsi Kalimantan Tengah (received by Staff of DLH namely Mr Wangumdi dated 2nd March 2018); the report has also sent to Dinas Ketahanan Pangan dan Pertanian Kabupaten Seruyan (received by Staff of DKPP, namely Mr Haryanto dated 27th February 2018).</p>	
5.1.2	<p>Environment management plan document to prevent negative impacts, its implementation report</p> <p>PT Tapian Nadenggan – Hanau Mill has prepared the documeny of environment management plan to prevemyt negative impact under “RPL-Rencana Pemantauan Lingkungan and RPL-Rencana Pemantauan Lingkungan”. The document has been approved by Governor Kalimantan Tengah</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
<p>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>Nomor 430 Tahun 2006 dated 21 December 2006.</p> <p>Based on document, the environmental management plan consist of:</p> <ul style="list-style-type: none"> - Micro climate; the monitoring performed in order to prevent negative impact of micro climate change. - Air quality; the management performed in order to prevent and control the air quality to comply with PP No. 41 year 1999. - Surface water quality; the management performed in order to prevent and control the physic and chemist quality of surface water comply to PP Nomor 82 tahun 2001. - Water biota; the management performed in order to prevent and control the negative impact of water biota degradation causing by upkeep activity, waste management, and land application. - Community perception; the management performed in order to prevent and control the negative perception and potential conflict from community against employee recruitment process. <p>Implementation of Rencana Kelola Lingkungan – Rencana Pemantauan Lingkungan; RKL-RPL were reported regulary (every six months) to government. In detail, the record provided in indicator 5.1.3</p> <p>The organization has appointed a person on responsible to ensure the implementation of environment management plan, namely Mr Kristi Wibowo (assistant in Division II), based on Letter number 01/SPO/07/2016, dated 4th July 2016 tentang penunjukan sebagai PIC Lingkungan.</p>	
<p>5.1.3 Environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) shall be available. This plan is reviewed on two-yearly basis.</p> <p>- Minor compliance –</p>	<p>PT Tapan Nadenggan – Hanau has been monitoring the environment plan under document of Report of "Rencana Kelola Lingkungan – Rencana Pemantauan Lingkungan RKL-RPL were reported regulary (every six months) to government.</p> <p>Data verified:</p> <p>The record of environmental monitoring plan (based on report of RKL-RPL for 2nd semester 2017), such as:</p> <ul style="list-style-type: none"> - Micro climate monitoring, consist of temperature, humidity and rain fall. In 2017, the result shown: 	<p>Comply</p>

Criterion / Indicator	Assessment Findings				Compliance																																																									
	<table border="1" data-bbox="734 411 1579 986"> <thead> <tr> <th data-bbox="734 411 958 507">Month</th> <th data-bbox="958 411 1198 507">Temperature (°C)</th> <th data-bbox="1198 411 1377 507">Humidity (%)</th> <th data-bbox="1377 411 1579 507">Rain fall (mL/month)</th> </tr> </thead> <tbody> <tr> <td colspan="4" data-bbox="734 507 1579 544">2017</td> </tr> <tr> <td data-bbox="734 544 958 580">July</td> <td data-bbox="958 544 1198 580">90.51</td> <td data-bbox="1198 544 1377 580">26.1</td> <td data-bbox="1377 544 1579 580">186</td> </tr> <tr> <td data-bbox="734 580 958 617">August</td> <td data-bbox="958 580 1198 617">90.5</td> <td data-bbox="1198 580 1377 617">26.19</td> <td data-bbox="1377 580 1579 617">154</td> </tr> <tr> <td data-bbox="734 617 958 654">September</td> <td data-bbox="958 617 1198 654">88.4</td> <td data-bbox="1198 617 1377 654">26.88</td> <td data-bbox="1377 617 1579 654">186</td> </tr> <tr> <td data-bbox="734 654 958 691">October</td> <td data-bbox="958 654 1198 691">88.98</td> <td data-bbox="1198 654 1377 691">26.96</td> <td data-bbox="1377 654 1579 691">194</td> </tr> <tr> <td data-bbox="734 691 958 727">November</td> <td data-bbox="958 691 1198 727">90.26</td> <td data-bbox="1198 691 1377 727">26.77</td> <td data-bbox="1377 691 1579 727">212</td> </tr> <tr> <td data-bbox="734 727 958 764">December</td> <td data-bbox="958 727 1198 764">89.72</td> <td data-bbox="1198 727 1377 764">26.69</td> <td data-bbox="1377 727 1579 764">301</td> </tr> <tr> <td colspan="4" data-bbox="734 764 1579 801">2018</td> </tr> <tr> <td data-bbox="734 801 958 837">January</td> <td data-bbox="958 801 1198 837">213.5</td> <td data-bbox="1198 801 1377 837">26.5</td> <td data-bbox="1377 801 1579 837">90.16</td> </tr> <tr> <td data-bbox="734 837 958 874">February</td> <td data-bbox="958 837 1198 874">311</td> <td data-bbox="1198 837 1377 874">26.91</td> <td data-bbox="1377 837 1579 874">88.48</td> </tr> <tr> <td data-bbox="734 874 958 911">March</td> <td data-bbox="958 874 1198 911">384.5</td> <td data-bbox="1198 874 1377 911">26.69</td> <td data-bbox="1377 874 1579 911">88.75</td> </tr> <tr> <td data-bbox="734 911 958 948">April</td> <td data-bbox="958 911 1198 948">375.5</td> <td data-bbox="1198 911 1377 948">26.90</td> <td data-bbox="1377 911 1579 948">89.88</td> </tr> <tr> <td data-bbox="734 948 958 984">May</td> <td data-bbox="958 948 1198 984">249.5</td> <td data-bbox="1198 948 1377 984">26.93</td> <td data-bbox="1377 948 1579 984">91.19</td> </tr> <tr> <td data-bbox="734 984 958 1021">June</td> <td data-bbox="958 984 1198 1021">46</td> <td data-bbox="1198 984 1377 1021">26.84</td> <td data-bbox="1377 984 1579 1021">89.56</td> </tr> </tbody> </table> <p data-bbox="734 997 1899 1061">The result has evaluated and in generally shown good: temperature (25<T<27 is very good), humidity (>80% is very good) and rain fall shown highly (128.4 - 387.2)</p> <ul data-bbox="674 1069 1899 1386" style="list-style-type: none"> - Water biota monitoring has performed in 6 water ways by Testing Laboratory – PT Mutu Agung Lestari, location in Langadang river, Mandiasu river, Pasipu river, Tarus river and Palembang river, record seen: <ul style="list-style-type: none"> • Report of testing no 9057/SL/X/17, tested for Plankton (phytoplankton) in Mandiasu river, dated 11th November 2017 • Report of Testing no 9055/SL/X/17, tested for benthos (gastropoda) in Mandiasu river, dated 11th November 2017 - Air quality monitoring has performed every six months by Testing Laboratory – PT Mutu Agung Lestari, record seen: 	Month	Temperature (°C)	Humidity (%)	Rain fall (mL/month)	2017				July	90.51	26.1	186	August	90.5	26.19	154	September	88.4	26.88	186	October	88.98	26.96	194	November	90.26	26.77	212	December	89.72	26.69	301	2018				January	213.5	26.5	90.16	February	311	26.91	88.48	March	384.5	26.69	88.75	April	375.5	26.90	89.88	May	249.5	26.93	91.19	June	46	26.84	89.56	
Month	Temperature (°C)	Humidity (%)	Rain fall (mL/month)																																																											
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November	90.26	26.77	212																																																											
December	89.72	26.69	301																																																											
2018																																																														
January	213.5	26.5	90.16																																																											
February	311	26.91	88.48																																																											
March	384.5	26.69	88.75																																																											
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June	46	26.84	89.56																																																											

Criterion / Indicator	Assessment Findings	Compliance														
	<ul style="list-style-type: none"> • Report of testing no 9038/SL/X/17, testing for physic and chemical of air quality at Genset no 6 in Hanau POM, dated 11th November 2017. The result was complied with PermenLH nomor 21 tahun 2008. • Report of testing no 9045/SL/X/17, testing for physic, chemical and noise of air quality in emplacement area, dated 11th November 2018. The result were complied with PermenLH PP RI no 41 tahun 1999 and KepmenLH no 48 tahun 1996. <p>– Surface water quality monitoring in 6 rivers each semester by Testing Laboratory – PT Mutu Agung Lestari, record seen:</p> <ul style="list-style-type: none"> • Report of testing no 9050/SL/X/17 testing for physic, chemical and microbiology of surface water quality in downstream of Langadang river, dated 11th November 2017, the result was complied with PP RI nomor 82 tahun 2001 kelas II • Report of testing no 9053/SL/X/2017, testing for physic, chemical and microbiology of surface water quality in upper course of Mandiasu river, dated 11th November 2017, the result was complied with PP RI nomor 82 tahun 2001 kelas II <p>– Community perception monitoring performed every six months. The implementation has shown in work opportunities for local communities, recruitment process with tranparancy.</p> <p>Total of local workers in PT Tapan Nadenggan year 2017, such as:</p> <table border="1" data-bbox="734 1018 1357 1257"> <thead> <tr> <th>Estate</th> <th>Local workers</th> </tr> </thead> <tbody> <tr> <td>Hanau POM</td> <td>51</td> </tr> <tr> <td>Hanau estate</td> <td>133</td> </tr> <tr> <td>Tasik mas estate</td> <td>75</td> </tr> <tr> <td>Tanjung paring estate</td> <td>241</td> </tr> <tr> <td>Langadang estate</td> <td>82</td> </tr> <tr> <td>Total</td> <td>582</td> </tr> </tbody> </table> <p>PT Tapan Nadenggan – Hanau POM has prepared the procedure for identifying environmental aspect and evaluating its impact. The result of environmental aspect and impact identification and evaluation was documented. As required by the procedure, the information of environmental is reviewed and updated regularly. Last review and update of environmental aspect and impact register</p>	Estate	Local workers	Hanau POM	51	Hanau estate	133	Tasik mas estate	75	Tanjung paring estate	241	Langadang estate	82	Total	582	
Estate	Local workers															
Hanau POM	51															
Hanau estate	133															
Tasik mas estate	75															
Tanjung paring estate	241															
Langadang estate	82															
Total	582															

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Criterion / Indicator	Assessment Findings	Compliance
	was performed in January 2018.	
<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 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 has been conducted in Hanau Estate, Tanjung Paring Estate, Tasik Mas Estate and Langadang Estate by Biodiversity and Conservation Section of Sustainability Division SMART group:</p> <ul style="list-style-type: none"> - In August 2010 : Field Survey - 16 Agustus 2010 : Presentage of Survey result to management PT. Tapian Nadenggan. - Peer review by RSPO accredited HCV assessor Mr. Siswoyo (Independent HCV Consultant) on Januari 2011. - 25 March 2011: Public consultation HCV, attended by 39 person comprise of staff PT. Tapian Nadegan, Leader BPD Tanjung paring, Sekdes Makarti Jaya, Kades Panimbu Raya, P. Hulu I & II, Sandul, Derangga, Tj. Hara, Medang sari, Community representative Medang sari, Sekcam Hanau, Sub BU Kecamatan Batu Ampar, etc. <p>Assessment has been conducted and cover the following:</p> <ul style="list-style-type: none"> • Presence of protected areas that could be significantly affected by the grower or miller; • Conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of rare, threatened, or endangered (RTE) species that could be significantly affected by the grower or miller. <p>Identification of HCV habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower or miller; HCV assessment performed by a qualified HCV assessor i.e:</p> <ul style="list-style-type: none"> - Norman Faried (Team cordinator – Ecology and mapping) - Firmansyah (wildlife ecology and environmental services) - Ridho Farianto (flora/plant ecology and environmental services) - Tomi Hendartomo (social) 	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>- Yosaphat AR (social)</p> <p>HCV assessment performed in consultation with relevant stakeholders as described above. Public consultation HCV assessment with relevant government bodies was held as well on 28 October 2014. Evidence of consultation and minutes of public consultation can be demonstrated.</p> <p>HCV assessment also include checking of available biological records and include both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).</p> <p>Methodology of assessment using a toolkit of HCV 2008, implementation of the assessment consists of: Secondary data collection, field survey, mapping and landscape, Assessment of fauna aspect with a rapid assessment (direct observation, interviews with the parties), assessment of flora aspects (direct survey and interview), assessment of socio-economic and cultural aspects (interviews and direct observation at selected sites), analysis and mapping.</p> <p>All HCV identified was mapped with scale 1: 50,000 in Hanau estate, 1: 40,000 in Langadang Estate, 1 : 50,000 in Tanjung Paring Estate and 1 : 50,000 in Tasik Mas Estate,</p>	
5.2.2	<p>Where rare, threatened or endangered (RTE) species and or other HCVs are present or affected by the plantation and mill operations, an appropriate measures that are expected to maintain or enhance them shall be implemented through a management plan.</p> <p>- Major compliance -</p> <p>HCV assessment results showed that in the plantation area of Hanau Estate, Tanjung Paring Estate, Tasik Mas Estate and Langadang Estate were identified several areas of HCV. Total HCV area identified in PT Tapian Nadenggan was 1,366.612 ha.</p> <p>In Hanau Estate there were identified HCV area as wide as 375.87 ha consist of:</p> <ul style="list-style-type: none"> - HCV 1.1 & 4.1: Riparian Palembang (35.80 ha), Riparina Ulin (28.81 ha), Riparian Kuning (13.46 ha), Riparian Pasipu (75.74 ha), Riparian Nahambau (39,90 ha), Riparian Bakung (14.32 ha), fresh water swamp 1 (2.45 ha), fresh water swamp 2 (23.58 ha), fresh water swamp 3 (25.44 ha), fresh water swamp 4 (78.33 ha), fresh water swamp 5 (38.04 ha) - HCV 1.2: Identified protected species Raja udang meninting (Alcedo meninting), Macan akar (Felis bengalensis)-Protected by PP No 7 tahun 1999 and CITES Apendix I <p>In Tanjung Paring Estate there were identified HCV area as wide as 351.16 ha consist of:</p> <ul style="list-style-type: none"> - HCV 1.1, 3 & 4.1:riparian Kantin (21.85 ha), riparian Mandi Asu (96.95 ha), riparian Blok T (22.36 ha),reservoir (6.59 ha), fresh water swamp (89.88 ha), peatlands (15.44 ha), peatland forest (84.54 ha), Tarus river (12.55 ha). 	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - HCV 1.2: Identified protected species Meranti merah (<i>Shorea pinanga</i>), Meranti rawa (<i>Shorea balangeran</i>), Kantung semar (<i>Nepenthes sp.</i>), Burung raja udang meninting (<i>Alcedo meninting</i>), Macan akar (<i>Felis bengalensis</i>), Beruang (<i>Helarctos malayanus</i>), Burung toing (<i>Gracula religiosa</i>) - Protected by PP No 7 tahun 1999 and CITES Appendix I - HCV 6. Cemetery (1.0 ha) <p>In Langadang Estate there were identified HCV area as wide as 242.12 consist of:</p> <ul style="list-style-type: none"> - HCV 1.1 : Langadang 1 Riparian (52.18 ha), Langadang 2 Riparian (20.87 ha), Langadang 3 Riparian (45.03 ha), Langadang 4 Riparian (11.82 ha) - HCV 1.2 : Identified protected species Raja udang meninting (<i>Alcedo meninting</i>), Macan akar (<i>Felis bengalensis</i>), Meranti merah (<i>Shorea pinanga</i>), Meranti rawa (<i>Shorea belangeran</i>) - Protected by PP No 7 tahun 1999 and CITES Appendix I - HCV 3 : Peat Swamp forest ecosystem (106.82 ha) - HCV 4.1 : Langadang 1 Riparian (52.18 ha), Langadang 2 Riparian (20.87 ha), Langadang 3 Riparian (45.03 ha), Langadang 4 Riparian (11.82 ha), wetland/fresh water swamp (5.4 ha), Peat swamp forest ecosystem (106.82 ha) <p>HCV area in Langadang Estate were decrease, according to "Laporan Identifikasi Nilai Konservasi Tinggi" langadang Estate 2011, total area HCV was 245.81 ha however the result of measurement and monitoring semester II 2017 stated that HCV area Langadang Estate was 242.12 ha. There was a decrease in Rawa air Tawar from 9.09 ha become 5.40 ha. The explanantion is because of the changing of Estate map of LNGE whereby impact to Peat area of HCV.</p> <p>In Tasik Mas Estate there were identified HCV area as wide as 397.462 ha consist of:</p> <ul style="list-style-type: none"> - HCV 1.1 : Tarus 1 Riparian (77.95 ha), Tarus 2 Riparian (68.36 ha), Palembang Riparian (14.26 ha), SS Blok P (15.46 ha), Blok N Riparian (30.36 ha), water springs area (1 ha) - HCV 1.2 : Kangkareng hitam (<i>Anthracoseros malayanus</i>), Burung raja udang meninting (<i>Alcedo meninting</i>), macan akar (<i>Felis bengalensis</i>), monyet ekor panjang (<i>Macaca fascicularis</i>) - HCV 1.3 : Fresh water swamp/wetland (78.03 ha) - HCV 4.1 : Riparian and water catchment area (78.3 ha), spring water and water catchment area 	

Criterion / Indicator	Assessment Findings	Compliance
	<p>(112.04 ha)</p> <ul style="list-style-type: none"> - HCV 6 : Cemetry (7 cemetry 0.002 ha) <p>In Tanjung Paring Estate there were identified HCV area as wide as 351.16 ha consist of:</p> <ul style="list-style-type: none"> - HCV 1.1 & 4.1: Katin riparian (21.85 ha), Mandiasu riparian (96.95 ha), Tarus riparian (12.55 ha), Blok T riparian (22.36 ha), water dam/lake (6.59 ha), - HCV 3: Peat land area (84.54 ha) - HCV 4.1: Fresh water swamp (89.88 ha), Peta land area (15.44 ha) - HCV 6: Cemetry (1 ha) <p>There is a changing of HCV area compare to year 2017, because the discrepancy between actual area with identification report. The changing is: in LNGE freh water swanp 9.09 ha become 5.40 ha based on actual measurement, in other side there was an increasing of HCV area in Tanjung Paring Estate 12.55 ha as Tarus riparian.</p> <p>Some of HCV area identified are planted area as much as 696.34 ha because the HCV assessment was conducted on 2010 while the plantation has been established since 1995. However Pt Tapian Nadenggan has manage and conserve the HCV in planted area according to HCV management and monitoring plan as explain below.</p> <p>Estate has established the management plan to maintain and/or enhance High conservation value area. HCV management and monitoring plan described measures taken for each HCV and its monitoring. Relevant laws were taken into account for determining appropriate measure including UU #5/1990 about Natural resources conservation, PP#7/1999 about List of protected plan and wildlife, Kepres #32/1990, and PP26/2008 Management plan consist of :</p> <p>Management plan HCV 2018 PT Tapian Nadenggan consist of :</p> <ul style="list-style-type: none"> • Placement, maintenance and monitoring of warning boards and boundary markers. The HCV warning board were available in each HCV area. There are 18 poles boundary markers in Hanau Estate, 45 poles boundary marker in Tanjung Paring Estate, 41 poles boundary marker in Langadang Estate, 94 poles boundary marker in Tasik Mas Estate. Warning board and poles maintain each 3 month, maps of poles and geographis coordinate were available. 	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> • Riparian rehabilitation and enhancement. Planting of Trembesi (<i>Samanea saman</i>) and Sengon (<i>Paraserianthe falcataria</i>) at Riparian zone. Evidence of restoration were available, for example in Hanau Estate planting of Sengon (<i>Paraserianthes falcataria</i>) 4 trees and Trembesi (<i>Samanea saman</i>) 3 trees on 24 February 2018; In Tanjung Paring Estate Angsana, Vetiver grass and Guatemala grass were found in the riparian area. In Langadang Estate during February in division 1 – 3 riparian of langadang river were planted 230 trees of Angsana (<i>Pterocarpus indicus</i>); In Tasik Mas Estate were planted 29 trees of Angsana (<i>Pterocarpus indicus</i>) at riparian of tarus and palembang river. • Dissemination of information on how to manage and conserve the HCV area and RTE species conservation to employees, contractors and the public/local community. • Placement for HCV sign board, protected species information and posters • HCV patrol and monitoring. Patrol conducted each weeks by Patrol team consist of security team, evidence of patrol can be demonstrated, latest monitoring conducted on First Week September 2017. Monitoring areal HCV performed each 3 month, latest monitoring in July 2018 was in good condition and no disturbance in Hanau Estate, Tanjung Paring Estate, Langadang Estate andTasik mas Estate. • Management and monitoring all riparian condition (HCV area utilization, management activities, rehabilitation, HCV conditions, the effectiveness of management activities, the level of threat and the condition of land cover). • Management and monitoring of springs/water source, peat swamp forest • Management and Monitoring of protected wildlife/animal. <p>The measures contained in the management plan actively implemented to maintain and/or enhance HCV values. During audit, record of HCV management implementation was sighted. Monitoring activities was well conducted. Its records was documented and sighted. HCV management and monitoring report was indicated that management implementation was effective. During field observation to HCV area in Hanau Estate, Tanjung Paring Estate, and Langadang Estate, it was confirmed that Managemet Plan was performed, e.g. warning and HCV signboard are well sight and maintained, vetiver grass are well grown, no damage to HCV areas occurred, etc.</p>	

Criterion / Indicator		Assessment Findings	Compliance
		Company has SOP Pengelolaan dan Pemantauan NKT (HCV) SOP/SMART/BCOS-EHSD/SADV/I/002 dated 30 May 2014 as a guidance to manage and monitoring the HCV area.	
5.2.3	<p>Program(s) to socialize the status of protected, rare, threatened or endangered (RTE) to all workers shall be available, including records of appropriate sanction disciplinary measures to any individual working for the company who is found to capture, harm, collect or kill these species.</p> <p>- Minor compliance –</p>	<p>PT Tapian Nadenggan has a program to regularly educate the workforce about the status of the RTE species, to socialize the HCV and give the awareness both internally to all workers and externally to surrounding community. Internal socialization to all workers conducted each semester and socialization to surrounding community conducted once a year. Latest socialization to all workers conducted in 3 – 7 July in Hanau Estate (Division I – VI), on 28 February 2018 in Tanjung Paring Estate, on 29 January – 1 February 2018 in Langadang Estate and on 7 April 2018 in Tasik Mas Estate. Socialization to surrounding community conducted on 11 February 2017 in Pembuang Hulu Village, on 25 – 28 May 2017 to all contractor/supplier including FFB supplier. Evidence of socialization can be demonstrated such as minutes of socialization and attendant list.</p> <p>Socialization and awareness related to RTE species conservation and protection also performed by organization to local people/community, for example socialization on 5 March 2018 to Kelompok Tani surrounding Hanau Estate, on 23 February 2018 to local people Pembuang Hulu Village, on 4 July 2018 to Koramil and Kecamatan Hanau, on 28 february 2018 to Tanjung Rangas Village, on 30 January 2018 to local community Kalang Village. On 2 february 2017 in Tanjung Paring Village.</p> <p>Organization has a policies or rules to protect RTE species based on UU No.5 / 1990. Penalties under the UU No.5 / 1990 "person who deliberately capture, injure, kill, keep, possess, maintain, transport, and trade in protected animals alive or dead can shall be punished with imprisonment of 5 years and a maximum fine IDR 100.000.000, - (one hundred million). Penalties were communicated directly to all employees and the local community during HCV socialization and through the HCV signboards and warnings board.</p>	Comply
5.2.4	<p>Once the management plan is prepared, continuous monitoring documentation and report regarding the status of the RTE and HCVs are affected by the operations of the plantation and palm oil mill shall be available, and</p>	<p>Continous monitoring of HCV was conducted once a week by organisation, such as :</p> <ul style="list-style-type: none"> - Monitoring of HCV attributes (Sign Boards Conditions) - Monitoring of HCV conditions from any disturbance both internal and external factor (HCV area conditions) - Monitoring of Animals and protected animals (recapitulation encounter animals in 1 month) 	Comply

Criterion / Indicator	Assessment Findings	Compliance
<p>the results of monitoring are to be used to follow-up on the improvement of the management plan.</p> <p>- Minor compliance –</p>	<p>- HCV Patrol Schedule (Schedule team to monitor the condition and attributes HCV)</p> <p>The Company carries out primary and secondary monitoring of wildlife. Primary monitoring is done every 3 months by line transect method at location block K24 Tasik Mas Estate, block M16 (secondary forest vegetation), block P6 (river border). Monitoring takes the form of a 500-1000m line with a left - right observation limit of 20 m.</p> <p>The last monitoring at Tasik Mas Estate was conducted in July 2018 (July 11th at block P6, July 18th at block M16 and July 25th at block K24. Suppressed in block K24 observed species of animals such as: Macan akar (<i>Felis bengalensis</i>), Biawak (<i>Varanus salvator</i>), Tupai (<i>Calosciurus notatus</i>), Rats, Burung Raja udang (<i>Alcedo meninting</i>), Burung Kruok, Cinenen kelabu.</p> <p>Latest monitoring in Hanau Estate period April – June 2018 shown that there was presence of <i>Felis bengalensis</i> and <i>Halcyon chloris</i> in Block J03, I02 and B06.</p> <p>Latest monitoring in Tanjung Parang Estate dated 28 July 2018 observed <i>Halcyon chloris</i>, <i>Gracula religiosa</i>, <i>Macaca fascicularis</i> in Block X27 – X30, U26, S39.</p> <p>Latest monitoring in Langadang Estate dated 27 July 2018 observed Tupai (<i>Calosciurus notatus</i>), Burung Gagak, Raja Udang, burung crocok in Block X23, Y19, Y22.</p> <p>Latest monitoring on 20 July 2018 observed Burung Betet, Bubut, Bajing, Kruwok in block N16, P5, K24.</p> <p>Macan akar (<i>Felis bengalensis</i>) and Raja udang (<i>Halcyon smyrnensis</i>) also observed in secondary monitoring since January – July 2018 in PT Tapian Nadengan.</p> <p>Company has monitored Meranti merah (<i>Shorea pinnanga</i>), Meranti Rawa (<i>Shorea balangeran</i>) and Kantung semar (<i>Nepenthes sp.</i>) using Vegetation Analysis method by using plot transek in Langadang Estate and Hanau Estate. Latest monitoring conducted on January 2018. Meranti merah and Meranti putih has been monitored.</p> <p>Company has create the Field guide to monitor the wildlife species in and around the estate area.</p> <p>Monitoring result of wildlife and rare plant sepcies reported each semester and evaluated.</p>	
<p>5.2.5</p> <p>Where HCV areas overlapped with an identified local community's</p>	<p>There was no HCV area with existing rights of local communities in Tasik Mas Estate based on public consultation result and interview with local community leaders. During HCV assessment, PT Tapian</p>	<p>N/A</p>

Criterion / Indicator	Assessment Findings	Compliance	
<p>land, there shall be evidence of a negotiated agreement that optimally safeguard their HCVs and the local community's rights.</p> <p>- Minor compliance –</p>	<p>Nadenggan conducts the public consultation to local communities on 25 March 2011 and 28 October 2014. Public consultation conducted on local communities around the estate. The public consultation also involves a village government, community leaders, district, NGOs and related agencies. In public consultation the findings discussed the identification of HCV areas and the response from public and relevant government agencies. The public consultation also summarizes a number of inputs/feedback from local communities, community leaders, NGOs and related agencies in the management plan of HCV areas.</p> <p>In Hanau Estate, there are HCV 6 area in Block A-06 in the form of grave. Company has made agreement letter with land owner in Division 1 Block A6 to protect and conserve HCV area. Agreement signed by Muhamad Harlih, Istra and Siti Aminah as the heirs grave.</p>		
<p>Criterion 5.3 Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>			
<p>5.3.1</p>	<p>A documented identified source of all waste and pollution, shall be available.</p> <p>- Major compliance -</p>	<p>PT Tapian Nadengan – Hanau POM has identified sources of all waste and pollution from Hanau Mill and its supply bases, the document available under "Form Program Evaluasi Pengelolaan Limbah" year 2018, such as:</p> <ul style="list-style-type: none"> - Hanau POM, e.g: fibre, shell, empty bunch, waste water and gaseous emissions - Estate, e.g: pesticides, chemicals rinsed waters discharge and land application flatbed, - Polidinic (medical wast), e.g: expired drugs, contaminated cottons - Domestic waste, e.g: solids organics and inorganics waste <p>The sources of pollution and waste were also documented in the list of environmental aspects and environmental impacts evaluation year 2018. The document described the sources of waste and pollution and the control techniques for significant impacts on important environmental aspects.</p>	<p>Comply</p>
<p>5.3.2</p>	<p>There shall be evidence that all chemicals and their empty containers are disposed off responsibly.</p>	<p>PT Tapian Nadenggan – Hanau POM has defined the procedure on waste management under SOP SOP/SMART/LEMS-EHSD/SADV/I/002 – Waste handling, the procedure has explained the source of pollution, type and control method of waste documented.</p> <p>PT Tapian Nadenggan – Hanau POM has also prepared work instruction of handing of hazardous waste under WI no.IK/SMART/LEMS-EHSD/SADV/002/001 revieion 00, the work instruction has</p>	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>- Major compliance -</p>	<p>explained chemicals and their empty containers are disposed of responsibly.</p> <p>All chemicals are stored in central warehouse and division warehouse. Quantity of chemical was monitored and recorded in "Kartu Gudang". The chemical containers were triple rinsed and stored in the temporary storage of hazardous wastes.</p> <p>Data verified:</p> <p>Legality:</p> <ul style="list-style-type: none"> - Permit on storage limited of hazardous waste as in: Keputusan Bupati Seruyan Nomor: 188.45/447/2015 dated 6th November 2015, valid until 5 years. Type of hazardous waste where stored in e.i: empty container of pesticides, medical waste, oil used, TL lamp, accu used. Duration of limited storage is 180 days. - Letter of Agreement on Hazardous Waste Management (transporter and collection handling) under Nota Kesepakatan nomor 002/SMPO-CPRC/05/2018 between PT Tapian Nadenggan (Region I) and PT Maju Asri Jaya Utama, dated 21th May 2018. - "Kartu Pengawas" on permit of transportation the special matter (hazardous waste) to PT Maju Asri Jaya, issued by DIRJEN Perhubungan Darat Republik Indonesia, nomor SK 277/A/AJ309/DJPD/2018/640710253BB-0007, dated 22th January 2018 (valid until a year). - Letter on recommendation as collection handling of hazardous waste to PT Maju Asri Jaya Utama, issued by Menteri Lingkungan Hidup under Keputusan nomor 06.905 tahun 2015 tentang Izin Pengelolaan Limbah Bermanfaat Berbahaya dan Beracun untuk Kegiatan Pengumpulan Limbah Bahan Berbahaya dan Beracun, dated 13th May 2015 valid until 5 years. <p>Hazardous waste handling:</p> <ul style="list-style-type: none"> - Log Book of Hazardous Waste (Neraca Limbah B3), month July 2018 location in TPPE, e.g: Oil used dated 14 July 2018 (7 liters from Generator 3 – GST3-2), Filter used dated 13 July 2018 (2 pcs from JEEP-15), - "Log Book Kemasan Bahan Kimia" - Log book of empty chemical containers dated 23 June 2018 (1 pcs) - Manifest no KKH-7100000003254U, dated 12 April 2018, item: oil used (volume 0.05 tonnes), 	

Criterion / Indicator		Assessment Findings	Compliance
		<p>sent to PT Maju ASri Jaya Utama, Dumtruck DA 9628 xx</p> <ul style="list-style-type: none"> – Manifest no KLH-710000004601U, dated 9 July 2018, item: rags used (0.05 tonnes) sent to PT Maju Asri Jaya Utama, Dumtruck DA 9365xx. – Report on management of hazardous waste (three – monthly) under “Laporan Pengelolaan Limbah B3 Triwulan II tahun 2018”, reported to Dinas Lingkungan Hidup Kabupaten Seruyan 	
5.3.3	<p>A documented waste management plan to avoid or reduce pollution and its implementation shall be available.</p> <p>- Minor compliance –</p>	<p>PT Tapian Nadenggan – Hanau POM has defined the procedure on waste management under SOP SOP/SMART/LEMS-EHSD/SADV/I/002 – Waste handling, the procedure has explained the source of pollution, type and control method of waste documented.</p> <p>Landfill area has prepared in block distance from near emplacements +/- 2KM, e.g:</p> <ul style="list-style-type: none"> – Hanau Estate, location in block I-11 (+/- 2 KM from Pondok I) – Tanjung Paring Estate, location in block S-21 (+/- 2 KM from Pondok I) – Langadang Estate, location in block B-10 (+/- 1.9 KM from Pondok I) – Tasik Mas Estate, location in block P-4 (+/- 3 KM from Pondok I) <p>Data verified:</p> <p><u>Tasik Mas Estate:</u></p> <ul style="list-style-type: none"> – “Berita Acara Serah Terima Limbah B3, dated 9 July 2018 to TPS LB3 Hanau POM, consist of oil used (925 liters), filter used (70 pcs), rags used (80 Kg) and battery used (4 pcs). – Log Book Limbah B3 (Neraca Limbah B3), month July 2018 consist of: oil used (213 liters), rags used (20 Kg), battery used (2 pcs), empty chemical container, e.g: Roll-up (42 pcs), Erkafuron (206 pcs), <p><u>Hanau POM:</u></p> <ul style="list-style-type: none"> – “Lembar Neraca Limbah Bahan Berbahaya dan Beracun” month July 2018, consist of: rags used (1.5 Kg), filter used (0), accu (0), oil used (509,5 liters) – Manifest no KLH-7100000046602U, item accu used (0.222 tonnes) sent to PT Maju Asri Jaya Utama, transport unit: DA 9365xx 	Comply

Criterion / Indicator	Assessment Findings	Compliance															
Criterion 5.4 Efficiency of fossil fuel use and the use of renewable energy is optimized.																	
5.4.1	<p>A plan for improving efficiency of the use of fossil fuels and to optimize renewable energy shall be in place and monitored.</p> <p>- Minor compliance –</p> <p>PT Tapian Nadenggan – Hanau POM has prepared the program for improving efficiency of the use of fossil fuels and to optimize renewable energy under “Form Program dan Evaluasi Penghematan Energi” year 2018.</p> <p>The program, consist of:</p> <ul style="list-style-type: none"> - Improving efficiency of the use of fossil fuels, e.g <ul style="list-style-type: none"> • Preventive maintenance of generator machine and heavy equipment • Management of transport FFB • Monitoring on use of fossil fuels - Electircal usage, consist of: <ul style="list-style-type: none"> • Using the LED (for efficiency of energy use) • Sosialization/awareness training on reneweable energy <p>Data verified:</p> <p>Langadang Estate:</p> <p>Monitoring on use of fossil fuel available under “Catatan Penggunaan bahan bakar fosil di Langadang estate”, the record for 3 years shown:</p> <table border="1" data-bbox="689 1093 1503 1294"> <thead> <tr> <th>Year</th> <th>Budget (fossil fuel/tonnes FFB)</th> <th>Actual use (fossil fuel/tonnes FFB)</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>2.65</td> <td>2.53</td> </tr> <tr> <td>2016</td> <td>2.65</td> <td>2.65</td> </tr> <tr> <td>2017</td> <td>3.52</td> <td>2.33</td> </tr> <tr> <td>2018 until June</td> <td>3.16</td> <td>2.04</td> </tr> </tbody> </table> <p>Tasik Mas Estate:</p>	Year	Budget (fossil fuel/tonnes FFB)	Actual use (fossil fuel/tonnes FFB)	2015	2.65	2.53	2016	2.65	2.65	2017	3.52	2.33	2018 until June	3.16	2.04	Comply
Year	Budget (fossil fuel/tonnes FFB)	Actual use (fossil fuel/tonnes FFB)															
2015	2.65	2.53															
2016	2.65	2.65															
2017	3.52	2.33															
2018 until June	3.16	2.04															

Criterion / Indicator		Assessment Findings	Compliance																						
		<p>Monitoring on use of fossil fuel year 2015, 2016, 2017 and 2018:</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Budget of Solar Consumption (liters)</th> <th>Actual use of Solar Consumption (liters)</th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>298,368</td> <td>280,767</td> </tr> <tr> <td>2017</td> <td>379,456</td> <td>251,895</td> </tr> <tr> <td>2018 until June</td> <td>396,085</td> <td>122,549</td> </tr> </tbody> </table> <p>Hanau POM: "Data Penggunaan Cangkang dan Fiber Pengganti Bahan Bakar Fosil January – June 2018" shown: nutt production January – June 2018: 10,470.192 tonnes -> renewable energy 1,941.839 KCAL/tonnes.</p> <p>Monitoring on fossil fuel use in Hanau POM:</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Actual use (liters/tonnes FFB)</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>0.88</td> </tr> <tr> <td>2016</td> <td>1</td> </tr> <tr> <td>2017</td> <td>0.87</td> </tr> <tr> <td>2018 until June</td> <td>0.75</td> </tr> </tbody> </table>	Year	Budget of Solar Consumption (liters)	Actual use of Solar Consumption (liters)	2016	298,368	280,767	2017	379,456	251,895	2018 until June	396,085	122,549	Year	Actual use (liters/tonnes FFB)	2015	0.88	2016	1	2017	0.87	2018 until June	0.75	
Year	Budget of Solar Consumption (liters)	Actual use of Solar Consumption (liters)																							
2016	298,368	280,767																							
2017	379,456	251,895																							
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Year	Actual use (liters/tonnes FFB)																								
2015	0.88																								
2016	1																								
2017	0.87																								
2018 until June	0.75																								
<p>Criterion 5.5 Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.</p>																									
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	<p>PT Tapian Nadenggan – Hanau POM has implemented a zero burning policy since the start of the oil palm development. Burning is not allowed and there is no evidence of burning.</p> <p>Zero burning policy was described in Procedure of Replanting (SOP/SMART/MCAR/VI/TA-RPL). It described that land preparation of replanting is conducted by cutting and chipping.</p> <p>PT Tapian Nadenggan – Hanau POM has also shown Form Letter – Surat Edaran from SMD</p>	Comply																						

Criterion / Indicator	Assessment Findings	Compliance
the existing regulations. - Major compliance -	Operation nomor: 071/SMDOPS/IX/2007 on "membuka lahan dengan cara membakar". During audit and field visit, there is no activity related to land clearing and land preparation and no evidence that company has prepare the land clearing by burning.	
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 -	During audit and field visit, there is no activity related to fire has been used for eradication of pest during replanting.	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 -	PT Tapan Nadenggan – Hanau POM has identified the emission sources and pollution under document of "Form Identikasi dan Evaluasi Aspek Lingkungan – form number: F/HNAM/LEMS-EHSD/SADV/001/001" updated on 2 nd January 2018. Identification of greenhouse gas (GHG) emissions sources at Hanau Mill and estate was reviewed including: <u>Estate</u> - Fertilisers usage - Pesticides usage - Fossil fuels usage <u>Palm Oil Mill</u> - POME Chemical materials usage - PT Tapan Nadenggan has plans to reduce or minimise the identified pollutants and GHG - Fossil fuel	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p><u>Emission, such as:</u></p> <ul style="list-style-type: none"> - Use of renewable energy in Mill - Manuring application according to manuring recommendation from SMARTRI efficient and right on target - Use organic fertiliser – land application and EFB application - Implement Integrated Pest Management (IPM) to control pest and disease - Use registered pesticides and use registered pesticides according to needs - Monitor water level in peat land and install piezometer and water gate - Control of chemical use in Mill - Use pesticide for prevention according to procedure - Disseminate efficiency of electricity use - Use enery saving lamp - Biogas plant project <p>All the activities of mill and estate as well as the waste generated has been well documented, for examples the operational activities from generator is generates air emissions, the company conducts periodic generator maintenance and perform quality measurement of exhaust emissions each semester to ensure air quality is comply with standard regulation.</p>	
5.6.2	<p>Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plan to reduce or minimize them implemented.</p> <p>- Major compliance -</p> <p>PT Tapian Nadenggan has identified the significant pollutants and greenhouse gas (GHG) emissions as mentioned in indicator 5.6.1 above.</p> <p>PT Tapian Nadenggan – Hanau POM has also prepared a paln on greenhouse gas mitigation and its implemantation, such as:</p> <ul style="list-style-type: none"> - Do not conduct land clearing in a particular area of peat which refers to the Agronomy policy chapter 24 - organic planting soil - Do not conduct planting oil palm in areas of HCV. - Do not perform planting in certain degree slope refer to Agrnomy policy chapter 06 - soil 	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>conservation and terracing.</p> <ul style="list-style-type: none"> - Implementation of environmental management in accordance with the approved environmental documents by related agencies. - Implementation of best practices plantation management, Land Cover Crop applications, periodic environmental monitoring, etc. <p>Monitoring of air emissions and ambient air quality conducted every semester. Emissions test conducted by Testing Laboratory PT Mutu Agung Lestari. The results of the analysis can be demonstrated, and it was indicate in accordance with the quality standards established.</p> <p>Data verified:</p> <ul style="list-style-type: none"> - Report of Testing number: 1362/SL/III/18, sample type: emission source form unmovable (Boiler number 3 in Hanau POM), the result is comply with PermenLH nomor 7 tahun 2007 appendix I, dated 5th April 2018 - Report of Testing number: 1363/SL/III/18, sample type: emission source form unmovable (stasiun of power house Komatsu 400 KVA), the result is comply with PermenLH nomor 21 tahun 2008 appendix IVB, dated 5th April 2018 	
5.6.3	<p>A monitoring plan and results of regular reporting on emission and pollutants from estate and mill operations using appropriate methods, shall be available.</p> <p>- Minor compliance –</p> <p>PT Tapan Nadenggan – Hanau POM has identified significant pollution and emission in all operation units as mentioned in indicator 5.6.1 – 5.6.2 and has been GHG calculating based on RSPO Palm – GHG Calculator Version 3.01.</p> <p>Monitoring of any pollutant has been done in daily, weekly and monthly basis, report of monitoring was recorded in the “RKL/RPL” report, and this report submitted to the related institution every 6 month.</p> <p>The company has prepared a strategy in effort to reduce and mitigate pollution and emission. Monitoring of pollution and emission quality for plantation has been planned and implemented, The result of GHG calculating availabe in Appendix I.1a shown that emission analysis result was complied with regulation.</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance	
Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and mills			
Criterion 6.1			
Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			
6.1.1	<p>A social impact assessment (SIA) including records of meetings shall be documented.</p> <p>- Major compliance -</p>	<p>PT Tapian Nadenggan has conducted a survey and Social Impact Assasment (SIA) on period June - July 2010 and recorded in Report SIA – (Laporan Study Identifikasi Dampak Sosial Perkebunan Kelapa Sawit), by SMART Research Institute Jakarta. The SIA covered several factors, such as demography, education, livelihood, economics matters, social, cultures, religion, and health aspects.</p> <p>After the identification in 2010, then every year provides supervision and evaluation of social impact implementation. Periode laporan pengelolaan dan pemantauan dampak social PT TN telah memasuki periode 2016-2017, selanjutnya kegiatan pengelolaan dan pemantauan dampak social yang telah dilaksanakan saat ini adalah untuk period 2016-2017 dan evaluasi pada periode 2015-2017 yang disusun dalam 1 laporan yaitu Review Laporan Pemantauan Dampak Sosial PT TN periode 2015-2017.</p>	Comply
6.1.2	<p>There shall be evidence that the assessment has been conducted with the participation of affected parties.</p> <p>- Major compliance -</p>	<p>Assessment of aspects of social impacts is done by several methods, including:</p> <ul style="list-style-type: none"> - Focus Group Discussion (DKF) - Deep interview - Structured Interviews - Field observation <p>Evidence of participation with affected parties is to use a questionnaire conducted on August 5-10, 2010, questionnaires can be demonstrated at the time of the audit.</p>	Comply
6.1.3	<p>Plans for management and monitoring of social impacts to avoid or reduce negative impacts and promote positive ones, based on social impact assessment,</p>	<p>Management and monitoring of social impacts have been carried out during the 2016-2017 period and evaluation in 2017, some negative social impacts, such as:</p> <ul style="list-style-type: none"> - River water pollution due to CPO production runoff from PKS sedimentation ponds, management actions: make a work program plan for maintenance of sedimentation ponds, since 2015 the HNAM Unit only functioned 1 of 7 sedimentation ponds used as a circulation of factory laundry 	Comply

Criterion / Indicator	Assessment Findings	Compliance
<p>through consultation with the affected parties, shall be available, documented and timetabled, including responsibilities for implementation.</p> <p>- Major compliance -</p>	<p>water and calcium</p> <ul style="list-style-type: none"> - Public unrest is related to lack of assistance or social contribution from the company to the community, management actions: monitoring (plan and realization) of communication implementation, managing the impact of CSR programs that are uneven, in the period 2016-2017 PT TN has disseminated SOP Communication to stakeholders from Kalang Village. <p>Some activities increase positive impacts, such as:</p> <ul style="list-style-type: none"> - Absorption of labor: the company has employed local workers from villages around the plantation, the number of employees being hired in 2015-2017 is 1520. - Partnership between the company and the surrounding community in developing the economy: Hanau Mill has collaborated with local contractors in the repair work of supporting plant operations and transporting CPO transport. The Estate Unit has collaborated with local contractors as FFB transport transporters, EFB and employee pick-up. 	
<p>6.1.4 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>The social impact management and monitoring report period has entered the 2016-2017 period, then the social impact management and monitoring activities that have been carried out at this time are for the 2016-2017 period and evaluation in 2017 which is compiled in 1 report namely "Review Pengelolaan dan Pemantauan Dampak Sosial PT Tapan Nadengan periode 2016-2017".</p> <p>This management review is also based on the results of public / stakeholder consultations conducted on April 17-18, 2018. The results of the social impact management review are:</p> <ul style="list-style-type: none"> - River water pollution due to CPO production runoff from PKS sedimentation ponds: Based on the management and monitoring of impacts that have been carried out throughout 2015-2017, the maintenance and monitoring program for sedimentation ponds and WWTP is carried out properly based on the results of water quality testing. - Public unrest is related to lack of assistance or social contributions from the company to the community. Based on the results of interviews with stakeholders on April 17-18, 2018, the level of satisfaction of each village was different so that their contribution was felt to be lacking. <p>So from the results of the review, a social management plan was made "Plan for Social Impact Management and Monitoring Activities, including:</p>	<p>Comply</p>

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - The development of water hyacinth in Seluluk Lake which originates from the community's expectations / perceptions due to the processing activities in the PKS and operational activities in the Gardens. - Public unrest is related to lack of assistance or social contributions from the company to the surrounding community. <p>This action plan and monitoring will be carried out in the coming period.</p>	
6.1.5	<p>Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).</p> <p>- Minor compliance –</p>	<p>In according interview with unit head during audit, there are no out grower schemes (smallholder) in Hanau Estate, Tasik Mas Estate, Tanjung Paring Estate, and Langadang Estate.</p>	Comply
<p>Criterion 6.2</p> <p>There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.</p>			
6.2.1	<p>Communication and consultation procedures shall be documented.</p> <p>- Major compliance -</p>	<p>Documented procedure for communication and consultation with public was established (Procedure of consultation and communication is documented under "SOP Komunikasi dan Konsultasi No.SOP/SMART/UMUM/I/004", revision 00, dated 1st July 2014). Stage of communication and consultation with public was described in the procedure and it has been communicated to stakeholder. Communication and consultation has considered differential access to information for male/ female, workers, villagers representative both old and new villagers including ethnics.</p> <p>The procedure designed in collaboration with local communities and other affected or interested parties, and also designed with consideration to the use of appropriate existing local mechanisms and languages. The procedure was in Bahasa Indonesia that understood by all surrounding communities.</p> <p>Communication and consultation has considered differential access to information for male/ female, workers, villagers representative both old and new villagers including ethnics.</p> <p>Communication and consultation can be done using verbal or letter. Result of communication and</p>	Comply

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Criterion / Indicator	Assessment Findings	Compliance
	consultation was recorded in the Record No. F/SMART/UMUM/SADV/004/003, e.g. road maintenance, donation, facilities support, invitation for memorial, etc. Most of requests were an invitation to follow the event held by the stakeholders, for example: invitation for memorial of religious holidays, invitation for area meeting from local labour department, etc.	
6.2.2	<p>The company shall have official(s) who is responsible for consultation and communications with parties.</p> <p>- Minor compliance -</p> <p>Unit Head (Estate and Mill Manager) have the responsibility for response of the communication and consultation form stakeholders or affected parties that assisted by SPO Officer. Base on Decision Letter No. 014/RC- KALTENG-1/02/2012 on 6 February 2012 (HANAU ESTATE), No. 014/RC-KT-1/09/15 on 1 September 2015 (TPRE), No. 022/TN-HANAU MILL.K/SPO- INT/SK/VIII/2015 on 27 August 2015, and No. 014/RC KT- 1/09/15 on 01 September 2016 about appointment to PIC of the communication and consultation, the responsibilities includes :</p> <ul style="list-style-type: none"> - Communication and consultation - Grievance and complaints - Response of the request information <p>Base on procedure SOP Komunikasi dan Konsultasi no. SOP/SMART/UMUM/SADV/I/004, chapter 1.4.5 state that: "There are also departments that support operational activities, including: D & L Department for land acquisition and licensing issues, Department of HR Ops. related to labor issues and EHS Department on environmental issues as well as on health and safety of the work and the CSR Department (PIC Social: ie Mr. manager unit for social and civic responsibilities) SPO Officer is responsible for the implementation and planning of information necessary and should be communicated to related parties as well as carrying out related documents.</p>	Comply
6.2.3	<p>The company shall have a list of stakeholders, records of communications, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from</p> <p>Stakeholder list was made and mentioned the interested party. Stakeholder list covered District Head, Forestry and Plantation Department, Environmental Agency, Labour, Transmigration and Social Department, National Land Agencies, Camat, Village Head around estate and mill, FFB supplier, Police of district, Worker union and gender committee. Stakeholder list was made detail, address and phone numbers were mentioned in the list. Update the list was performed annually by Unit Head (Estate and Mill) and SPO Officer. It was List of stakeholders is well maintained and always done regularly update data (6 months), the last performed update on 05 January 2018 (Hanau Mill and Estate), 20 February 2018 in Langadng Estate, on 22 February 2018 in Tanjung</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
stakeholders. - Minor compliance -	<p>Paring Estate and 19 February 2018 (Tasik Mas Estate) and recorded on form no. F/SMART/UMUM/SADV/002/003.</p> <p>In logbook of the aspiration, communication, and consultation contains the date of letter entry from stakeholders and responded by company, e.g. road maintenance, donation, scholarship, invitation for memorial, etc. The information has been verified with stakeholders during consultation with stakeholder on 12 September 2017.</p> <p>Sample taken:</p> <ul style="list-style-type: none"> - Dated 5 April 2018 request from Puskesmas Batu Ampar regarding top soil request for planting the trees around Puskesmas, has been responded on 5 April 2018 by approval of top soil provision. - Dated 7 June 2018 request/aspiration from Sandul Village Head regarding the assistance of heavy equipment borrowing for football field maintenance in Sandul Village, has been responded on 12 June 2018 by providing the road grader. - Dated 28 June 2018 request of assistance for TPS making in Balai Karyawan for Kalang Village. - Dated 6 January 2018 communication from SMKN 1 Hanau Pembuang Hulu Village regarding data of student for "Praktek Kerja Industri (PRAKERIN)" in Tasik Mas Estate, has been responded on 7 January 2018 by sending the schedule of student for PRAKERIN . <p>Based on document review and stakeholder consultation, indicated that company has made the respon of information request and communication to stakeholder accordingly.</p>	
<p>Criterion 6.3 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.</p>		
6.3.1	<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,</p> <p>The organisation has set a delivery mechanism for complaints of workers in the Procedure SOP-IK Sustainability Palm Oil "SOP Penanganan Keluhan dan Ketidakpuasan" No. SOP/SMART/SIGS/SADV/I/00, dated 1st July 2014 on grievance and dissatisfaction. Complaint follow up was carried out in accordance with the grievance procedure and Consultation Communication No. SOP/SPO/SMART/LH-19. Complaints and grievances from anonymity of complainants and whistleblowers will be received by organization. Identity of whistle-blowers was protected and will be</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
<p>as long as that information is supported with adequate initial evidence.</p> <p>- Major compliance -</p>	<p>withheld by organization to reduce the risk of reprisal. Complaint and grievance from stakeholder was recorded in Log book of Complaint and Grievance. All of social complaint from stakeholder shall be responded maximum in one month. Head of administration (KTU) will be informed to manager maximum in one week to discuss handling of complaint.</p> <p>This procedure has communicated to village head and community leader around estate on 20 November 2017 at Hanau Estate, 11 December 2017 at Tasik mas Estate, and 15 december 2017 at Langadang Estate.</p>	
<p>6.3.2</p> <p>There shall be records of process and outcome of dispute resolution.</p> <p>- Major compliance -</p>	<p>Workers and stakeholder grievance recorded in the log book Records of grievance and complaint "Monitoring Keluhan Karyawan/Buku Catatan & Penangan Keluh Kesah in Mill" (F/SMART/SIGS-CSR/SADV/003/001). Up to July 2018 there was no grievance noted at Hanau Mill, Hanau Estate and Tanjung Paring Estate, Langadang Estate and Tasik Mas Estate.</p> <p>Based on log book of record ("Formulir Pencatatan Keluhan dan Ketidakpuasan Internal and External) there is no complaint was received at Hanau Estate & Mill, Tanjung Paring Estate during this audit.</p>	Comply
<p>Criterion 6.4</p> <p>Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>		
<p>6.4.1</p> <p>A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be available, referring to decision of the Constitution Court.</p> <p>- Major compliance -</p>	<p>The procedure was described in the documented procedure (SOP/NP/SMART/VII/D&L002) to identify and determine calculation method to provide fair compensation due to loss of land and customary rights where identified. Awareness for procedure introduction was evident and documented. It was communicated to related parties (community leaders, and religious figures and youth leaders). PT. Tapan Nadenggan also has established SOP Implementation of FPIC (Free Prior Informed Consent) No.SOP/SMART/SENS-CSR/SADV/I/003, revision 00 dated 1st July 2014, which describes a process for the preparation of FPIC, identification, dissemination, participatory mapping, implementation of the negotiation, compensation formula, etc. Awareness for procedure introduction was evident and documented. It was communicated to related parties (community leaders, and religious figures and youth leaders). Last awareness for procedure was conducted on 10 March 2017.</p> <p>The company also has established the policy of Social and Environmental-GAR, dated 8th September</p>	Comply

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Criterion / Indicator	Assessment Findings	Compliance
	<p>2015. Where stated in point 2.1. Respect to PADIATAPA (Persetujuan Atas Dasar informasi Awal Tanpa Paksaan), local communities as well as an understanding of the need for food security in areas of newly developed communities.</p> <p>PT Tapian Nadenggan has not acquiring any additional land and not involved in any land compensation payments. Therefore the mechanism only applicable to resolve land dispute within company's HGU. Land ownership from previous landowner becomes important document in order to continue negotiation process against land claim. Land claim without supporting evidence of land ownership, will be treated with approach and legal manner.</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>Procedures related to giving and determining the amount of compensation in land acquisition described in Procedure of Land Compensation SOP/NP/SMART/VII/D&L002, on 1 July 2010. PT. Tapian Nadenggan also has shown the SOP of FPIC (Free Prior Informed Consent) No. SOP/SMART/SENS-CSR/SADV/I/003, revision 00 dated 1st July 2014.</p> <p>The procedure was described the preparation for a meeting with representatives of the public community attention to the various elements of community leaders, informal leaders, women, youth, farmers, etc.</p> <p>The company also gives opportunity for each group to choose a representative in the meeting. Participatory mapping and agreement involving various stakeholders in compensation to the local communities.</p> <p>Procedure monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. It's evident through public consultation with stakeholder. Equal opportunities have been provided to both female and male heads of households to hold land titles.</p> <p>The procedures explained that: Once a company knows the extent of land to be compensable, the company in consultation and coordination regarding the payment of team the village community / districts to get a benchmark price that will be used. After the benchmark price of the compensation obtained, the company will disseminate to the public landowner.</p> <p>PT Tapian Nadenggan has not acquiring any additional land and not involved in any land compensation payments. Therefore the mechanism only applicable to resolve land dispute within company's HGU. Land ownership from previous landowner becomes important document in order to</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance
		<p>continue negotiation process against land claim. Land claim without supporting evidence of land ownership, will be treated with approach and legal manner.</p> <p>It was noted that there was no on going progress of new land acquisition during interview with sampled villager's representative; all land acquisition was solved before Land Use Title-Hak Guna Usaha (HGU).</p>	
6.4.3	<p>Compensation claims, process and outcome of any negotiated agreements shall be documented, with evidence of the participation of affected parties.</p> <p>- Major compliance -</p>	<p>During this audit it was noted that there was no ongoing progress of new land acquisition during interview with sampled villager's representative, all land acquisition was solved before Land Use Title-Hak Guna Usaha (HGU). No any land compensation due to no customary land and/or local community land rights within the company's and scheme smallholders' area.</p>	Comply
<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>			
6.5.1	<p>Documentation of pay and conditions for employees based on the existing manpower regulations shall be available.</p> <p>- Major compliance -</p>	<p>Documentation of employees' pay rates was made by the organization. Decree from Director no. 020/020 / CEO6 / PSM6 / 12/2017 dated January 1, 2018 concerning Wages of Permanent Daily Employees (SKU-H) of PT Tapian Nadenggan (Unit of HNAE, TMSE, TPPE, LNGE, HNAM and HNAK) wages of Rp 2,675,500 per month for a service period of <1 year and Rp. 2,685,500 per month for a working period of > 12 years. And Decree no. 021/021 / CEO6 / PSM6 / 12/2017 dated January 1, 2018 concerning "Wages of Non-Permanent Officers / Non-Permanent Employees of PT Tapian Nadenggan (Particularly for HNAE, HMSE, PMSE, TPPE, LNGE, HNAM and HNAK units) in the amount of Rp 107,020, - per day.</p> <p>Evidence that the workers have received wage according regulation could be shown. From pay checks received was proved that the pay conformed to the minimum wages refers to latest Central Kalimantan Governor's Decree Letter No. 40/2017, dated 21 November 2017, about Sectoral Minimum Pay on Seruyan Regency Central Kalimantan Province's on 2018 is Rp 2,675,500,-.</p> <p>Wages are also based on the Collective Labour Agreement (PKB - Perjanjian Kerja Bersama period</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>2018-2018) Chapter V concerning "Ketentuan-ketentuan Mengenai Waktu Kerja"; Working Days and Hours of Work, Chapter 8 concerning "Kerja Lembur" Overtime; overtime calculation is based on the calculation of overtime pay in Kepmenakertrans regulation 102/MEN/VI/2004. In the PKB, wage system described in Chapter 6 concernig "Pengupahan".</p> <p>Sample of pay slip taken:</p> <ul style="list-style-type: none"> - Namely Wyn (SKUH) Division 1 HNAE, pay slip period June 2018, consists is: basic salary Rp 2,685,500,-, Premi Rp 1,188,209, deduction (BPJS tek & Kes) Rp 638,973, take home pay Rp 3,410,300,- - Namely Sbr (SKUH) Division 1 HNAE, pay slip period June 2018, consists is: basic salary Rp 2,685,500,-, over time Rp 2,235,329, deduction (BPJS tek & Kes) Rp 638,973, take home pay Rp 4,560,621,- - Namely Suriadi (SKUH) Division 4 TPRE, pay slip period June 2018, consists is: basic salary Rp 2,685,500,-, premi Rp 605,000, deduction (BPJS tek & Kes) Rp 1,297,973 , take home pay Rp 2,168160,- - Namely Mastiar (PKWT) Division 4 TPRE, pay slip period June 2018, consists is: basic salary Rp 2,675,500,-, lembur Rp 2,509,401, deduction (BPJS tek & Kes) Rp 1,312,844 , take home pay Rp 4,149,775,- - Namely Nurcholis (SKUH) Hanau Mill, pay slip period June 2018, consists is: basic salary Rp 2,685,500,-, lembur Rp 1,635,827, deduction (BPJS tek & Kes) Rp 837,973 , take home pay Rp 3,551567,- - Namely Nurcholis (SKUH) Langadang Estate, pay slip period June 2018, consists is: basic salary Rp 2,685,500,-, lembur Rp 1,635,827, deduction (BPJS tek & Kes) Rp 837,973 , take home pay Rp 3,551567,- - Namely H. Sembiring (SKUB) Langadang Estate, pay slip period June 2018, consists is: basic salary Rp 2,685,500,-, lembur Rp 1,635,827, deduction (BPJS tek & Kes) Rp 837,973 , take home pay Rp 3,551567,- - Namely H. Sembiring (SKUB) Langadang Estate, pay slip period June 2018, consists is: basic salary Rp 2,685,500,-, lembur Rp 1,635,827, deduction (BPJS tek & Kes) Rp 837,973 , take home 	

Criterion / Indicator	Assessment Findings	Compliance
	<p>pay Rp 3,551567,-</p> <ul style="list-style-type: none"> - Namely Siti U (Pekerja Tetap) Tasik Mas Estate, pay slip period June 2018, consists is: basic salary Rp 2,675,500,-, lembur Rp -, deduction (BPJS tek & Kes) Rp 355,244 , take home pay Rp 1,746,095,- <p>Overtime on behalf of Paulus Pati (TMSE) peride June 2018; SPL as much as 22 hours, finger print 3 hours' overtime from 21-24 June 2018 and calculation of Overtime list to: 150% x4 hours = 6 hours and 200% x4 hours = 16 hours so that a total of 22 hours is in accordance with the June payroll period 2018.</p> <p>Payments for workers were determined according daily absence. Daily absence for workers was recorded and controlled by the Assistant through manual records and finger print system for mill and estate office. While for field employee in estate such as harvesters and upkeep workers was absence manually by each foreman using absence form. It was evident that the wage was paid according working hours and daily absence. According to pay list of employee and interview result with worker, it was indicated that wage received by the workers was complied with the determined regulations.</p>	
6.5.2	<p>Collective Labor Agreement/Company Regulation, in accordance with the manpower regulations, shall be available in understandable language; and explained by the management or Labor Union to the workers.</p> <ul style="list-style-type: none"> - Major compliance - <p>Agreement/contract of employment for workers has been included in the Collective Labour Agreement (PKB - Perjanjian Kerja Bersama period 2016-2018). PKB 2018-2020 period is still in the process of negotiation, based on the minutes of the meeting on 23 May 2018 and there are still several things still under discussion, for example: related to rice allowances and calculation of wage deductions for absent SKU employees or P1 permits (unpaid permits).</p> <p>PKB is processing the endorsment at Disnakertranspar District of Seruyan. In the agreement regulates about:</p> <ul style="list-style-type: none"> ▪ The provisions concerning wages ▪ Wages follow government regulations, the UMP / UMSK ▪ Provision and the amount of overtime pay ▪ Provisions to leave work including annual leave, maternity leave and leave to marry as well as menstruation leave. ▪ Participation of Social Security and social assistance. 	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>The company has employees with PKWT status who are made " Perjanjian Kerja Waktu Tertentu (PKWT)", for example:</p> <p>Hanua Estate: worker namely Hijjah Nur F. (Krani Riset), Perjanjian Kerja Waktu Tertentu no. 026/HNAE/PKWT/05/2018, dated 8 May 2018 and valid until 8 November 2018.</p> <p><u>Tanjung Paring Estate:</u></p> <p>Perjanjian Kerja Antar Daerah (AKAD) namely Sahidun as harvester, dated 7 March 2018 and valid until 26 March 2018 (2 years) with wages as "Upah Minimum Sektoral Kabupaten Seruyan (UMSK)" at now as Rp 2,675,500,-.</p> <p>Perjanjian Kerja Antar Daerah (AKAD) namely Nur Hidayat as harvester, dated 16 October 2016 and valid until 15 September 2018 with wages as Upah Minimum Sektoral Kabupaten Seruyan and at this time as Rp 2,675,500,-.</p> <p><u>Langadang Estate:</u></p> <p>Perjanjian Kerja Waktu Tertentu-Pemberondol, no. 017/LNGE/PKWT/VII/2018, tanggal 26 Juni 2018 atas nama Tuti, berlaku sampai dengan 31 Desember 2018, namun pada daftar karyawna periode Juni 2018 tertulis mulai bekerja pada tanggal 11/12/2017</p> <p>Perjanjian Kerja Waktu Tertentu, no. 01/LNGE/PKHL/VII/2018 dated 26 June 2018, on behalf of Nanie and valid until September 30, 2018.</p> <p>Perjanjian Kerja Waktu Tertentu-Pemberondol, no. 017/LNGE/PKWT/VII/2018, dated June 26, 2018 on behalf of Tuti, is valid until December 31, 2018.</p> <p>All information provided in several stakeholders is in accordance with the terms and language used, for example in the form of reports and the contents of the report. Delivery of Information is delivered in Bahasa Indonesian, so it can be understood by employees and stakeholders.</p>	
6.5.3	<p>Estate and mill:</p> <p>Public facilities were provided by the organisation and covered residential facilities, day care, kindergarten, building for prayers, sports facility (e.g. volley ball, badminton, futsal, and tennis), etc. Housing for workers and medical facilities (clinics) were was provided by the organisation with basic facilities.</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
<p>are unavailable or inaccessible. - Minor compliance –</p>	<p>If the clinic can not handle, it will be referred to a RSUD Sultan Immanudin Pangkalan Bun.</p> <p>The uses of water for the daily needs of employees are met by utilizing rainwater catchment ponds, and in the event of prolonged drought in the pond so that the water does not meet, then use water from the plant. Checking the water is routinely performed in the laboratory and found to comply with clean water standards based on PERMENKES No: 416/MENKES/PER/IX/1990 about: standards of clean water quality. Water quality testing has been carried out by Mutu Agung Lestari Laboratorium.</p> <p>Electricity supply provided to employees through provision of electricity generator. Clean water provided for employees housing sourced from plants (water treatment). Water analysis/testing have been done based on the laboratory analysis report of clean water in Hanau Estate, Tasik Mas Estate and Hanau Mill.</p> <p>The company has prepared facilities for their workers, such as:</p> <p>Estate:</p> <ul style="list-style-type: none"> - Housing; Staf (18 units), type D1(22 units), Type E1 (191 units), - kindergarden (1 unit), - Clinic (2 units), - Mosque (3 units), - Church (1 units), - School bus (4 units), - Ambulance (1 unit), - Minimarket which managed by company cooperative (1 units); Koperasi karyawan Jaya Abadi, - Community hall (1 units), - Sport facilities (football, volley ball, tennis, badminton, etc. <p>Hanau POM:</p> <ul style="list-style-type: none"> - Housing Type B/CM (1 unit), Type C (4 Unit), Type D (5 unit), type E (38 Unit), - Clean water; from water treatment 	

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Sekolah Taman kanan-kanak - Sekolah Dasar (berada di Tasik Mas Estate) - Sekolah Menengah Pertama 1 unit - Balai Karyawan 1 unit - Polidinic (1 units) - Mosque (2 units) - Church (1 unit) - School bus (1 units) - Ambulance (1 unit) - Sport facilities; (volley ball, badminton, foot ball) <p>Company has provided the clean water by drilling wells and water ponds. Laboratory test of clean water was conducted on 11 April 2017 by Testing laboratory PT Mutu Agung Lestari according to clean water standards based on PERMENKES No: 416/MENKES/PER/IX/1990. The result of analysis was available and indicated that all parameter analyzed is met with the standard.</p> <p>The Company has also established the Building Maintenance and Public Facilities Program for the period 2018-2019, which includes:</p> <ul style="list-style-type: none"> - Replacement of electrical installations - Replacement of slot keys - Ceiling repair - Others: patched bathtubs, repaired doors and windows, Repaired closet / septic tanks. 	
6.5.4	<p>There shall be demonstrable efforts to improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance –</p> <p>At Tasik Mas Estate the company has provided several "shops" around employee housing locations that provide daily basic necessities and also facilitates the establishment of Koperasi Karyawan": Tamari Cooperatives in Tasik Mas Estate that provide daily needs of employees around the plantations.</p> <p>Markets in Sandul with the range of +/- 3 Km, every payday traders will be closer to the location of the estate to trade the basic needs of. Access to the market is always taken care of by graders</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	regularly, so that during the rainy season can still be passable.	
Criterion 6.6		
The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.		
6.6.1	<p>A record of the company's policy in understandable language recognising freedom of association, shall be available.</p> <p>- Major compliance –</p> <p>A published statement in local languages recognizing freedom of association was stated in Circular Letter (Surat Edaran) No.169/HR-OPS/08/10 and approved by the top management. Memorandum stated that the organisation respect to comply with regulation pertinent to freedom of association. Also Company Regulation (Peraturan Perusahaan) stated that freedom of association can be conducted by the worker through Labour Union.</p> <p>SPM (Serikat Pekerja Mandiri – Independent Worker Union) was established for Mill and each Estate. Worker representative was elected independently among workers. Worker Union has been registered on Labour Department of Seruyan District, among others :</p> <ul style="list-style-type: none"> - Hanau Estate: Registered to Disnakertrans Seruyan Regency with the No. 560/919/Disnakertranspar/VIII/2016 concerning Structural Change Unions with chairman is Mr. M. Suhadi, on 10 August 2016, by Disnakertranspar, Seruyan Regency. - Tanjung Paring Estate: Registered to Disnakertrans Seruyan Regency with the No. 560/159/Disnakertranspar/II/2018 concerning Structural Change Unions with chairman is Mr. A. Nasito, on 26 February 2018, by Disnakertranspar, Seruyan Regency. - Hanau Mill: Registered to Disnakertrans Seruyan Regency with the No. 560/119/Disnakertranspar/II/2018 concerning concerning Structural of Unions Labor (SPP: Serikat Pekerja Perkebunan) chairman is Mr. M. Hasani, on 6 February 2018, by Disnakertranspar, Seruyan Regency. - Langadang Estate: Registered to Disnakertrans Seruyan Regency with the No. 560/120/Disnakertranspar/II/2018 concerning Structural of Unions Labor (SPP: Serikat Pekerja Perkebunan) chairman is Mr. Sugianto, on 6 February 2018, by Disnakertranspar, Seruyan Regency. - Tasik Mas Estate: Registered to Disnakertrans Seruyan Regency with the No. 	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<p>560/599/Disnakertranspar/V/2014 concerning Structural of Unions Labor (SPP: Serikat Pekerja Perkebunan) chairman is Mr. Suparni, on 7 May 2014, by Disnakertranspar, Seruyan Regency.</p> <p>Periodic meeting was also held to discuss any issues as necessary and recorded in minutes of meeting. Several issues discussed at meetings were not limited to labour issues. Meetings here also discussed cleanliness, safety of housing areas and work equipment. All employees are represented by unions have agreed on a cooperation agreement on the document of PKB, the agreement will be renewed after two years.</p>	
6.6.2	<p>Records of meetings with labor unions or workers representatives shall be available.</p> <p>- Minor compliance –</p>	<p>Based on the information from the chairman of the union, the union meeting conducted in accordance with the requirements of temporary and existing issues, the recording of this meeting with the unions, among others: the attendance list and minutes of meeting. Several meetings were conducted with the unions, among others :</p> <ul style="list-style-type: none"> - Hanau Estate : Meeting on 14 March 2018, related The removal of BHL employees by appointing BHL to become Permanent Workers (PT: Pekerja Tetap). - Tanjung Paring Estate: meeting on 23 May 2018, related Negotiations for the formulation of the PT Tapian Nadenggan Collective Labor Agreement (PKB) period 2018-2020. - Hanau Mill: Meeting on 9 December 2017 between the SPM and management, a discussion of establishment of a new SPM membership structure. - Langadang Estate: meeting on 24 November 2017 related of formation of the new LNGE SPP management. - Tasik Mas Estate: meeting on 6 March 2018 regarding of formation the formation of a new board of Plantation Workers' Union (Serikat Pekerja Perkebuna) in Tasik Mas Estate <p>Based on data verification and interviews with several employees, the company has facilitated space/rooms for trade unions to carry out their activities and conduct monthly meetings.</p>	Comply
<p>Criterion 6.7 Children are not employed or exploited.</p>			
6.7.1	<p>There shall be documented evidence that minimum age</p>	<p>Organisation has policy for minimum age for worker and mentioned in the Circular Letter (Surat Edaran) No. 002/SE-HRD/03/09' and also was described in Company Regulation. Minimum age for</p>	Comply

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Criterion / Indicator	Assessment Findings	Compliance
<p>requirements are met. - Major compliance –</p>	<p>worker is 18 years. In according to list of worker and related document was verified and there is no worker under 18 years old. During audit and interview with workers, field observation and stakeholder consultation can be demonstrated that there is no employee under 18 years old in PT Tapian Nadengan.</p> <p>Sampel taken:</p> <p>Hanau Estate: the youngest worker is Mr. Nkls (birth: 08 August 1982, joined in the company on 26 September 2000 – 18 year and 1 month).</p> <p>Hanau Mill: the youngest worker is Mr. Hwt; birth: 22 March 1977, joined in the company on 26 January 1998 – 20 years and 10 months.</p> <p>Tanjung Paring Estate: the youngest worker is Mr. AwK; birth: 15 December 1997, joined in the company on 26 March 2017 – 19 years and 3 months.</p> <p>Tasik Mas Estate: the youngest worker is Mr. HS; birth: 05 December 1998, joined in the company on 26 March 2017 – 18 years and 3 months.</p> <p>Langandang Estate: the youngest worker is Mr. Mth; birth: 13 October 1992, joined in the company on 26 April 2011 – 18 years and 5 months.</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>Policy for discrimination was determined by the organisation, and all discrimination is prohibited for all area in the Mill and Estates as regulated in Social policy of company. Circular Letter (Surat Edaran) No. 146/CE01- SE/04/2010, on 14 December 2010. Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age is prohibited. The policy was publicly available and has been communicated to all workers and surrounding communities.</p> <p>The policy describe that the organization identify relevant/affected groups in the local environment, e.g. surrounding villages, Muslims, Christian, Melayu tribe, Javanese tribe, Flores tribe, etc. Based on interview with representative workers, there was no discrimination based on race, caste, national</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance
		origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age.	
6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated. - Major compliance –	<p>Worker register for mill and estates mentioned that all workers came from different backgrounds (race, religion, gender, etc). ethnical diversity of worker and also during interview with workers, no discrimination was identified based on religion, ethnic, gender. No evidence of discrimination found during the audit.</p> <p>Interviews of male and female workers confirmed that the company anti-discrimination policy was strictly enforced. They were not aware of any cases of discrimination, e.g. document review of salary payment did not find any evidence of discrimination.</p> <p>Working equipment was provided by company to the workers, relevant to the nature of the work performed. Interviews of male and female workers confirmed that the company anti-discrimination policy was strictly enforced. They were not aware of any cases of discrimination, e.g. document review of salary payment did not find any evidence of discrimination.</p> <p>Worker list of Mill and Estates mentioned that all workers came from different back grounds (race, religion, gender, etc). Ethnic diversity of worker and also during interview with workers, no discrimination was identified based on religion, ethnic, gender. No evidence of discrimination found during the audit.</p>	Comply
6.8.3	Records of evidence that equal opportunity and treatment for work shall be available. – Minor compliance -	<p>The company has procedure hiring workers regulated that hiring and promotion of workers based on skill, work experiences, and job evaluation.</p> <p>All discrimination was prohibited for all area in estate and mill. PKB also mentioned ban of discrimination for all workers in the organization. Procedure for worker recruitment (SDM-A-001-00) and procedure for employee assessment (HRD C- 002-00) was available and mentioned there was no discrimination treatment during recruitment and promotion process. Promotion of worker will be done base on work period, annual evaluation result, and availability of position.</p> <p>In the recruitment process, the company has set the standard of competence that inferred in the Position Description and Job Profile. Recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness.</p> <p>Job opportunities were communicated and given to surrounding villagers at first priority where no discrimination found observed during interview and related records of workers being employed. All</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>workers are treated equally in accordance with company regulation including rights of worker as well. The compliance in accordance with national laws has been evaluated by the organisation as described in criterion 2.1. Annuals performance evaluation result of worker was shown.</p> <p>It is indicated that the hiring and promotion are based on skills, capabilities and qualities. The company has a procedure of hiring workers regulated that hiring and promotion of workers based on skill, work experiences, and job evaluation.</p> <p>In the January - June 2018 period, there were policies related to the elimination of BHL employees by selecting for appointment as permanent workers.</p> <p>Based on a letter from VPA-6 to RC Kalteng 1, on June 12, 2018, no. 127 / VPAKTSel / 06/18, regarding the appointment of BHB employees to become Permanent Employees (PT 4A) as many as 133 people.</p> <p>Letter from VPA-6 to RC Central Kalimantan 1 on May 22, 2018, no. 093 // VPAKTSel / 05/18 concerning the approval of the appointment of BHL employees to become Permanent Employees (PT 4A) as many as 61 people.</p> <p>The company conducted the performance evaluation of workers annually.</p> <p>Based on verification and interviews with several employees, that the company has been paying attention to its employees related to career paths and provides an opportunity for a career with its employees and does not discriminate.</p>	
<p>Criterion 6.9 There is no harassment or abuse in the work place, and reproductive rights are protected.</p>		
6.9.1	<p>A policy to prevent sexual and all other forms of harassment and violence, shall be documented, implemented and communicated to all levels of the workforce.</p> <p>- Major compliance –</p> <p>Policy for sexual harassment and violence was determined in the Circular Letter No. SE 114/HR-PSM-6/08/2011. Gender committee was established by the organisation. Each estate and mill has appointed representative for gender committee. The committee consider matters such as: socialization on women’s rights, child care facilities to be provided by the growers and millers, women to be allowed to breastfeed up to nine months before resuming chemical spraying or usage tasks, and women to be given specific break times to enable effective breastfeeding. Organization has also setting several signboards about breastfeed up to nine months before resuming chemical</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>spraying or usage tasks. It was observed that has been assembled on main access road and crowd locations such as: division office and housing area.</p> <p>Socialization of Sexual harassment policy has been conducted on 1 March 2018 and 6 February 2018 and 8 March 2018 in Estate and POM.</p> <p>Based on workers interview and group discussion, it was concluded that there was no sexual harassment and violence within the organisation.</p>	
<p>6.9.2</p> <p>A policy to protect the reproductive rights, shall be documented, implemented and communicated to all levels of the workforce.</p> <p>- Major compliance –</p>	<p>Policy to protect women reproduction rights has been also stated in Circular Letter No. 266/HR-OPS/08/2010. Menstruation leave are given to female worker for 2 days-off without any salary deduction. The sprayers’ pregnancy examination which is conducted every 3 months. Based on interviews with the Agronomy Unit Heads, there was no use a female employee to perform work related to pesticides. Latest pregnancy examination refer to criteria 4.6.10</p> <p>Gender committee was established by the organisation. Each estate and mill has appointed representative for gender committee. The committee consider matters such as; socialization on women’s rights, child care facilities to be provided by the growers and millers, women to be allowed to breastfeed up to nine months before resuming chemical spraying or usage tasks, and women to be given specific break times to enable effective breastfeeding. Organization has also setting several signboards about breastfeed up to nine months before resuming chemical spraying or usage tasks. It was observed that has been assembled on main access road and crowd locations such as: division office and housing area.</p> <p>Communication to all workers pertinent to prevent sexual harassment and protect women reproduction was conducted by the gender committee team and attended by the organisation. Latest communication to all worker performed on 4,5 and 29 July 2017 at Hanau Estate, on 9 June 2018 at Tanjung Paring Estate and also on 8 March 2018 at Tasik Mas Estate.</p> <p>Complaint handling procedure for sexual harassment was determined. All complaints can be issued verbal and or written and informed to all administrator, gender committee and Agronomy / Mill Unit Head.</p> <p>List of menstruated female workers was established and monitored. 2 days-off are given to those women in the list without any salary deduction. Pesticide female workers are checked periodically</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>and recorded in the medical record. Pesticide female workers are prohibited to do their job during pregnancy as stated in company policy while no mother with breast feeding period was identified during the audit. In that case, those workers are relocated to another job station with low risk level. No negative case was found in regard with reproduction rights of female workers during past years as interviewed with female workers and gender committee.</p>	
<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>Complaint handling procedure for sexual harassment was determined. All complaints can be issued verbal and or written and informed to all administrator, gender committee and Agronomy / Mill Unit Head.</p> <p>List of menstruated female workers was established and monitored. 2 days-off are given to those women in the list without any salary deduction. Pesticide female workers are checked periodically and recorded in the medical record.</p> <p>Pesticide female workers are prohibited to do their job during pregnancy as stated in company policy while no mother with breast feeding period was identified during the audit. In that case, those workers are relocated to another job station with low risk level. No negative case was found in regard with reproduction rights of female workers during past years as interviewed with female workers and gender committee.</p>	<p>Comply</p>
<p>Criterion 6.10 Growers and millers 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>Pricing mechanisms and payment method for FFB was described in FFB Purchase Agreement. Price mechanism of FFB, CPO and palm kernel was determined by province government and reviewed in monthly basis. The price was applied for all growers in the province. The company updates the information on the FFB pricing formula that includes details of transport, milling and shipping costs, each month and provides it to out growers.</p> <p>Annual contract are made between FFB suppliers and mill, describing FFB specification required, contract period, determination of FFB pricing, and term of payment. Information of FFB set was available to the FFB suppliers and the commitment was stated in the procedure.</p> <p>Updated FFB price for East Kalimantan Province is publicly available on website</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance
		<p>http://disbun.kaltimprov.go.id, FFB Price sourced from Result of "Hasil Rapat Tim Penetapan Harga Pembelian TBS Kelapa Sawit Produksi Pekebun di Provinsi Kalimantan Timur". Current and past prices paid for Fresh Fruit Bunches (FFB) from province government provided by FFB Purchase Department HO/JKT to the related supplier. Current FFB price also informed by FFB Purchase Department HO/JKT to Palm Oil Mill Manager, so that Mill Manager can disseminate also to the FFB supplier. FFB Price sourced from Result of Meeting on FFB Price Determination in Central Kalimantan Province, issued monthly by DISBUN (Plantation Agency) of Central Kalimantan.</p> <p>During audit it was observed that there was no complaint on FFB pricing from FFB suppliers.</p>	
6.10.2	<p>Pricing mechanisms for Fresh Fruit Bunches (FFB) and inputs/services shall be explained and documented (where these are under the control of the mill or plantation).</p> <p>- Major compliance -</p>	<p>FFB Purchase Agreement as documented contract has described the model of FFB Recording/documenting transactions between millers with middlemen and/or the outgrowers. In chapter 3 mentioned that:</p> <ul style="list-style-type: none"> - FFB price following the price determined by DISBUN (Plantation Agency) of Central Kalimantan on age 10 years (HD 10). - Payment performed by PT. Tapian Nadenggan in monthly basis, in 10 working days, counted from all original document received completely in Jakarta Office, consist of: <ul style="list-style-type: none"> ✓ Legal invoice ✓ Recapitulation of weighbridge ticket which have been stamped and signed by Mill Manager and representative of FFB supplier. ✓ Tax document - If in 1 month, Plantation Agency of Central Kalimantan did not issue FFB Price, then the previous FFB Price will be used. - All payment will be performed by bank transfer to the account of FFB supplier. <p>The Mill has explained FFB price and pricing mechanisms for FFB in the agreement which described FFB specification required, contract period, determination of FFB pricing, and term of payment. The company and the FFB supplier have signed the contract document as evidence that both parties have understood FFB pricing and pricing mechanisms for FFB. Document verified was "Berita Acara Hasil Rapat Tim Penetapan Harga Pembelian TBS Kelapa Sawit Produksi Pekebun Di Provinsi Kalimantan</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
		Tengah” for period June 2018. Specification of inputs and or services required was communicated to the supplier/vendor through tender document or request for quotation. Outgrower recycling waste (e.g. FFB) is not practiced.	
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 -	Annual contract were made between FFB suppliers and mill, describing FFB specification required, contract period, determination of FFB pricing, and term of payment. Information of FFB set was available to the FFB suppliers and the commitment was stated in the procedure. The selection and evaluation of supplier/vendor was based on capability of supplier and vendor to supply required inputs and or services. Specification of inputs and or services required was communicated to the supplier/vendor through tender document or request for quotation. The contract was understood, signed and agreed together between Hanau Palm Oil Mill and vendor. All contractual agreements were fair, legal and transparent. All contract documents were found valid during audit. Contract document are kept by both parties. Contract verified was “Surat Perjanjian Kerja No. 001/TN/HNAM/03/2018-CPO” contract between PT Tapian Nadenggan and CV Alam Persada (CPO transporter) dated 30 March 2018, that valid until 31 March 2019.	Comply
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Payment is made through bank transfer. The mill record and resume the CPO transport from vendor/FFB purchased from third party supplier or middleman in weekly basis then reported to FFB Purchase Head Office Jakarta. CPO transport/FFB Purchase Head Office Jakarta then creates receipt as the basic of payment. Finance department then issued Application for Funds Transfer. KTU of Hanau Mill kept all transaction and payment records. Agreed payments been made in a timely manner that stated in agreement which is in monthly basis and paid maximum 10 days from complete invoice received. There is no complaint from vendor or contractor and FFB supplier regarding payment. It was verified Invoice from PT Indotruba Timur No.**** to PT Tapian Nadenggan dated 30 June 2018 regarding sales of FFB, quantity **** kg, price IDR ****/kg.	Comply
Criterion 6.11			
Growers and millers contribute to local sustainable development where appropriate.			
6.11.1	Records of contributions to local development based on the results	Records of organisation contribution to regional development were evident as also integrated with CSR program. It was provided by the organization and deployed in to CSR program. Activity of CSR was	Comply

Criterion / Indicator	Assessment Findings	Compliance
<p>of consultation with local communities shall be available. - Minor compliance -</p>	<p>identified by the estate/mills (Rekapitulasi Laporan Kegiatan CSR), including: repairs the village road, low-cost market, mosques renovation in surrounding villages, checks and medical for free, etc. Implemented document was recorded within photo and minutes of aid delivery.</p> <p>CSR Program January – December 2018 has made based on the results of consultation with local communities and recorded on "Dokumen Rencana Strategi CSR PT Tapan Nadenggan 2018-2022", such as:</p> <ul style="list-style-type: none"> - Education program: awarding scholarships for elementary, middle and high school/vocational schools, improving school facilities and infrastructure. - Health Sector: Health education to improve understanding and application of a clean and healthy lifestyle and "Posyandu" Pos Pelayanan Terpadu. - Economic sector: training to improve the competence of business groups in the target villages, empowering local contractors. - Infrastructure: road repair or maintenance and drilling well construction. - Social sector: construction and rehabilitation of public facilities, maintenance of worship facilities. - Environmental sector: planting trees on river banks, conservation areas, household industrial waste treatment and water pollution. <p>During consultation with village head, community leader and public figure, it was confirmed that the organization providing jobs for villagers around mill and estate although not evenly in the village of the plantations. Preference has been given to member of local communities if candidates for employment are of equal merit.</p> <p>The role and commitment of the company as a social responsibility for community development is given in accordance with the existing proposals.</p> <p>Another local business was supported for growers and mills, main supports were pertinent to procurement spare parts and vehicle maintenance. The local business is assigned and controlled by central purchasing in Head Office.</p> <p>During 2017 PT Tapan Nadenggan has carried out 214 CSR activities with a total cost of Rp 4,842,295,607. PT Tapan Nadenggan's highest social investment is in the economics sectors whose</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>percentage of CSR reaches 65.37%, such as:</p> <ul style="list-style-type: none"> - Motor grader heavy equipment assistance for Desa Derangga road, worth Rp. 5,101,404 - Aid for heavy grader equipment to repair the village of Sandul worth Rp 792,692 - Derangga Village Posyandu PM assistance worth IDR 700,000 - Assistance for surgery for hernia patients in Tanjung Paring Village worth Rp. 5,407,568 - Plant seed aid for Sandul High School, Batu Ampar District Head Office, Kec. Police Station Batu Ampar, Disdikpora Kec. Batu AMpar worth Rp. 5,730,000 - Etc <p>Realization of CSR ion 2018 PT Tapan Nadenggan, among others:</p> <ul style="list-style-type: none"> - March 7, 2018; Cataract surgery assistance in Sandul Village and Tanjung Village worth Rp 112,000,000 - January 29, 2018; Sandul village repair works using a grader worth 3,605,670, - - April 27, 2018; assistance for plant seeds for the school environment in Sandul Village and Tanjung Village for Rp. 3,650,000. - March 9, 2018; Sandul Village road repair using graders (9 HM) worth Rp 1,602,520, <p>The company also cooperates with the surrounding community for operations on the plantation, eg for the transportation of FFB at Tanjung Paring Estate in collaboration with contract no. EST/TPRE/LKL/007/III/2018/AKT.TBS, dated 20/3/2018 on behalf of Mulyono in Sandul Village.</p> <p>The company has a CSR plan with Panimba Raya Village and Kalang Village with the program "Running Forest Village Conservation Based on Life Programs" which has been socialized on February 13, 2018.</p>	
6.11.2	<p>Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve scheme smallholder</p> <p>Based on SIA, monitoring social impact, and interview with unit head during audit, there are no smallholder schemes in PT Tapan Nadenggan Plantation.</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
	productivity. - Minor compliance -		
Criterion 6.12 No forms of forced or trafficked labor are used.			
6.12.1	There shall be evidence that no forms of forced or trafficked labor are used. - Major compliance -	Based on interview with employee representative and chairman of worker union concluded that there was no complaint and any grievances regarding the contract and their right. Interview with workers representative also verified that no migrant workers in Hanau POM, Tasik Mas Estate, Hanau Estate, Tanjung Paring Estate and Langadang Estate.	Comply
6.12.2	It shall be demonstrated that no contract substitution has occurred. - Minor compliance -	Based on interview with worker union committee and gender committee, there was no indication of contract substitution occurred. All employees have work agreement, explaining the rights and obligation including scope of work.	Comply
6.12.3	Where migrant/foreign/honorary workers are employed, a special worker policy and procedures and the evidence of implementation shall be available. - Major compliance -	Based on interview with worker union committee and gender committee, there was no use of migrant worker. All employee including temporary workers have work agreement; regulating the scope of work, work agreement timeframe, working hour, salary payment, overtime and Jamsostek.	Comply
Criterion 6.13 Growers and millers respect human rights.			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations. - Major compliance -	Company has a social policy and roles the community as a manifestation the respect of Companies to human rights, the rights of local communities and as a commitment to comply with the rules and regulations. This commitment is outlined in the policy, which was signed by the President Director on 10 November 2011. The policy contains such as :	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Respect for human rights - Empowerment of local community development programs - recognizes, respect and reinforce the rights of workers - Compliance with all applicable laws and regulations - FPIC to indigenous and local communities <p>This policy has been disseminated to all employees and the community around the plantation. Evidence of dissemination in the form of attendance list on 14 and 5, 7, 17 May 2017 (Hanau Estate), on 6 February 2018 at Tanjung Paring Estate, on 21 February 2018 and 6 March 2018 (Langadang Estate) and 17 March 2017 (Tasik Mas Estate).</p>	
Principle 7: Responsible development of new plantings		
Criterion 7.1		
A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.		
7.1.1	<p>An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented.</p> <p>- Major compliance –</p> <p>Year of planting in Hanau Estate were 1995 to 1997, and Tasik Mas Estate were 1996 to 1999. There is no new planting after November 2005 in Hanau and Tasik Mas Estate. However in Tanjung Paring Estate and Langadang Estate, there were planting year 2000 – 2007.</p> <p>An independent social and environmental impact assessment (SEIA) has been carried out by PT Tapian Nadenggan before 2005. Environmental impact analysis documents were provided, such as Documented ANDAL, RKL and RPL approved by Governor of Central Kalimantan (Approval 430/2006) on 21 December 2006, total area of assessment were included the planting year after November 2005 – 2007.</p> <p>Planting area in 2005 – 2007 at TPRE and LNGE included in The Remediation and Compensation Procedure. PT. Tapian Nadenggan has submitted Land Use Change Analysis Report to the RSPO in December 2015 and responded by RSPO. It was explained that for the management unit with non-complaint land clearing which has been certified (by right they should not be certified in the first place), as long as they have submitted complete Land Use Change Analysis, they are allowed to</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
		proceed with surveillance audit. By the next surveillance audit, the affected management unit should have completed necessary process outlined in the compensation procedures. The statement was described in an email reply from the RSPO to the company.	
7.1.2	Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts. - Minor compliance -	The Social Impact Assessment Plan is referred to the AMDAL recommendation that should be done by company to minimize negative impact and promote positive impact from social impact management. The company also showed the Social Impact Management Plan, as stated in "Rencana Kelola Lingkungan dan Rencana Pemantauan Lingkungan" or RKL-RPL document". PT. Tapian Nadenggan implemented procedure for identifying environmental aspect and evaluating its impact.As required by the procedure, the information of environmental isreviewed and updated regularly.No changes of identification of impacts since last audit. The company has ensured that all activities with significant environmental impacts were managed. Control measure were defined and implemented for ensuring that negative environmental impact were prevented or mitigated. There were several types of control measures defined: engineering control, administrative control and PPE. The implementation of those control measures are monitored during monthly environmental patrol and also round of internal audits.	Comply
7.1.3	Where the development includes an outgrower scheme (<i>skema kemitraan</i>), the impacts of the scheme and the implications of the way it is managed shall be given particular attention. - Minor compliance -	There were no outgrowers scheme included in the new plantings development after November 2005.	N/A
Criterion 7.2			
Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.			
7.2.1	Soil suitability maps or soil surveys adequate to establish the long-	Soil suitability map are presented in "Semi Detail Soil Map of PT. Tapian Nadenggan" in scale 1:50,000 covering Hanau and Tasik Mas Estate. Projection UTM, Zone 49 S, Datum WGS '84.	Comply

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Criterion / Indicator	Assessment Findings	Compliance																																																																					
<p>term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations.</p> <p>- Major compliance –</p>	<p>Sourced from SPOT 5:413 Level 2Ak/j:293 355 recorded on 24 – 29 July 2001.</p> <p>Soil characteristic in Tanjung Paring Estate was presented in table below:</p> <table border="1" data-bbox="689 507 1518 962"> <thead> <tr> <th>Classification</th> <th>Topography</th> <th>Ha</th> </tr> </thead> <tbody> <tr><td>Typic Haplohemist</td><td>0 – 3 %</td><td>940.04</td></tr> <tr><td>Typic endoaquepts</td><td>0 – 3 %</td><td>198.26</td></tr> <tr><td>Typic Dystrudepts</td><td>0 – 9 %</td><td>427.43</td></tr> <tr><td>Typic Dystrudepts</td><td>9 – 16 %</td><td>555.77</td></tr> <tr><td>Typic Hapludults</td><td>0 – 9 %</td><td>1,016.27</td></tr> <tr><td>Typic Hapludults</td><td>9 – 16 %</td><td>1,021.09</td></tr> <tr><td>Typic Hapludults</td><td>16 – 21 %</td><td>72.17</td></tr> <tr><td>Typic Haplorthods</td><td>8 – 9 %</td><td>61.87</td></tr> <tr><td>Enclave</td><td></td><td>142.66</td></tr> <tr><td>Rawa</td><td></td><td>264.11</td></tr> <tr><td>Tubuh air</td><td></td><td>7.33</td></tr> <tr><td>Total Area</td><td></td><td>4,717.06</td></tr> </tbody> </table> <p>Soil characteristic in Langadang Estate was presented in table below:</p> <table border="1" data-bbox="689 1026 1518 1375"> <thead> <tr> <th>Classification</th> <th>Topography</th> <th>Ha</th> </tr> </thead> <tbody> <tr><td>Typic Haplohemist</td><td>0 – 3 %</td><td>676.88</td></tr> <tr><td>Typic endoaquepts</td><td>0 – 3 %</td><td>182.80</td></tr> <tr><td>Typic Dystrudepts</td><td>0 – 9 %</td><td>162.30</td></tr> <tr><td>Typic Dystrudepts</td><td>9 – 16 %</td><td>74.83</td></tr> <tr><td>Typic Hapludults</td><td>0 – 9 %</td><td>428.50</td></tr> <tr><td>Typic Hapludults</td><td>9 – 16 %</td><td>777.50</td></tr> <tr><td>Typic Hapludults</td><td>16 – 21 %</td><td>37.34</td></tr> <tr><td>Enclave</td><td></td><td>61.35</td></tr> <tr><td>Rawa</td><td></td><td>11.00</td></tr> </tbody> </table>	Classification	Topography	Ha	Typic Haplohemist	0 – 3 %	940.04	Typic endoaquepts	0 – 3 %	198.26	Typic Dystrudepts	0 – 9 %	427.43	Typic Dystrudepts	9 – 16 %	555.77	Typic Hapludults	0 – 9 %	1,016.27	Typic Hapludults	9 – 16 %	1,021.09	Typic Hapludults	16 – 21 %	72.17	Typic Haplorthods	8 – 9 %	61.87	Enclave		142.66	Rawa		264.11	Tubuh air		7.33	Total Area		4,717.06	Classification	Topography	Ha	Typic Haplohemist	0 – 3 %	676.88	Typic endoaquepts	0 – 3 %	182.80	Typic Dystrudepts	0 – 9 %	162.30	Typic Dystrudepts	9 – 16 %	74.83	Typic Hapludults	0 – 9 %	428.50	Typic Hapludults	9 – 16 %	777.50	Typic Hapludults	16 – 21 %	37.34	Enclave		61.35	Rawa		11.00	
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Criterion / Indicator		Assessment Findings	Compliance						
		<p>is around 5 – 30 cm under ground cover.</p> <p>The SOP mentioned above described peat soil management, water was managed to control water table within range of 50-70 cm below ground surface. Dike which were made from sand sacks are constructed to maintain water level in main drain and collection drain. Water level was monitored by checking the level meter which was provided in main and secondary drain and piezometer which was provided in peat land block. Piezometer and level meter were checked weekly including status of water level (below or above the range). Condition of piezometer and level meter were checked regularly including cleanliness of piezometer, condition of sand sacks, and identification of piezometer and level meter.</p> <p>Water level monitoring was monitored by the installation of piezometers, 2 pieces on each block of peat. The monitoring results are recorded weekly and its well documented. Water and ground cover management by by creating dams on drains and create an overflow of the dam according the desired water level in the area of peat (between 40-60 cm).</p> <p>During site visit in Tanjung Paring Estate the condition of piezometer and level meter was good. Condition of sluice (flush or intake) was according to water level result. Monitoring results of water level weekly period January to July 2018 show that water level was between 0 – 40 cm bellow ground surface of peatland in Tanjung Paring Estate.</p> <p>Peat subsidence monitored by placing subsidence stakes at 9 points in block S-36, S-38, R-37, T-37, R-30, R-34, S-31, R-26, T-30. During observations in the block R34 Tanjung Paring Estate there are 2 subsidence stakes point. Subsidence monitoring results last month on July 2018 was found no decrease in the peat soil surface.</p>							
7.2.2	<p>Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available.</p> <p>- Minor compliance -</p>	<p>Sufficient topographic information is available in operation level, in order to provide guidance for planning of drainage, road and other infrastructure.</p> <p>Topography information according to soil characteristic and topographic survey are presented bellow:</p> <p>Soil characteristic and Topography in Tanjung Paring Estate:</p> <table border="1" data-bbox="689 1342 1518 1377"> <thead> <tr> <th>Classification</th> <th>Topography</th> <th>Ha</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Classification	Topography	Ha				Comply
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	Soil characteristic and Topography in Langadang Estate:			
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	Tubuh air		0.71	
	Total Area		2,409.57	
	There is no slope above 40% in both in Tanjung paring Estate and Langadang Estate area. Soil topography in Tanjung Paring Estate and Langadang Estate area is around 0 – 21%. Most of the soil			

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**RSPO Public Summary Report
Revision 6 (December /2017)**

Criterion / Indicator		Assessment Findings	Compliance
		<p>topography is 0 – 16 %. For slope area 15% - 21% estate has create terracing with width 3 - 4.5 meters. To minimize erosion in sloping area, estate has planting legume cover crop (<i>Mucuna bracteata</i>). Estate has also conducted monitoring of erosion in slope area by install erosion pegs in slope area. Erosion pegs monitored each month; latest monitoring in June 2017 shown that erosion level is 0.00.</p> <p>The new planting development plan at Tanjung Paring Estate and Langadang Estate are included in ANDAL, RKL and RPL Documents were approved by Governor of Central Kalimantan (Approval 430/2006) on 21 December 2006 for PT. Tapian Nadenggan. The planning of drainage and irrigation systems, roads and other infrastructure, including the planting in 2005 – 2007 were described in the EIA Document.</p>	
Criterion 7.3			
New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.			
7.3.1	<p>There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2).</p> <p>- Major compliance –</p>	<p>Planting area in 2005 – 2007 at Tanjung Paring Estate and Langadang Estate included in The Remediation and Compensation Procedure. PT. Tapian Nadenggan has submitted Land Use Change Analysis Report to the RSPO in December 2015 and responded by RSPO. It was explained that for the management unit with non-complaint land clearing which has been certified (by right they should not be certified in the first place), as long as they have submitted complete Land Use Change Analysis, they are allowed to proceed with surveillance audit. To be in compliance with Remediation and Compensation Procedure, November 2015; company updated the LUC analysis and sent to the ERWG-RSPO on 4th May 2018 and has been received by RSPO. According to the email from RSPO, currently the status of LUCA PT Tapian Nadenggan – Central Kalimantan is under review by RSPO.</p> <p>By the next surveillance audit, the affected management unit should have completed necessary process outlined in the compensation procedures. The statement was described in an email reply from the RSPO to the company.</p>	Comply
7.3.2	<p>Reports of comprehensive HCV assessment, which involves stakeholder consultation and includes record of land-use</p>	<p>Company has conducted HCV assessment in August 2010 by PT. SMART, Tbk’s internal team. The team was consist of five (5) RSPO-approved HCV assessors and expert in biodiversity, ecology, environmental services, social-economy and cultural aspect.</p>	Comply

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Criterion / Indicator	Assessment Findings	Compliance
<p>change since November 2005, shall be available. This HCV assessment shall be conducted prior to any conversion or new planting.</p> <p>- Major compliance –</p>	<p>The HCV identification is conducted refer to the “Indonesian HCV Toolkit, 2008” in April 2013 and it had been reviewed by independent reviewer (Mr. Siswoyo, who is approved by HCV-RN ALS, approved on 13th January 2015).</p> <p>The company has submitted the Disclosure Liability Land and Land Use Changes Analysis (LUCA) for review by ERWG – RSPO in December 2015. To be in compliance with Remediation and Compensation Procedure, November 2015; company updated the LUC analysis and sent to the ERWG-RSPO on 4th May 2018 and has been received by RSPO. According to the email from RSPO, currently the status of LUCA PT Tapian Nadenggan – Central Kalimantan is under review by RSPO.</p> <p>The RSPO letter stated, for management unit with non- complaint land clearing which has been certified and they have submitted complete Land Use Change Analysis, they are allowed to proceed with surveillance audit. By the next surveillance audit,the affected management unit should have completed necessary process outlined in the compensation procedures. The auditor conclude that the company has commitment to the compensation procedure, for next surveillance, if the company is not prepare “Remediation and Compensation plan based on procedure, 2015”, all areas have been planted since 2005 prior HCV assessment will be excluded for the certification process.</p> <p>As for management units with non-compliant land clearance that have not been certified, the management must complete necessary compensation process then only can proceed with certification. This is consistent with the compensation procedures and has been consistently implemented by the Compensation Panel.</p>	
<p>7.3.3 Records of land preparation and clearing dates shall be available.</p> <p>- Minor compliance –</p>	<p>Land preparation is documented in “Statement Area Report PT Tapian Nadenggan”.</p>	<p>Comply</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</p>	<p>Planting area in 2005 – 2007 at Tanjung Paring Estate and Langadang Estate included in The Remediation and Compensation Procedure. PT. Tapian Nadenggan has submitted Land Use Change Analysis Report to the RSPO in December 2015 and responded by RSPO. It was explained that for the management unit with non-complaint land clearing which has been certified (by right they should not be certified in the first place), as long as they have submitted complete Land Use Change Analysis, they are allowed to proceed with surveillance audit. To be in compliance with Remediation and</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>Criterion 5.2) - Major compliance –</p>	<p>Compensation Procedure, November 2015; company updated the LUC analysis and sent to the ERWG-RSPO on 4th May 2018 and has been received by RSPO. According to the email from RSPO, currently the status of LUCA PT Tapian Nadenggan – Central Kalimantan is under review by RSPO. By the next surveillance audit, the affected management unit should have completed necessary process outlined in the compensation procedures. The statement was described in an email reply from the RSPO to the company.</p> <p>PT Tapian Nadenggan performed HCV assessment on August 2010. Company has set the management plan HCV consist of :</p> <ul style="list-style-type: none"> • Placement, maintenance and monitoring of warning boards and boundary markers. The HCV warning board were available in each HCV area. Warning board and poles maintain each 3 month, maps of poles and geographis coordinate were available. • Riparian rehabilitation and enhancement. Planting of Trembesi (Samanea saman) and Sengon (Paraserianthe falcataria) at Riparian zone. Dissemination of information on how to manage and conserve the HCV area and RTE species conservation to employees, contractors and the public/local community. • Placement for HCV sign board, protected species information and posters • HCV patrol and monitoring. Patrol conducted each weeks by Patrol team consist of security team, evidence of patrol can be demonstrated, latest monitoring conducted on First Week September 2017. Monitoring areal HCV perfomed each 3 month, latest monitoring in July 2018 was in good condition and no disturbance in Hanau Estate, Tanjung Paring Estate, Langadang Estate andTasik mas Estate. • Management and monitoring all riparian condition (HCV area utilization, management activities, rehabilitation, HCV conditions, the effectiveness of management activities, the level of threat and the condition of land cover). • Management and monitoring of springs/water source, peat swamp forest • Management and Monitoring of protected wildlife/animal. 	
<p>7.3.5</p>	<p>Evidence of consultation with the affected community shall be</p> <p>Planting area in 2005 – 2007 at Tanjung Paring Estate and Langadang Estate included in The Remediation and Compensation Procedure. PT. Tapian Nadenggan has submitted Land Use Change</p>	<p>N/A</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>available in order to identify the area required by such community to fulfill its basic needs, by considering the positive and negative changes to the livelihood as a result of plantation operations. Such matters shall be included in the HCV analysis and management plan (see Criteria 5.2).</p> <p>- Minor compliance –</p>	<p>Analysis Report to the RSPO in December 2015 and responded by RSPO. It was explained that for the management unit with non-complaint land clearing which has been certified (by right they should not be certified in the first place), as long as they have submitted complete Land Use Change Analysis, they are allowed to proceed with surveillance audit. By the next surveillance audit, the affected management unit should have completed necessary process outlined in the compensation procedures. The statement was described in an email reply from the RSPO to the company.</p> <p>HCV Assessment has been conducted in Hanau Estate, Tanjung Paring Estate, Tasik Mas Estate and Langadang Estate by Biodiversity and Conservation Section of Sustainability Division SMART group:</p> <ul style="list-style-type: none"> - In August 2010 : Field Survey - 16 Agustus 2010 : Presentage of Survey result to management PT. Tapan Nadenggan. - Peer review by RSPO accredited HCV assessor Mr. Siswoyo (Independent HCV Consultant) on Januari 2011. - 25 March 2011: Public consultation HCV, attended by 39 person comprise of staff PT. Tapan Nadegan, Leader BPD Tanjung paring, Sekdes Makarti Jaya, Kades Panimbu Raya, P. Hulu I & II, Sandul, Derangga, Tj. Hara, Medang sari, Community representative Medang sari, Sekcam Hanau, Sub BU Kecamatan Batu Ampar, etc. <p>There was no HCV area with existing rights of local communities in Tasik Mas Estate based on public consultation result and interview with local community leaders. During HCV assessment, PT Tapan Nadenggan conducts the public consultation to local communities on 25 March 2011 and 28 October 2014. Public consultation conducted on local communities around the estate. The public consultation also involves a village government, community leaders, district, NGOs and related agencies. In public consultation the findings discussed the identification of HCV areas and the response from public and relevant government agencies. The public consultation also summarizes a number of inputs/feedback from local communities, community leaders, NGOs and related agencies in the management plan of HCV areas.</p>	
<p>Criterion 7.4 Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.</p>		

Criterion / Indicator	Assessment Findings	Compliance
<p>7.4.1</p> <p>Indicative maps showing marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided.</p> <p>- Major compliance –</p>	<p>Soil suitability map are presented in "Semi Detail Soil Map of PT. Tapian Nadenggan" in scale 1:50,000 covering Hanau and Tasik Mas Estate. Projection UTM, Zone 49 S, Datum WGS '84. Sourced from SPOT 5:413 Level 2Ak/j:293 355 recorded on 24 – 29 July 2001. Soil maps including topography map is available for all estate under PT. Tapian Nadenggan.</p> <p>Based on soil characteristic above there are 940.04 Ha of peat area in Tanjung Paring Estate in Division 4, 5 and 6 and 676.88 ha in Langadang Estate. Based on map there is peat soil with hemic maturity, depth of peat soil are 60 cm - 300 cm.</p> <p>SOP to provide the guidance of peat soil management and monitoring was presented in "SOP/SMART/HVMS-EVMD/USDV/I/2005, revision dated 1 March 2017. The SOP described the flow process of management and monitoring peat soil, block design, water management, subsidence and water level monitoring, management and monitoring report of peat soil.</p> <p>SOP to provided guidance on subsidence management was presented in SOP/SMART/MCAR/I/TA-PPA (Preparation of New Area Planting) and SOP/SPO/SMART/LH-05 (Maintain water quality and availability). The SOP described reference to the RSPO BMPs on peat, e.g. management of water level.</p>	<p>Comply</p>
<p>7.4.2</p> <p>Where limited planting on fragile and marginal soils, including peat, is proposed, a documented plan shall be developed and implemented to protect them without incurring adverse impacts.</p> <p>- Major compliance –</p>	<p>The company has established procedure to manage plantation on some class of slope. The procedure describes management strategy for minimising and controlling erosion. In the terrace work instruction No. IK/SMART/MVAR/I/TA-PPA/03 on the stage of the determination of the need terrace should be designed in such a way in hilly areas with a slope of 9°-22° (15%-40%) with a width 3 - 4.5 meters. The slope of more than 40% or 22° is not recommended for planting.</p> <p>When the slope area was planted, system for planting on slopes area is provided by considering soil and climate specific through terracing, determining of base line, levelling of terrace, and determining of planting space.</p> <p>There were no slope more than 40% in Tanjung Paring and Langadang Estate. Soil topography in consist of 0 – 21%. Most of the soil topography was 0 – 9 %. For slope area 15%-21% estate has create terracing with a width 3 - 4.5 meters.</p> <p>To minimize erosion in sloping area estate has planting land cover crop (<i>Mucuna bracteata</i>). Estate also conducted monitoring erosion in slope area by install erosion pegs in slope area. Erosion pegs</p>	<p>Comply</p>

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Criterion / Indicator		Assessment Findings	Compliance
		monitored each month, latest monitoring in June 2018 shown that erosion level is 0.00.	
Criterion 7.5			
No new plantings are established on local people’s land where it can be demonstrated that there are legal, customary or user rights, without their free, prior and informed consent. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.			
7.5.1	Evidence shall be available that affected local peoples understand they have the right to say ‘yes’ or ‘no’ to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples (see Criteria 2.2, 2.3, 6.2, 6.4 and 7.6) - Major compliance –	PT. Tapan Nadenggan has established SOP Implementation of FPIC (Free Prior Informed Consent) no. SOP/SMART/SENS-CSR/SADV/I/003, revision 00 dated 1 st July 2014, which describes a process for the preparation of FPIC, identification, dissemination, participatory mapping, implementation of the negotiation, compensation formula, etc. The company also has established the policy of Social and Environmental-GAR, dated 8th September 2015. Where stated in point 2.1. Respect to PADIATAPA (Peretujuan Atas Dasar informasi Awal Tanpa Paksaan), local communities as well as an understanding of the need for food security in areas of newly developed communities. The company also gives opportunity for each group to choose a representative in the meeting. Participatory mapping and agreement involving various stakeholders in compensation to the local communities.	Comply
Criterion 7.6			
Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.			
7.6.1	Records of identification and assessment of legal, customary and user rights shall be available. - Major compliance –	PT. Tapan Nadenggan has conducted SEIA in 2005 - 2006. These reports described the assessment for planting area 2005 – 2007. For SIA please refer to 6.1 and EIA 5.1.	Comply

Criterion / Indicator	Assessment Findings	Compliance
<p>7.6.2 A procedure for identifying people entitled to compensation shall be available. - Major compliance –</p>	<p>The company has procedure “Ganti rugi Tanah/Lahan” No.SOP/NP/SMART/VII/D and L. Company already prepared a procedure for land compensation. The procedure available under: “Pedoman Teknis Persiapan Lahan – Ganti Rugi Tanah/Lahan No.SOP/NP/SMART/VII/D&L002”, revision dated 1st July 2010.</p> <p>PT. Tapan Nadenggan has established SOP Implementation of FPIC (Free Prior Informed Consent) No.SOP/SMART/SENS-CSR/SADV/I/003, revision 00 dated 1st July 2014, which describes a process for the preparation of FPIC, identification, dissemination, participatory mapping, implementation of the negotiation, compensation formula, etc.</p> <p>The company also has established the policy of Social and Enviromental-GAR, dated 8th September 2015. Where stated in point 2.1. Respect to PADIATAPA (Persetujuan Atas Dasar informasi Awal Tanpa Paksaan),</p>	<p>Comply</p>
<p>7.6.3 Records of calculation system and distribution of fair compensation shall be available. - Major compliance –</p>	<p>The company has procedure “Ganti rugi Tanah/Lahan” No.SOP/NP/SMART/VII/D and L. Company already prepared a procedure for land compensation. The procedure available under: “Pedoman Teknis Persiapan Lahan – Ganti Rugi Tanah/Lahan No.SOP/NP/SMART/VII/D&L002”, dated 1st July 2010.</p> <p>PT. Tapan Nadenggan has established SOP Implementation of FPIC (Free Prior Informed Consent) No.SOP/SMART/SENS-CSR/SADV/I/003, revision 00 dated 1st July 2014, which describes a process for the preparation of FPIC, identification, dissemination, participatory mapping, implementation of the negotiation, compensation formula, etc. Participatory mapping and agreement involving various stakeholders in compensation to the local communities.</p>	<p>Comply</p>
<p>7.6.4 Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development. - Minor compliance –</p>	<p>The company provided communities that have lost access and rights to land for plantation expansion opportunities to benefit from plantation development in Procedures of Processes land compensation described (SOP/NP/SMART/VII/D&L 002). There was no compensation for planting area in 2005 – 2007.</p>	<p>N/A</p>
<p>7.6.5 The process and outcome of any</p>	<p>The company have a system for compensation claim in Procedures of Processes land compensation</p>	<p>N/A</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>compensation claims shall be documented and made available to the affected communities and their representatives.</p> <p>- Minor compliance –</p>	<p>described (SOP/NP/SMART/VII/D&L 002). There was no compensation for planting area in 2005 – 2007.</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>There was no compensation for planting area in 2005 – 2007. There was no legal customary right own by local people, all the land is own by government.</p>	<p>N/A</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>Records of zero burning implementation on land clearing, referring to the ASEAN Policy on zero burning (2003) and recognised techniques based on the existing regulations shall be available.</p> <p>- Major compliance –</p>	<p>SEIA documents 2006 covered all related issues covering activity begins from pre-construction (land clearing, building infrastructure and roads, drainage and irrigation system), construction (build the infrastructure, and its support facility, mill process), post construction (replanting). Land clearing was performed mechanically and zero burning.</p> <p>No fire was used during land preparation. The company has zero burning policy documented in “Kebijakan sosial dan Lingkungan”. Zero burning policy also was described in MCAR Book Chapter 5. MCAR Book mentioned that land preparation was performed by overthrowing and chipping.</p> <p>Based on document verification on agreement contract of land clearing between PT Tapan Nadenggan and Vendor (Land clearing contractor), land clearing process since 2005 performed mechanically using heavy equipment and there was no burning.</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
7.7.2 In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance –	No fire was used during land preparation.	N/A
Criterion 7.8 New plantation developments are designed to minimize net greenhouse gas emissions.		
7.8.1 The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated. - Major compliance –	The company has conducted carbon stock assessment refer to the RSPO GHG Assessment Procedure for New Plantings Version 3.	Comply
7.8.2 Records of a plan to minimize net GHG emissions shall be available. - Minor compliance –	The company has identified GHG emission in whole mill and plantation areas, such as: land conversion, fertilizer, fuel consumption, effluent, pesticides, etc.	Comply
Principle 8: Commitment to continuous improvement in key areas of activity		
Criterion 8.1 Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.		

Criterion / Indicator	Assessment Findings	Compliance
<p>8.1.1</p> <p>The action plan for monitoring shall be available, based on a consideration of the social and environmental impacts and routine evaluation of the plantation and mill operations. As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of certain chemicals (Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); • Optimising the yield of FFB production (Criterion 4.2) <p>- Major compliance –</p>	<p>PT Tapian Nadenggan – Hanau POM has prepared a continuous improvement plan and internal audit conducted to identify environmental and social activities.</p> <p>Data verified:</p> <ul style="list-style-type: none"> – Continuous Plan under “Implementasi Invosi 2018”, such: <ul style="list-style-type: none"> • Loading of fertilizing by using glissade • Loading the material of spraying application by VIAR (tricycle) • Wing titi panen • Rocan telescopic sprayer • Alat wipping lalang dengan model jepit – Report of Internal Audit of RSPO (annually), in 2018 was conducted on 20 – 29 March 2018. Audit standard based on RSPO PnC INANI year 2016, SCC (module E: CPO Mills – MB) and General requirement for the supply chain. There were 12 issues reported. The issues has followed up and the status was closed. – Minute of Meeting Agronomy (every six months) conducted on 5th February 2018, was attended by VPA6, all Estate Manager, KTU, senior assistant. Agenda for discuss/input: Manpower/resouces, harvesting, losses evaluation, – Monitoring on implementation of Inovation year 2018 in Hanau POM, such as: <ul style="list-style-type: none"> • Protable track torch • Otomatization of feed water thank • Moist gun • CCTV sisght glass boiler • Modification of rotary feed 	<p>Comply</p>

Appendix B: Approved Time Bound Plan

Mill Name	Mill Address	Estate Name	Estate Address	Time Bound for Certification	Progress
Padang Halaban	Desa Padang Halaban, Kecamatan Aek Kuo, 21455 Kabupaten Labura, Sumatera Utara	Padang Halaban	Kecamatan Aek Kuo, Kabupaten Labuan Batu Utara, Sumatera Utara, Indonesia	2011	Certified
		Pernantian	Kecamatan Merbau, Kabupaten Labuan Batu Utara, Sumatera Utara, Indonesia		
		Adi Pati	Kecamatan Merbau, Kabupaten Labuan Batu Utara, Sumatera Utara, Indonesia		
		Kanopan Ulu	Kecamatan Kualuh Hulu, Kabupaten Labuan Batu Utara, Sumatera Utara, Indonesia		
Langga Payung	Desa Huta Baru Nangka, Kecamatan Halongonan, 22753 Kabupaten Padang Lawas Utara, Sumatera Utara	Langga Payung	Huta Baru Nangka Village, Halongonan, Padang Lawas Utara, Sumatra Utara	2012	Certified
		Paya Baung	Huta Baringin Village, Simangambat, Padang Lawas Utara, Sumatra Utara		
		Normark	Normark Village, Kota Pinang, Labuhanbatu Selatan, Sumatra Utara		
		Pernantian	Kecamatan Merbau, Kabupaten Labuan Batu, Sumatera Utara, Indonesia		
Jelatang	Desa Jelatang; Kecamatan Pamenang	Bangko	Desa Langling, Kecamatan Bangko, Kabupaten Merangin, Provinsi Jambi, Indonesia	2014	Certified
		Tiga Serumpun KKPA	Desa Tanjung, Kecamatan Bathin VIII, Kabupaten Sarolangun, Provinsi Jambi, Indonesia		
		Batang Gading KKPA	Desa Tanjung, Kecamatan Bathin VIII, Kabupaten Sarolangun, Provinsi Jambi, Indonesia		
		Bangko Plasma	Desa Langling, Kecamatan Bangko, Kabupaten Merangin, Provinsi		

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	Kabupaten Merangin; Jambi 37352 ; Indonesia		Jambi, Indonesia		
		Pamenang Plasma	Desa Bukit Bungkul, Kecamatan Renah Pamenang, Kabupaten Merangin, Provinsi Jambi, Indonesia		
		Kubang Ujo Plasma	Desa Tanjung, Kecamatan Bathin VIII, Kabupaten Sarolangun, Provinsi Jambi, Indonesia		
		Bukit Bungkul KKPA	Desa Bukit Bungkul, Kecamatan Renah Pamenang, Kabupaten Merangin, Provinsi Jambi, Indonesia		
Langling	Desa Langling; Kecamatan Bangko Kabupaten Merangin; Jambi 37351 ; Indonesia	Bangko	Desa Langling, Kecamatan Bangko, Kabupaten Merangin, Provinsi Jambi, Indonesia	2014	Certified
		Bangko Plasma	Desa Langling, Kecamatan Bangko, Kabupaten Merangin, Provinsi Jambi, Indonesia		
		Tanjung Rusa	Kembiri Village, Membalong Sub District, Belitung District, Bangka Belitung Province, Indonesia		
		Tanjung Rusa KKPA	Kembiri Village, Membalong Sub District, Belitung District, Bangka Belitung Province, Indonesia		
Leidong West	Kecamatan Kelapa, Kabupaten Bangka Barat Kepulauan Bangka Belitung 33364	Leidong West Utara	Kelapa Sub-district, Bangka Barat Regency, Bangka Belitung Province.	2014	Certified
		Leidong West Selatan	Kelapa Sub-district, Bangka Barat Regency, Bangka Belitung Province.		
		Bukit Intan	Kelapa Sub-district, Bangka Barat Regency, Bangka Belitung Province		
		Bukit Mas	Kelapa Sub-district, Bangka Barat Regency, Bangka Belitung Province.		
Bukit Perak	Kecamatan Kacung, Kabupaten Bangka Barat, Kepulauan	Bukit Perak Estate	Kecamatan Kelapa, Kabupaten Bangka Barat, Bangka Belitung, Indonesia	2015	Certified 2015
		Bukit Permata Estate	Kecamatan Kelapa, Kabupaten Bangka Barat, Bangka Belitung, Indonesia		

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	Bangka Belitung 33364	Bukit Permai	Sungai Selan Sub-district, Bangka Tengah Regency, Bangka Belitung Province.		
		Bukit Lestari	Sungai Selan Sub-district, Bangka Tengah Regency, Bangka Belitung Province.		
Sungai Buaya	Kampung Talang Batu, Kecamatan Mesuji Timur, Kabupaten Mesuji 34697 Lampung	Sungai Buaya	Desa Talang Batu, Kecamatan Mesuji Timur, Kabupaten Mesuji – Lampung	2014	Certified
		Mesuji KKPA	Desa Brabasan, Kecamatan Tanjung Raya, Kabupaten Mesuji – Lampung		
		Gedung Aji Lama KKPA	Desa Paduan Rajawali, Kecamatan Meraksa Aji, Kabupaten Tulang Bawang – Lampung		
Sungai Merah	Kampung Sidomukti, Kecamatan Gedung Aji, Kabupaten Tulang Bawang 34595 Kampung Sidomukti	Sungai Merah	Desa Sidang Gunung Tiga, Kecamatan Rawa Jitu Utara, Kabupaten Mesuji – Lampung	2014	Certified
		Gedung Aji Baru KKPA	Desa Sidoharjo, Kecamatan Penawartama, Kabupaten Tulang Bawang – Lampung		
		Gedung Aji Lama KKPA	Desa Paduan Rajawali, Kecamatan Meraksa Aji, Kabupaten Tulang Bawang – Lampung		
Kasuari	Desa Lapua, Distrik Kaureh. Kabupaten Jayapura. Provinsi Papua	Cendrawasih Estate	Lapua village, Kaureh Sub-district, Jayapura District, Papua Province	2018	Pre Audit
		Nuri Estate	Lapua village, Kaureh Sub-district, Jayapura District, Papua Province		
		Rajawali Estate	Lapua village, Kaureh Sub-district, Jayapura District, Papua Province	2018	Pre Audit 19 – 23 Januari 2015
		Mambruk Estate	Lapua village, Kaureh Sub-district, Jayapura District, Papua Province		
	Desa Pangkalan Panji,	Sawit Mas Estate	Pangkalan Panji and Langkan Village, Banyuasin III District,	2015	Certified 2015

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Pangkalan Panji	Kecamatan Banyuasin III, Kabupaten Banyuasin, Sumatera Selatan 30954, Indonesia		Banyuasin Regency, South Sumatera, Indonesia		
Bumi Sawit	Desa Tanjung Miring, Kecamatan Rambang Buang, Kabupaten Ogan Ilir, Sumatera Selatan, 30869, Indonesia	Sawit Mas Estate	Pangkalan Panji and Langkan Village, Banyuasin III District, Banyuasin Regency, South Sumatera, Indonesia	2015	Certified 2015
		Bumi Sawit Estate	Tanjung Miring Village, Rambang Kuang District, Ogan Ilir Regency, South Sumatera, Indonesia		
Muara Kandis	Desa Lubuk Pandan, Kecamatan Muara Lakitan Kabupaten Muara Rawas, Sumatera Selatan, 31666, Indonesia	Muara Kandis Estate	Karya Sakti village, Muara Lakitan Sub-district, Musi Rawas District, South Sumatera Province	2015	Certified 2015
		Muara Tawas Estate	Karya Mukti village, Muara Kelingi Sub-district, Musi Rawas District, South Sumatera Province		
		Pandawa KKPA	Beliti Jaya village, Muara Kelingi Sub-district, Musi Rawas District, Sumatera Selatan Province		
		Pandawa Plasma	Karya Sakti village, Muara Kelingi Sub-district, Musi Rawas District, Sumatera Selatan Province		
Batu Ampar	Desa Serongga, Kecamatan Kelumpang Hilir, Kabupaten Kotabaru Kalimantan Selatan 72161	Batu Ampar	Kelumpang Hilir Subdistrict, Kotabaru Regency, South Kalimantan	2012	Certified
		Batu Mulia	Kelumpang Hilir Subdistrict, Kotabaru Regency, South Kalimantan		
		Sungai Panci	Kelumpang Hilir Subdistrict, Kotabaru Regency, South Kalimantan		
		Sungai Panci Plasma	Kelumpang Hilir Subdistrict, Kotabaru Regency, South Kalimantan		
Tanah Laut	Desa Serongga, Kecamatan Kelumpang Hilir, Kabupaten Kotabaru Kalimantan Selatan 70883	Tanah Laut	Kecamatan Kintap, Kabupaten Tanah Laut, South Kalimantan, Indonesia	2012	Certified
		Kintapura	Kecamatan Kintap, Kabupaten Tanah Laut, South Kalimantan, Indonesia		

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Sei Kupang	Kecamatan Kelumpang Hilir, Kabupaten Kotabaru Kalimantan Selatan 72161	Sungai Kupang Estate	Desa Sangking Baru, Kecamatan Kelumpang Selatan , Kab. Kota Baru	2018	Main Audit, 25-29 May 2015
		Sungai Kupang KKPA	Desa Sangking Baru, Kecamatan Kelumpang Selatan , Kab. Kota Baru		
		Sungai Panci Estate	Desa Pulau Panci, Kecamatan Kelumpang Hilir		
		Sungai Panci KKPA	Desa Pulau Panci Kecamatan Kelumpang Hilir		
Sawita	Kabupaten Kotabaru Kalimantan Selatan	Sawita Estate	Manunggul Lama KM 6 Village, Sungai Durian Sub Distric, Kotabaru Distric, South Kalimantan Province	2018	Main Audit, 25-29 May 2015
		Sawita KKPA	Rantau Buda Village, Sungai Durian Sub Distric, Kotabaru Distric, South Kalimantan Province		
		Pamukan Estate	Manunggul Baru Village, Sungai Durian Sub Distric, Kotabaru Distric, South Kalimantan Province		
Senakin	Desa Sangsang, Kecamatan Kelumpang Tengah, Kabupaten Kotabaru Kalimantan Selatan	Senakin Estate	Sang - Sang Village, Kelumpang Tengah sub distric, Kotabaru distric, South Kalimantan Province	-	SNKM Will stop operating on March 2015
Bukit Kapur	Desa Bangkalan Melayu, Kecamatan KelumpangHulu, Kabupaten Kotabaru Kalimantan Selatan	Bukit Kapur Estate	Karang Liwar Village, Kelumpang Hulu sub distric, Kotabaru District, South Kalimantan Province	2020	Pre Audit
		Sungai Cantung Estate	Bangkalan Melayu Village, Kelumpang Hulu sub distric, Kotabaru District, South Kalimantan Province		
		Muara Wahau	Makmur Jaya Village, Kongbeng Sub District, Kutai Timur District, East Kalimantan Province		

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Muara Wahau	Desa Sukamaju, Kecamatan Kongbeng, Kabupaten Kutai Timur Propinsi Kalimantan Timur 75666	Gunung Kombeng	Sukamaju Village, Kongbeng Sub District, Kutai Timur District, East Kalimantan Province	2014	Certified
		Pantun Mas	Desa Karya Bakti Kecamatan Muara Wahau		
		Pantun Mas KKPA	Desa Jak luay Kecamatan Muara Wahau		
Jak Luay	Desa Jakluay, Kecamatan Muara Wahau, Kabupaten Kutai Timur Propinsi Kalimantan Timur 75655	Jak Luay Estate	Desa Jak Luay Kecamatan Muara Wahau Kabupaten Kutai Timur	2015	Certified
		Bukit Subur Estate	Desa Juk Ayak Kecamatan Telen Kabupaten Kutai Timur		
		Pantun Mas	Desa Karya Bakti Kecamatan Muara Wahau		
		Long Buluh Estate	Desa Jak Luay Kecamatan Muara Wahau Kabupaten Kutai Timur		
		Jak Luay KKPA	Desa Jak Luay Kecamatan Muara Wahau Kabupaten Kutai Timur		
		Bukit Subur KKPA	Desa Juk Ayak Kecamatan Telen Kabupaten Kutai Timur		
		Pantun Mas KKPA	Desa Jak Luay Kecamatan Muara Wahau Kabupaten Kutai Timur		
Gunung Kombeng	Desa Sukamaju, Kecamatan Kongbeng, Kabupaten Kutai Timur Propinsi Kalimantan Timur 75666	Gunung Kombeng KKPA	Desa Sukamaju, Kecamatan Kongbeng, Kabupaten Kutai Timur Propinsi Kalimantan Timur 75666	2019	GKMM currently only supplied by non certified estate
		Gunung Kombeng	Desa Sukamaju, Kecamatan Kongbeng, Kabupaten Kutai Timur Propinsi Kalimantan Timur 75666		
Bumi Palma	Desa Bagan Jaya, Kecamatan Tempuling, 29261 Kabupaten Indragiri Hilir, Provinsi Riau	Bumi Palma Estate	Bagan Jaya village, sub district of Tempuling, district of Indragiri Hilir, Riau Province	2014	Certified
		Bumi Sentosa Estate	Suhada village, sub district of Enok, district of Indragiri Hilir, Riau province		
		Bumi Lestari Estate	Pebenaan village, sub dictrict of Kritang, district of Indragiri Hilir, Riau province		
	Desa Talang Sukamaju,	Indrasakti	Village Of Sungai Limau Sub District Of Rakit Kulim District Of Indragiri Hulu		Certified

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Indra Sakti	Kecamatan Rakit Kulim, Kabupaten Indragiri Hulu, Provinsi Riau	Indrasakti KKPA	Village Of. Sungai Limau, Sub District Of Rakit Kulim, District Of Indragiri Hulu	2013	
		Indralestari KKPA	Village Of Kuala Gading, Sub District Of Batang Cenaku, District Of Indragiri Hulu		
		Indragiri KKPA	Village Of Talang Bersemi, Sub District Of Batang Cenaku, District Of Indragiri Hulu		
Kijang	Desa Kijang Makmur, Kecamatan Tapung Hilir, 28464 Kabupaten Kampar, Provinsi Riau	Kijang Mas	Desa Sekijang, Kecamatan Tapung Hilir, Kabupaten Kampar, Riau	2012	Certified
		Kijang Kencana Plasma	Desa Kijang Jaya, Kecamatan Tapung Hilir, Kabupaten Kampar, Riau		
Naga Sakti	Desa Sekijang, Kecamatan Tapung Hilir 28464 Kabupaten Kampar, Provinsi Riau	Nagamas	Desa Sekijang, Kecamatan Tapung Hilir, Kabupaten Kampar, Riau	2012	Certified
		Nagasakti	Desa Sekijang, Kecamatan Tapung Hilir, Kabupaten Kampar, Riau		
		Ramabakti	Desa Beringin Lestari, Kecamatan Tapung Hilir, Kabupaten Kampar, Riau		
		Kijang Mas	Desa Sekijang, Kecamatan Tapung Hilir, Kabupaten Kampar, Riau		
Rama Rama	Desa Petapahan, Kecamatan Tapung 28464 Kabupaten Kampar, Provinsi Riau	Ramarama	Petapahan Village , Tapung Sub District, Kampar District, Riau Province	2012	Certified
		Amarta Jaya Plasma	Petapahan Village , Tapung Sub District, Kampar District, Riau Province		
		Sungai Tapung Plasma	Petapahan Village , Tapung Sub District, Kampar District, Riau Province		
Libo	Desa Sam-Sam, Kecamatan Kandis 28686 Kabupaten Siak, Provinsi Riau	Libo	Village of Samsam, Sub-district of Kandis, District of Siak, Riau Province, Indonesia	2012	Certified
		Nenggala	Village of Samsam, Sub-district of Kandis, District of Siak, Riau Province, Indonesia		
		Sungai Rokan	Village of Samsam, Sub-district of Kandis, District of Siak, Riau		

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			Province, Indonesia		
		Ramabakti	Village of Petapahan, Sub-district of Kampar, District of Siak, Riau Province, Indonesia		
Sam Sam	Desa Bekalar, Kecamatan Kandis 28686 Kabupaten Siak, Provinsi Riau	Samsam	Village of Bekalar, Sub-district of Kandis, District of Siak, Riau Province, Indonesia	2012	Certified
		Kandista	Village of Belutu, Sub-district of Kandis, Riau Province, Indonesia		
		Palapa	Village of Bekalar, Sub-district of Kandis, Riau Province, Indonesia		
		Ujung Tanjung	Sub-district of Kandis, District of Siak, Riau Province, Indonesia		
Ujung Tanjung	Desa Kandis, Kecamatan Kandis Kota 28686 Kabupaten Siak, Provinsi Riau	Sungai Tapung Plasma	Petapahan Village , Tapung Sub District, Kampar District, Riau Province	2012	Certified
		Ujung Tanjung	Sub-district of Kandis, District of Siak, Riau Province, Indonesia		
Hanau	Kecamatan Hanau, Kabupaten Seruyan, 74271 Desa Derangga	Hanau	Kecamatan Hanau, Kabupaten Seruyan, Kalimantan Tengah, Indonesia	2013	Certified
		Tasik Mas	Kecamatan Hanau, Kabupaten Seruyan, Kalimantan Tengah, Indonesia		
		Tanjung Paring	Kecamatan Batu Ampar, Kabupaten Seruyan, Kalimantan Tengah, Indonesia		
		Langadang	Kecamatan Batu Ampar, Kabupaten Seruyan, Kalimantan Tengah, Indonesia		
		Medang Sari	Desa Runtuh, Kecamatan Arut Selatan, Kabupaten Kotawaringin Barat, Kalimantan Tengah, Indonesia	2018	HGU in progress
		Semilar	Rungau Raya Village, Sub District of Danau Seluluk, District of Seruyan, Province of Central Kalimantan		
		Sei Rindu	Tangar Village, Sub District of Mentaya, District of Kotawaringin Timur, Province of Central Kalimantan		

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Semilar	Desa Rungau Raya, Kecamatan Danau Seluluk, 74271 Kabupaten Seruyan Kalimantan Tengah	Mandang	Rungau Raya Village, Sub District of Danau Seluluk, District of Seruyan, Province of Central Kalimantan	2013	Certified
		Puri	Biru Maju Village, Sub District of Telawang, District of Kotawaringin Timur, Province of Central Kalimantan		
Sungai Rungau	Desa Rungau Raya, Kecamatan Danau Seluluk, 74271 Kabupaten Seruyan Kalimantan Tengah	Sungai Rungau	Rungau Raya Village, Danau Seluluk Sub district, Seruyan District, Kalimantan Tengah Province	2013	Certified
		Sungai Seruyan	Rungau Raya Village, Danau Seluluk Sub district, Seruyan District, Kalimantan Tengah Province		
		Terawan	Seluluk Village, Seruyan Raya, Seruyan Sub district, Kalimantan Tengah Province		
		Tangar	Rungau Raya Village, Danau Seluluk Sub district, Seruyan District, Kalimantan Tengah Province		
		Bukit Tiga	Rungau Raya Village, Danau Seluluk Sub district, Seruyan District, Kalimantan Tengah Province		
Perdana	Desa Terawan, Kec. Seruyan Raya, Kab. Seruyan, Propinsi Kalimantan Tengah	Perdana Estate	Desa Terawan, Kec. Danau Sembuluh, Kab. Seruyan, Propinsi Kalimantan Tengah	2020	Pre Audit 9 – 13 Februari 2015
		Lenggana Estate	Desa Terawan, Kec. Danau Sembuluh, Kab. Seruyan, Propinsi Kalimantan Tengah		
		Semandau Estate	Desa Terawan, Kec. Danau Sembuluh, Kab. Seruyan, Propinsi Kalimantan Tengah		
		Muara Dua Estate	Desa Terawan, Kec. Danau Sembuluh, Kab. Seruyan, Propinsi Kalimantan Tengah		
		Sungai Rungau	Desa Terawan, Kec. Danau Sembuluh, Kab. Seruyan, Propinsi Kalimantan Tengah		
		Mentaya Estate	Sungai Ayawan Village, Seruyan Tengah Sub District, Seruyan District, Kalimantan Tengah Province		

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Kuayan	Jalan Ex PT.Sarpatim KM 21 Desa Keminting,Kec Bukit Santuhai Kab.Kotim Kalimantan Tengah	Kuayan Estate	Tumbang Keminting Village, Bukit Santuai Sub District, Kotawaringin Timur District, Kalimantan Tengah Province	2020	Pre Audit 6-10 Oktober 2014
		Bukit Santuhai Estate	Tumbang Keminting Village, Bukit Santuai Sub District, Kotawaringin Timur District, Kalimantan Tengah Province		
		Tajur Beras Estate	Pemantang Village , Mentaya Hulu Sub District, Kotawaringin Timur District, Kalimantan Tengah Province		
		Seranau Estate	Sapiri Village, Mentaya Hulu Sub District, Kotawaringin Timur District, Kalimantan Tengah Province		
		Sapiri Estate	Tukang Langit Village, Metaya Hulu Sub District, Kotawaringin Timur District, Kalimantan Tengah Province		
Tangar	Desa Rungau Raya, Kecamatan Danau Seluluk, 74271 Kabupaten Seruyan Kalimantan Tengah	Katayang Estate	Sahabu Village, Batu Ampar Sub District, Seruyan District, Kalimantan Tengah Province	2020	Pre Audit 13-16 Oktober 2014
		Nahiyang Estate	Seibabi Village, Batu Ampar Sub District, Seruyan District, Kalimantan Tengah Province		
		Sulin Estate	Wanatirta Village, Batu Ampar Sub District, Seruyan District, Kalimantan Tengah Province		
		Sungai Nusa Estate	Gantung Pengayuh Village, Seruyan Tengah Sub District, Seruyan District, Kalimantan Tengah Province		
		Sulin KKPA	Wanatirta Village, Batu Ampar Sub District, Seruyan District, Kalimantan Tengah Province		
		Sungai Ayawan Estate	Suka Mandang Village, Seruyan Tengah Sub District, Seruyan District, Kalimantan Tengah Province		
		Kayung Estate	Desa Sungai Kelik, Kecamatan Nanga Tayap, Kabupaten Ketapang, Kalimantan Barat, Indonesia		
		Pekawai Estate	Desa Sungai Kelik, Kecamatan Nanga Tayap, Kabupaten Ketapang, Kalimantan Barat, Indonesia		

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Pekawai	Kecamatan nanga Tayap, Kabupaten Ketapang Kalimantan barat	Kayung KKPA	Desa Lembah Hijau 1, Kecamatan Nanga Tayap, Kabupaten Ketapang, Kalimantan Barat, Indonesia	2018	Pre Audit 1-5 September 2014
		Nanga Tayap Estate	Desa Nanga Tayap, Kecamatan Nanga Tayap, Kabupaten Ketapang, Kalimantan Barat, Indonesia		
		Sungai Kelik Estate	Desa Siantau Raya, Kecamatan Nanga Tayap, Kabupaten Ketapang, Kalimantan Barat, Indonesia		
Kenanga	Dusun Bakung, Desa Randai, Kecamatan Marau, Kabupaten Ketapang, Kalimantan Barat	Kenanga Kemitraan	Desa Randai, Kecamatan Marau, Kabupaten Ketapang, Kalimantan Barat, Indonesia	2015	Certified 2015
		Kenanga Estate	Desa Randai, Kecamatan Marau, Kabupaten Ketapang, Kalimantan Barat, Indonesia		
		Cendana Estate	Desa Belaban, Kecamatan Marau, Kabupaten Ketapang, Kalimantan Barat, Indonesia		
		Delima Estate	Desa Randai, Kecamatan Marau, Kabupaten Ketapang, Kalimantan Barat, Indonesia		
		Kencana Kemitraan	Desa Rangkung, Kecamatan Marau, Kabupaten Ketapang, Kalimantan Barat, Indonesia		
		Kencana Estate	Desa Randai, Kecamatan Marau, Kabupaten Ketapang, Kalimantan Barat, Indonesia		
		Gaharu Kemitraan	Desa Periangan, Kecamatan Jelai Hulu, Kabupaten Ketapang, Kalimantan Barat, Indonesia		
		Kenanga Kemitraan	Desa Merabong, Kecamatan Manis Mata, Kabupaten Ketapang, Kalimantan Barat, Indonesia		
		Kenari Estate	Desa Biku Sarana, Kecamatan Jelai Hulu, Kabupaten Ketapang, Kalimantan Barat, Indonesia		
		Gaharu Estate	Desa Periangan, Kecamatan Jelai Hulu, Kabupaten Ketapang, Kalimantan Barat, Indonesia		

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Belian Mill	Desa Nanga Seberuang Kecamatan Semitau 78771 Kab. Kapuas Hulu Kalimantan Barat	Muara Tawang KKPA	Kec. Semitau, Suhaid dan Selimbau, Kab. Kapuas Hulu, Kalimantan Barat	2018	Pre Audit 6-10 April 2015
		Kapuas Hulu Estate	Desa Sentabai Kecamatan Silat Hilir		
		Kapuas Hulu KKPA	Desa Sentabai Kecamatan Silat Hilir		
		Belian Estate	Desa Baru (Kec. Silat Hilir), Desa Nanga Seberuang dan Desa Komplek Kenepai (Kec. Semitau), Kab. Kapuas Hulu, Kalimantan Barat		
		Belian Kemitraan	Desa Baru (Kec. Silat Hilir), Desa Nanga Seberuang dan Desa Komplek Kenepai (Kec. Semitau), Kab. Kapuas Hulu, Kalimantan Barat		
		Tengkawang Estate	Desa Baru (Kec. Silat Hilir), Desa Nanga Seberuang dan Desa Komplek Kenepai (Kec. Semitau), Kab. Kapuas Hulu, Kalimantan Barat		

Appendix C: GHG Reporting Executive Summary

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

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

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

Emission per product	tCO ₂ e/tProduct
CPO	1.26
PK	1.26
PKO	0

Extraction	%
OER	21.39
KER	5.85

Production	t/yr
FFB Process	389,439.22
CPO Produced	83,287.67
PKO Produced	NA

Land Use	Ha
OP Planted Area	14,459.43
OP Planted on peat	1,750.13
Conservation (forested)	
Conservation (non-forested)	1,366.61
Total	17,576.17

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	11,8576.76	0.38	0	0	0	0	11,8576.76	0.38
CO ₂ Emission from fertilizer	10,922.54	0.03	0	0	0	0	10,922.54	0.03
NO ₂ Emmision	24,036.05	0.08	0	0	0	0	24,036.05	0.08
Fuel Consumption	923.49	0	0	0	0	0	923.49	0
Peat Oxidation	95,304.35	0.30	0	0	0	0	95,304.35	0.30
Sink								
Crop Sequestration	-123,616.07	-0.39	0	0	0	0	-123,616.07	-0.39
Conservation Sequestration	-2,044.29	-0.01	0	0	0	0	-2,044.29	-0.01

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Total	124,102.83	0.40	0	0	9,270.89		133,373.72	0.4
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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	205.25	0
Fuel Consumption	111.16	0
Grid Electricity Utilisation	0	0
Credit		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	316.41	0

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO₂e
PK from own mill	28,718.27
PK from other source	0
Fuel Consumptions	0
Total Crusher emissions	28,718.27

*This mill has no kernel crusher operation.

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

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	Compliance (Yes / No or N/A) For any N/A raised, justification is required.
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.	PT Tapan Nadenggan – Hanau POM is part of the RSPO supply chain, as the organization takes legal ownership and physically handles RSPO Certified Sustainable oil palm products – therefore this requirement is applicable.	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 Tapan Nadenggan – Hanau POM is not a trader or distributors, therefore this indicator is not applicable.	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 Tapan Nadenggan – Hanau POM is subsidiary of Golden Agri Resources Ltd.with RSPO membership number 1-0096-11-000-00, and member since 31 March 2011. The site has RSPO IT Platform ID, which is RSPO_PO1000001154.	Yes

5.1.4	Processing aids do not need to be included within an organization's scope of certification.	PT Tapian Nadenggan – Hanau POM does not include any processing aid into 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.	The site is a palm oil mill that uses RSPO supply chain model Mass Balance, therefore they can process FFB from certified and non-certified sources. The site aware that they can only claim their product (CPO and PK) as Mass Balance.	Yes
5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	PT Tapian Nadenggan – Hanau POM only uses RSPO supply chain system model Mass Balance.	Yes
5.3. Documented Procedures			
5.3.1	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: <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. 	The site has documented procedure "SOP Identifikasi dan Kemamputelusuran Produk Bersertifikat" (SOP/SMART/CERS-EHSD/SADV/I/001) dated 2 July 2014. The procedures covers receiving of FFB, verification of delivery order "Surat Penerimaan Barang", Reporting to Administration Clerk "Kepala Tata Usaha", Weighing in weighbridge, printing of weighbridge ticket, grading FFB, FFB processing. Calculation of Mass Balance, Sales document, Delivery order receipt, CPO and PK dispatch, weighing of CPO/PK, Printing of weighbridge and delivery order for CPO/PK and Document keeping. The procedures are complete and up to date covering the implementation of all the elements of the supply chain model Mass Balance requirements.	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). 	The site has maintained complete and up to date records and reports that demonstrated compliance with the RSPO Supply Chain model Mass Balance, among others: Surat Pengantar Buah (FFB Delivery Note); Weighbridge ticket; Distribusi Timbangan; Daftar Penerimaan TBS; Rekap Penerimaan TBS Per Unit; Mass Balance report; CPO/PK Delivery Note; Berita Acara Penyegehan; Izin Masuk Pabrik; Izin Keluar Pabrik; Formulir Inventarisasi Penimbangan Tarra Truck PK; Notulen Training dated 27 March 2018 regarding "Pemahaman RSPO Supply Chain	Yes

		Certification Standard dan Critical Control Point”, attended by Storage admin, production clerk, laboratory analyst, grading assistant, process assistant, weighbridge operator, SPO officer, dispatch operator, and security.	
	<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. 	The person having responsibility for and authority over the implementation of the RSPO Supply Chain requirements identified in SOP section 1.5 “Tugas dan Tanggungjawab”. As explained in the SOP, Mill Unit Head is responsible for the implementation of RSPO Supply Chain requirements. During audit the Mill Unit Head able to demonstrate awareness of the organization’s procedures for the implementation of these RSPO Supply Chain requirements.	Yes
5.3.2	The site shall have a written procedure to conduct annual internal audit to determine whether the organization;	The site has documented procedure of annual Internal Audit as in “SOP Internal Audit” (SOP/SMART/UMUM/SADV/I/009) dated 1 st July 2014. The procedure described scope of internal audit covering SMK (Sistem Manajemen Keberlanjutan) and SPO (Sustainable Palm Oil).	Yes
	<ul style="list-style-type: none"> i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents. ii) effectively implements and maintains the standard requirements within its organization 	The site conduct annual RSPO internal audit on 20 – 29 March 2018 covering all RSPO Principle and Criteria and RSPO Supply Chain Certification Standard. There are 12 finding issues during the internal audit, Corrective Action Plans have been determined, status of corrective actions have been discussed in management review meeting.	Yes
5.4. Purchasing and goods in			
5.4.1	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: <ul style="list-style-type: none"> • The name and address of the buyer; 	The site received FFB from certified and non-certified source. Certified source consist of own crop from Hanau Estate, Tasik Mas Estate, Tanjung Paring Estate, and Langadang Estate. Non-certified source there are non certified unit Medang Sari Estate and third party FFB supplier consist of, consist of PT Prima Sentosa Pratama Putra Lestari Unggul Jaya Estate Document “Surat Pengantar Buah” and Weighbridge Ticket described identity and	Yes

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<ul style="list-style-type: none"> • 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>location of FFB source and other item required, e.g.</p> <p>Certified:</p> <ul style="list-style-type: none"> - Surat Pengantar Buah No.1432/TBS/02/18/07/7279 dated 30/07/2018 from Langadang Estate, Division 02, Block A8, total 347 bunches, with transport dump truck No. KH 8039 QI. Weighbridge card No.A031939 042514, dated 30/07/2018 mentioned commodity is FFB, Net weight 8,350 kg, From: Pantun Mas Estate Division II, quantity 347 bunches, Delivery Note No. 1432/TBS/02/18/07/7279, Transporter: 000044 PT Tapian Nadenggan - LNG, Driver: Damianus D, Clerk: Lely Riyani. - Surat Pengantar Buah No.1423/TBS/03/18/07/3409 dated 30/07/2018 from Tanjung Paring Estate, Division 3, Block V21, total 357 bunches, with transport dump truck No. KT 8280 PG. Weighbridge card No.A031936 042509, dated 30/07/2018 mentioned commodity is FFB, Net weight 7,400 kg, From: Tanjung Paring Estate Division 3, quantity 357 bunches, Delivery Note No. 1423/TBS/03/18/07/3409, Transporter: 000003 PT Tapian Nadenggan Tanjung Paring Estate, Driver: Triyono, Clerk: Lely Riyani. <p>Non-certified:</p> <ul style="list-style-type: none"> - Surat Pengantar Buah No.LUJE/TBS/01/07/18/0583 dated 30/07/2018 from Lestari Unggul Jaya Estate, Division 01 LUJE, Block B6, total 623 bunches, with transport dump truck No. KH 9458 GC, driver Sumardi. Weighbridge card No.A031918 042453, dated 30/07/2018 mentioned commodity is FFB, Net weight 9,740 kg, From: Perkebunan Lestari Unggul Jaya Division 01, quantity 623 bunches, Delivery Note No.LUJE/TBS/01/18/07/0583, Transporter: 300562 PT. PSP/ LUJE, Driver: Sumardi, Clerk: Erna Susanti. - Surat Pengantar Buah No.1425/TBS/II/18/07/3860 dated 30/07/2018 from Medang Sari Estate, Division II, Block O-10 (3,997 kg of loose fruit) and Block O-9 (5,397 kg of loosefruit), with transport dump truck No. KH 8197 GN. Weighbridge card No.A031919 042458, dated 30/07/2018 mentioned commodity is FFB, Net weight 9,840 kg, From: Medang Sri Estate Division II, quantity 9,394 kg of loosefruit, Delivery Note No.1125/TBS/02/18/07/3860, 	
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		Transporter: 000025 PT Setya Kisma Usaha, Driver: Suminto, Clerk: Erna Susanti.	
	<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). 	Information are complete and presented in couple document, e.g. "Surat Pengantar Buah" and Weighbridge Card.	Yes
	<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 guidance. 	The site has ensured that the FFB are certified based on the source of FFB. The certified FFB only come from their own estate, which are Hanau Estate, Tasik Mas Estate, Tanjung Paring Estate, and Langadang Estate. Other than that are non-certified.	Yes
	<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. 	The site does not need to check the certificate validity of the FFB source, because it is fall under PT Tapian Nadenggan - Hanau POM.	N/A
	<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. 	The site has never purchased any certified FFB from traders or distributors.	N/A

5.4.2	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.	The documented procedure "SOP Identifikasi dan Kemamputelusuran Produk Bersertifikat" (SOP/SMART/CERS-EHSD/SADV/I/001) dated 2 nd July 2014 has mentioned mechanism for handling non-conforming oil palm product and/or documents.	Yes
5.5. Outsourcing activities			
5.5.1	<p>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 complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independent mill 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>The site operate subcontractor for CPO transporter, consist of:</p> <ol style="list-style-type: none"> 1) CV. Alam Persada; MR: H. Amaryan; Address: Jl. Jend. Sudirman, RT 18 Kelurahan Sidorejo, Kecamatan Arut Selatan, Kabupaten Kotawaringin Barat; Capacity: 22 trucks @ 7.5 MT; Contract: 001/TN/ HNAM/03/2018 – CPO, valid from 30 March 2018 to 31 March 2019. 2) CV. Berkas Sekumpul; MR: Siswanto; Address: Kelurahan Kumai Hilir RT 11, Kecamatan Kumai, Kabupaten Kotawaringin Barat; Capacity: 26 trucks @ 7.5 MT; Contract: 002/TN/HNAM/03/2018 – CPO, valid from 30 March 2018 to 31 March 2019. 3) CV. Karya Bahtera Utama; MR: H. Edi Ruslianor; Address: Jl. Pameran No.375 RT 008 RW 002 Pembuang Hulu, Kecamatan Hanau, Kabupaten Seruyan; Capacity: 23 trucks @ 7.5 MT; Contract: 003/TN/HNAM /03/2018 – CPO, valid from 30 March 2018 to 31 March 2019. 4) Yayasan Al Miftahussalam; MR: H. Noordin; Address: Jl. Bakri Entong, Pembuang Hulu 1, Kecamatan Hanau, Kabupaten Seruyan; Capacity: 17 trucks @ 7.5 MT; Contract: 004/TN/ HNAM /03/2018 – CPO, valid from 30 March 2018 to 31 March 2019. <p>Based on contracts, all the independent third parties are complies with the requirements of the RSPO Supply Chain Certification Standard.</p> <p>PT Tapian Nadenggan – Hanau POM control the outsourced transporter by "Surat Perintah Kerja" and "Daftar Periksa Kesiapan Kerja Pengiriman". SPK covered information as explain in indicator 5.5.2 b. while "Daftar Periksa Kerja" is the tool</p>	Yes

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		<p>to control the transporter:</p> <ul style="list-style-type: none"> - Before shipping (completeness of vehicle including legality and safety, tank condition, faucet out, main hole tank, hinge/key lock faucet out); - After shipping (completeness of vehicle including legality and safety, tank condition, faucet out, main hole tank, hinge/key lock faucet out, seal number and seal condition) <p>The quantity of CPO was monitored by Weighbridge Card and SPK (with 0.20% tolerance).</p> <p>The mill delivered palm kernel by own transporter to palm kernel crusher which has been separately certified by SAI Global, it is PT. Tapian Nadenggan – Hanau Kernel Crushing Plant, with certified ID: SQUAL40064 and SCC Model: Mass Balance. The certificate valid from 23 September 2014 until 22 September 2019. Document verified was Delivery Note No.1451/KER/LK/18/04/0473 dated 27 April 2018 from PT Tapian Nadenggan – Hanau Mill to PT Tapian Nadenggan – Hanau KCP, regarding 8,060 kg PK, transporter KH 8614 FD (internal), weighbridge ticket No.B005011-020143, DO No.1451/KER/1451/17/L011. Hanau Mill uses internal trucks to deliver palm kernel.</p>	
5.5.2	<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>The contract between PT Tapian Nadenggan and subcontractors has mentioned that subcontractors must comply with the site’s procedure regarding RSPO Supply Chain, Safety, Environment, etc.</p>	Yes
	<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 site operate subcontractor for CPO transporter, consist of:</p> <ol style="list-style-type: none"> 1. CV. Alam Persada; MR: H. Amaryan; Address: Jl. Jend. Sudirman, RT 18 Kelurahan Sidorejo, Kecamatan Arut Selatan, Kabupaten Kotawaringin Barat; Capacity: 22 trucks @ 7.5 MT; Contract: 001/TN/ HNAM/03/2018 – CPO, valid from 30 March 2018 to 31 March 2019. 2. CV. Berkas Sekumpul; MR: Siswanto; Address: Kelurahan Kumai Hilir RT 11, 	Yes

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		<p>Kecamatan Kumai, Kabupaten Kotawaringin Barat; Capacity: 26 trucks @ 7.5 MT; Contract: 002/TN/HNAM/03/2018 – CPO, valid from 30 March 2018 to 31 March 2019.</p> <p>3. CV. Karya Bahtera Utama; MR: H. Edi Ruslianor; Address: Jl. Pameran No.375 RT 008 RW 002 Pembuang Hulu, Kecamatan Hanau, Kabupaten Seruyan; Capacity: 23 trucks @ 7.5 MT; Contract: 003/TN/HNAM /03/2018 – CPO, valid from 30 March 2018 to 31 March 2019.</p> <p>4. Yayasan Al Miftahussalam; MR: H. Noordin; Address: Jl. Bakri Entong, Pembuang Hulu 1, Kecamatan Hanau, Kabupaten Seruyan; Capacity: 17 trucks @ 7.5 MT; Contract: 004/TN/ HNAM /03/2018 – CPO, valid from 30 March 2018 to 31 March 2019.</p> <p>Based on contracts, all the independent third parties are complies with the requirements of the RSPO Supply Chain Certification Standard. The contract are covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor.</p> <p>The mill delivered palm kernel to palm kernel crusher which has been separately certified by SAI Global, it is PT. Tapian Nadenggan – Hanau Kernel Crushing Plant, with certified ID: SQUAL40064 and SCC Model: Mass Balance. The certificate valid from 23 September 2014 until 22 September 2019.</p>	
	<p>c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p>	<p>The site has documented procedure "SOP Identifikasi dan Kemamputelusuran Produk Bersertifikat" (SOP/SMART/CERS-EHSD/SADV/I/001) dated 2 July 2014. The procedures. The procedures are complete and up to date covering the implementation of all the elements of the supply chain model Mass Balance requirements including CPO transporting to ensure compliance with company standard/requirement. The procedure has been communicated to all relevant contractor.</p> <p>PT Tapian Nadenggan and subcontractors also has made the agreement contract (SPK) which mentioned that subcontractors must comply with the site's procedure regarding RSPO Supply Chain, Safety, Environment, etc.</p>	<p>Yes</p>

	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.	PT Tapian Nadenggan – Hanau POM uses RSPO Supply Chain model Mass Balance, physical visit to transporter is not necessary.	N/A
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.	The site kept the contract of CPO and PK transporter which include name and contact detail of the contractors.	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.	There is no other new contractor involved in PT Tapian Nadenggan – Hanau POM.	N/A
5.6. Sales and goods out			
5.6.1	<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; 	<p>PT Tapian Nadenggan – Hanau POM has shown records that include minimum information required for RSPO certified product. During this period of assessment, the site does not sell any certified CPO physically or credit, however the site sell certified PK physically. The site has also had sell RSPO Credit of CSPO.</p> <p>Record seen: Weighbridge Card #B010762-042631 dated 30/07/2018 described the name of the buyer is Hanau KCP; the name of the Seller is PT Tapian Nadenggan – Hanau POM; delivery date and date of document issued is 30/07/2018; description of product is Palm Kernel; quantity is 6,000 kg; Certificate ID: RSPO 679706-18071493/RSPO-MB; Unique Identification Number/Delivery Note #1451/KER/LK/18/07/1493; Contract/Delivery Order #1451/KER/1451/18/L005; transporter 000011 PT Tapian Nadenggan; Driver Bayu Hidayat; Clerk Sri</p>	Yes

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	<ul style="list-style-type: none"> Any related transport documentation; Supply chain certificate number of the seller; A unique identification number 	Fatmawati.	
	<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). 	Information is presented on across a range of documents, such as Weighbridge Card, Delivery Note, Sales Contract, Delivery Order, etc.	Yes
	<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 5.7.1 of this document for further guidance. 	<p>PT Tapian Nadenggan – Hanau POM has registered all of their transaction including Shipping Announcement and Stock Allocation in RSPO IT Platform (PalmTrace).</p> <p>Sample of PK Shipping Announcement: TR-930c6be5-f8bb; Seller Hanau Palm Oil Mill – PT Tapian Nadenggan; Seller Ref #1451/KER/1451/18/L005; Buyer Hanau KCP; Buyer Ref #35625; Product CSPK; Program Mass Balance; Volume 2,999.89 MT; Transaction Type: Shipping; Status: Confirmed; Shipping/ BL date 31/07/2018.</p> <p>During this period of assessment, the site does not sell any certified CPO physically or credit.</p>	
5.7. Registration of transactions			
5.7.1	<p>Supply chain actors who:</p> <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. 	The site is a Palm Oil Mill which take legal ownership and physically handle RSPO certified sustainable oil palm product, has registered their transaction in RSPO IT Platform (PalmTrace).	Yes

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5.7.2	<p>The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform:</p> <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. 	<p>Sample of PK Shipping Announcement: TR-930c6be5-f8bb; Seller Hanau Palm Oil Mill – PT Tapian Nadenggan; Seller Ref #1451/KER/1451/18/L005; Buyer Hanau KCP; Buyer Ref #35625; Product CSPK; Program Mass Balance; Volume 2,999.89 MT; Transaction Type: Shipping; Status: Confirmed; Shipping/ BL date 31/07/2018.</p> <p>During this period of assessment, the site does not sell any certified CPO physically or credit.</p>	Yes
	<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. 	<p>The site is a Palm Oil Mill that never sold any oil palm product to supply chain actors beyond the refinery.</p>	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. 	<p>PT Tapian Nadenggan – Hanau POM has done “Remove” in the RSPO IT Platform for CSPO sold as other scheme, e.g.</p> <ul style="list-style-type: none"> - Stock Transaction ID: ST-TR-8f639ae4-dbfa dated 1/8/2018 for 19996.49 MT of CSPO. - Stock Transaction ID: ST-TR-7f543cd1-7c81 dated 07/31/2018 for 14512.07 MT. - Stock Transaction ID: ST-TR-9ba8bb73-b1b1 dated 07/31/2018 for 3187.12 MT of CSPO. <p>Total removed from certified stock CPO was 37,695.68 MT.</p>	Yes

	<ul style="list-style-type: none"> Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements. 	The site is a Palm Oil Mill that never bought any oil palm product from other supply chain actor.	N/A
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 Tapian Nadenggan – Hanau POM has prepared a training program to staff, who are involved in RSPO Supply Chain Certification Standard implementation. The organization has a defined training plan for 2018 in document of Annual Training Programme. 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.	The organization provided training to all personnel performing task critical to the effective implementation of RSPO Supply Chain requirements. Training on 27 March 2018 attended by Storage admin, production clerk, laboratory analyst, grading assistant, process assistant, weighbridge operator, SPO officer, dispatch operator, and security.	Yes
5.9. Record Keeping			
5.9.1	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.	The organization has maintained accurate, complete, up-to-date and accessible records and reports covering all aspects of RSPO Supply Chain requirements, as evident in "Laporan Penerimaan, Produksi, Pengiriman dan Stock Certified dan Non-Certified Hanau POM", "TBS Terima Kebun Certified", TBS Terima Kebun Non-Certified", "Distribusi Timbangan dated 30 July 2018", "Rekap Penerimaan TBS Per Unit".	Yes
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.	Retention time for all records and reports has been defined 10 (ten) years as on procedure "SOP Identifikasi dan Kemamputelurusan Produk Bersertifikat" (SOP/SMART/CERS-EHSD/SADV/I/001) dated 2 nd July 2014.	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.	The organization is able to provided estimate volume of CPO and PK in a year period as in Annual Budget 2018 consists of Production FFB, CPO and PK. The organization also keep an up to date record of the FFB volume received, CPO and PK produced over a period of twelve (12) months, as in "Laporan Penerimaan, Produksi, Pengiriman dan Stock Certified dan Non-Certified Jakluay POM".	Yes
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 Derivaties. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries.	The site has determined and set their own conversion rates based upon past experience defined as Oil Extraction Rate (OER) and and Kernel Extraction Rate (KER). The site has set OER for budget 2018 as 21.50% and KER as 6.00%.	Yes
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	The site has annually update OER and KER to ensure accuracy against actual performance. The recorded actual OER and KER as in 2017 OER is 20.99% and KER is 5.90%.	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.	The site only makes claims on RSPO Certified product in compliance with RSPO Rules on Market Communications and Claims. RSPO certificate ID is only stated in documents of RSPO certified product, as example: - Delivery Note Number: 1451/KER/LK/18/07/1420, dated 24 July 2018, Transporter PT Tapan Nadenggan, Vehicle plate Number: KH8614FD, Delivery	

		<p>instruction Number: HNAM/L005, Nett Weight 7,970 kg</p> <ul style="list-style-type: none"> - Weighbridge Card #B010322-041241 dated 24/07/2018 described the name of the buyer is PT TAPIAN NADENGGAN – Hanau KCP; the name of the Seller is PT Tapian Nadenggan – Hanau Mill; delivery date and date of document issued is 24/07/2018; description of product is Palm Kernel; quantity is 7,970 kg; Certificate ID: RSPO 679706-18071420/RSPO-MB; Unique Identification Number/Delivery Note #1451/ISW/LK/ 18/07/1420; Delivery Order #1451/ISW/1451/18/L005; transporter PT Tapian Nadenggan; Driver: Petrus Nurak, Clerk: Lely Riyani. 	
5.12. Complaints			
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	The organisation has a documented procedure for collecting and resolving stakeholder complaints in Procedure of Complaint Handling (SOP/SMART/SIGS-CSRD/SADV/I/003). Complaints can be consulted with concerned related parties (Stakeholders), including suppliers, buyers, and contractors to obtain necessary inputs related to the implementation of effective RSPO Supply Chain.	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 organization has planned to conduct management review in annual basis, appropriate to the scale and nature of the activities undertaken. The latest Management Review held on 26 July 2018, attended by 26 participants. Management review meeting attended by all key personnel such as RC Kaltim-2, PC Kaltim, all Unit Head, KTU, HSE Officer, SPO Officer, etc.	Yes
5.13.2	<p>The input to management review shall include information on:</p> <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. 	<p>The agenda of the Management Review meeting conducted on 26 July 2018 are as follows:</p> <ul style="list-style-type: none"> - Follow up action of previous management review meeting - Objective, target and management programs - Results of internal audit and status of corrective and preventive actions - Evaluation of legal compliance 	

	<ul style="list-style-type: none"> • Changes that could affect the management system. • Recommendations for improvement. 	<ul style="list-style-type: none"> - Communication, complaints and consultation - Changing circumstances that could affect the management system - Recommendations of improvement. <p>Management review was attended by key personnel involved in implementation of RSPO Supply Chain certification Standard. Minute of management review meeting and attendance register were available.</p> <p>Based on the minutes of management review, the result summarize as follow:</p> <ul style="list-style-type: none"> - The result of audits: based on result from internal audit on 20 – 29 March 2018; - Customer feedback – no customer complaint; - Pprocess performance and product conformity – no issue on FFB received, no issue on CPO and PK delivery, no RSPO certified CPO and PK delivery exceeds the quota; - Status of corrective and preventive action – followed up through consistent management review; - Changes that could affect the management system – no changes; <p>Recommendation for improvement – no changes.</p>	
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>According to the minutes of management review meeting, it was noted that output of review has been in form of structural recommendation and action related to improvement of the effectiveness of the RSPO SC Management system through determining explicitly the improvement plan, responsible person who executes the improvement plan, target date of settlement, and status of effectiveness evaluation in implementing RSPO SC management system. Improvement to have an effective process throughout the established management system has been planned. It was noted that improvement plan has been explicitly described in the minutes of management review meeting.</p> <p>According to the minutes of management review meeting, it was noted that output of review has not required additional resources. The organization will optimize the existing resources to achieve all indicators of performance defined.</p>	Yes

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

Requirements	Compliance
E.1 Definition	
<p>E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>	<p>PT Tapian Nadenggan – Hanau POM and its supply bases has been registered for RSPO P&C Certificate. The Palm Oil Mill implemented Mass Balance model for the supply chain system. The FFB supplies for Hanau POM, PT Tapian Nadenggan are come from own estates: Hanau Estate, Tasik Mas Estate, Langadang Estate and Tanjung Paring Estate. Other FFB supply was coming from other company or outgrower which is not certified.</p>
E.2 Explanation	
<p>E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK products has been recorded by previous CB the public summary of the P&C certification report. The figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The estimated of certified CPO and PK volume are as follows:</p> <ol style="list-style-type: none"> 1. Initial Certification Audit: Estimated CPO: 94,052 MT, PK: 21,553 MT 2. ASA1: Estimated CPO: 81,340.34 MT, PK: 19,037.13 MT 3. ASA2: Estimated CPO: 88,369 MT, PK: 21,855 MT 4. ASA3: Estimated CPO: 81,593.56 MT, PK: 21,669.77 MT 5. ASA4: Estimated CPO: 81,350 MT, PK: 21,298 MT 6. Recertification Audit: Estimated CPO: 86,761.41 MT, PK: 23,200.64 MT <p>Actual CPO and PK tonnage produced has also been recorded by the CB in each subsequent annual surveillance report. The actual of certified CPO and PK volume produced are as follows:</p> <ol style="list-style-type: none"> 1. ASA1: Actual CPO: 90,942 MT, Actual PK: 21,871 MT 2. ASA2: Actual CPO: 89,878 MT, Actual PK: 23,365 MT

	<p>3. ASA3: Actual CPO: 81,593.56 MT, Actual PK: 21,669.77 MT 4. ASA4: Actual CPO: 68,578.32 MT, Actual PK: 18,374.07 5. Recertification Audit: Actual CPO: 78,443.74 MT, PK: 21,745.53 MT.</p>
<p>E.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 or book and claim).</p>	<p>PT Tapian Nadenggan – Hanau Mill has been registered in RSPO IT Platform, with ID number RSPO_PO1000001154. PT Tapian Nadenggan – Hanau Mill has meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>
<p>E.3 Documented procedures</p>	
<p>E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following: a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p>	<p>The site has documented procedure and work instruction as follows:</p> <ul style="list-style-type: none"> - SOP/TN/SCP – RSPO Supply Chain Model Mass Balance, revision dated 17 April 2018, covers Receiving of Raw Material, Weighing (weighbridge ticket printing, quality checking, processing), Monitoring of Product (quality, quantity, validation of report), Mass Balance counting, Delivery of Product and Documentation. The Procedure was established to ensure that the product produced by palm oil mill was sourced from traceable raw material (Fresh Fruit Bunch) and can be ensured that the related sources are implementing sustainable principal and criteria. Scope of the procedure is FFB receiving as raw material until delivery of product from palm oil mill. Supply Chain system implemented based on principles of Mass Balance. - SOP/TN/PCPR – Reporting of RSPO Certified Product, dated 17 April 2018. As a guidance for making report of RSPO product in Mill, KCP and Bulking compliance to RSPO requirement. Scope of the procedure is FFB receiving as raw material until delivery of product from palm oil mill. - SOP/TN/RCP - FFB Receiving - SOP/TN/PPCK – Production Process of CPO & Kernel - SOP/TN/PKCPO – Control Process of CPO - SOP/TN/PKK – Control Process of Kernel - SOP/TN/PPCPO – Measurement of CPO Production

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	<ul style="list-style-type: none"> - SOP/TN/PCK – Delivery of CPO & Kernel <p>Work Instruction:</p> <ul style="list-style-type: none"> - IK/TN/PCK/01 – WI FFB Weighing - IK/TN/PKCPO/01 – WI Grading - IK/TN/PPCK/01 – WI Loading Ramp - IK/TN/PPCK/05 – WI Sterilizer Station <p>IK/TN/PCK/01 – WI Despatch CPO & PK</p> <p>“SOP Identifikasi dan Kemamputelusuran Produk Bersertifikat” (SOP/SMART/CERS-EHSD/SADV/I/001) dated 2 July 2014. The procedures covers receiving of FFB, verification of delivery order “Surat Penerimaan Barang”, Reporting to Administration Clerk “Kepala Tata Usaha”, Weighing in weighbridge, printing of weighbridge ticket, grading FFB, FFB processing. Calculation of Mass Balance, Sales document, Delivery order receipt, CPO and PK dispatch, weighing of CPO/PK, Printing of weighbridge and delivery order for CPO/PK and Document keeping. The procedures are complete and up to date covering the implementation of all the elements of the supply chain model Mass Balance requirements.</p> <p>The site has maintained complete and up to date records and reports that demonstrated compliance with the RSPO Supply Chain model Mass Balance, among others: Surat Pengantar Buah (FFB Delivery Note); Weighbridge ticket; Distribusi Timbangan; Daftar Penerimaan TBS; Rekap Penerimaan TBS Per Unit; Mass Balance report; CPO/PK Delivery Note; Berita Acara Penyegehan; Izin Masuk Pabrik; Izin Keluar Pabrik; Formulir Inventarisasi Penimbangan Tarra Truck PK; Notulen Training dated 2 Nov 2017 regarding “Pemahaman RSPO Supply Chain Certification Standard dan Critical Control Point”, attended by 11 participants; records of Training Traceability and Mass Balance held on 19 Dec 2017, attended by 15 participants.</p>
<p>b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.</p>	<p>The company has appointed person who have overall responsibility for and authority over the implementation of RSPO Supply Chain Certification requirements and compliance with all applicable requirements, which is the Mill Unit Head (Factory Manager) Mr. Dwi Dharmo Suhendro as Management Representative based on Decree Letter from Production Controller KT 1&2 #023/TN-HANAU MILL.K/SPO-INT/SK/VIII/2015 dated August 27th, 2015.</p> <p>The Mill Management Representative then appointed Sub Unit Head of Administration, Mr. Agus Makmun as</p>

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	<p>SCCS Officer based on Hanau Mill Manager Decree Letter #028/TN-HNAM.K/SPO-INT/SK/III/2018 dated June 5th March, 2018.</p> <p>Management Representative and SCCS Officer was having awareness and knowledge for the procedure and implementation of RSPO SCC standard since he already have trained on 20 March 2018. Refreshment training of RSPO SCCS was regularly performed annually. The latest refreshment training was held on 27 March 2018. Refreshment training was delivered to personnel involved in this requirement, such as weighing clerk, administration, HR, SPO Officer etc. Invitation, Attendance register and training module were available.</p>
<p>E.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBS.</p>	<p>As mentioned above the site has documented procedure for receiving and processing certified and noncertified FFB in SOP/TN/SCP – RSPO Supply Chain Model Mass Balance and SOP/TN/RCP - FFB Receiving.</p>
<p>E.4 Purchasing and goods in</p>	
<p>E.4.1 The site shall verify and document the volumes of certified and non-certified FFBS received.</p>	<p>KTU (Sub Unit Administration Head) of Hanau Mill as SCCS Officer has verified and documented the volumes of certified and non-certified FFB received. FFB documentation from certified estate is "Surat Pengantar Buah" (FFB Delivery Note), which contain number of bunches, location, vehicle identity, etc. FFB received are daily recorded in "Laporan Penerimaan TBS" (FFB Receiving Record) and recapitulated monthly in "Laporan Harian Penerimaan dan Produksi" (Daily Report of Receiving and Production).</p> <p>Record observed are as follows:</p> <p>Certified FFB:</p> <ul style="list-style-type: none"> - Tanjung Paring Estate: Surat Pengantar Buah No.1423/TBS/05/18/2695 dated 25 July 2018, from Tanjung Paring Estate, Division V block D36, 483 bunches of certified FFB, transporter truck KH8416FM. Weighbridge ticket No.A031133, nett weight 9,170 Kg, received by Hanau POM. - Langadang Estate: Surat Pengantar Buah No.A031127 dated 25 July 2017, from Langadang Estate, Division III block B7, 395 bunches of certified FFB, transporter truck KH8301FR. Weighbridge ticket No.A031127, nett weight 9,220 Kg, received by Hanau POM. <p>Non-certified FFB:</p> <ul style="list-style-type: none"> - PT Prima Sentosa Pratama Putra, Lestari Unggul Jaya Estate: Surat Pengantar Buah No.LUJE/TBS/01/07/18/0553 dated 23 July 2018, from Lestari Unggul Jaya Estate, Division 01 block A2,

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	<p>539 bunches of non-certified FFB, transporter truck KH8202GC. Weighbridge ticket No.A031128-041293, nett weight 8,680 Kg, received by Hanau POM.</p> <ul style="list-style-type: none"> - Medang Sari Estate, PT Satya Kisma Usaha: Surat Pengantar Buah No.1425/TBS/01/18/003665 dated 24 July 2018, Medang Sari Estate, Division 01 block D20, 4809 bunches of non-certified FFB, transporter truck KH8024GC. Weighbridge ticket No.A031129-041297, nett weight 9,860 Kg, received by Hanau POM.
E.4.2 The site shall inform the CB immediately if there is a projected overproduction.	The mill has procedure SOP/TN/PCPR – Reporting of RSPO Certified Product, dated 1 April 2015 on Chapter 6.2 page 7 mentioned that the site will inform Certification Body immediately if there is a projected over production of certified tonnage. The communication will be assisted by Certification Section, EHS Department.
E.5 Record keeping	
E.5.1 a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.	The site recorded daily FFB received, CPO and PK produced and delivered in “Laporan Harian Penerimaan dan Produksi” (Daily Report of Receiving and Production), recapitulated it in monthly basis and balance it in three monthly basis in document “Laporan Mass Balance CPO and PK” (Mass Balance Report of CPO and PK. Observed document shown that the record is balanced.
(b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.	<p>All volumes of palm oil and palm kernel delivered are deducted from the material accounting system according to conversion ratios stated by RSPO. There is no over deliveries of certified product neither negative stock of certified product. The site has clear system to implement the requirement that all volumes of palm oil and palm kernel oil that are delivered to be deducted from the material accounting system, i.e. document Mass Balance Report for SCCS. There are delivery of Certified Palm Kernel, i.e:</p> <ul style="list-style-type: none"> - Transaction ID: TR-930c6be5-f8bb; Seller: PT. Tapian Nadenggan – Hanau Mill; Buyer: PT. Tapian Nadenggan – Hanau KCP; Product: Palm Kernel (PK); Program: Mass Balance; Volume: 2.999,89 MT; Status: Confirmed; Shipping/BL date: 30/07/2018, DO Number: 1451/KER/1451/18/L005. - Transaction ID: TR-3d0e2c3c-7704; Seller: PT. Tapian Nadenggan – Hanau Mill; Buyer: PT. Tapian Nadenggan – Hanau KCP; Product: Palm Kernel (PK); Program: Mass Balance; Volume: 2.499,7 MT; Status: Confirmed; Shipping/BL date: 21/06/2018. DO Number: 1451/KER/1451/18/L005.
(c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product	The procedure SOP/TN/PCPR – Reporting of RSPO Certified Product, dated 1 April 2015 Chapter 6.2 page 6 has described the mechanism of “sell short” is allowed, however for safety reason the site has never

<p>ordered for delivery within three months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)</p>	<p>practiced it.</p>
<p>E.5.2 In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement</p>	<p>The mill delivered CPO to Bumiharjo Bulking Station, PT. Tapian Nadenggan (Pangkalan Bun – Central Kalimantan). The Bulking Station is already certified for RSPO Supply Chain by SAI Global Indonesia with certificate number SQUAL40065 valid from 23 September 2014 to 22 September 2019. During this one year period (Jan – July 2018), Hanau Mill has never delivered RSPO certified CPO. The mill only delivered certified CPO under other scheme (ISCC). Document sample verified was:</p> <ul style="list-style-type: none"> - Delivery Note No.1451/CPO/TT/18/07/4382 dated 24 July 2018 from PT Tapian Nadenggan – Hanau Mill to PT Tapian Nadenggan – Bumiharjo Bulking, nett weight 7.130 kg CPO, transporter Berkat Sekumpul, vehicle plate number KH8561GC, weighbridge ticket No.B010254-041034, DO No.1451/CPO/1451/18/T023. <p>Hanau Mill use contractor to deliver CPO, the contractor are as follows:</p> <ol style="list-style-type: none"> 5) CV. Alam Persada; MR: H. Amaryon; Address: Jl. Jend. Sudirman, RT 18 Kelurahan Sidorejo, Kecamatan Arut Selatan, Kabupaten Kotawaringin Barat; Capacity: 21 trucks @ 7.5 MT; Contract: 001/TN/HNAM/03/2018 – CPO, valid from 1 April 2018 to 31 March 2019. 6) CV. Berkat Sekumpul; MR: Siswanto; Address: Kelurahan Kumai Hilir RT 11, Kecamatan Kumai, Kabupaten Kotawaringin Barat; Capacity: 20 trucks @ 7.5 MT; Contract: 002/TN/HNAM/03/2018 – CPO, valid from 1 April 2018 to 31 March 2019. 7) CV. Karya Bahtera Utama; MR: H. Edi Ruslianor; Address: Jl. Pameran No.375 RT 008 RW 002 Pembuang Hulu, Kecamatan Hanau, Kabupaten Seruyan; Capacity: 18 trucks @ 7.5 MT; Contract: 003/TN/HNAM/03/2018 – CPO, valid from 1 April 2018 to 31 March 2019. 8) Yayasan Al Miftahussalam; MR: H. Noordin; Address: Jl. Bakri Entong, Pembuang Hulu 1, Kecamatan Hanau, Kabupaten Seruyan; Capacity: 20 trucks @ 7.5 MT; Contract: 004/TN/HNAM/03/2018 – CPO, valid from 1 April 2018 to 31 March 2019. <p>The mill delivered palm kernel to palm kernel crusher which has been separately certified by SAI Global, it is PT. Tapian Nadenggan – Hanau Kernel Crushing Plant, with certified ID: SQUAL40064 and SCC Model: Mass Balance. The certificate valid from 23 September 2014 until 22 September 2019. Document verified was:</p> <ul style="list-style-type: none"> - Delivery Note No.1451/KER/LK/18/07/1421 dated 24 July 2018 from PT Tapian Nadenggan – Hanau Mill to

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	PT Tapan Nadenggan – Hanau KCP, Nett weight 8.160 kg PK, transporter PT Tapan Nadenggan KH8614FD (internal), weighbridge ticket No.B10323-041242, DO No.1451/KER/1451/18/L005. Hanau Mill uses internal trucks to deliver palm kernel.
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Supply Chain Declaration

A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply bases (MT)	Volume of FFB from uncertified supply bases (MT)	Total FFB/Month (MT)
1	September 2017	29,547.26	6,119.78	35,667.04
2	October 2017	24,796.39	6,026.17	30,822.56
3	November 2017	20,915.89	5,758.62	26,674.51
4	December 2017	16,075.74	5,500.77	21,576.51
5	January 2018	15,760.82	4,259.74	20,020.56
6	February 2018	16,404.83	4,570.24	20,975.07
7	March 2018	22,842.52	5,839.51	28,682.03
8	April 2018	29,488.48	6,412.29	35,900.77
9	May 2018	34,898.42	6,695.12	41,593.54
10	June 2018	30,986.40	5,020.45	36,006.85
11	July 2018	36,171.24	6,312.82	42,484.06
12	August 2018	35,192.28	6,184.17	41,376.45
Total		313,080.27	68,699.68	381,779.95

Note:
The figures used are from the previous 12 months of the certificate period.

B. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (MT)	Certified PK (MT)
1	September 2017	6,726.60	1,890.59
2	October 2017	5,173.35	1,407.67
3	November 2017	4,494.68	1,252.39
4	December 2017	3,321.73	901.73
5	January 2018	3,328.06	841.20
6	February 2018	3,591.81	915.78
7	March 2018	4,842.96	1,265.66
8	April 2018	5,975.66	1,804.59
9	May 2018	7,115.13	2,140.15
10	June 2018	6,352.29	1,832.09
11	July 2018	7,491.31	2,265.27
12	August 2018	7,400.09	381.48
Total		65,813.67	16,898.60

Note: *The figures used are from the previous 12 months of the audit period.
Stock CPO certified in Sept 2017 was 292.77 MT and PK certified was 133.14*

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C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the Last Audit (September 2017 – August 2018)				
No.	Buyers Name	Palmtrace Trading No	Certified CPO Sold(MT)	Certified PK Sold (MT)
1	Hanau KCP	TR-930c6be5-f8bb	-	2,999.89
2	Hanau KCP	TR-3d0e2c3c-7704	-	2,499.70
3	Hanau KCP	TR-67b8996e-a63f	-	2,499.60
4	Hanau KCP	TR-5c4e43e1-34ea	-	1,999.85
5	Hanau KCP	TR-abe89ccf-6c99	-	1,999.92
6	Hanau KCP	TR-68d46dcb-4d9f	-	2.81
7	Hanau KCP	TR-33ccc953-b48c	-	2,997.06
8	Hanau KCP	TR-3eae4759-f5a0	-	2,999.53
TOTAL			0	17,998.36

Note: The actual new license period of Hanau POM is from January – July 2018

D. Records of CPO & PK Sold under other schemes to Buyers since the last audit Period (September 2017 – August 2018)				
No.	Buyers Name	Scheme Name	CPO Sold (MT)	PK Sold (MT)
1	Bumiharjo Bulking	ISCC	65,626.01	-

Note: The actual new license period of Hanau POM is from January – July 2018

E. Records of CPO & PK Sold as conventional to Buyers since the last audit (if any) (September 2017 – August 2018)				
No.	Buyers Name	CPO Sold (MT)	PK Sold (MT)	
1	Nil	0	0	

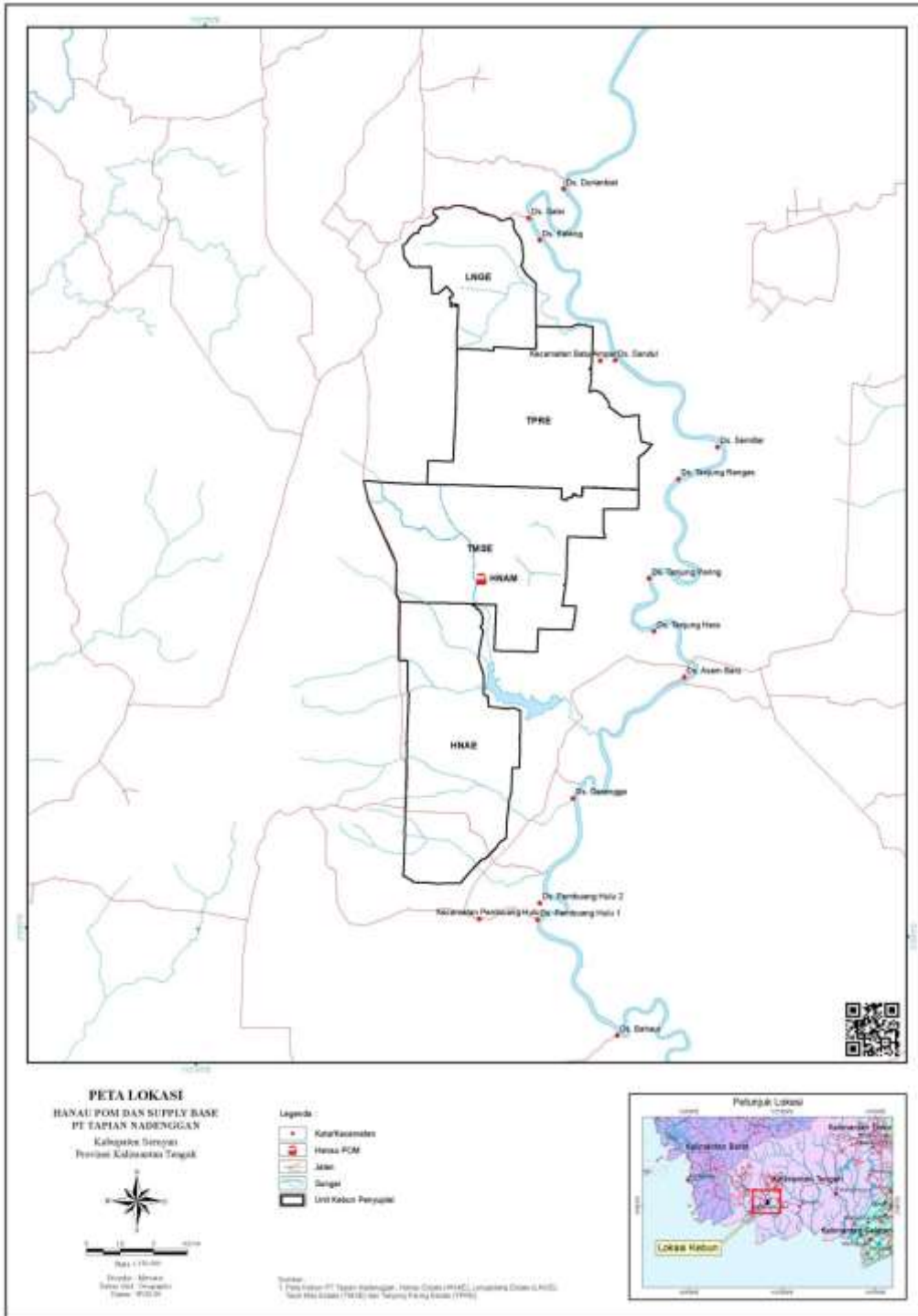
Note: The actual new license period of Hanau POM is from January – July 2018

F. Records of CPO & PK Sold under RSPO Credits to Buyers since the last audit (if any)(September 2017 – August 2018)				
No.	Buyers Name	PalmTrace Trading No	RSPO Credits of Certified CPO Sold(MT)	
1	N/A	N/A	N/A	
TOTAL		N/A	N/A	

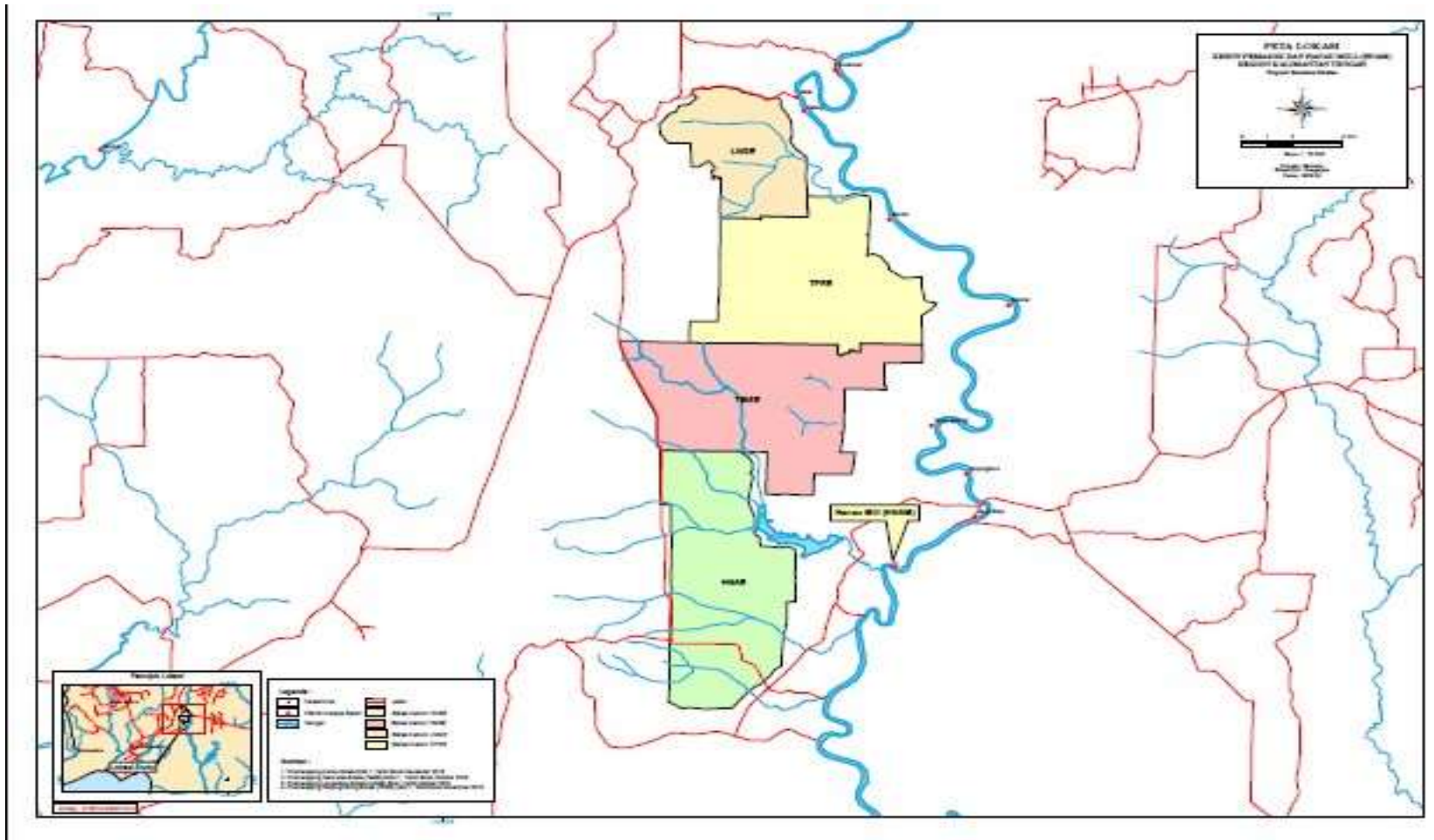
Note: The figures used are from the previous of the license period January – July 2018.

Appendix F: Location Map of Certification Unit and Supply bases

Figure 1 . Location of PT. Tapian Nadenggan – Hanau POM in Indonesia.



Appendix G: Estate Field Map



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Appendix H: List of Smallholder Sampled

(Not applicable – scheme Smallholder has not certified yet)

Appendix I: List of Abbreviations Used

AMDAL	Analisis Mengenai Dampak Lingkungan (Social and Environmental Impact Assessment)
BOD	Biological Oxygen Demand
BPN	Badan Pertahanan Nasional (National Land Authority)
BSI	British Standard Institution
CPO	Crude Palm Oil
CSR	Corporate Social Responsibility
EFB	Empty Fruit Bunch
FFB	Fresh Fruit Bunch
GPS	Global Positioning System
HCV	High Conservation Value
HGU	Hak Guna Usaha (Land) title for commercial use
IPM	Integrated Pest Management
ISO	International Standards Organisation
ISPO	Indonesia Sustainable Palm Oil
ISCC	International Carbon Certification System
IUP	Izin Usaha Perkebunan (Plantation Licence)
KER	Kernel Extract Ratio
MB	Mass Balance
OER	Oil Extract Ratio
OHS	Occupational Health and Safety
P2K3	Panitia Pembina Kesehatan dan Keselamatan Kerja (Safety and Health Committee)
PK	Palm Kernel
PKO	Palm Kernel Oil
PKB	Perjanjian Kerja Bersama (Worker Collective Agreement)
POM	Palm Oil Mill
PPE	Personal Protective Equipment
PT	Perseroan Terbatas (Limited Company)
RKL	Rencana Pengelolaan Lingkungan (Environmental Management Plan)
RPL	Rencana Pemantauan Lingkungan (Environmental Monitoring Plan)
RSPO	Rountable Sustainable Palm Oil
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SCCS	Supply Chain Certification System
SOP	Standard Operation Procedure