

**RSPO PRINCIPLE AND CRITERIA –
– ANNUAL SURVEILLANCE ASSESSMENT 3 (ASA1_3)–
Public Summary Report**

PT. Inti Indosawit Subur:
Client company Address: Jl. MH. Thamrin No.31 Jakarta 10330 Indonesia
Certification Unit: PT. Inti Indosawit Subur – Buatan II Palm Oil Mill Location of Certification Unit: Delik & Pangkalan Kerinci Village, Bunut Langgam District, Siak Regency and Pelalawan Regency, Riau Province, Indonesia

TABLE of CONTENTS	Page No
Section 1: Scope of the Certification Assessment	3
1. Company Details.....	3
2. Certification Information	3
3. Other Certifications	3
4. Location(s) of Mill & Supply Bases.....	4
5. Description of Supply Base.....	4
6. Plantings & Cycle	5
7. Certified Tonnage of FFB (Own Certified Scope)	5
8. Certified Tonnage of FFB (from other certified unit(s)) if applicable	6
9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable	6
10. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable	6
11. Actual Sold Volume (CPO).....	7
12. Actual Sold Volume (PK)	7
13. Actual Group certification Claims.....	7
Section 2: Assessment Process.....	8
2.1 Assessment Methodology, Programme, Site Visits.....	8
2.2 BSI Assessment Team	10
2.3 Assessment Plan.....	12
Section 3: Assessment Findings	15
3.1 Details of audit results are provided in the following Appendix	15
3.2 Progress against Time Bound Plan.....	15
3.3 Progress of scheme smallholders and/or outgrowers.....	17
3.4 Details of findings.....	17
3.5 Stakeholder Consultation.....	32
Formal Signing-off of Assessment Conclusion and Recommendation	39
Appendix A: Summary of Findings include the appropriate checklist used for assessment	40
Appendix B: Approved Time Bound Plan	186
Appendix C: GHG Reporting Executive Summary.....	189
Appendix D: General Chain of Custody Requirements for the Supply Chain.....	191
Appendix E: CPO Mill Supply Chain Assessment Report (Module E - CPO Mills: Mass Balance)	212
Supply Chain Declaration (Applicable For Appendix E)	217
Appendix F: Location Map of Certification Unit and Supply bases	220
Appendix G: Estate Field Map.....	222
Appendix H: List of Smallholder Sampled	223
Appendix I: List of Abbreviations	225

Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0022-06-000-00	Membership Approval Date	6 th February 2006
Parent Company Name	PT. Inti Indosawit Subur		
Address	Jl. MH. Thamrin No.31 Jakarta 10330 Indonesia		
Subsidiary (Certification Unit Name)	PT. Inti Indosawit Subur		
Address	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Siak Regency and Pelalawan Regency, Riau Province, Indonesia		
Contact Name	Mr. Ivan Novrizaldie		
Website	www.asianagri.co.id	E-mail	Ivan_Novrizaldie@asianagri.com
Telephone	+62 21 230 1119	Facsimile	+62 21 2301120

2. Certification Information			
Certificate Number	RSPO 638947	Date of First Certification	16/09/2010
		Certificate Start Date	16/09/2015
		Certificate Expiry Date	15/09/2020
Scope of Certification	Production of CPO and PK at Buatan II POM with 1 estates as supply base, namely Buatan Estate (Division IV, V and VI) and Smallholder Scheme 9 KUD (KUD Mulus Rahayu, KUD Bhirawa Bhakti, KUD Tani Rukun, KUD Kebun Sawit Harapan, KUD Buatan Jaya, KUD Mitra Usaha, KUD Makarti Sawit, KUD Bina Mulia, KUD Delima Sakti) Mill capacity of Buatan II POM is 90 tonnes FFB/hour.		
Applicable Standards	RSPO P&C Indonesia National Interpretation, September 2016; RSPO Supply Chain Certification Standard 2017 (CPO Mill – Module E)		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
ID05/65250	ISO 14001:2015	SGS	10 June 2020
EU-ISCC-Cert-DE100-20422018	ISCC	SGS	1 Feb 2019

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates	
		Latitude	Longitude
Buatan II Palm Oil Mill	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency, Riau	00° 27' 36.0" N	101° 52' 02.5"E
Buatan Estate (Div. IV, V and VI)	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency, Riau	00° 25' 46" N - 00° 30' 37" N	101° 49' 06" E - 101° 53' 05" E
KUD Mulus Rahayu	Delima Jaya Village, Kerinci Kanan District, Siak Regency, Riau Province	00° 30' 37.6" N	101° 49' 27.4" E
KUD Bhirawa Bhakti	Buana Bhakti Village, Kerinci Kanan District, Siak Regency, Riau Province	00° 31' 20.1" N	101° 47' 24.7" E
KUD Tani Rukun	Simpang Perak Jaya Village, Kerinci Kanan District, Siak Regency, Riau Province	00° 27' 03.2" N	101° 54' 03.2 E
KUD Kebun Sawit Harapan	Gabung Makmur Village, Kerinci Kanan District, Siak Regency, Riau Province	00° 29' 10.9" N	101° 54' 36.7" E
KUD Buatan Jaya	Jatimulya Village, Kerinci Kanan District, Siak Regency, Riau Province	00° 31' 06.8" N	101° 53' 53" E
KUD Mitra Usaha	Buatan Baru Village, Kerinci Kanan District, Siak Regency, Riau Province	00° 32' 02.1" N	101° 52' 56.1" E
KUD Makarti Sawit	Buana Makmur Village, Kerinci Kanan District, Siak Regency, Riau Province	00° 37' 13.7" N	101° 51' 56.6" E
KUD Bina Mulia	Suka Mulia Village, Kerinci Kanan District, Siak Regency, Riau Province	00° 35' 08.0" N	101° 55' 25.6" E
KUD Delima Sakti	Kerinci Kanan, Pangkalan Kerinci, Dayun District, Siak & Pelalawan Regency, Riau Province.	00° 27' 52.8" N	101° 57' 29.4" E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Buatan Estate (Division IV, V, VI)	3,506	35.4	98.6	3,640	96.32
KUD Mulus Rahayu	702	0	0	702	100
KUD Bhirawa Bhakti	984	0	0	984	100
KUD Tani Rukun	962	0	0	962	100
KUD Kebun Sawit Harapan	800	0	0	800	100
KUD Buatan Jaya	860	0	0	860	100
KUD Mitra Usaha	1,200	0	0	1,200	100

RSPO Public Summary Report
Revision 6 (December /2017)

KUD Makarti Sawit	800	0	0	800	100
KUD Bina Mulia	872	0	0	872	100
KUD Delima Sakti	1,490	0	0	1,490	100
Total	12,176	35.40	98.6	12,310	98.91

*Note: Only Buatan Estate, Division IV, V, VI were supplied FFB to Buatan II Palm Oil Mill.

6. Plantings & Cycle

Estate	Age (Years)					Mature	Immature
	0 – 3*	4 – 10*	11 - 20	21 - 25	26 - 30		
Buatan Estate (Division IV, V, VI)	1,110	-	-	516	1,880	2,396	1,110
KUD Mulus Rahayu	310	-	-	4	388	392	310
KUD Bhirawa Bhakti	-	-	-	-	984	984	0
KUD Tani Rukun	-	-	-	462	500	962	-
KUD Kebun Sawit Harapan	-	-	-	344	456	800	-
KUD Buatan Jaya	-	-	-	200	660	860	-
KUD Mitra Usaha	-	-	-	100	1,100	1,200	-
KUD Makarti Sawit	-	-	-	800	-	800	-
KUD Bina Mulia	-	-	-	872	-	872	-
KUD Delima Sakti	-	-	1,373	117	-	1,490	-
Total (ha)	1,420	-	1,373	3,415	5,968	10,756	1,420

*Note: Planting age 0-3 and 4-10 is from replanting.

7. Certified Tonnage of FFB (Own Certified Scope)

Estate	Tonnage / year		
	Estimated (Sept 2017 – Aug 2018)	Actual (Sept 2017 – July 2018)	Forecast (Sept 2018 – Aug 2019)
Buatan Estate (Division IV, V, VI)	47,346	56,823	47,504
KUD Mulus Rahayu	4,613	909	3,284
KUD Bhirawa Bhakti	13,839	20,134	18,009
KUD Tani Rukun	18,450	15,078	19,677
KUD Kebun Sawit Harapan	15,374	14,533	16,603
KUD Buatan Jaya	16,918	12,831	18,495

RSPO Public Summary Report
Revision 6 (December /2017)

KUD Mitra Usaha	24,712	20,768	29,149
KUD Makarti Sawit	14,290	12,625	14,986
KUD Bina Mulia	15,793	11,544	16,100
KUD Delima Sakti	29,400	22,451	30,618
Total	200,735	187,696	214,425

Note:

*Estimated and Forecast is the previous 12 months and next 12 months from the license period
Actual are 12 month from the audit period 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 – July 2018)	Forecast (Sept 2018 – Aug 2019)
Nil	N/A	N/A	N/A
Total			

Note: *There is no FFB received from another certified unit.*

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 – July 2018)	Forecast (Sept 2018 – Aug 2019)
Third Party supplier	109,790	93,981	105,360
Independent Smallholder	-	-	-
TOTAL	109,790	93,981	105,360

10. Certified Tonnage			
Mill Capacity: 90 MT/hr	Estimated (Sept 2017 – Aug 2018)	Actual (Sept 2017 – July 2018)	Forecast (Sept 2018 – Aug 2019)
		FFB	FFB
	200,735	187,696	214,425
SCC Model: MB	CPO (OER: 19.79%)	CPO (OER: 19.07%)	CPO (OER: 19.58%)
	39,733	35,798.93	41,975
	PK (KER: 5.25%)	PK (KER: 5.13%)	PK (KER: 5.30%)

RSPO Public Summary Report
Revision 6 (December /2017)

	10,534	9,630.08	11,369
Note: <i>Estimated and Forecast is the previous 12 months and next 12 months from the license period</i> <i>Actual are 12 month from the audit period audit period.</i>			

11. Actual Sold Volume (CPO) (Sept 2017 – July 2018)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	229.12	33,606.91	0	0	33,836.03

12. Actual Sold Volume (PK) (Sept 2017 – July 2018)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	9,573.16	0	0	0	9,573.16

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

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: ASI-ACC-67)
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-67) 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 3rd annual surveillance assessment (ASA3) was conducted on 14th – 18th 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 Major NC close out on-site assessment was conducted on 4 October 2018. The audit programmes are included in Section 2.3.

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

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

- The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula $N = (0.8\sqrt{y}) \times (z)$ where y is the number of estates and where z is the multiplier defined by risk assessment
- As for the smallholders, the sample were determined following the RSPO Management System Requirements and Guidance for Group Certification of FFB Production (2016). The sampling of smallholders were based on the formula $(0.8\sqrt{y}) \times (z)$; where y is total number of independent group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix I.

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

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

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

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

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

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

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

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

1. Assessment Program					
Name (Mill / Supply Base)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Buatan II POM	x	x	x	x	x
Buatan Estate	x	x	x	x	x
KUD Mulus Rahayu	x			x	
KUD Bhirawa Bhakti		x			
KUD Tani Rukun				x	x
KUD Kebun Sawit Harapan		x	x		
KUD Buatan Jaya			x		
KUD Mitra Usaha			x		x
KUD Makarti Jaya	x			x	
KUD Bina Mulia		x			x
KUD Delima Sakti (KKPA)	x	x	x	x	x

Tentative Date of Next Visit: August 12, 2019 – August 16, 2019

Total No. of Mandays: 26 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, Agronomy Best management Practise, 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.
Pratama Agung Sedayu	Assessor Team member	He graduated from University of Jenderal Soedirman on 2008, majoring in Social Economic of Agriculture. He involved in RSPO certification since 2009 as a team member subsequently as a Lead Auditor, covering assessment against RSPO P&C in Indonesia, Malaysia, Thailand, Papua New Guinea, and Liberia. He completed the ISO 9001, ISO 14001,

RSPO Public Summary Report
Revision 6 (December /2017)

		OHSAS 18001 Lead Auditor Course, HCV Identification and Management; ISPO Lead Auditor endorsed Course and RSPO P&C and RSPO SCCS Lead Auditor endorsed Courses. During this assessment, he assessed on the aspects of estate best practices, CPO Mill Supply Chain, and Smallholder audits.
Eko Purwanto	Assessor Team member	He graduated as Bachelor of Forestry from Forest Conservation Department, Faculty of Forestry, Bogor Agricultural University (IPB) in 2001. He owned working experience at Oil Palm Plantation in East Kalimantan since 2003 to 2012, the last position was Estate Manager. He has implemented good agricultural practice including integrated pest management and limited pesticides uses. He has been trained for lead auditor of RSPO P&C (2013), ISO 9001:2008 (2012), ISO 14001:2004 (2013), ISPO (2012) and RSPO SCC (2012). He has also completed training course of ISO 14001 (2012), Minaut (Oil and Automotive) Indonesia (2011) and Introduction to HCV Toolkit HCV (2011). Since October 2012 he has been involved in quality (ISO 9001) management system audits for very broad industrial and involved in Indonesia Sustainable Palm Oil (ISPO) and RSPO P&C audit for several plantations and mills, also RSPO Supply Chain audit for several KCP, Bulking and Refinery. During this assessment, he assessed on the aspects of Agronomy best management practises and Mill Management Practises.
Yudwi Wisnu Rahmanto	Assessor Team member	Bachelor of Forestry with Silviculture background. He worked at professional independent Certification Body as an Auditor for last 8 years and has involved in auditing activities with various certification schemes. Selected training which have been followed, such as RSPO Endorsed Lead Auditor Training Course, RSPO NEXT, ISPO Auditor/Lead Auditor Course, Quality Management System (QMS) ISO 9001:2008 Auditor/Lead Auditor Course, GIS-Basic Mapping and Spatial Analysis, Timber Legality Assurance System (SVLK), Verification Organization Training C.A.F.E Practices (Starbucks), UTZ Programme and others internal training programs. He has involved in auditing activities, such as Sustainable Forest Management by FSC FM/COC Scheme, Sustainable Palm Oil by RSPO and ISPO Scheme, Coffee And Farmer Equity (C.A.F.E Practices) Starbucks, Organic Standard (EU, NOP, JAS) for Coffee Farmers and Organic Exchange for Textile. During the assessment he assigned to verify legal, land dispute and long term aspect.

Accompanying Persons: Nil

RSPO Public Summary Report
Revision 6 (December /2017)

2.3 Assessment Plan

RSPO Annual Surveillance 3 Assessment Plan PT Inti Indosawit Subur – Buatan II POM & Its Supply Bases

Date	Time	Subjects	MJ	EW	IF	PS	EP	YW
Monday	08.00 – 09.00	Opening Meeting Presentation by PT. IIS – Buatan II POM, Estate and Smallholder Presentation by BSI Indonesia	√	√	√	√	√	√
	09.00 – 12.00	Audit Supply Chain for CPO Mills (RSPO SCCS)				√		
		Buatan Estate (Div. IV, V, VI) Field Visit and Document Review: Boundaries inspection, worker interviews, social amenities, etc.						√
	12.00 – 14.00	Break				√		√
14.00 – 17.00	Audit Continue for Supply Chain for CPO Mills (RSPO SCCS) & verify legal, land dispute and long term aspect				√		√	
Tuesday 14/08/2018	08.00 – 12.00	Buatan II POM 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.	√	√	√			
		Buatan Estate (Div. IV, V, VI) Field Visit and Document Review: Herbicide application programmes, harvesting, fertilizing operations, water management, road maintenance, terracing, etc. HCV management and monitoring. Agrochemical stores, Fertilizer store, Workshops, housing, landfill, clinic, Hazardous Waste Boundaries inspection, worker interviews, social amenities, etc.				√	√	√
	12.00 – 14.00	Break	√	√	√	√	√	√
	14.00 – 17.00	Audit continue for Buatan I POM & Estate	√	√	√	√	√	√
Interview with Committee Gender, Labor Union, Workers, Local community, Local contractor, Public figure, Village head			√					
Wednesday 15/08/2018	08.00 – 12.00	Scheme Smallholder Field visit KUD Tani Rukun : Field visit to Kavling/Block member of Smallholder to verify conformity with RSPO INA NI 2016 Standard, BMP, OHS-EMS Implementation, HCV, Social and	√	√	√			

		Labor, Continual improvement, etc. (12 sample)						
		Scheme Smallholder Field visit KUD Makarti Jaya : Field visit to Kavling/Block member of Smallholder to verify conformity with RSPO INA NI 2016 Standard, BMP, OHS-EMS Implementation, HCV, Social and Labor, Continual improvement, etc. (12 sample)				√	√	√
	12.00 – 14.00	Break	√	√	√	√	√	√
	14.00 – 17.00	Cooperative (KUD) document review at KUD Tani Rukun & Makarti Jaya	√	√	√	√	√	√
Thursday 16/08/2018	08.00 – 12.00	Scheme Smallholder Field visit KUD Mulus Rahayu : Field visit to Kavling/Block member of Smallholder to verify conformity with RSPO INA NI 2016 Standard, BMP, OHS-EMS Implementation, HCV, Social and Labor, Continual improvement, etc. (12 sample)	√	√	√			
		Scheme Smallholder Field visit KUD Bhirawa Bhakti : Field visit to Kavling/Block member of Smallholder to verify conformity with RSPO INA NI 2016 Standard, BMP, OHS-EMS Implementation, HCV, Social and Labor, Continual improvement, etc. (12 sample)				√	√	√
	12.00 – 14.00	Break	√	√	√	√	√	√
	14.00 – 17.00	Cooperative (KUD) document review at KUD Mulus Rahayu & Bhirawa Bhakti	√	√	√	√	√	√
Friday, 17/08/2018	08.00 – 12.00	National Holiday	√	√	√	√	√	√
Saturday, 18/08/2018	08.00 – 12.00	Continue audit document review for All KUD Sample	√	√	√	√	√	√
	12.00 – 14.00	Break	√	√	√	√	√	√
	14.00 – 16.00	Report Preparation for Closing Meeting	√	√	√	√	√	√
	16.00 – 17.00	Closing Meeting	√	√	√	√	√	√

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

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, Environmental management and monitoring, Agronomy Best management Practise, HCV management and monitoring; (Fluent in English and local language).
2	Edy Widodo	Team member	Social aspect-impact, Labor, interview with workers, internal and external stakeholder consultation; (Fluent in English and local language)
3	Imam Fachrurozi	Team member	Environmental aspect-impacts, occupational health and safety, interview with workers; (Fluent in English and local language).
4	Pratama Agung Sedayu	Team member	Estate best practices, CPO Mill Supply Chain, and Smallholder audits; (Fluent in English and local language).
5	Eko Purwanto	Team member	Agronomy best management practises and Mill Management Practises, (Fluent in English and local language).
6	Yudwi Wisnu Rahmanto	Team member	Verify legal, land dispute and long term aspect; (Fluent in English and local language).

Section 3: Assessment Findings

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

- PT Inti Indosawit Subur/Asian Agri Group Time Bound Plan
- RSPO Supply Chain Certification Checklist June 2017
- RSPO P&C INA-NIWG 2016 Checklist

3.2 Progress against Time Bound Plan

Time Bound Plan		
Requirement	Remarks	Compliance
Summary of the Time Bound Plan		
Does the plan include all subsidiaries, estates and mills?	PT. Inti indosawit Subur – Buatan II POM as a subsidiary of PT Inti Indosawit and Asian Agri Group has explained the certification plan for all of its subsidiaries; indicating all palm oil mills and company-owned estates, including smallholder as the supply base.	Comply
Is the time bound plan challenging? <ul style="list-style-type: none"> Age of plantations. Location. POM development Infrastructure. Compliance with applicable law. 	The time bound plan is challenging. PT. Inti indosawit Subur – Asian Agri Group demonstrate progress overtime. The age of plantation was generally mature. All of plantation has been incorporated with palm oil mill to process the FFB produced. The location of plantations were covering three provinces in Sumatera Utara Province, Riau Province and Jambi Province – Indonesia.	Comply
Have there been any changes since the last audit? Are they justified?	No changes.	Comply
If there have been changes, what circumstances have occurred?	No changes.	Comply
Have there been any stakeholder comments?	Yes, there was a report related to company's supply chain. Company has released official response. BSI was notified and provided response to this matter. BSI has also provided response to this matter.	Comply
Have there been any newly acquired subsidiaries?	There are no newly acquired subsidiaries.	Comply
Have there been any isolated lapses in implementation of the plan?	No isolated lapses. Company managed to demonstrate commitment to certify all of palm oil mill and supply base.	Comply
Un-Certified Units or Holdings		

RSPO Public Summary Report
Revision 6 (December /2017)

Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	Yes. PT. Mitra Unggul Pusaka – Segati POM as an uncertified unit and subsidiary of PT Inti Indosawit Subur – Asian Agri Group has conducted internal audit annually.	Comply
No replacement after dates defined in NIs Criterion 7.3: <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. 	In area where BSI conducted audit, there are no replacement/conversion of primary forest after November 2005.	Comply
Any new plantings since January 1 st 2010 must comply with the RSPO New Plantings Procedure.	There is new planting after January 1 st , 2010 in PT Mitra Unggul Pusaka. New planting was performed through conversion from rubber plantation. Company has prepare for NPP submission to RSPO. NPP for conversion area is still in progress including supporting documents (conversion permit, HCV assessment, etc). NPP will be submitted in reference to NPP 2015 as NPP for Conversion of Existing Agricultural land.	in progress
Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.	No more land compensation.	Comply
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO 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. PT. Mitra Unggul Pusaka – Segati POM conducted internal audit annually. Last audit performed in April 2018.	Comply
Any Legal non- compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	PT. PT. Mitra Unggul Pusaka – Segati POM has comply with all legal compliance	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?	<p>Smallholder as a supply base of PT Inti Indosawit Subur (Asian Agri Group) as a parent company of PT Gunung melayu has been certified comply with the standard within three years of the mill's initial certification as bellow:</p> <ul style="list-style-type: none"> - Buatan Plasma Certified on 13th March 2012 as supply base of Buatan I & II Mill which Certified on 16th September 2010. - Buatan KKPA Certified on 17th January 2013 as supply base of Buatan I & II Mill which Certified on 16th September 2010. - Ukui Plasma Certified on 11th June 2012 as supply base of Ukui I & II Mill which Certified on 1st March 2011. - Tungkal Ulu Plasma Certified on 11th July 2013 as supply base of Tungkal Ulu Mill which Certified on 15th August 2012. - Muara Bulian Plasma & KKPA Certified on 12th July 2013 as supply base of Muara Bulian Mill which Certified on 28th August 2012. - Bungo Tebo Plasma Certified on 7th February 2017 as supply base of Bungo Tebo Mill which Certified on 3rd December 2015. 	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 are 2 Major nonconformities raised. PT Inti indosawit Subur – Buatan II POM Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the Corrective Actions for the Major Nonconformity(ies) has been verified for it effectiveness and closed accordingly on 4 October 2018.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1670895-201808-M1	Clause	RSPO P&C INA NI 2016 Indicator 8.1
		Category (Major / Minor)	Major
Date Issued	18 August 2018	Due Date	17 October 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	4 October 2018
Statement of Nonconformity:	It was found insufficiency and inconsistency of RSPO Internal Audit by company.		
Requirement Reference:	<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) 		
Objective Evidence:	<p>During audit found inconsistency of RSPO Internal Audit report between "formulir pemeriksaan" and non-conformity report, e.g:</p> <ul style="list-style-type: none"> • Indicator 1.1. RSPO P&C INA NI, the report mentioned "Tersedia data stakeholder di manager ICS namun belum di update tahun 2018", however this is not stated as non-conformities. In addition found several issues in the field and only raised a non-conformity finding related to harvesting issue. • Internal Audit report PT IIS – Buatan II POM and Estate was not sufficient and not representing the actual condition of RSPO P & C compliance in PT IIS – Buatan II. 		
Root Cause Analysis:	<ul style="list-style-type: none"> • Internal Audit for RSPO P&C in Plasma Buatan I has not yet been achieved because the RSPO Plasma audit method is still less effective. • Lack of understanding of the internal auditor regarding the standards, the refresh training has not been carried out regarding latest checklist audit to the internal auditor. 		
Corrections:	<ul style="list-style-type: none"> • Conduct training and socialization to sustainability internal auditors related to ICS Management internal audit methods in Plasma Buatan to be more effective with. The company has taken action by conducting an internal ICS Management audit training in Plasma Buatan, delivered by instructors from Jakarta (Mr. Welly Joel). The training was held on September 22, 2018. The training was attended by 6 internal auditors from the Pekanbaru Regional Office. Evidence of training can be shown in the form of minutes of training regarding the ICS Management internal audit, RSPO P & C and SCC internal audit using latest version checklist. The attendance list can also be demonstrated. • Conducting internal audits on estates and Mill related to RSPO P&C using latest standard/version. The company has conducted an internal re-audit of the RSPO P&C using the RSPO P&C Generic standard INA NIWG 2016. Internal Audit Buatan II POM was conducted on September 26-27 2018 by internal auditor from the 		

RSPO Public Summary Report
Revision 6 (December /2017)

	<p>Regional Office Pekanbaru: Hendryk Simanjuntak, Ian Septian and Ridho Illahi. The Internal Audit for Buatan Estate was also held on September 24-26, 2018. Specifically for Buatan II Plasma, the company also conducted an internal audit for the Plasma ICS Management on September 27-29, 2018 which was stated in the "ICS Group Manager Internal Inspection Form". Internal audit results can be shown and are in accordance with the standards referred to. Internal audit results are also in accordance with the actual current conditions in the field.</p>
Corrective Actions:	<p>- Refresh training and socialization of the RSPO P&C internal audit checklist in accordance with the latest/relevant standards. Buatan II POM has made a schedule for refresh training plan for 2019 period as outlined in the "Refreshing Plan for RSPO P&C Internal Audit Checklist". Refresh training will be held in January, March, April and November 2019 to 12 internal auditors at the Pekanbaru Regional office with instructors from Jakarta Office.</p> <p>Review and monitor the results of RSPO P&C internal audit by the Sustainability team Jakarta Office. The internal audit report of the RSPO P&C Buatan II POM, Buatan Estate and Buatan II Plasma has conducted on September 24-26, 2018 and the Internal audit ICS Plasma Buatan II on September 27-29, 2018. The audit result has reviewed by the Sustainability team Jakarta Office on October 3, 2018. The results of the review on the report can be showed.</p>
Assessment Conclusion:	<p>Auditor conclude that company has effectively addressed the issue of Major non conformity and the NC has been CLOSED on 4 October 2018.</p>

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1670895-201808-M2	Clause	RSPO P&C INA NI 2016 Indicator 4.3.4
		Category (Major / Minor)	Major
Date Issued	18 August 2018	Due Date	17 October 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	4 October 2018
Statement of Nonconformity:	Subsidence monitoring has been implemented by Plasma Buatan however the data of monitoring result is not valid or appropriate as best management practise of peat soil management and company procedure.		
Requirement Reference:	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place.		
Objective Evidence:	<p>Plasma management has installed the subsidence pole in KT 191, 194, 197, 200, 217, 218 and 219. Subsidence level monitored each semester by field assistant. Evidence of monitoring can be demonstrated.</p> <p>However the monitoring data were not valid, for example in KT 197, subsidence level monitoring in June 2017 was 1.9 cm, in December 2017 was 1.6 cm and in June 2018 was 0.9 cm. The level of subsidence seems decrease or there was increasing of ground level of peat soil.</p>		
Root Cause Analysis:	Lack of understanding related to standardization of subsidence pool measurements by officers (foreman). There is no work instruction standard on measurement of subsidence pole and the foreman has not been given training.		

RSPO Public Summary Report
Revision 6 (December /2017)

Corrections:	<ul style="list-style-type: none"> - The company has taken action by repairing and installation of new subsidence poles in SP 11: KT 191, 194, 217 and 218 and SP 12: KT 231, 199, 219, 197. Maps and coordinate points of subsidence poles can be shown. During the field visit it can be proven that subsidence poles installation is in accordance with the water management procedure in the peat soil area. - Plasma Buatan II has made work instructions (WI) related to monitoring the level of peatland subsidence, September 1, 2018. Work instructions contain instructions for field officers to monitor peat subsidence by monitoring subsidence poles every 6 months. SOP water management of peat area and work instructions for monitoring peat subsidence have been disseminated to the foreman/subsident monitoring field officer on 27th September 2018. Evidence of socialization and minutes of socialization can be shown. Interviews with the foreman subsident monitoring officer can be proven that they already understand how to monitor peat subsidence. - Monitoring of peat subsidence has been carried out by Plasma Buatan II on September 28th, 2018. Initial conditions of peat decline = 0 cm with good poles condition. Subsidence measuring poles have been verified and reviewed by field assistants and known by the Plasma Buatan Manager.
Corrective Actions:	<ul style="list-style-type: none"> - The company will refresh related to procedures and work instructions monitoring subsidence. The company has created a Training Plan 2019 which includes a plan of refresh program for SOP and WI of water management and monitoring of water levels and subsidence on the week of May 4, 2019. - Monitoring of the results of subsidence measurements is carried out by field assistants and Plasma Buatan Manager.
Assessment Conclusion:	Auditor conclude that company has effectively addressed the issue of Major non conformity and the NC has been CLOSED on 4 October 2018.

Opportunity for Improvements	
OFI #	Description
OFI 1	Nil

Positive Findings	
PF #	Description
PF 1	Company has made the continual improvement of best management practise both in Mill and Estate.

3.4.1 Status of Nonconformities Previously Identified and Observations

During the Annual Surveillance Assessment 2 there are 7 Major Nonconformities and 2 Minor Nonconformity raised. PT Inti Indosawit Subur – Buatan II POM Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted. The implementation of the corrective action plans to address the minor nonconformity has been followed up during the Annual surveillance assessment 3.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #		Clause	
	1514555-201708-M1		RSPO P&C INA NI 2016

RSPO Public Summary Report
Revision 6 (December /2017)

			Indicator 2.1.1
		Category (Major / Minor)	Major
Date Issued	8 September 2017	Due Date	07 December 2017
Closed (Yes / No)	Yes	Date of nonconformity Closure	10 October 2017
Statement of Nonconformity:	Based on interview and document verification in Buatan Estate, it was found non-compliance against Permenaker No.100/2004 article 4-5 regarding "Ketentuan Pelaksanaan Perjanjian Kerja Waktu Tertentu".		
Requirement Reference:	Evidence of compliance with relevant legal requirements shall be available.		
Objective Evidence:	Based on interview and verification on PHL employment documents in Buatan Estate, it was found that there are 5 PHL workers which exceed 21 working days in last 3 month, according to the Permenaker No.100/2004 article 4-5 they have to be promoted as permanent worker.		
Root Cause Analysis:	The proposal of appointment for permanent employees have been submitted, however it has not been approved.		
Corrections:	Establish a permanent employee appointment program at the site (Buatan Estate)		
Corrective Actions:	<p>The Company has made a program to propose/promote of PHL or temporary workers who employed by the company with working days more than 20 consecutive days for 3 months to become SKU or permanent workers . This is described in the Memorandum issued by Estate Manager Number: 806/EST- KBN/MEMO/09/17 dated 15 September 2017.</p> <p>The appointment program is adjusted by considering the quota that has been determined by the management.</p> <p>Currently there are 694 PHL workers working in PT Inti Indosawit Subur Buatan Estate, the company has made the promotion program to become SKU as follows:</p> <p>2018: 95 workers 2019: 76 workers 2020: 76 workers 2021: 73 workers 2022: 80 workers</p> <p>Total 400 PHL/temporary workers to be promoted as SKU/permanent workers. The company also makes monitoring of PHL's working days, for PHL workers to be prioritized for in-routine work on a daily basis such as plantation up keep: fertilization, spraying, and gardener work in housing.</p> <p>For the year 2017 Buatan Estate has been promoted 5 employees PHL to be appointed as SKU workers based on the Memorandum Estate manager No. 639/ES-KBN/MEMO/08/17 dated 7 August 2017.</p>		
Assessment Conclusion:	<p>Auditor conclude that company has effectively addressed the issue of Major non conformity and the NC has been CLOSED on 10 October 2017.</p> <p>During audit ASA3, there is no more PHL workers who wroks more than 20 consecutive days in 3 month. Company has monitor the working days of PHL workers. There is no violation of the law Permenaker No.100/2004 article 4-5. Programme to promote the PHL workers to become SKU workers has continue performed by</p>		

RSPO Public Summary Report
Revision 6 (December /2017)

	company. Auditor conclude that the NC remain Closed.
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Nonconformity			
NCR Ref #	1514555-201708-M2	Clause	RSPO P&C INA NI 2016 Indicator 2.1.3
		Category (Major / Minor)	Major
Date Issued	8 September 2017	Due Date	07 December 2017
Closed (Yes / No)	Yes	Date of nonconformity Closure	10 October 2017
Statement of Nonconformity:	<p>A number of laws and regulation have not been included and evaluated in the list of relevant regulations.</p> <p>This finding has been identified as minor NC in previous annual surveillance assessment, so it is escalated to Major NC in this annual surveillance assessment.</p>		
Requirement Reference:	A mechanism for ensuring compliance shall be implemented		
Objective Evidence:	<p>Company has not identified and evaluated a number of relevant regulations, which found in the previous non conformity:</p> <ul style="list-style-type: none"> - Undang-undang No.39 tahun 2014 tentang Perkebunan; - Peraturan Pemerintah No.101 tahun 2014 tentang Pengelolaan Limbah B3; <p>In addition found some relevant legal requirement were not evaluated, such as:</p> <ul style="list-style-type: none"> - Permenaker No.609 year 2012, regarding Guidance of Completion Occupational Accident and Disease Case. - Keputusan President No.7 year 2006 regarding Ratification of the UN Convention Against Corruption. - Keputusan President No. 8 year 2010 regarding Prevention and Eradication of Money Laundry. - Presidential Instruction No.1 year 2013 regarding Action for Corruption Prevention and Eradication 		
Root Cause Analysis:	The Regulations has never been socialized to the company by the relevant Agencies.		
Corrections:	PT Inti Indosawit Subur Pekanbaru Regional Office conducted coordination with related agencies and updates all regulations that relevant to oil palm plantations and palm oil mill to be complied with by each unit.		
Corrective Actions:	<p>The Company has made revisions and updates regarding the evaluation of the compliance of regulations on 1 October, 2017. In the evaluation documents have been included related to the compliance of regulations:</p> <ul style="list-style-type: none"> - Undang-undang No.39 tahun 2014 tentang Perkebunan; - Peraturan Pemerintah No.101 tahun 2014 tentang Pengelolaan Limbah B3; - In addition found some relevant legal requirement were evaluated, such as: - Permenaker No.609 year 2012, regarding Guidance of Completion Occupational Accident and Disease Case. - Keputusan President No.7 year 2006 regarding Ratification of the UN Convention Against Corruption. 		

RSPO Public Summary Report
Revision 6 (December /2017)

	<ul style="list-style-type: none"> - Keputusan President No. 8 year 2010 regarding Prevention and Eradication of Money Laundry. - Presidential Instruction No.1 year 2013 regarding Action for Corruption Prevention and Eradication <p>In the evaluation of compliance documents can be shown that the company has complied with the provisions stipulated in the regulation. PT Inti Indosawit Subur will conduct review every time there is new regulation during unit management meeting and included in legal compliance evaluation.</p>
Assessment Conclusion:	<p>Auditor conclude that company has effectively addressed the issue of Major non conformity and the NC has been CLOSED on 10 October 2017.</p> <p>During audit ASA3 Legal department of the company has update the list of applicable laws and regulations. The latest updated report was on July 2018. All relevant regulation has evaluated and has comply. Auditor conclude that the NC remain Closed.</p>

Nonconformity			
NCR Ref #	1514555-201708-M3	Clause	RSPO P&C INA NI 2016 Indicator 4.1.1
		Category (Major / Minor)	Major
Date Issued	8 September 2017	Due Date	07 December 2017
Closed (Yes / No)	Yes	Date of nonconformity Closure	10 October 2017
Statement of Nonconformity:	There is inconsistency in the implementation and monitoring of operations procedure and best agriculture practices.		
Requirement Reference:	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; Evidence that SOPs are implemented and understood by workers		
Objective Evidence:	<p>During field visit founded that :</p> <ol style="list-style-type: none"> 1. There were loose fruit (berondolan) not picked on palm tree circle. <u>Harvest on 5/9/2017</u> Kavling 3154, hamparan 159, KUD Mitra Usaha; 9 plant Kavling 3358, hamparan 159, KUD Mitra Usaha; Kavling 3359, hamparan 159, KUD Mitra Usaha; <u>Harvest on 5/9/2017</u> Kavling 3611, hamparan 146, KUD Buatan Jaya; 3 plant Kavling 3610, hamparan 146, KUD Buatan Jaya; 4 plant <u>Harvest on 4/9/2017</u> Kavling 2792, hamparan 82, KUD Mitra Usaha; 3 plant 2. Midrib preparation is not use the letter "U" as required on best agriculture practices <ul style="list-style-type: none"> - Kavling 3610, hamparan 146, KUD Buatan Jaya - Kavling 3609, hamparan 146, KUD Buatan Jaya - Kavling 2799, hamparan 82, KUD Mitra Usaha - Kavling 2792, hamparan 82, KUD Mitra Usaha 		

RSPO Public Summary Report
Revision 6 (December /2017)

	<ul style="list-style-type: none"> - Kavling 2783, hamparan 82, KUD Mitra Usaha - Kavling 2794, hamparan 82, KUD Mitra Usaha - Kavling 3148, hamparan 159, KUD Mitra Usaha
Root Cause Analysis:	<ol style="list-style-type: none"> 1. The Farmers were not fully understood that unpicked loose fruit will lead to a reduction in production 2. The SOP related to the preparation of midrib (AA-PLASMA-PP-KS-04 "Potong Buah" dated 1 September 2011) is out dated.
Corrections:	<ol style="list-style-type: none"> 1. Loose fruit that was found in palm tree circle at: <ul style="list-style-type: none"> - Kavling 3154, hamparan 159, KUD Mitra Usaha; - Kavling 3358, hamparan 159, KUD Mitra Usaha; - Kavling 3359, hamparan 159, KUD Mitra Usaha; - Kavling 3611, hamparan 146, KUD Buatan Jaya; - Kavling 3610, hamparan 146, KUD Buatan Jaya; - Kavling 2792, hamparan 82, KUD Mitra Usaha; <p>were have been picked</p> 2. Midrib preparation at: <ul style="list-style-type: none"> - Kavling 3610, hamparan 146, KUD Buatan Jaya - Kavling 3609, hamparan 146, KUD Buatan Jaya - Kavling 2799, hamparan 82, KUD Mitra Usaha - Kavling 2792, hamparan 82, KUD Mitra Usaha - Kavling 2783, hamparan 82, KUD Mitra Usaha - Kavling 2794, hamparan 82, KUD Mitra Usaha - Kavling 3148, hamparan 159, KUD Mitra Usaha <p>were have been corrected following the Memorandum of Group Manager PT Inti Indosawit Subur – Buatan Group no.09/EST-KBN/MEMO/09/2017 dated 20 September 2017, for flat area is between the palm tree line, whilst letter "U" is only for flatbed area (POME application).</p>
Corrective Actions:	<ol style="list-style-type: none"> 1. Conducted dissemination to the farmers regarding the loss if they don't pick up the loose fruit in harvesting module. Dissemination has been conducted on 18 September 2017 for KUD Buatan Jaya and 20 September 2017 for KUD Mitra Usaha. 2. Conducted dissemination to the farmers on how to prepare midrib according to Best Agriculture Practices during training of harvesting and pruning. Dissemination is according to Memorandum of Group Manager PT Inti Indosawit Subur – Buatan Group no.09/EST-KBN/MEMO/09/2017 dated 20 September 2017, for flat area is between the palm tree line, whilst letter "U" is only for flatbed area (POME application). 3. PT Inti Indosawit Subur – Smallholder has conducted monitoring / checking related to kavling condition regularly, especially harvesting quality. The monitoring was documented in "Monitoring Pemeriksaan Kondisi Kapling" that contain: KUD name, date of checking, kavling number, farmer name, condition of circle, weed, pruning and midrib placement. 4. PT Inti Indosawit Subur – Smallholder has documented "Monitoring Teguran Lisan" to record if there was kavling which not comply with the SOP of Agronomy or best agriculture practices. It was recorded that has been given oral warning to farmer of kavling 3748 (Jasiran) on 29 September 2017 and kavling 3799 (Pranesto) on 2 October 2017 because of the bad pruning.

RSPO Public Summary Report
Revision 6 (December /2017)

	5. PT Inti Indosawit Subur – Smallholder has determined decree no.009/DOK/SOP/PT.IIS-ICS KLB/2016 dated 2 January 2017 which defined that Group Manager will give oral warning if there was farmer which not comply with the SOP of Agronomy. If oral warning is still violated, then it will be given warning letter #1, #2, #3. If until 3rd warning letter is still violated, the manager have the right to remove the farmer from the certification group.
Assessment Conclusion:	Auditor conclude that company has effectively addressed the issue of Major non conformity and the NC has been CLOSED on 10 October 2017. During audit ASA 3 can be demonstrated that Plasma Buatan II is remain consistent to implementing the monitoring of operations procedure and best agriculture practices. During field visit in KUD and smallholder member kavling, there is no violation against the procedure of best agricultural practises. No more loosefruit found in the circle of palm oil plantation, the frond stacking has comply with procedure (letter U). Plasma management has performed the regular monitoring to monitor the condition of kavling of each smallholder member according to the procedure. Auditor conclude that the NC remain Closed.

Nonconformity			
NCR Ref #	1514555-201708-M4	Clause	RSPO P&C INA NI 2016 Indicator 4.7.1
		Category (Major / Minor)	Major
Date Issued	8 September 2017	Due Date	07 December 2017
Closed (Yes / No)	Yes	Date of nonconformity Closure	10 October 2017
Statement of Nonconformity:	Documented health and safety plan not effectively implemented.		
Requirement Reference:	Health and safety plan shall be documented and implemented, and its effectiveness monitored.		
Objective Evidence:	<ul style="list-style-type: none"> - No warning Sign related to noise level in ripple mill area (Kernel Station), furthermore supervisor in the working station does not fully understood noisy level of the area, Operator does not wearing required PPE (ear muff). - Emergency response equipment (Hydrant PBD-04) in threshing station is not completed with Nozzle) and its not easy to access (blocked by signboard and ditch). 		
Root Cause Analysis:	<ol style="list-style-type: none"> 1. So far warning only delivered in the form of briefing before starting work 2. Purchasing has been done, however the Hydrant Nozel has not arrived yet at Buatan II Mill. 		
Corrections:	<ul style="list-style-type: none"> - Install noise level notification board in kernel station on 6 September 2017, and operator start to uses respective PPE (ear muff) on 5 September 2017. - Buatan II Palm Oil Mill Conduct local purchasing of hydrant nozzle then installed it to Hydrant PBD-04 on 3 October 2017. Access to hydrant PBD-04 has been repaired by adding a culvert. Purchase receive was available dated 6 September 2017. 		
Corrective Actions:	<ol style="list-style-type: none"> 1. Noise level notification board has been installed at kernel station and operators have uses ear muff at the kernel station area. Briefing on the importance of PPE at kernel station conducted during handover of ear muff on 9 September 2017. 2. PT Inti Indosawit Subur – Buatan II POM has purchased and installed nozzle to 		

RSPO Public Summary Report
Revision 6 (December /2017)

	<p>hydrant PBD-04 on 3 October 2017, and access to the area has been repaired by adding a culvert.</p> <p>3. PT Inti Indosawit Subur – Buatan II POM has conducted monitoring related PPE completeness and nozzles of each hydrant. It was observed “Checklist Absensi Pemakaian APD” for period October 2017 to check completeness of PPE of operators that conducted daily. Also observed “Daftar Pemeriksaan Kondisi Hydrant PMKS Buatan Dua” as record of hydrant completeness checking that conducted monthly.</p>
Assessment Conclusion:	<p>Auditor conclude that company has effectively addressed the issue of Major non conformity and the NC has been CLOSED on 10 October 2017.</p> <p>Company has consistently implementing the OHS procedure and policy as well as the OHS program to minimize and eliminated the accident. The warning sign in critical area/hih risk area including high noise level were in place and available. Emergency equipment at palm oil mil including hydrant, hose and nozzle were available with proper condition. Company also performed regular monitoring of emergency equipment and safety inspection. Auditor conclude that the NC remain Closed.</p>

Nonconformity			
NCR Ref #	1514555-201708-M5	Clause	RSPO P&C INA NI 2016 Indicator 5.3.2
		Category (Major / Minor)	Major
Date Issued	8 September 2017	Due Date	07 December 2017
Closed (Yes / No)	Yes	Date of nonconformity Closure	10 October 2017
Statement of Nonconformity:	Hazardous waste management has not been implemented consistently according to procedure hazardous waste management No.AA-KL-06-EFP and regulation.		
Requirement Reference:	Health and safety plan shall be documented and implemented, and its effectiveness monitored.		
Objective Evidence:	<ul style="list-style-type: none"> - During field audit in workshop Buatan Estate found used oil in final oil trap effluent. It is potential to water contamination. - Based on interview with warehouse workers in Buatan II Mill found that ex contaminated fiber was burn into boiler, however in the procedure stated that ex contaminated fiber treat as hazardous waste. In addition there is no ex contaminated fiber store in the hazardous waste storage Buatan II Mill. 		
Root Cause Analysis:	<ol style="list-style-type: none"> 1. Oil that were found outside the oil trap of traction department was the residue of oil trap cleaning. 2. No used fibers being burned in the boiler after verification by the related Assistant. 		
Corrections:	<ul style="list-style-type: none"> - Performed cleaning related oil that has not been clean - Conducted socialization regarding used fibers that must be sent to hazardous waste storage. 		
Corrective Actions:	<ol style="list-style-type: none"> 1. PT Inti Indosawit Subur has conducted monitoring of used oil using oil collection checklists 2. PT Inti Indosawit Subur has conducted monitoring in waste balance regarding used fibers / waste that sent to hazardous waste storage. 		

RSPO Public Summary Report
Revision 6 (December /2017)

	<p>3. The Company has made improvements by cleaning the last oil trap compartment from used oil and collecting contaminated fluid in the drum and storing it at Temporary hazardous waste storage "TPS LB3" and then sent to authorized hazardous waste collectors. Evidence of oil trap clearance can be shown in "Checklist Pengecekan Oil Trap PMKS Buatan II". Oil trap checking and cleaning is done every week. The final check was made in October 2017. The Company has re-disseminated the procedures for handling hazardous waste to the warehouse workers in the Buatan II POM. Hazardous waste from contaminated fibers shall be managed as hazardous waste and stored in temporary hazardous waste storage "TPS LB3". Dissemination to the workers was conducted on 11 September 2017. Evidence of dissemination can be demonstrated. Interview with warehouse workers indicated that they understood regarding hazardous waste handling including contaminated fiber. The company also issued a warning letter to a warehouse worker who disposes of contaminated fiber to a boiler furnace. Warning letter number 001/ST/PBD/09/2017 dated 11 September 2017 to warehouse workers on behalf Medianto Silalahi. The Company has also established a monitoring form for hazardous waste producers, especially contaminated fiber and ensures that the waste produced is sent to temporary hazardous waste storage "TPS LB3". Monitoring is done monthly to monitor the amount of contaminated fiber produced.</p>
Assessment Conclusion:	<p>Auditor conclude that company has effectively addressed the issue of Major non conformity and the NC has been CLOSED on 10 October 2017.</p> <p>Company has conducted regular monitoring of used oil using oil collection checklists. During field visit can be demonstrated that there is no used oil found in the inappropriate place. All used oil was stored in hazardous waste storage. Oil trap maintenance has well implemented. All hazardous waste including ex contaminated fiber has well managed by store in hazardous waste storage and deliver to the licenced transporter and processor. Auditor conclude that the NC remain Closed.</p>

Nonconformity			
NCR Ref #	1514555-201708-M6	Clause	RSPO P&C INA NI 2016 Indicator 6.9.1
		Category (Major / Minor)	Major
Date Issued	8 September 2017	Due Date	07 December 2017
Closed (Yes / No)	Yes	Date of nonconformity Closure	10 October 2017
Statement of Nonconformity:	The gender committee does not understand the term of reference/procedures set by the company.		
Requirement Reference:	A policy to prevent sexual and all other forms of harassment and violence, shall be documented, implemented and communicated to all levels of the workforce.		
Objective Evidence:	<ul style="list-style-type: none"> - The leader of "Komite Gender" doesn't understand regarding the work program, term and reference and Procedure / mechanism related to procedure in case of sexual harassment, related to menstruation leave (H1) which has been described in PKB. - During the interview with the workers at the child care, it was found that the women did not understand on gender committee's role and grievance mechanism when reporting (any) case related to sexual harassment. 		

RSPO Public Summary Report
Revision 6 (December /2017)

Root Cause Analysis:	<ul style="list-style-type: none"> - The leader of gender committee has been given understanding regarding PKB (joint worker agreement), however her understanding was limited because she was still BHL. - According to the child care worker admission and verification from unit management, the medical team is well informed about the reporting of domestic violence
Corrections:	<ul style="list-style-type: none"> - PT Inti Indosawit Subur has revised organization structure of gender committee on 7 October 2017. The new leader of gender committee (Mrs. Yusniati) has been given awareness regarding PKB. - Conduct periodic socialization to the leader of gender committee and related Medical Parties regarding menstrual leave and reporting mechanism on - sexual harassment.
Corrective Actions:	<ol style="list-style-type: none"> 1. The Company has restructured the Gender Committee organization "Struktur Organisasi Komite Gender PT Inti Indosawit Subur – kebun Buatan Periode 2017 - 2018. Training and awareness related to the programs and procedures of the gender committee have been conducted by the company to the gender committee organization on 7 October 2017. 2. During audit and interview with the new leader of Gender Committee can be shown that the leader has understood the sexual harassment program and complaints procedure SOP AA-HR-309.01-RO SOP. 3. The gender committee has also established programs related to employee education regarding women's reproductive rights, prevention of sexual harassment and reporting mechanisms in case of sexual harassment. 4. PT Inti Indosawit Subur has developed RSPO internal audit program, one of the program is interview the gender committee leader on her understanding regarding menstrual leave and reporting of sexual harassment.
Assessment Conclusion:	<p>Auditor conclude that company has effectively addressed the issue of Major non conformity and the NC has been CLOSED on 10 October 2017.</p> <p>During audit ASA 3 there is no issue of sexual harassment violation. Gender committee has performed their role and implementing the programme to coaching, counseling and prevent the sexual harassment. During interview with chairman and official of Gender committee indicated that they have sufficient understanding on their role and the policy of sexual harassment. Auditor conclude that the NC remain Closed.</p>

Nonconformity			
NCR Ref #	1514555-201708-M7	Clause	RSPO P&C INA NI 2016 Indicator 6.9.2
		Category (Major / Minor)	Major
Date Issued	8 September 2017	Due Date	07 December 2017
Closed (Yes / No)	Yes	Date of nonconformity Closure	10 October 2017
Statement of Nonconformity:	It was found a company policy requiring women workers who apply for menstruation leave have to rest in the clinic until the end of the working hour, causing female workers afraid to apply for menstruation leave.		
Requirement	A policy to protect the reproductive rights, shall be documented, implemented and		

RSPO Public Summary Report
Revision 6 (December /2017)

Reference:	communicated to all levels of the workforce.
Objective Evidence:	Based on interviews with medical staff at Asian Agri Sehat and Gender Committee officials stated that every female worker who submits a menstrual leave gets a recommendation from a paramedic / doctor and should rest in the clinic until the end of working hours.
Root Cause Analysis:	So far rest time has been recommended by doctors or medical officers, however memorandum of doctor's policy regarding recommendations of menstruation leave was not yet available.
Corrections:	Established memorandum regarding doctor's policy on menstruation leave.
Corrective Actions:	<ul style="list-style-type: none"> - Company doctor of PT Inti Indosawit Subur has issued Memorandum no.807/ EST-KBN/MEMO/09/17 dated 21 September 2017 regarding Policy of Doctor Recommendation on menstruation leave. The memorandum clearly stated that based on Republic of Indonesia Act 13 year 2003 article 81 verse 1, if there is worker who reports a menstruation sick will be allowed to take leave with one condition she has to conduct checking to the company's paramedic. There no statement in the memorandum mentioning that the worker shall take rest at the clinic during working hour. The memorandum has been disseminated to all female workers on 7 October 2017. - PT Inti Indosawit Subur – Buatan Estate conduct monitoring related to female workers who take menstruation leave.
Assessment Conclusion:	<p>Auditor conclude that company has effectively addressed the issue of Major non conformity and the NC has been CLOSED on 10 October 2017.</p> <p>Company has implementing the Memorandum no.807/ EST-KBN/MEMO/09/17 dated 21 September 2017 regarding Policy of Doctor Recommendation on menstruation leave. Company give the freedom to female orkers to check their reproductive health including report their menstruation sick and ask to take leave with one condition she has to conduct checking to the company's paramedic. During interview with female workers there is no issue regarding the menstruation leave. Auditor conclude that the NC remain Closed.</p>

Nonconformity			
NCR Ref #	1514555-201708-N1	Clause	RSPO P&C INA NI 2016 Indicator 4.7.5
		Category (Major / Minor)	minor
Date Issued	8 September 2017	Due Date	07 September 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	16 August 2018
Statement of Nonconformity:	First aid equipment was not available at worksites.		
Requirement Reference:	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; first aid equipment available at worksites		
Objective Evidence:	First aid kit was only brought by Mandor, whilst Mandor coverage area is around 900 – 1,000 Ha.		

RSPO Public Summary Report
Revision 6 (December /2017)

Root Cause Analysis:	Cover area of first aid box was still too wide.
Corrections:	Establish the mechanism of effective first aid handling in Plasma Buatan II Conducting simulation (time period study) related to the use of first aid kit. Monitoring of first aid kit.
Corrective Actions:	Based on record of Harvesting in Scheme Smallholder as in "Jadwal Rotasi Panen dan Angkutan TBS Plasma, (Period 21 May – 20 June 2018 and Period 21 July – 20 August 2018), the Foreman (Mandor) as PIC of first aider has covered area 100-120 Ha per day (three Hamparan per day). e.g: in KUD Tani Rukun dated 8 August 2018 total of area harvesting is 120 Ha in Hamparan 209, 212 and 126. Plasma Buatan II (Scheme smallholder) has been established the mechanism on providing the first aid kit, such as: <ul style="list-style-type: none"> • Works Instruction of P3K in Plasma dated 1st September 2017 in point 2 mentioned "PIC of first aider in Plasma are Foreman/Mandor, Krani/KTU Plasma and Krani KUD, whereby the work area reaches more than 4 Hamparan/KT or number of workers is more than 100, the first aider can be added i.e. Krani Plasma. • Mechanism for Accident First Aid (P3K) in KUD, dated 1st September 2017. Plasma Buatan II (Scheme smallholder) has conducted the training for first aider, trained by Company Doctor, e.g: Notulen Pelatihan Pertolongan Pertama Gawat Darurat (PPGD) untuk Mandor, dated 18th July 2018 was attended by 14 Foreman/Mandor, eg: Mr Teguh M (SP-3), Mr Hernu (SP-3), Mr Herman (SP-6), Mr Rancis (SP-5) Monitoring the use of first aid kit has been establish and recorded as well.
Assessment Conclusion:	Auditor conclude that company has effectively addressed the issue of minor non conformity and the NC has been CLOSED on 16 August 2018

Nonconformity			
NCR Ref #	1514555-201708-N2	Clause	RSPO P&C INA NI 2016 Indicator 6.1.4
		Category (Major / Minor)	minor
Date Issued	8 September 2017	Due Date	07 September 2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	16 August 2018
Statement of Nonconformity:	Company has conducted SIA on 2009, however there is no proper review has been done according to SIA document in particular Mitigation and management plan review.		
Requirement Reference:	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.		
Objective Evidence:	Company has conducted the SIA review in 2016 however the result is not covered the main issue according to Mitigation and management plan of SIA, the reviews only covered the economic condition monitoring of the surrounding community.		
Root Cause Analysis:	Mitigation and management plan was not included yet in the SIA review, because the concern is only to the surrounding society.		

RSPO Public Summary Report
Revision 6 (December /2017)

Corrections:	<p>Make a review and attach evidence of implementation related to recommendations and suggestions in the SIA report. Company has reviewed social impact assessment and the latest review conducted on November 2017 for period 2015 - 2017. The company has issued the document of the effectiveness of Management and Monitoring of social impact.</p> <p>Organisation has made the effort to manage the social aspect and impact as recorded in "Tabel dan Permasalahan Upaya Pengelolaan Yang Telah Dilakukan Terhadap Aspek Sosial di PT Inti Indosawit Subur – Group Kebun Buatan Tahun 2015 - 2017". Organisation has review the effectiveness of management plan. The review was carried out based on consultation with affected communities related to the management of the of social aspects impact on 5-10 October 2017.</p> <p>Based on the SIA review for the 2015-2017 period, there are still a number of issues raised for example:</p> <ul style="list-style-type: none"> • Lack of understanding from Smallholder member regarding internal control system (ICS) - level of understanding was 75%. Company has taken action into management plans: conducting training programs related to understanding the RSPO. • Discrepancy of understanding between company and smallholder regarding FFB grading or sortation - level of understanding was 80%. Company has taken action into: Socialization to farmers related to regulation of Permentan no. 14/2013 concerning the "Pelaksanaan sortasi". • Impact of dust on the dry season caused by FFB transportation activities to the mill, Company management plan was to performs scheduled watering every day in the morning and evening at dry season. <p>There is social jealousy in terms of employment. Company management plan: providing information on recruitment of workers to all villages surrounding the plantation. In 2017 the company has recruited employees from the local community as much as 40% of the program from the number of worker recruited. The company will prioritize the local workforce for recruitment.</p>
Corrective Actions:	<p>Companies has scheduling the review of the SIA management and monitoring plan every 2 years, the following review will be carried out in 2019 or for period 2017 - 2019. Company also conducted monitoring of management plan every 6 months or if there is a change in social impact arising from plantation activities and policies.</p>
Assessment Conclusion:	<p>Auditor conclude that company has effectively addressed the issue of minor non conformity and the NC has been CLOSED on 16 August 2018</p>

Opportunity for Improvement	
OFI #	Description
Nil	

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	CATEGORY (MAJOR/ MINOR)	ISSUED	STATUS & DATE (Closure)
1224659M1	Major	07/08/2015	Closed 01/12/2015
1224659M2	Major	07/08/2015	Closed 01/09/2015
1224659N1	Minor	07/08/2015	Closed 30/07/2016
1224659N2	Minor	07/08/2015	Closed 30/07/2016

1224659N3	Minor/Major	07/08/2015	Escalated into Major NC. Closed 06/09/2016
1357970M1	Major	30/07/2016	Closed 06/09/2016
1357970M2	Major	30/07/2016	Closed 06/09/2016
1357970M3	Major	30/07/2016	Closed 06/09/2016
1357970M4	Major	30/07/2016	Closed 20/08/2016
1357970M5	Major	30/07/2016	Closed 29/08/2016
1357970M6	Major	30/07/2016	Closed 29/08/2016
1357970N1	Minor	30/07/2016	Escalated into Major NC
1357970N2	Minor	30/07/2016	Closed 08/09/2017
1357970N3	Minor	30/07/2016	Closed 08/09/2017
1357970N4	Minor	30/07/2016	Closed 08/09/2017
1357970N5	Minor	30/07/2016	Closed 08/09/2017
1357970N6	Minor	30/07/2016	Closed 08/09/2017
1357970N7	Minor	30/07/2016	Closed 08/09/2017
1514555-201708-M1	Major	08/09/2017	Closed 10/10/2017
1514555-201708-M2	Major	08/09/2017	Closed 10/10/2017
1514555-201708-M3	Major	08/09/2017	Closed 10/10/2017
1514555-201708-M4	Major	08/09/2017	Closed 10/10/2017
1514555-201708-M5	Major	08/09/2017	Closed 10/10/2017
1514555-201708-M6	Major	08/09/2017	Closed 10/10/2017
1514555-201708-M7	Major	08/09/2017	Closed 10/10/2017
1514555-201708-N1	Minor	08/09/2017	Closed 16/08/2018
1514555-201708-N2	Minor	08/09/2017	Closed 16/08/2018
1670903-201808-M1	Major	16/08/2018	Closed 04/10/2018
1670903-201808-M2	Major	16/08/2018	Closed 04/10/2018

3.5. Stakeholders Consultation

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

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

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

List of Stakeholders Contacted	
Internal Stakeholders: Workers (fertilizing, spraying, mill processing, workshop).	Union/Contractors/Local Communities: 1. Serikat Pekerja/worker union 2. Local Communities - Village Head Mekar Jaya Mr. Kamaruzzaman; and Public figure.
Government Departments: 1. Dinas Tenaga Kerja Kabupaten Asahan - Bpk. Iskandar (Kabid Hubinsyakar) 2. Dinas Pertanian dan Perkebunan Kabupaten Asahan: - Bpk. Mulyadi (Kasie Pembiayaan dan Investasi) 3. Dinas Lingkungan Hidup Kabupaten Asahan: - Bpk. Herizaldi (Plt Kasi Pengurangan Sampah)	NGO: Local NGO LCKI (Lembaga Cegah Kejahatan Indonesia) – Rommel Sirait

IS #	Description
1	<p>Feedback, Comment and Input Dinas Tenaga Kerja dan Transmigrasi Kabupaten Pelalawan (Manpower and Transmigration Office – Pelalawan Regency) Bpk. Iskandar (Kabid Hubinsyakar)</p> <ul style="list-style-type: none"> - Generally, PT Inti Indosawit – Buatan II POM has built good communication with Manpower and Transmigration Office – Pelalawan Regency. - PT Inti Indosawit Subur – Buatan II POM has complied well with legislation related to employment, i.e; <ul style="list-style-type: none"> • Company has provided all normative rights for employee, such as salary as lined out in minimum wage for province level, leave entitlement, employees registered with social insurance for worker (BPJS), benefit for religious festival, provision of facilities (housing, electricity, clean water, medical clinic, school/school bus, worship house, personal protective equipment, working tools, etc.). • There was no report/complaint logged in related to discriminative action by company. There was no report/complaint logged in related to the use of child worker/under age worker. • Company has submitted health and safety performance report regularly to the manpower agency. • Complaint received from worker union related to medical service provided by “BPJS Kesehatan”, in particular medical treatment service from hospital/clinic where no cooperation with BPJS. • There was still an issue related to the use of informal worker (without direct work agreement) for loose fruit collector • There was once industrial dispute related to employee mutation, which considered as intimidation from company to employee.

- There has been no industrial relationship dispute occurred from the last year.
- Company has prepared infrastructure and facility for worker's welfare such as: housing, clean water, electricity, medical facility, education, etc.
- There are employees who are identified use of drugs/Narcotic in PT Inti Indosawit Subur – Buatan II POM.

Suggestions:

- In relation to the freelance worker (PHL), so that the appointment program can be made as a permanent worker if it meets the requirements.
- Registering / reporting to the Manpower Office related to the use of labour, including the Daily Working Officers (PHL)
- PKB is still made by HO Medan, can be considered to make Derivative PKB

Management Responses

For the positive things that have been done will be maintained and improved towards a better by management companies.

Company has already programmed an annually employee promotion on 2018 until 2020, that is: "Program 3 Years of Buatan II POM to Appointment of PHL employees to SKU

Buatan II POM:

PHL to date per July 2018	SKU-Employee Appointment Plan (people)					
	2018		2019		2020	
	Plan	Real.	Plan	Real.	Plan	Real.
17	7	7	6		4	

Buatan Estate

Number of PHL	Promotion Programs					Total
	2018	2019	2020	2021	2022	
449	64	64	62	66	65	321

Program realization up to July 2018 on Buatan Estate, as follows:

- January 16, 2018; 3 BHL employees were promoted, but there was no response from the HO management
- Based on Memorandum from the Estate manager Made I on 2 July 2018, the promotion of BHL employees to become permanent employees is 21 employees.

Program realization up to July 2018 on Buatan I & II POM, as follows:

- Based on Memorandum from Regional Head Plantation II dated April 27, 2018, no. 15 #/HR-RO2/MEMO/SK/04/2018 concerning the promotion of BHL employees as permanent employees of 5 employees.
- Based on Memorandum from Regional Head Plantation II dated December 29, 2017 no. 428-9/HR-RO2/MEMO/SK/12/2017, BHL employees have been appointed as permanent employees of 2 employees which are proposals as of January 1, 2018

Worker Agreement (PKB) between company and labour union is referred in working regulation, Worker Agreement was registered by "Dirjen Pembinaan Hubungan Industrial dan Jaminan Sosial Tenaga Kerja"


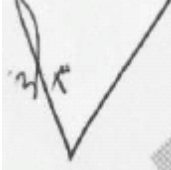
	<p>No. Kep.88/PHIJSK-PKKAD/PKB/VI/2015, dated 18th June 2015 (Valid 21st April 2015 - 20th April 2017). Based on document review, it was noted that the term and condition, such as: working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice are covered in PKB and contracts which have been signed by labour union.</p> <p>Based on a Letter from the Private Plantation Company Cooperation Agency (BKS-PPS) no. 49/BKS-PPS/2018, dated June 25, 2018, concerning: Follow-up meeting between BKS-PPS and PP.FSP.PP.SPSI discussing the implementation of PKB renewal for 2015-2017, that PKB BKS PPS period 2017-2019 is still in progress in discuses between BKP-PPS and PP.FSP.PP.SPSI.</p> <p>Audit Team Findings</p> <p>The company has taken action in accordance with well-established procedures and persuasive approach, so there is no turmoil / issue.</p> <p>With respect to wages, the use of PPE and SIO, the company has implemented in accordance with relevant law and regulations.</p>
<p>2</p>	<p>Feedback, Comment and Input</p> <p>Badan Lingkungan Hidup Kabupaten Pelalawan – Environmental Body Pelalawan Regency Bpk. Herizaldi (Plt. Kasi. Pengurangan Sampah DLH Pelalawan)</p> <ul style="list-style-type: none"> - Company has revised the AMDAL document. - Company has an environmental document related to development of biogas plant and kernel crushing plant. - Replanting activity has been covered in environmental management and monitoring plan. - Company has consistently reporting the environmental management: Laporan RKL-RPL, Laporan Pengelolaan Limbah B3, Laporan Pemanfaatan Limbah Cair. - PT Inti Indosawit Subur – Buatan I & II POM has performed environmental management in good manner. - Hazardous waste/LB3 monitoring report on Shelter Temporary (TPS) Hazardous waste/LB3 has been done. - Company has managed the hazardous waste, obtained permit for temporary storage – in accordance with relevant regulation. - There was no report from stakeholder on environmental pollution caused by plantation operation of palm oil mill operation. - Inner plastic bag from fertilizer bag shall be treated and managed as hazardous waste. <p>Suggestions:</p> <ul style="list-style-type: none"> - It is recommended that environmental management be provided with special people who have the skills / training. - The company can perform managed of social impact issues caused by environmental issues. <p>Management Responses</p> <p>For the positive things that have been done will be be maintained and improved towards a better by management companies.</p> <p>In the face of replanting activities, of course there are many social issues arising from environmental impacts. In this case, the company has conducted a social impact aspect (SIA) assessment which subsequently made a social impact management plan. Plans for management and monitoring of social impacts to avoid or reduce negative impacts and promote positive ones presented in “Rencana Kelola Dampak Sosial dan Rencana Pemantauan Dampak Sosial”.</p>

	<p>Audit Team Findings Audit team will continue to monitor PT Inti Indosawit Subur – Buatan II POM related to Environmental management and monitoring performance.</p>
<p>3</p>	<p>Feedback, Comment and Input Dinas Perkebunan Kabupaten Pelalawan – Plantation Agency Pelalawan District Bpk. Mulyadi (Kasie Pembiayaan dan Investasi)</p> <ul style="list-style-type: none"> - PT Inti Indosawit Subur – Buatan II POM has obtained HGU and in line with spatial planning for Pelalawan Regency, as cultivation/plantation area. - Company has reported the plantation operation activities on regular basis to “Dinas Kehutanan dan Perkebunan Kabupaten Pelalawan Semester I 2017”. - There was issue related to request from community for company to release cemetery land and request for company to release land for marketplace development. - The company has obtained Plantation Business Permit (IUP) - There is no report related to land claim and land dispute occurred and submit by community or other company. - FFB price established based on market price, and company was not bound to FFB price regulated by “Keputusan Penyusunan Harga TBS Propinsi Riau”. Based on report, PT Inti Indosawit Subur – Buatan II POM has price structure better than other companies. <p>Management Responses Company acknowledge the comment from Plantation Agency.</p> <p>Audit Team Findings Audit team will continue to monitor PT Inti Indosawit Subur – Buatan II POM related to Plantation management and monitoring performance.</p>
<p>4</p>	<p>Feedback, Comment and Input Serikat Pekerja PT. Inti Indosawit Subur – Buatan Group (Worker Union)</p> <ul style="list-style-type: none"> - Company and employee has agreed to established bi-partite organization to resolve issued related to industrial relationship; the organization has been registered to “Dinas Tenaga Kerja Kabupaten Pelalawan”. Meeting between company and employee conducted whenever issues occurred and requires discussion. - Company has provided health and safety training and provided first aid kit to field supervisor/mandor. - Company has a policy to prohibit the recruitment of employee under 18 years old, including family worker in all operation. - Company has a policy to protect flora and fauna. - Company does not use migrant worker and prohibit force labour. - Worker salary has followed minimum wage as lined out by Riau Province government for year 2017 - There is a collective working agreement between company and employee. - Company has provided all normative rights for employee, such as salary as lined out in minimum wage for province level, leave entitlement, employees registered with social insurance for worker (BPJS), benefit for religious festival, provision of facilities (housing, electricity, clean water, medical clinic, school/school bus, worship house, personal protective equipment, working tools, etc.). <p>Management Responses Management will strive to continue and improve the positive practices in implementing company</p>

	<p>commitment towards health and safety, and upholding the human rights.</p> <p>Audit Team Findings Audit team will continue to monitor PT Inti Indosawit Subur – Buatan II POM related to Plantation management and monitoring performance.</p>
5	<p>Feedback, Comment and Input Gender Committee PT. Inti Indosawit Subur – Buatan Group</p> <ul style="list-style-type: none"> - Company has implemented the policy related to protection reproductive right; such as not hiring female for work activity with high risk; monthly pregnancy test for sprayer and fertilizer applicator; 6-monthly check up for sprayer and fertilizer applicator. - All female worker in sprayer team and fertilizer team shall join pregnancy test in company clinic, once a month. - There has been no report logged in to committee related to sexual harassment and/or violence. - There is no indication that company practising sexual harassment, no indication of gender discrimination, no indication of human right violation, and forced labour. - The leader of gender committee has not understood what the work program is and procedure in case of sexual harassment <p>Management Responses Management will strive to continue and improve the positive practices in implementing company commitment towards health and safety, and upholding the human rights. The appointment of the head of the new gender committee was conducted in July 2017, so it is necessary to undertake learning and training and briefing related to the knowledge of gender committees.</p> <p>Audit Team Findings Audit team will continue to monitor PT Inti Indosawit Subur – Buatan II POM related to Plantation management and monitoring performance.</p>
6	<p>Feedback, Comment and Input Head of Village Mekar Jaya, NGO LCKI (Lembaga Cegah Kejahatan Indonesia)</p> <ul style="list-style-type: none"> • Villagers around ethnically, Batak, Javanese, Sundanese and Banjar. • There was no land conflict with surrounding community. • No land conflict was reported since hand-over was done in proper settlement in the beginning. • In general communication and coordination between the village government and the Company has been running well. • 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. • Access roads surrounding villages are always maintained by the company. • Enclave owner has proper access to their own farm inside company's farm without any difficulties. • Employee recruitment from the surrounding villages was not adequate. • There are no reports from the public regarding the operational activities of companies that violate Human Rights such as the Right to Organize and assemble Conduct worship in accordance with beliefs, as well as other practices of violation of Rights such as the use of mercenaries for the intimidation of workers, the sale of human beings etc.

	<ul style="list-style-type: none"> • Companies still utilize labor with the status of Daily Workers (PHL) from the surrounding community <p>Suggestions:</p> <ul style="list-style-type: none"> • Companies should be able to provide assistances to plasma farmers more intensively to face replanting activities. <p>Management Responses</p> <ul style="list-style-type: none"> - Communication is always well established with the surrounding community, so was no land conflict with surrounding community until conduct this audit. - 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. - Improving future CSR programs based on the potential of the village concerned and empowering the community by conducting soft skills training. For example with agricultural and livestock farming programs with at the same time provide direct guidance and direction. - Associated with the establishment of plantations through plasma scheme, which is completed 100% of the plan. <p>Audit Team Findings</p> <ul style="list-style-type: none"> - It is suggested that PT Inti Indosawit Subur can maintain communication with the community and village apparatus. - CSR programs to be developed in accordance with community empowerment programs and guidance and coaching. - The use of labor to be prioritized to the surrounding community by referring to recruitment procedures. - It is suggestion to be followed up in relation to the proposed electricity subsidy.
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RSPO Public Summary Report
Revision 6 (December /2017)

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. Inti Indosawit Subur – Buatan II POM has complied with the 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. Inti Indosawit Subur – Buatan II POM is continued.</p>	
Report prepared by	Acceptance of Assessment Conclusion
<p>Name: Mujinius Jalaraya</p>	<p>Name: Welly Pardede</p>
<p>Company Name: On behalf BSI Services Malaysia Sdn Bhd</p>	<p>Company Name: PT. Inti Indosawit Subur</p>
<p>Title: Lead Auditor</p>	<p>Title: Head of Sustainability</p>
<p>Signature:</p> 	<p>Signature:</p>  <p><i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i></p>
<p>Date: 30 October 2018</p>	<p>Date: 7 November 2018</p>

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>Buatan Estate and Mill:</p> <p>PT IIS – Buatan II has had documented list of stakeholders namely “Daftar Stakeholder PT. IIS Group Buatan” period July 2018. Stakeholder list consist of Contractor (14), FFB third parties supplier (3), NGO’s (1 International –WWF, 1 National – SCALE UP and 2 Local – LSM and LCKI), local communities (11), local government agency (16), public services (2) and smallholder’s (15). Updating on stakeholder list based on changing of listed stakeholders name, contact, address and PIC. During this surveillance audit, there is no changes on stakeholder list.</p> <p>Auditor team verify to relevant stakeholders during this surveillance audit. Stakeholder contacted through direct interview are relevant agency in Pelalawan regency (Dinas Tenaga Kerja, Dinas Perkebunan, Dinas Kehutanan dan Lingkungan Hidup), Village Head, Smallholder’s cooperative, local NGO (LCKI – Lembaga Cegah Korupsi Indonesia)</p> <p>The company has made a mechanism for request information no.: AA-GL-5008.1-R1 dated on 22nd August 2011. The company has owned some policies for documents created by the public relations department in the company and acknowledged by plantation manager that can be accessed by public dated 12th September 2014 that covered:</p> <ol style="list-style-type: none"> 1. Legal Documents <ul style="list-style-type: none"> - a copy of SK HGU (Land Title) - a copy of AMDAL (Social and Environmental Impact Assessment) 	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance	
	<p>2. Environment Documents</p> <ul style="list-style-type: none"> - Waste management plans - Report of waste water - Report of water management - Report of river water quality - Report of air quality. - Report of RKL (Environmental Management Plan) – RPL (Environmental Monitoring Plan). - Report of Hazardous Waste <p>3. Social Activity Documents</p> <p>4. Employment Documents</p> <ul style="list-style-type: none"> - Jamsostek and also BPJS Kesehatan - HSE management programs <p>Scheme Smallholder:</p> <p>Plasma Buatan I has a list of documents that can be accessed by Stakeholder updates as of January 10, 2017.</p> <p>Base on interview with several smallholders/farmers at KUD Tani Rukun, KUD Makarti Sawit, KUD Mulus Rahayu and KUD Bhirawa Bhakti, they have been able to demonstrate knowledge that information request and provision of information to relevant stakeholders going through ICS, KUD and KT.</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>Buatan Estate and Mill:</p> <p>Request Information and response from Stakeholder has been documented into a log book "Permintaan Informasi". There were noted 21 information requests up to July 2018 from Stakeholder to Buatan Estate, amongs other:</p> <ul style="list-style-type: none"> - On 18 January 2018 informastion request from DLH Pelalawan Regency concerning Hasil Kunjungan DLH Pelalawan Regency on November 2018 and has 	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>been responded on 18 January 2018 by sending Corrective action dated 30 May 2018</p> <ul style="list-style-type: none"> - On 16 April 2018 information request from Badan Pusat Statistik Kabupaten Pelalawan, concerning pelaksanaan survey di PT IIS – Buatan Estate and has been responded on 16 April 2018. <p>All request information and others has been responded timely manner</p> <p>According to documented evidence on Log Book of communication Buatan Palm Oil Mill period Jan-June 2018, information request from stakeholders is absence. The Certificate Holder only giving information to government agency in periodically frequency, such as: Effluent Analysis to Environmental Agency, Environmental Report, Manpower Report to manpower agency, etc.</p> <p>Scheme Smallholder:</p> <p>Request Information and response from Stakeholder is documented into a log book “Kebun Plasma Buatan”. Refer to Log Book “Kebun Plasma Buatan”, information request and its response is documented and maintained in Smallholder Office “Kantor Plasma Buatan”. Response of information request is responded within 14 working days. In example:</p> <ul style="list-style-type: none"> - Dated 26 June 2018. Letter no: 17/BJ/JTM/VI/2018. Information received from Suradi (KUD Buatan Jaya) concerning request for Buatan II POM might received FFB’s from KT 145, which FFB’s from this area is supplied to other Mill. This information responded on 27 June 2018 by sending warning letter. <p>Based on document verification and interview with farmers that all information requests have been responded and followed up not more than 2 weeks or 14 days.</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</p>		

Criterion / Indicator	Assessment Findings	Compliance	
negative environmental or social outcomes.			
<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) g) Negotiation procedures (Criterion 6.4) h) Continual improvement plans (Criterion 8.1) i) Public summary of certification assessment report j) Human Rights Policy (Criterion 6.13). <p>- Major compliance –</p>	<p>Buatan Estate and mill:</p> <p>The company has maintain list of document made publicly available (dated 17th July 2018), where there is 32 type of documents. Access to certain document is based on stakeholder interest and permission from Certificate Holder/company. For example:</p> <ol style="list-style-type: none"> 1. Government: allow to access all documents, except company financial. 2. Communities: allow to access document of SIA, Environmental Report, CSR report, FFB price, Company Policies, Procedures, RSPO Summary report. 3. NGO: allow to access document of HCV, EIA, SIA, Relevant Report, Tax, Permit. 4. Smallholder Cooperative: EIA, SIA, Land Permit, Land Use Title, Relevant Report. 5. All documents placed in different Department: Operational Report, Environmental Report located in each unit; Legal Permit and Land Use Title located in Legal Department; Labour aspect placed in HR department, etc. <p>The stakeholder list also applicable for Buatan Estate, Buatan II POM and Smallholders.</p> <p>Scheme smallholders:</p> <p>The KUDs has list of documents can be accessed by public, such as: legal permits (akte pendirian Koperasi, SHM, NPWP, SIUP and SITU), Operasional keuangan, HCV, SOP/GAP/SEIA (Amdal) and Social documents, Rencana Kerja KUD (KUDs budget) consist of projection FFB and operational cost), monitoring of IPM, fertilizing and harvesting), accident record, OHS Manual.</p> <p>Smallholder at at KUD Tani Rukun, KUD Makarti Sawit, KUD Mulus Rahayu and KUD Bhirawa Bhakti stated the information available for public that can be provided by smallholders is land title/SHM. The other document available upon request to KUD or KT.</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
Criterion 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.		
1.3.1	<p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions along with the documentation of socialisation process of the policy to all levels of the workers and operations.</p> <p>- Minor compliance –</p> <p>Buatan Estate and Mill:</p> <p>The company has Code of ethical conduct and integrity in all operation and transaction, Written policy is documented in “KEBIJAKAN PERUSAHAAN, dated 1st December 2014”. This policy approved by Manging Director covering and applicable to all subsidiaries of ASIAN AGRI, including PT. Inti Indosawit Subur. The policy containing as follow:</p> <ol style="list-style-type: none"> 1. Comply to all relevant law and regulations 2. Committed to respect for fair conduct of business, prohibition of all forms of corruption, bribery and fraudulent use of funds and resources. 3. Implement and maintain of environmental management system, social, health and safety, food security following international and national management system. 4. Preventing of environmental pollution, working accident and achieve sustainable management. 5. Continuous improvement. 6. Zero burning on land preparation and monitoring on prevention of fires and smog haze. 7. Commitment on HCV and Conservation management. <p>The company was able to demonstrate that policy has been communicated effectively to all level operation of workforce and based on interview with workers, it was found that they understand and aware the company policy. Latest training and socialization to employee performed on 13 – 15 February 2018 in Buatan Estate and 5 – 6 January in Buatan II POM. The evidence can be demonstrated during audit such as attendant list and photograph.</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<p>Scheme Smallholder:</p> <p>All KUD has prepared the policy of code of ethical conduct and integrity in all operation and transaction, dated 1st August 2013 which stated: “Berkomitmen berperilaku pada seluruh transaksi dan operasi bisnis, pelarangan seluruh bentuk korupsi, penyuapan dan penipuan dalam penggunaan dana dan sumber daya”. This policy has been communicated to the members, latest training and socialization against the policy to all Smallholder and KUD employees performed on 6 – 9 February 2018. The evidence can be demonstrated during audit such as attendant list and photograph.</p> <p>Based on interview with members that they aware and uderstand this policy.</p> <p>According to direct interview with sampled stakeholders, including sample of smallholders in KUD Bhirawa Bhakti, Farmer Group: Mekar Jaya (Hampanan 49). Sample plots No. 1248 (Artino Budi Raharjo); 1249 (Sutarman); 1250 (Suliono bin Toher) it was informed that smallholders aware with ethical conducts in all business, no bribery and fair partnership in smallholders scheme.</p>	
Principle 2: Compliance with applicable laws and regulations			
Criterion 2.1			
There is compliance with all applicable local, national and ratified international laws and regulations.			
2.1.1	Evidence of compliance with relevant legal requirements shall be available. - Major compliance –	<p>PT Inti Indosawit Subur – Buatan II POM has demonstrated the evidence of compliance with relevant legal requirement as in “Evaluasi Kepatuhan Hukum PT Inti Indosawit Subur – Buatan unit Pabrik dan Kebun”. All legal requirements comply with the regulations and laws, including those related to land status, occupational health and safety, environmental, labour, agricultural practice, and mill operation, such as:</p> <ol style="list-style-type: none"> 1. Ijin Prinsip (Principle permit) No.KB.320/859/Mentan/XI/1983 dated 7th November 1983 from Agriculture minister (65,000 Ha). 2. Ijin lokasi (Location Permit) No.KPTS.57/II/1987, dated 4th February 1987 for 	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>32,000 Ha.</p> <ol style="list-style-type: none"> 3. Ijin Pelepasan kawasan from Forestry Ministry (Release forest permit) No.664/Kpts-II/89, dated 31st October 1989. 4. Ijin pembukaan lahan (land clearing permit) No.1536/II/KW-6/1988, dated 2nd November 1988 from Forestry Ministry Region Riau Province. 5. Surat Keterangan Pendaftaran Tanah (Land register) from land authority of Pelalawan District No.15/SKPT/X/2004, dated 30th September 2004. 6. Surat Pendaftaran Usaha perkebunan (SPUP) from Forestry and Plantation Ministry, No.185/Mentanhut/VII/2000, dated 3rd November 2000. 7. SK. HGU (Land Title), approved by "Menteri Negara Agraria/Kepala BPN No.10/HGU/1993, dated 13th May 1993 tentang Pemberian HGU atas nama PT. Inti Indosawit Subur, atas tanah di Kabupaten Kampar seluas 5,781.47 Ha". 8. HGU (Land titles) No.01, 1993, dated June 19th, 1993. for Buatan Estate (5,781 Ha); 9. Renewal land title No.145/HGU/BPN/2004, dated November 3rd, 2004. Expired until 2058 from Head of BPN (5,781 Ha); 10. IMB (Building licenses), there were 6 permits, such as; No.106/2009, 71/2009, 09/2009, 11/1992, 56/2009, 117/1997. 11. AMDAL (Environmental and Social impact assessment), SEIA No.013/ANDAL/BA/V/95, dated 3rd May 1995, by Agriculture of Ministry. 12. Revised AMDAL (Dokumen Pengelolaan dan Pemantauan lingkungan) approved by Governor of Riau No.KPTS 975/X/2009, dated 28th October 2009. 13. Surface water usage permit from "Dinas Pertambangan dan Energi, Kabupaten Pelalawan No.KPTS.540/DPE/GEO-MIGAS/2014/179", dated 2nd April 2014 (valid until 1st April 2016), renewal permit still in progress now, the company has proposed renewal surface water usage No.040/ES-KBN/EXT/03/2016, dated 31st March 2016. 	

Criterion / Indicator		Assessment Findings	Compliance
		<p>14. Temporary hazardous waste store permit No.KPTS.503/BPMP2T-PLY/14/2016 from “Badan Penanaman Modal dan Pelayanan Perijinan Terpadu, Kabupaten Pelalawan”, dated 18th March 2016 (valid until 17th March 2021).</p> <p>13. Machinery permit in Mill is available.</p> <p>The latest review of relevant legal requirement was conducted in July 2018, new added are: “Peraturan Menteri Pertanian RI nomor 05/PERMENTAN/KB.410/2018 tentang Pembukaan Lahan dan atau Pengelolaan Lahan Perkebunan Tanpa Bakar”, PermenLHK Republik Indonesia nomor P.23/MENLHK/SETJEN/KUM.1/7/2018 tentang Kriteria Perubahan Usaha Dan/Atau Kegiatan Tata Cara Perubahan Izin Lingkungan.</p> <p>Scheme Smallholder:</p> <p>Group manager and ICS conducted the evaluation of laws and regulation compliance each year. Latest updated was on 1st January 2018. During audit, Group manager can demonstrated the document of “Evaluasi Kepatuhan Hukum Kebun Plasma Buatan Tahun 2018” which contain the list/‘legal register’ of all applicable laws and regulations; consist of: list of regulation, requirement, evaluation record, compliance status, type of document, no. document, validity, source of document, remark.</p>	
2.1.2	<p>A documented system, which includes written information on legal requirements, shall be maintained.</p> <p>- Minor compliance –</p>	<p>Buatan Estate and Mill:</p> <p>There is a documented system registering all relevant legal requirements to which the company must comply, and also there is a document of “Legal Register” latest updated on 9 August 2018, which includes relevant Environmental regulation, Plantation permit, etc. The list would be reviewed once a year by the EHS Department and all relevant department, updated as necessary.</p> <p>Evaluation of compliance for all regulation and other requirement related to environment, health and safety, manpower and land tenure has been performed (presented in “Evaluation of Compliance”).</p> <p>The organization has a mechanism to ensure compliance with all applicable laws and regulations compliance through procedure “SOP Pemenuhan Peraturan Perundang-</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<p>undangan dan Perubahannya” (No. SOP; AA-GL-5001.1-RO) dated 5th December 2009). The list would be reviewed once a year by the EHS Department and all relevant departments, updated as necessary, last update on 23 March 2017.</p> <p>The company has “Update List of regulation/pemenuhan peraturan perundang undangan” in August 2018.</p> <p>Scheme Smallholder:</p> <p>The organization has a mechanism to ensure compliance with all applicable laws and regulations compliance through procedure “SOP Pemenuhan Peraturan Perundang-undangan dan Perubahannya” (No. SOP; AA-GL-5001.1-RO) dated 5th December 2009).</p> <p>Group Manager and ICS has a responsibility to ensure the compliance of all smallholder member and organization against applicable laws and regulations. Group manager and ICS conducted the evaluation of laws and regulation compliance each year. Latest updated on 1st January 2018. During audit, Group manager can demonstrated the document “Evaluasi Kepatuhan Hukum Kebun Plasma Buatan Tahun 2018”.</p>	
2.1.3	<p>A mechanism for ensuring compliance shall be implemented.</p> <p>- Minor compliance –</p>	<p>Buatan Estate and Mill:</p> <p>Internal checking on legal compliance conducted once a year through Internal Audit Sustainability for RSPO-ISCC-SMK3-ISPO schemes. Latest internal audit for Mill and Estate/KKPA was on 25 – 26th May 2017.</p> <p>There is a rigorous internal audit process which includes a review of laws and their compliance. There is no evidence of critical legal non compliance as a result of internal audit. 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. Evidence of documented mechanism on the compliance with relevant regulation was sighted in terms of Legal</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>Requirements and Evaluation Compliance, It was verified that list of legal requirement is updated regularly.</p> <p>Legal department of the company has the responsibility to update the list of applicable laws and regulations using internet access via relevant webmail address and/or consultation with the related institutions. The latest updated report was on July 2018. The mechanism is also include for subcontractor. Company has the mechanism to ensure the contractor/supplier compliance to the relevant regulation before approved the contractor/supplier as a partner of company. Recorded on form "Evaluation of Legal and Other Requirements Compliance".</p> <p>Scheme Smallholder:</p> <p>ICS organisation of Plasma Buatan has a mechanism of "Evaluation of Legal Compliance and Regulation" dated 9 February 2017. Public relation and registration of ICS "Humas dan Pendataan ICS" responsible to update and search the new relevant regulation and evaluating the compliance against the regulation. Latest update of regulation compliance on 1st January 2018.</p> <p>All evaluation record was keep in ICS and disseminated as well as communicated to all KUD, KT and smallholder members including third party.</p> <p>ICS Buatan Smallholder has develop the tools "Buku Pintar Petani Plasma" which contain information on the implementation and guidance of best management practice; guidance on OHS requirement and OHS training record; Environmental requirement, guidance and training record. The book is use to help the smallholder member implement the legal requirements according to relevant regulation which evaluated by "Humas dan Pendataan ICS".</p>	
2.1.4	<p>A system for tracking any changes in the law shall be available and implemented.</p> <p>- Minor compliance –</p> <p>Buatan Estate and Mill:</p> <p>Legal requirement-evaluation and fulfillment mechanism regulated under "SOP Pemenuhan Peraturan Perundang-undangan dan Perubahannya" (No. SOP; AA-GL-5001.1-RO) dated 5th December 2009. The procedure explains the stages for</p>	Comply

RSPO Public Summary Report
Revision 6 (December /2017)

Criterion / Indicator		Assessment Findings	Compliance
		<p>evaluation applicable legal requirements, person in charge for evaluation and ensures implementation of such requirement. A system for tracking any changes of regulation conducted by Public Relation officer through searching in internet and/or communication with local government.</p> <p>The company receives information of changes in regulations from a number of sources. This includes company lawyers, Manpower office, Agriculture and Plantation service and Forestry service and others. This is then circulated and cascaded to relevant department within the company, which might affected by these changes.</p> <p>Scheme Smallholder:</p> <p>Scheme manager will inform the scheme smallholders (cooperative) if there is any a change or amendment in laws and regulations. Scheme manager conduct meetings with the cooperative members to ensure compliance. Latest meeting with smallholder scheme conducted on January 2018 attended by KUD management, WKAK (inter-group communication forum), farmers group and farmer board. Evidence of meeting can be demonstrated during audit.</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>			
2.2.1	<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>Buatan Estate and Mill:</p> <p>PT Inti Indosawit Subur – Buatan Group is an Indonesian government project through the Development of Oil Palm Plantations Program with PIR-Trans Method, started in 1983 through the Principe Approval from Minister of Agriculture No.KKB.320/859/Mentan/XI/1983 dated November 7th, 1983 and followed by Appointment of Project Location issued by the Governor of Riau through Decision Letter no. Kpts.379/VIII/1984 dated August 27th, 1984. PIR-Trans Plantation Development Project of PT Inti Indosawit Subur – Buatan Group was based on the Decree of the Minister of Agriculture no. 350/Kpts/KB.510/6/1987 on PIR-Trans Development Project, Pasir Penyau area, Kampar and Indragiri Hulu Regency, Riau</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance																																																																						
	<p>Province.</p> <p>PT. Inti Indosawit Subur – Buatan demonstrate a valid land ownership covering:</p> <ol style="list-style-type: none"> 1. “Surat Keputusan Hak Guna Usaha” (Land Title), approved by “Menteri Negara Agraria/Kepala BPN No.10/HGU/1993 tentang Pemberian HGU atas nama PT. IIS, atas tanah di Kabupaten Kampar seluas 5,781.47 Ha”, dated 13th May 1993. 2. HGU (Land titles) No.01, 1993, dated 19th June 1993. for Buatan Estate (5,781 Ha). 3. Renewal land title No. 145/HGU/BPN/2004, dated 3rd November 2004. Expired until 2058 from Head of BPN (5,781 Ha). <p>Scheme Smallholders:</p> <p>Each smallholder member was able to demonstrate legal ownership of the land.</p> <p>Sample taken:</p> <table border="1" data-bbox="871 938 1798 1361"> <thead> <tr> <th>Farmers Name</th> <th>Group Farmers</th> <th>Kavling</th> <th>Areas (Ha)</th> <th>Certificate</th> </tr> </thead> <tbody> <tr> <td colspan="5">KUD Mulus Rahayu SP-1</td> </tr> <tr> <td>M. Sujadi / Dedi</td> <td>9</td> <td>217</td> <td>2</td> <td>no. 132 / 1992</td> </tr> <tr> <td>Kurnia</td> <td>9</td> <td>233</td> <td>2</td> <td>no. 162 / 1992</td> </tr> <tr> <td>M. Sujadi / Dedi</td> <td>9</td> <td>234</td> <td>2</td> <td>no. 222 / 1992</td> </tr> <tr> <td>Ahmad Arifin / H. Arnedi</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Abbas</td> <td>21</td> <td>509</td> <td>2</td> <td>no. 509 / 1993</td> </tr> <tr> <td>Badu / H. Jaelani</td> <td>21</td> <td>515</td> <td>2</td> <td>no. 523 / 1993</td> </tr> <tr> <td>M. Bin Saja / M. Syamsyudin</td> <td>7</td> <td>142</td> <td>2</td> <td>no. 203 / 1992</td> </tr> <tr> <td>Pawito Saring</td> <td>7</td> <td>185</td> <td>2</td> <td>no. 239 / 1992</td> </tr> <tr> <td>Edi Junaedi</td> <td>14</td> <td>284</td> <td>2</td> <td>no. 160 / 1992</td> </tr> <tr> <td>Ahim Sudrajat / Kiri Sukari</td> <td>14</td> <td>287</td> <td>2</td> <td>no. 166 / 1992</td> </tr> <tr> <td>Sodin</td> <td>14</td> <td>291</td> <td>2</td> <td>no. 208 / 1992</td> </tr> <tr> <td colspan="5">KUD Tani Rukun SP-7</td> </tr> </tbody> </table>	Farmers Name	Group Farmers	Kavling	Areas (Ha)	Certificate	KUD Mulus Rahayu SP-1					M. Sujadi / Dedi	9	217	2	no. 132 / 1992	Kurnia	9	233	2	no. 162 / 1992	M. Sujadi / Dedi	9	234	2	no. 222 / 1992	Ahmad Arifin / H. Arnedi					Abbas	21	509	2	no. 509 / 1993	Badu / H. Jaelani	21	515	2	no. 523 / 1993	M. Bin Saja / M. Syamsyudin	7	142	2	no. 203 / 1992	Pawito Saring	7	185	2	no. 239 / 1992	Edi Junaedi	14	284	2	no. 160 / 1992	Ahim Sudrajat / Kiri Sukari	14	287	2	no. 166 / 1992	Sodin	14	291	2	no. 208 / 1992	KUD Tani Rukun SP-7					
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**RSPO Public Summary Report
Revision 6 (December /2017)**

Criterion / Indicator		Assessment Findings						Compliance
		Sarjo	120	4569	2	no. 56 / 1995		
		Osben Samosir	120	4570	2	no. 69 / 1995		
		Arifin Lubis / Muharjo Bin Jumaldi	120	4609	2	no. 571 / 1995		
		Amon Pranada / Sukinah	204	4375	2	no. 1040 / 1995		
		Tardi / Maryanto	204	4376	2	no. 1037 / 1996		
		Wiri / Abdul Musahab Siregar	204	4379	2	no. 1057 / 1996		
		Jumhadi / Surohim	204	4380	2	no. 1061 / 1996		
		Samsudin / Blaur	206	4295	2	no. 1092 / 1998		
		Mahmud / Sapin	206	4333	2	no. 1105 / 1995		
		Togar Hasibuan / Asi M.	206	4652	2	no. 1093 / 1998		
		Gempar / Bakrun	206	4653	2	no. 1098 / 1998		
		KUD Makarti Sawit						
		Zainuri / Fauzin	187	5138	2	no. 514 / 1996		
		Murjali / Pardi	187	5140	2	no. 508 / 1996		
		Syamsul Hadi / Misno	187	5141	2	no. 517 / 1996		
		Martu	215	4700	2	no. 7950 / 1998		
		Rosita Sinaga / F. Juntak	215	4706	2	no. 7953 / 1998		
		Jais	215	4708	2	no. 7958 / 1998		
		Fatimah / Ramli	215	4724	2	no. 7964 / 1998		
		Poniran	190	4985	2	no. 473 / 1996		
		Ruslan / hamdan	190	5022	2	no. 585 / 1996		
		Suroso / Bejo Suwiryo	190	5024	2	no. 433 / 1996		
		Jimin / Sularso	190	5025	2	no. 450 / 1996		
		Tono	190	5096	2	no. 518 / 1996		
		KUD Birawa Bhakti						
		Junaedi	16	341	2	no. 643 / 1993		
		Waluyo /Pujianto	16	365	2	no. 604 / 1993		
		Joko Antoko / H. Syamsir	16	366	2	no. 614 / 1993		
		Rubiyanto / Junaedi Bin Dasiman	18	382	2	no. 540 / 1993		

Criterion / Indicator		Assessment Findings						Compliance
		Poniran Jebut	18	383	2	no. 535 / 1993		
		Moch. Toha	18	422	2	no. 144 / 1993		
		Imam Sujono / Yanti	46	1190	2	no. 730 / 1994		
		Ija Hidayat / Junaedi Bin Dasiman	46	1199	2	no. 756 / 1994		
		Rahmisal Arjoni / Rahima	46	1200	2	no. 754 / 1994		
		Warsa Hidayat / Rahima	46	1201	2	no. 747 / 1994		
		Artino Budi Raharjo	49	1248	2	no. 808 / 1994		
		Achmad Budianto	49	1249	2	no. 802 / 1994		
		Suliono Bin Tohet / Sriati	49	1250	2	no. 803 / 1994		
		Mansurdin / Mirno	92	1066	2	no. 1374 / 1995		
		Abdul Latief / Siti Khodijah	92	1067	2	no. 1381 / 1995		
		Sumer / Surajio	92	1069	2	no. 1387 / 1995		
		Jahya	94	1052	2	no. 1397 / 1995		
		Takim / O. Manulang	94	1084	2	no. 1409 / 1995		
		Siri K. / Tasar	94	1085	2	no. 1414 / 1995		
2.2.2	Legal boundaries are demonstrated clearly and maintained. - Minor compliance -	<p>Buatan Estate and mill:</p> <p>The company carried out monitoring of legal boundaries every six months, maps of boundaries identified the position of legal boundaries is available refer to the HGU's maps. Boundary monitoring is recorded in "Laporan Pemeriksaan dan Perawatan Patok Batas", the last monitoring was conducted on 23 – 24 May 2018. There are 19 legal boundaries along the PT. Inti Indosawit Subur - Buatan.</p> <p>During field visit, it was seen that boundary stones is maintained and visibly demarcated along the company's border, sample taken:</p> <ul style="list-style-type: none"> - Pegs no. BPN 10 in blok D91f afdeling VI Buatan Estate, coordinat number: 00 29'18.4" N; 101 53'02.8" E - Pegs no. BPN 19 in blok F88a afdeling VI Buatan Estate, coordinat number: 00 30'35.8" N; 101 51'02.0" E <p>Based on field observation and review the baoundaries mapping "Gambar</p>						Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>Penyebaran Batu Batas scale 1:40.000 rev. on June 2009, Based on the results of field visits in Block F15 E, Block F15 A indicates that all sample stakes are available in the field, well maintained and readable. Based on the results of interviews with the surrounding villagers, they understood well the company's land boundary with community land and there were no reports of land conflicts between the community and the company.</p> <p>Scheme Smallholders: From all sampled smallholder in KUD Bhakti Mandiri, KUD Sejahtera and KUD Jaya Makmur the legal boundaries are clearly demarcated and maintained. Smallholder member understand their boundary between smallholder plantation blocks. Based on field visit, it was found that legal boundaries are available in place, the existing boundaries is concrete and re-install boundary pegs is made from wood. Boundaries between each plot were in form of staking frond along the border.</p> <p>Stake/Pegs maintenance is carried out in the period January - April 2018, such as:</p> <ul style="list-style-type: none"> - KUD Bhirawa Bhakti Kavling 16, 18, 46, 92 dan 94 - KUD Tani Rukun Kavling 118, 120, 204 dan 206 - KUD Makarti Sawit Kavling 187, dan 190 <p>Based on field observation to the farmer's kavling, sample taken for several pegs, such as: Farmers Group/Kelompok Tani KT 187 in SP11/KUD Makarti Sawit covering areas 50 Ha:</p> <ul style="list-style-type: none"> - Kav. 5134; 00°36'33.28" N; 101°52'8.61' E. - Kav. 5240; 00°36'27.10" N; 101°52'27.69' E. - Kav. 5256; 00°36'13.96" N; 101°52'11.84' E. - Kav. 5249; 00°36'14.18" N; 101°52'27.70' E. <p>There was no land conflict or land dispute noted between smallholder members with</p>	

Criterion / Indicator		Assessment Findings	Compliance
		other parties.	
2.2.3	<p>In the event that there is a dispute or a dispute has occurred, adequate evidence of legitimate acquisition and compensation or compensation settlement process through conflict resolution which has been received through Free, Prior and Informed Consent by all related parties shall be provided.</p> <p>- Minor compliance -</p>	<p>Buatan Estate and Scheme smallholders:</p> <p>Based on documents review and interview with local government and local communities surrounding the company, it was noted that no customary land or legal rights within the company and scheme smallholders areas.</p> <p>All company plantation and scheme smallholder area have been issued with valid land title in the form of "Hak Guna Usaha/HGU" for company and "Sertifikat Hak Milik" for smallholder.</p> <p>Based on interview with smallholder at KUD Bhirawa Bhakti, KUD Tani Rukun, KUD Makarti Sawit, KUD Mulus Rahayu, the boundary markers between smallholder block as well as boundary markers with neighboring farmer group has been established. There was no land dispute noted.</p>	Comply
2.2.4	<p>There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</p> <p>- Major compliance –</p>	<p>Buatan Estate and Scheme smallholders:</p> <p>Based on interview with surrounding village societies, local communities, field visit and verification of company documentation; there is no land dispute between company PT Inti Indosawit Subur or Buatan Smallholder and surrounding community.</p> <p>Based on interview with smallholder at KUD Sejahtera, KUD Jaya Makmur and KUD Bhakti Mandiri (smallholder No.509, 4652, 5022, 5024, 422, 383, 1250, 1052 and 1067), the boundary markers between smallholder block as well as boundary markers with neighboring farmer group has been established. The smallholder block was planted since 1991, whereby the land was allocated by government. There was no land conflict noted.</p>	Comply
2.2.5	<p>For any conflict or dispute over the land, the evidence of the extent of disputed area is mapped out in a participatory way with involvement of affected parties (including neighboring</p>	<p>Buatan Estate and Scheme smallholders:</p> <p>Based on interview with surrounding village societies, local communities, field visit and verification of company documentation; there is no land dispute between company PT Inti Indosawit Subur or Buatan Smallholder and surrounding</p>	Comply

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

Criterion / Indicator		Assessment Findings	Compliance
	communities and local government where applicable), shall be available. - Minor compliance –	community.	
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and/or planned operations. - Major compliance –	Buatan Estate and Scheme smallholders: Based on interview with surrounding village societies, local communities, field visit and verification of company documentation; there is no land dispute between company PT Inti Indosawit Subur or Buatan Smallholder and surrounding community.	Comply
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 -	Estate and Scheme Smallholders: As described in indicator 2.2.1, PT Inti Indosawit Subur (Buatan Group) acquired land through Government program for Development of Oil Palm Plantation on PIR-Trans Pattern commenced since 1983 through Principle Approval of Ministry of Agriculture No. KKB.320/859/Mentan/XI/1983 dated November 7th, 1983 and followed by Appointment of Project Location issued by the Governor of Riau through Decision Letter No. Kpts.379/VIII/1984 dated August 27 th , 1984. PT Inti Indosawit Subur (Buatan Group) PIR-Trans Plantation Development Project was based on Decree of the Minister of Agriculture No. 350/Kpts/KB.510/6/1987 regarding PIR-Trans Development Project at Pasir Penyau area, Kampar Regency and Indragiri Hulu Regency, Riau Province. Hak Guna Usaha (land use title) was based on the Decision Letter from Head of BPN No. 10/HGU/1992 dated May 13 th , 1992 which followed up by the issuance of HGU Certificate by the Land Agency of Kampar Regency through HGU Certificate No. 01 dated 19 June 1993 on land located in Delik Village, Pangkalan Kerinci District covering 5,781 Ha in accordance with the Measurement Letter No. 07/1992 dated	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>October 27th, 1992. HGU certificate is equipped with HGU Map with scale 1: 50.000.</p> <p>At this time, PT IIS (Buatan Group) has no intend to extend the working area or HGU. However, the company has prepared mechanism on handling land dispute as outlined in Standard Operating Procedure (SOP) No. AA-GL-5003.1-RI on Land Conflict Management endorsed by management on December 5th, 2009 and has been revised on August 22nd, 2011. The mechanism described the flow and procedure of conflict management. Evidence of land ownership rights from previous rights holders is an important document to be processed through the negotiation process, whilst land claims which not accompanied by proof of ownership is likely solved through approaches and legal channels.</p> <p>Scheme Smallholder:</p> <p>All KUD were already having a map of KUD member plot distribution with sufficient scale and detail including the Kapling Register and the owners of each plot. The map was stucked at every KUD office and at Smallholder Management office.</p> <p>Based on field visit at working area of KUD shows that all farmers land has been marked with pipe filled with cement and painted red at the top and white at the bottom. Boundaries between kapling were also marked by midrib preparation.</p> <p>Based on interviews with related agencies (Dinas Perkebunan and Land Agency of Pelalawan Regency) and Smallholder member at at KUD Bhirawa Bhakti, KUD Tani Rukun, KUD Makarti Sawit, KUD Mulus Rahayu stated that there is no land dispute in plasma land. However, Smallholder Management already has a mechanism for resolving land conflicts as outlined in the Communication and Consultation Mechanism by involving the Head of KUD/Wadah Kerja Antar Kelompok (WKAK) and the KUD Management Board. The smallholder block was planted since 1991, whereby the land was allocated by government. There was no land conflict with customary landowner noted.</p>	
2.3.2	Copies of negotiated agreements including the Buatan Estate and Scheme Smallholder:	Comply

Criterion / Indicator		Assessment Findings	Compliance
	<p>process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and these include:</p> <ul style="list-style-type: none"> a) Evidence of consultation b) Statement of transfer of rights c) Evidence of compensation <p>See specific guidance 2.3.2 - Minor compliance -</p>	<p>Based on documents review and interview with local government and local communities surrounding the company, it was noted that no customary land or other legal rights within the company areas and in smallholder plantation.</p>	
2.3.3	<p>Relevant information shall be available in appropriate forms and languages, including analysis of impacts, proposed benefit sharing, and legal arrangements.</p> <p>- Minor compliance -</p>	<p>Buatan Estate and Scheme Smallholder: Based on documents review and interview with local government and local communities surrounding the company, it was noted that no customary land or other legal rights within the company areas and in smallholder plantation.</p>	Comply
2.3.4	<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>Buatan Estate and Scheme Smallholder: Based on stakeholder consultation with communities surrounding the plantation, there has never been social unrest related to presence of occupied land. Good communication between company, smallholder and community, related to FFB harvesting schedule, as explained in RSPO P&C indicator 2.3.2.</p>	Comply
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 is commit to the economic and financial sustainability and has a documented working plan in the Financial Budget Plan. The company has set up a business management plan for the next 5 years and the forecast have been well documented in the document management plan of PT Inti Indosawit Subur – Buatan</p>	Comply

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

Criterion / Indicator	Assessment Findings	Compliance																																								
	<p>II Palm Oil Mill and Estate 2018 – 2021. Management plan was set up including independent FFB suppliers. The management plan include:</p> <ol style="list-style-type: none"> 1. FFB Production actual 2017 and projection 2018 – 2021 2. CPO, PK, PKO, PKM production actual 2017 and projection 2018 – 2021 3. CPO, PK, PKO, PKM Revenue actual 2017 and projection 2018 – 2021 4. Estate Cost Estimation: Upkeep cost, manuring cost, pest and disease management cost, pruning cost, census cost, terrace maintenance cost, road and bridge maintenance cost, harvesting cost. 5. Mill Cost, KCP Cost, Selling cost, Bulking cost and Tax portion actual 2017 and projection 2018 – 2021 6. Nett Profit/Loss <p>Projection and Production Cost for 3 years “Rencana Kerja Produksi dan Biaya 3 Tahun Kedepan” period 2018 – 2021, as follow:</p> <table border="1" data-bbox="871 895 1868 1217"> <thead> <tr> <th>Year</th> <th>FFB Process (MT)</th> <th>CPO Production (MT)</th> <th>Estimated Price (IDR/Kg CPO)</th> <th>Palm Kernel Production (MT)</th> <th>OER (%)</th> <th>KER (%)</th> <th>Production Cost (IDR/MT CPO)</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td>319,785</td> <td>61,046</td> <td>8,150</td> <td>16,955</td> <td>19.09</td> <td>5.30</td> <td>257,672</td> </tr> <tr> <td>2019</td> <td>338,348</td> <td>64,794</td> <td>8,350</td> <td>17,172</td> <td>19.15</td> <td>5.08</td> <td>263,850</td> </tr> <tr> <td>2020</td> <td>320,154</td> <td>61,470</td> <td>8,400</td> <td>16,313</td> <td>19.20</td> <td>5.10</td> <td>250,657</td> </tr> <tr> <td>2021</td> <td>335,270</td> <td>64,539</td> <td>8,590</td> <td>17,070</td> <td>19.25</td> <td>5.09</td> <td>254,417</td> </tr> </tbody> </table> <p>The existing figures and projection values are reviewed and evaluated annually by the management to adjust the projection with actual performance. In general, the company still have good expectation on the business sustainability.</p> <p>Management review in form of Main Target for next year, which decide and approved by Regional Head. Example for Buatan II POM, Main Target Budget 2019</p>	Year	FFB Process (MT)	CPO Production (MT)	Estimated Price (IDR/Kg CPO)	Palm Kernel Production (MT)	OER (%)	KER (%)	Production Cost (IDR/MT CPO)	2018	319,785	61,046	8,150	16,955	19.09	5.30	257,672	2019	338,348	64,794	8,350	17,172	19.15	5.08	263,850	2020	320,154	61,470	8,400	16,313	19.20	5.10	250,657	2021	335,270	64,539	8,590	17,070	19.25	5.09	254,417	
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		<p>activity such as filed operation, management resources & communication, smallholder technical support programme established and etc.</p> <p>Projection of FFB Production on Smallholder period 2018 – 2021:</p> <table border="1"> <thead> <tr> <th rowspan="2">SP</th> <th rowspan="2">KUD</th> <th rowspan="2">Luas (Ha)</th> <th rowspan="2">Year of Planting</th> <th colspan="2">2018</th> <th colspan="2">2019</th> <th colspan="2">2020</th> <th colspan="2">2021</th> </tr> <tr> <th>Estimasi (ton)</th> <th>yield (ton/ha)</th> <th>Estimasi (ton)</th> <th>yield (ton/ha)</th> <th>Estimasi (ton)</th> <th>yield (ton/ha)</th> <th>Estimasi (ton)</th> <th>yield (ton/ha)</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>MULUS RAHAYU</td> <td>702</td> <td>1988, 1989, 1990, 1992</td> <td colspan="8">310 Ha replanted in 2016, production estimate move to own estate due to full managed by company</td> </tr> <tr> <td>II</td> <td>BHIRAWA BHAKTI</td> <td>1,000</td> <td>1989, 1990, 1991</td> <td>24,211.02</td> <td>24.21</td> <td>17,175.11</td> <td>17.18</td> <td>9,332.38</td> <td>9.33</td> <td>2,888.35</td> <td>2.89</td> </tr> <tr> <td>VII</td> <td>TANI RUKUN</td> <td>958</td> <td>1991, 1992, 1993</td> <td>19,677.12</td> <td>20.54</td> <td>17,843.90</td> <td>18.63</td> <td>17,308.58</td> <td>18.07</td> <td>16,789.32</td> <td>17.53</td> </tr> <tr> <td>VIII</td> <td>KEBUN SAWIT HARAPAN</td> <td>800</td> <td>1991, 1992, 1993</td> <td>16,603.28</td> <td>20.75</td> <td>15,634.75</td> <td>19.54</td> <td>15,165.70</td> <td>18.96</td> <td>14,710.73</td> <td>18.39</td> </tr> <tr> <td>IX</td> <td>BUATAN JAYA</td> <td>860</td> <td>1991, 1992</td> <td>18,495.31</td> <td>21.51</td> <td>17,376.51</td> <td>20.21</td> <td>16,855.22</td> <td>19.60</td> <td>16,349.56</td> <td>19.01</td> </tr> <tr> <td>X</td> <td>MITRA USAHA</td> <td>1,200</td> <td>1990, 1991, 1992, 1993</td> <td>29,149.35</td> <td>24.29</td> <td>24,117.36</td> <td>20.10</td> <td>23,393.83</td> <td>19.49</td> <td>22,692.02</td> <td>18.91</td> </tr> <tr> <td>XI</td> <td>MAKARTI SAWIT</td> <td>800</td> <td>1992, 1993</td> <td>14,985.83</td> <td>18.73</td> <td>14,066.05</td> <td>17.58</td> <td>13,644.07</td> <td>17.06</td> <td>13,234.75</td> <td>16.54</td> </tr> <tr> <td>XII</td> <td>BINA MULIA</td> <td>872</td> <td>1992, 1993</td> <td>16,099.62</td> <td>18.46</td> <td>13,527.33</td> <td>15.51</td> <td>13,121.51</td> <td>15.05</td> <td>12,727.87</td> <td>14.60</td> </tr> <tr> <td colspan="4"></td> <td>7,192</td> <td>139,221.52</td> <td>21.21</td> <td>119,741.00</td> <td>18.39</td> <td>108,821.29</td> <td>16.79</td> <td>99,392.60</td> <td>15.41</td> </tr> </tbody> </table> <p>Planting material/nursery for smallholder is Topaz which provided by the company (PT. IIS), as per partnership agreement. The planting material is certified oil palm seeds which produced by PT Tunggal Yunus Estate (Asian Agri Oil Palm Research Station – Topaz), where the company is one of certified seeds producer. Oil Palm Seeds Certificate No: 273/OPRS/RO, dated 04 August 2015.</p> <p>New technique and best practices agronomy for smallholders are following the own estate management.</p>										SP	KUD	Luas (Ha)	Year of Planting	2018		2019		2020		2021		Estimasi (ton)	yield (ton/ha)	Estimasi (ton)	yield (ton/ha)	Estimasi (ton)	yield (ton/ha)	Estimasi (ton)	yield (ton/ha)	I	MULUS RAHAYU	702	1988, 1989, 1990, 1992	310 Ha replanted in 2016, production estimate move to own estate due to full managed by company								II	BHIRAWA BHAKTI	1,000	1989, 1990, 1991	24,211.02	24.21	17,175.11	17.18	9,332.38	9.33	2,888.35	2.89	VII	TANI RUKUN	958	1991, 1992, 1993	19,677.12	20.54	17,843.90	18.63	17,308.58	18.07	16,789.32	17.53	VIII	KEBUN SAWIT HARAPAN	800	1991, 1992, 1993	16,603.28	20.75	15,634.75	19.54	15,165.70	18.96	14,710.73	18.39	IX	BUATAN JAYA	860	1991, 1992	18,495.31	21.51	17,376.51	20.21	16,855.22	19.60	16,349.56	19.01	X	MITRA USAHA	1,200	1990, 1991, 1992, 1993	29,149.35	24.29	24,117.36	20.10	23,393.83	19.49	22,692.02	18.91	XI	MAKARTI SAWIT	800	1992, 1993	14,985.83	18.73	14,066.05	17.58	13,644.07	17.06	13,234.75	16.54	XII	BINA MULIA	872	1992, 1993	16,099.62	18.46	13,527.33	15.51	13,121.51	15.05	12,727.87	14.60					7,192	139,221.52	21.21	119,741.00	18.39	108,821.29	16.79	99,392.60	15.41	
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3.1.2	<p>An annual replanting program projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available.</p> <p>- Minor compliance-</p>	<p>Buatan Estate:</p> <p>PT Inti Indosawit Subur – Buatan II POM & Supply bases has demonstrated the document of an annual replanting program under “Program dan Realisasi Replanting KBN tahun 2015-2023”, last review on 15th January 2018. Below are the masterplan of replanting program:</p> <table border="1"> <thead> <tr> <th>Replanting Plan</th> <th>Block</th> <th>Hectare</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>F88a, F88b, F88c, F88d, F89b,</td> <td>376 Ha</td> </tr> </tbody> </table>	Replanting Plan	Block	Hectare	2015	F88a, F88b, F88c, F88d, F89b,	376 Ha	Comply																																																																																																																																				
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**RSPO Public Summary Report
Revision 6 (December /2017)**

Criterion / Indicator		Assessment Findings			Compliance
		2016	D88a, D88b, D89a, D89b, D90a, D90b, D90c	417 Ha	
		2017	E90a, E90b, E90c, F88g, F89c, F89d	551 Ha	
		2018	F88e, F88f, F88g, F88h, F88i, F89a, F90a	344 Ha	
		2019	D90c, D90d, D91a, D91b, D91d, D91e, D91f	603 Ha	
		2021	E90c, E91a, E91b, E91c, E91d, E91e, E91f	600 Ha	
		2022	D90a	4 Ha	
		2023	D88b, D91c, F88h	90 Ha	
		<p>Replanting activity in 2015 - 2018 has been implemented by PT IIS Buatan Estate Afdeling IV, V and VI. Replanting realization presented in "Program dan Realisasi Bulanan Replanting". In year 2018, replanting activity has been done with area land clearance dan planting 350 ha. Total replanting area since 2015 to date July 2018 was 1,110 ha.</p> <p>Replanting has been done mechanically, consist of: falling tree, chipping by excavator, terracing by excavator, digging, road construction, ditch/waterways construction, planting, etc.</p> <p>Company has established "Ketentuan Replanting areal Mineral" tahun 2016. In the mechanism explained that replanting must be conducted mechanically without burning.</p> <p>In addition, there is regulation for burning the land subjected to sanction 15 years in jail and penalty of 100 billion.</p> <p>Scheme Smallholder: The replanting plan was available under "Schedule Pelaksanaan Replanting Kebun Plasma Buatan". For instance</p>			

Criterion / Indicator		Assessment Findings									Compliance	
		KUD	Hectare	Replanting Plan (Ha)								
				2019	2020	2021	2022	2023	2024	2025	2026	
		MULUS RAHAYU	702	392	-	-	-	-	-	-	-	
		BHIRAWA BHAKTI	1,000	404	356	240	-	-	-	-	-	
		TANI RUKUN	958	-	-	-	356	322	-	280	-	
		KEBUN SAWIT HARAPAN	800	-	-	-	-	272	282	246	-	
		BUATAN JAYA	860	-	-	-	-	370	348	142	-	
		MITRA USAHA	1,200	-	-	-	212	428	460	100	-	
		MAKARTI SAWIT	800	-	-	-	-	-	-	400	400	
		BINA MULIA	872	-	-	-	-	-	-	434	438	
		TOTAL	7,192	796	356	240	568	1,392	1,090	1,602	838	
		<p>An actual replanting for smallholders is 310 Ha in KUD Mulus Rahayu, which replanted in 2016. This replanting program for KUD Mulus Rahayu is based on legal agreement as follow:</p> <ol style="list-style-type: none"> 1. Replanting Agreement between Smallholder Cooperative, Bank and Company. "Akta No. 12 Perjanjian Kerjasama Antara Bank Syariah Mandiri dengan KUD Mulus Rahayu dan PT IIS Dalam Rangka Pembiayaan Executing, tertanggal 6 November 2015." 2. Agreement between KUD Mulus Rahayu and PT. Inti Indosawit Subur concerning Replanting Program and Plantation Management by Partnership Engagement, No: 13/PB/LEG-IIS/XI/2015, dated 2 November 2015. 3. There is also agreement statement from smallholder upon replanting program 										

Criterion / Indicator		Assessment Findings	Compliance
		<p>namely "Pernyataan Pelaksanaan Replanting dari Petani". This statement is signed by each smallholder member of KUD Mulus Rahayu, in 2015. In example:</p> <ul style="list-style-type: none"> - Farmer Name: Kemi; Farmer Group: Hamparan 7 (Markisa); Plot No: 185, dated 10 August 2015. - Farmer Name: Susiati; Farmer Group: Hamparan 13 (Nangka Sari); Plot No: 262, dated 28 July 2015. <p>Progress of replanting program conducted by submitting report to Estate Department in monthly basis. For replanting 2016 (310 Ha) in KUD Mulus Rahayu, progress report has been submitted to be review and approved through email on 8 November 2016.</p> <p>Remaining area in KUD Mulus Rahayu that will be replanting in 2019, based on data collected by company as scheme manager, there is only 31 farmers (62 Ha) from 392 Ha that registered and agree to replant. The company apply precautionary approach to the smallholder's related readiness to replanting program in 2019.</p>	
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>Buatan Estate and Mill:</p> <p>The company has procedures for estate beginning from land preparation up to replanting, such as:</p> <ol style="list-style-type: none"> 1. SOP AA-APM-OP-1100.01-R4 dated 5/09/2016 Pembibitan; 2. SOP AA-APM-OP-1100.02-R3 10/06/2015 Penanaman Areal Baru; 3. SOP AA-APM-OP-1100.03-R2 24/07/2015 Pembuatan dan Perawatan Jalan dan Jembatan explains road and bridge construction and maintenance; 4. SOP AA-APM-OP-1100.04-R3 07/12/2015 Pembuatan dan Pemeliharaan Parit berisi tentang tuntutan teknis pekerjaan pembuatan dan pemeliharaan parit 	Comply

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

Criterion / Indicator	Assessment Findings	Compliance
	<p>secara sistematis explains culvert/drainage construction and maintenance;</p> <p>5. SOP AA-APM-OP-1100.05-R3 23/11/2016 Konservasi Tanah dan Air explains Soil & Water Conservation;</p> <p>6. SOP AA-APM-OP-1100.06-R6 16/02/2017 Menanam kacang related to Planting cover crops;</p> <p>7. SOP AA-APM-OP-1100.07-R6 16/02/2017, Menanam Kelapa Sawit related to Planting;</p> <p>8. SOP AA-APM-OP-1100.08-R6 11/05/2016 Pengendalian Gulma or Weed control;</p> <p>9. SOP AA-APM-OP-1100.09. R5 5/09/2016 Pemupukan related to Fertilizer application;</p> <p>10. SOP AA-APM-OP-1100.10. R6 23/11/2016 Pengendalian Hama dan Penyakit explains Pests & Disease Control;</p> <p>11. SOP AA-APM-OP-1100.11. R1 01/02/2009 Pestisida dan Pengendaliannya for pesticide handling;</p> <p>12. SOP AA-APM-OP-1100.12. R3 23/11/2016 Kastrasi explains castration (cutting all generative product (male flower, female flower, all fruit, to support vegetative growth) – done 5-6 months before being harvested);</p> <p>13. SOP AA-APM-OP-1100.13. R3 04/03/2016 Tunas Pokok for pruning;</p> <p>14. SOP AA-APM-OP-1100.14. R3 16/02/2017 Sensus dan Identifikasi Pokok explains census and palm identification;</p> <p>15. SOP AA-APM-OP-1100.15. R2 01/10/2010 Sensus Produksi related to production census;</p> <p>16. SOP AA-APM-OP-1100.16. R1 01/02/2009 Konsolidasi Pohon Tumbang explains provision of support to fallen palm;</p> <p>17. SOP AA-APM-OP-1100.17. R1 23/10/2014 Pengelolaan Air related to water management;</p>	

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

Criterion / Indicator	Assessment Findings	Compliance
	<p>18. SOP AA-APM-OP-1100.18. R3 20/04/2015 Potong Buah related to harvesting;</p> <p>19. SOP AA-APM-OP-1100.19. R1 01/02/2009 Pengelolaan Transport explains FFB Transport;</p> <p>20. SOP AA-APM-OP-1100.20-R6 16/02/2017 Replanting;</p> <p>Buatan II POM has established a procedure to process the FFB to become CPO and PK begins from reception of FFB to dispatch of CPO and PKO:</p> <ol style="list-style-type: none"> 1. SOP AA-MPM-OP-1400.02.R2 Stasiun Penerimaan for FFB receiving station; 2. SOP AA-MPM-OP-1400.03.R1 Stasiun Rebusan for sterilizer; 3. SOP AA-MPM-OP-1400.04.R1 Stasiun Pemisahan Berondolan for loose fruit separation; 4. SOP AA-MPM-OP-1400.05-R1 Stasiun pengadukan dan pengempaan for pressing station; 5. SOP AA-MPM-OP-1400.06-R1 Stasiun pemurnian for clarification; 6. SOP AA-MPM-OP-1400.07-R1 Stasiun pemisahan nut dan fiber for nut and fiber separation; 7. SOP AA-MPM-OP-1400.08-R1 Stasiun kernel for kernel station; 8. SOP AA-MPM-OP-1400.09-R1 Stasiun boiler; 9. SOP AA-MPM-OP-1400.10-R1 Stasiun engine room; 10. SOP AA-MPM-OP-1400.11-R1 Stasiun water treatment; 11. SOP AA-MPM-OP-1400.12-R1 Laboratorium; 12. SOP AA-MPM-OP-1400.13-R1 Stasiun pengelolaan limbah for palm oil mill effluent treatment; 13. SOP AA-MPM-OP-1400.14-R2 Stasiun penimbunan dan pengiriman CPO dan kernel for CPO and PK bulking and despatch operation; 14. SOP AA-MPM-OP-1400.15-R1 Perawatan for preventive maintenance; <p>The mill operational procedures explains the flow process, specification of material and</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>process, machinery and tools required, step-by-step process, control, monitoring and measurement and health and safety requirements.</p> <p>Scheme Smallholder:</p> <p>Plasma Buatan Group Guidance was established to monitor the best management practise. SOP was follow the procedure of PT Inti Indosawit Subur. The procedure were sighted, for example:</p> <ul style="list-style-type: none"> b. Nursery procedure SOP AA-Plasma-PP-KS-01; c. Pest and Disease Control procedure SOP AA-Plasma-PP-KS-02 d. Fertilizing procedure SOP AA-Plasma-PP-KS-03 e. Harvesting procedure SOP AA-Plasma-PP-KS-4 f. Internal Communication Group Certification SOP No. 007/DOK/SOP/AA2016 g. Assessment and Inspection Member Group Plantation SOP No. 013/DOK/SOP/AA/2016 h. FFB sale Mechanism SOP No. 020/DOK/SOP/AA/2016 <p>Group manager has determined training programme for best management practise such as: Training Pemupukan berimbang dated 14 March 2018, Training Pengendalian Gulma 12 May 2018 in KUD Bhirawa Bhakti, KUD Makarti Sawit and KUD Mulus Rahayu.</p> <p>To ensure the SOP implementation, group has determined the mechanism which described in SOP No. 028/DOK/SOP/PT.IIS-ICSKLB/2017 Internal Inspection.</p> <p>All member group was follow the SOP which established by Group and there was no members who have pre-existing non-group SOPs.</p>	
4.1.2	<p>Checking or monitoring of operations procedures is conducted at least once a year.</p> <p>- Minor compliance -</p> <p>Buatan Estate and Mill:</p> <p>For checking and monitoring of operations procedures, PT Inti Indosawit Subur has conducted internal audit and visit both in estate and mill:</p>	Comply

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

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - PT Inti Indosawit Subur follows procedure for internal audit under Standard Operating Procedures AA-SOP-ES-6001-R3 10/06/2015. The procedure stated internal audit performed with minimum once a year. Upon finding, management unit shall prepare review on audit finding and prepare root cause analysis, prepare corrective action – with person in charge and completion target. The internal audit has been performed once a year as per procedure. The latest Sustainability internal audit was done on 31 May – 2 June 2018 by hendrik Simanjuntak. Audit result findings can be demonstrated and and the corrective action has been implemented to addressed issue found during audit. - R&D Agronomic Visit Report, conducted once a year to check and monitoring the implementation of Agronomy best management practices, plantation condition, upkeep mature and immature, fertilizer and agronomic procedure implementation. Last visit performed on 23 – 24 May 2018 by Zulkasta Sinuraya. Visit findings can be demonstrated and and the corrective action has been implemented to addressed issue found during audit. - Visiting Agent conducted once a year to check and monitoring the implementation of general Agronomy best management practices Estate condition as per procedure, Labor, production and quality, production cost, upkeep of mature and imature palms, harvesting, Nursery, Land clearing, continual improvement, etc. Last visit performed 19 – 23 March 2018 by Ngu Heng Shiew. All finding from VA has been followed up by organization by corrective action plan, target and time frame to address the issue has been determined and implemented well. - To monitor the operation procedure, Buatan II POM also conducted visit engineering once a year. Visit engineering has performed in 28 September - 1 October 2017 by TCJ Thomas. Latest visit engineering conducted on 29 July – 2 August 2018, the report of audit still on process. Some issue found during audit and company has taken action to addressed the issue. Process and Quality Control covering FFB, sterilizer, USB, temperature and process, raw water 	

Criterion / Indicator	Assessment Findings	Compliance
	<p>treatment and air boiler, waste pond, labratorium, CPO and PK quality. Latest visit on 25 – 28 June 2018 by Abet Siregar.</p> <ul style="list-style-type: none"> - Head Oil Plam R&D Visit, vovering process and quality control (FFB received,, sterilization, unstriped bunch, processing temperatue, raw water treatment, effluent pond, laboratory, mass balance, cross check). Performed once a year, lates visit conducted on 9 November 2017 by Tri Lasmono. <p>Based on verification of document internal audit and visit above as well as the company correction and corrective action to the audit result indicated that the organization has well implemented of checking and monitoring of operations procedures.</p> <p>Scheme Smallholder:</p> <p>Regular field inspection to monitor the SOP implementation has been carried out by ICS, for example :</p> <ul style="list-style-type: none"> - Head Smallholder visit, conducted each semester to monitor the implementation of best management practice procedure including agronomic practice and kavling condition. Latest visit conducted on 26 June 2018. Several issue raised during visit, plasma management has taken action to addressed the issue and recorded in "Follow Up Kunjungan Head Smallholder". - Kavling/Block monitoring and inspection, conducted each month by Plasma management (field assistant) to ensure the block (kavling) condition comply to agronomic standard. Latest visit conducted on July 2018. Some issue was raised during inspection on June 2018 such as: weeds condition (<i>Clidemia hirta</i>) in Kavling 1300, 1332 and 1348 was not standard and overgrown. Plasma organization has taken action to addressed the issue by peforming the special treatment for weeds control by apply triclopir chemical for particular weeds. - "Monitoring teguran lisan", shown that if there is a violation against procedure performed by smallholder member then plasma management will give the verbal 	

Criterion / Indicator	Assessment Findings	Compliance
	<p>warning and sanction to the smallholder member. During 2018 there is 4 smallholder violated against the procedure of best agronomy practices and the verbal warning and sanction has execute by smallholder management.</p> <ul style="list-style-type: none"> - "Monitoring Sortasi dan Timbang TPH" FFB quality inspection in member plantation on harvesting process. Performed on each harvesting activity by Field Foreman Plasma Buatan and Kerani Buah Plasma Buatan to ensure the FFB quality met with the standard and rejected the unstandard FFB quality. - "Pemeriksaan Mutu TBS Plasma" contain information FFB quality inspection and field inspection. Performed by Field foreman and Kerani in TPH area. - Fertilizer monitoring performed by ICS Plasma Buatan to ensure the fertilizer application was met with the fertilizer recommendation. To ensure the proper dosage and application, Plasma Buatan provide dose equipment and monitor by field supervisor. - Pest and disease monitoring and census and control as per procedure. Performed each month by Field Foreman and ICS team. - The internal audit was conducted to check the implementation, which the latest was conducted by ICS Plasma Buatan I in internal Audit was conducted by the ICS management on 5 – 6 May 2018. The findings were brief during meeting/on-site review. The internal audit report was verified by the assessor. Audit record in "Formulir Pemeriksaan Internal Petani Plasma". <p>Internal audit programme for all member has been determined by ICS in "Program internal audit petani ICS KLT Tahun 2017 s.d 2022".</p>	
4.1.3	<p>Records of monitoring and any follow-up actions shall be available.</p> <ul style="list-style-type: none"> - Minor compliance - 	<p>Buatan Estate and Mill:</p> <p>Records of monitoring and any follow up actions can be demonstrated during audit, such as:</p> <ul style="list-style-type: none"> - Sustainability internal audit report, which done in 31 May – 2 June 2017. Audit result findings can be demonstrated and and the corrective action has been

RSPO Public Summary Report
Revision 6 (December /2017)

Criterion / Indicator	Assessment Findings	Compliance
	<p>implemented to address issue found during audit.</p> <ul style="list-style-type: none"> - Visiting Agent report No: KBN/VA/FULL01-18. Follow up regarding issues and finding during visiting agent presented in "Action plan kunjungan VA Kebun Buatan". All issue and finding has been addressed by PT Inti Indosawit Subur. Progress and evidence of implementation can be demonstrated. For example found palm oil plant attacked by Oryctes in boundary of mature and immature plant, company has taken action by placing the Feromone trap in boundary of mature and immature plantation. - R&D Agronomic Visit Report No. KBN/R&D-AGRO/01-18. Follow up regarding issues and finding during visiting agent presented in "Progress action plan kunjungan VA/R&D". All issue and finding has been addressed PT Inti Indosawit Subur. - R&D Pest and Disease Visit Report No. KBN/R&D-P&D/02-2018. Follow up regarding issues and finding during visiting agent presented in "Progress action plan kunjungan H&P Kebun Buatan". All issue and finding has been addressed PT Inti Indosawit Subur, for example: found seeds infected by corticium fungi, company has taken action by monitoring the corticium attack and control by fungicide Dithane M45 80 WP with concentrate 2 g/l each 14 day. - Laporan VE No. PBD-VE-FULL 01-17 dated 28 September – 1 October 2017 by TCJ Thomas, , such as: found crystallisation circular pipe Effluent Treatment, buatan POM has taken action by scheduling the regular circular pipe cleaning. - R & D Visit report No. PBD/R&D-P&QC/01-17 all issue has been addressed by Buatan II POM - Report of Internal audit RSPO dated 30 – 31 May 2018. - Production Performance report, explained the FFB production performance and evaluation as well as determined production target for next year. Evaluation FFB production each block to date July 2018 can be demonstrated. - Mandor logbook, contain information of daily work monitoring covering: 	

Criterion / Indicator	Assessment Findings	Compliance
	<p>harvesting, spraying, fertilizing, pest and disease cencus, road and infrastructure maintenance, and others. During audit verified sample of Batu Anam Estate Mandor logbook on behalf kamal manurung (mandor HPT division IV), Brainer (mandor tunas division IV), Panco M (mandor semprot division IV), Guntar S (Mandor panen division IV), Sugiono (mandor tunas division III), Bambang Irawan (Mandor semprot division III). While in Aek Trum Estate on behalf Sugiantoro (mandor HPT division III), Andika (mandor semprot division III), Paino (mandor semprot division II), Rinaldo Silaen (Mandor semprot division II), Jujur Pakpahan (Mandor jankos division II).</p> <ul style="list-style-type: none"> - Asian Agri Connected Plantation Application Record, contain the information result of check and monitoring of harvesting and FFB quality, FFB harvest estimation, block and quality inspection, FFB harvesting quantity, pest and disease census. - Form "Pemeriksaan Mutu Buah" contain information of FFB quality inspection conducted by Mandor Panen. FFB quality checked in TPH by mandor including: normal FFB, under ripe FFB, over ripe FFB, long stalk, brondolan, empty fruit bunch. FFB categorized as outspec subjected to penalty for harvester. - "Buku Penerimaan TBS" contain information of FFB quality inspection conducted by kerani buah. <p>Scheme Smallholder: Record monitoring and any follow up actions can be demonstrated during audit, for example :</p> <ul style="list-style-type: none"> - "Notulen Kunjungan Head Smallholder" dated 26 June 2018. Contain information of head smallholder visit. During visit on 26 June 2018 found some issue such as: unripe bunch was not isolated with normal bunch and deliver to Palm Oil Mill. Plasma organisation has taken action by separate the unripe bunch with normal bunch and give the penalty for unripe bunch deliver to Pal Oil Mill. Evidence of 	

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

Criterion / Indicator	Assessment Findings	Compliance
	<p>corrective action can be demonstrated.</p> <ul style="list-style-type: none"> - "Pemeriksaan Mutu Buah" contain information FFB quality inspection and field inspection. Record verified dated 03 July 2018 for KUD Tani Rukun, KT 204, Kav. 4427, 4389, 4388, 4391, 4390 foreman Neslon Sinaga found normal FFB 573 bunch and under ripe FFB 25 bunch. - "Berita Acara Serah Terima Pupuk Paket Petani plasma" contain information of fertilizer calculation and volume applied to field accompanied by KUD and inspector. For instance record dated 2 April 2018 for fertilizer HGFB to KUD Bhirawa Bhakti handover 550 kg (22 sack). - "Monitoring Sortasi dan Timbang TPH" contain information of FFB quality inspection in member of plantation on harvesting process. Record for each month inspection were available, for instance on July 2018 for KUD Bhirawa Bhakti KT 16, on First rotation found under ripe 59 FFB, Normal FFB 1,157 bunch, quantity 29,475 kg, loosefruit 1,410 kg, over ripe 4 bunch. Under ripe and over ripe bunch was not calculate as tonnage of production. 	
<p>4.1.4</p>	<p>Records of the origins of all third-party FFB sourced (collector, deliver, Cooperative, Farmers Association and outgrower) shall be available.</p> <ul style="list-style-type: none"> - Major compliance - <p>PT. Inti Indosawit Subur-Buatan has a policy related to purchase of non-certified FFB under "Kebijakan Perusahaan". Point 17 stated "Melakukan komunikasi dan evaluasi kepada pihak ketiga terkait asal penerimaan TBS dari lahan yang legalitasnya dapat dibuktikan, tidak ada pembakaran untuk pembukaan areal baru maupun peremajaan (replanting), tidak melakukan pembukaan areal gambut setelah September 2014, tidak terdapat konflik lahan dan tidak mempekerjakan anak-anak dalam pengelolaannya" – To communicate and evaluate third party related to pruchase of FFB from legally demonstrable area, no burning for new development or replanting, no new development in peat area after September 2014, no land conflict and not employing children in the process".</p> <p>Buatan II Mill has recorded independent supplier as third party FFB supplier:</p> <ol style="list-style-type: none"> 1. CV Putra Kembar Sentosa/PBD-C, Address: Jl. Sunggal Pasar 1 No. 5 LK-XI, Komplek Sunggal Residence B-1 Sungal Medan, Sunggal Medan, Sumatera 	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance
		<p>Utara</p> <p>2. CV Karya Bersama/PBD-A, Address: Jalan Sunggal Link XI, RT/RW 019/013, kecamatan Medan Sunggal – Kota Medan</p> <p>3. CV Karya Bersama/PBD-R, Address: Jalan Sunggal Link XI, RT/RW 019/013, kecamatan Medan Sunggal – Kota Medan</p> <p>4. CSV Berkah Makmur Bersama, Adress: Jalan Ahmad Dang. RT/RW 008/002, Kecamatan Kerinci Kanan-Kabupaten Siak</p> <p>FFB receive from third party since January – July 2018 total was 45,189,277 kg, consist of:</p> <ul style="list-style-type: none"> - CV Karya Bersama/PBD-A : 18,758,189 Kg - CV Karya Bersama/PBD-R : 16,520,989 kg - CV Putra Kembar Sentosa PBD-C : 4,99,145 Kg - CSV Berkah Makmur Bersama : 4,910,954 Kg <p>Record of FFB receive from third party sourced FFB presented in Laporan Harian Pabrik and Laporan Bulanan Pabrik.</p>	
<p>Criterion 4.2 Practices maintain soil fertility at, or where possible improve soil fertility to a level that ensures optimal and sustained yield.</p>			
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>Buatan Estate: SOP to maintain soil fertility consist of:</p> <ul style="list-style-type: none"> - SOP AA-APM-OP-1100.05-R3 23/11/2016 Konservasi Tanah dan Air explains Soil & Water Conservation; - SOP AA-APM-OP-1100.09. R5 5/09/2016 Pemupukan related to Fertilizer application; <p>Record of SOP implementation to maintain soil fertility presented in: "Rekomendasi dan realisasi Pemupukan Kelapa Sawit" Kebun Buatan Estate</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance																																																						
	<p>2017/2018 (Afdeling IV, V, VI). Fertilizer application performed each year by company to fulfill palm oil nutrition needs. Fertilizer application was made according to leaf sampling analysis and soil sampling analysis. Recommendation and realization of fertilizer application (Afdeling IV & VI) since January – July 2018 as bellow:</p> <table border="1" data-bbox="871 579 1854 975"> <thead> <tr> <th rowspan="2">Type of Fertilizer</th> <th colspan="4">Volume Application (kg)</th> </tr> <tr> <th>Recommendation</th> <th>Realization</th> <th>%</th> <th>Dosage</th> </tr> </thead> <tbody> <tr> <td>ZA</td> <td>55,757</td> <td>55,758</td> <td></td> <td>1.50</td> </tr> <tr> <td>TSP</td> <td>62,641</td> <td>4,058</td> <td>(substitute with RP)</td> <td>0.60</td> </tr> <tr> <td>NPK</td> <td>228,529</td> <td>211,818</td> <td></td> <td>1.50</td> </tr> <tr> <td>CuSO4</td> <td>3,708</td> <td>3,708</td> <td></td> <td>0.015</td> </tr> <tr> <td>FeSO4</td> <td>7,415</td> <td>7,192</td> <td></td> <td>0.03</td> </tr> <tr> <td>RP</td> <td>53,985</td> <td>92,280</td> <td></td> <td>1.00</td> </tr> <tr> <td>HGFB</td> <td>24,335</td> <td>23,914</td> <td></td> <td>0.15</td> </tr> <tr> <td>Hi - Kay</td> <td>476,239</td> <td>428,771</td> <td></td> <td>3.80</td> </tr> <tr> <td>Kieserite</td> <td>155,810</td> <td>153,700</td> <td></td> <td>1.00</td> </tr> </tbody> </table> <p>Afdeling VII is not apply for fertilizer due to replanting programme on 2020. According to procedure explain that fertilizer application was stoped 2 years before replanting.</p> <p>Scheme Smallholder:</p> <p>Plasma Buatan has develop procedure maintain soil fertility "Fertilizing procedure SOP AA-Plasma-PP-KS-03". Record of SOP implementation to maintain soil fertility presented in:</p> <p>Fertilizer recommendation and application year 2018 KUD Makarti Sawit:</p> <ul style="list-style-type: none"> - KT 215 Kav. 4699 Sangkot: ZA dosage 2.15 kg/pkk total application 550 kg on February 2018, MOP dosage 1.37 kg total application 350 kg on February 2018, 	Type of Fertilizer	Volume Application (kg)				Recommendation	Realization	%	Dosage	ZA	55,757	55,758		1.50	TSP	62,641	4,058	(substitute with RP)	0.60	NPK	228,529	211,818		1.50	CuSO4	3,708	3,708		0.015	FeSO4	7,415	7,192		0.03	RP	53,985	92,280		1.00	HGFB	24,335	23,914		0.15	Hi - Kay	476,239	428,771		3.80	Kieserite	155,810	153,700		1.00	
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		<p>RP dosage 0.98 kg total application 250 kg on June 2018</p> <p>Fertilizer recommendation and application year 2018 KUD Bhirawa Bakti:</p> <ul style="list-style-type: none"> - KT 92 Kav. 1065 Kusnadi: ZA dosage 2.15 total application 550 kg on February 2018, MOP dosage 1.56 total application 400 kg on February 2018, RP dosage 1.56 total application 400 kg on June 2018, Kieserite 0.98 kg/pkk total application 256 kg on March 2018, HGFB dosage 0.1 kg/pkk total application 25 kg. <p>Fertilizer recommendation and application year 2018 KUD Tani Rukun:</p> <p>KT 118 Kav. 4586 Dirno: ZA dosage 2.15 total application 550 kg on February 2018, MOP dosage 1.37 total application 350 kg on February 2018, RP dosage 0.98 total application 250 kg on June 2018.</p>																								
4.2.2	Records of fertilizer inputs shall be available. - Minor compliance -	<p>Buatan Estate:</p> <p>Fertilizer recommendation and actual implementation is recorded under "Rekomendasi Pemupukan Kebun Buatan tahun 2018". The fertilizer recommendation defines the fertilizer recommendation per division, type of fertilizer, dosage per palm, total tonnage and month of application.</p> <p>Fertilizer input prepare by R&D department based on leaf sampling analysis and soil sampling analysis.</p> <p>Fertilizer recommendation for 2018 Buatan Estate Afdeling IV & VI Semester I 2018:</p> <table border="1"> <thead> <tr> <th rowspan="2">Typ of Fertilizer</th> <th colspan="2">Volume Application (kg)</th> </tr> <tr> <th>Recommendation</th> <th>Dosage</th> </tr> </thead> <tbody> <tr> <td>ZA</td> <td>55,757</td> <td>1.50</td> </tr> <tr> <td>TSP</td> <td>62,641</td> <td>0.60</td> </tr> <tr> <td>NPK</td> <td>228,529</td> <td>1.50</td> </tr> <tr> <td>CuSO4</td> <td>3,708</td> <td>0.015</td> </tr> <tr> <td>FeSO4</td> <td>7,415</td> <td>0.03</td> </tr> <tr> <td>RP</td> <td>53,985</td> <td>1.00</td> </tr> </tbody> </table>	Typ of Fertilizer	Volume Application (kg)		Recommendation	Dosage	ZA	55,757	1.50	TSP	62,641	0.60	NPK	228,529	1.50	CuSO4	3,708	0.015	FeSO4	7,415	0.03	RP	53,985	1.00	Comply
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Criterion / Indicator		Assessment Findings	Compliance
		of FFB payment for fertilizer in each smallholder member.	
4.2.3	Records of periodical leaf, soil and visual analysis shall be available. - Minor compliance -	<p>Buatan Estate:</p> <p>Leaf sampling analysis conducted each year by Research and Development Centre PT Nusa Pusaka Kencana Analytical & QC Laboratory. Latest analysis conducted on 15 – 24 March 2018 in Division IV & VI. Leaf Sampling Analysis report 2018 was available in “Foliar Analysis Report”:</p> <ul style="list-style-type: none"> - Ref. No. 074/INT /R&D/MEI/L/18 dated issue 11/05/18, with sample number 32, Division IV - Ref. No. 066/INT/R&D/MEI/L/18 dated issue 11/05/18, with sample number 26, Division VI <p>Leaf Sampling Analysis report and Soil sampling Analysis 2018 was used for Fertilizer input recommendation 2019.</p> <p>Evidence of soil analysis was shown on record “Data Analisis Tanah Profil 4” of Block D90c Afdeling IV Buatan Estate dated 8 July 2015, with result; Epipedon: Okrik, Horizon: Kambik, Classification: Typic Endoaquepts. “Data Analisis Tanah Profil 8” of Block E91a Afdeling V Buatan Estate dated 8 September 2015, with result; Epipedon: Okrik, Horizon: Argilik, Classification: Typic Kandiudults.</p> <p>Scheme Smallholder:</p> <p>The Plasma Buatan management has conducts periodic tissue sampling each year. Leaf sampling analysis performed by Research and Development Laboratory PT Nusa Pusaka Kencana. Sample for Leaf analysis determined 3 sample in each Hampan/Farmer group. Latest leaf sample analysis was issued by R & D on 21 July 2017.</p> <p>Leaf analysis conducted each yer, latest conducted on 15 - 19/07/17 by Research and Development Centre PT Nusa Pusaka Kencana Analytical & QC Laboratory :</p> <ul style="list-style-type: none"> - Foliar Analysis report Ref. No. 137/INT/R&D/JUL/L/17 dated 21/07/17 sample 	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<p>number 47 (SP 3 & 4 Afd II)</p> <ul style="list-style-type: none"> - Foliar Analysis report Ref. No. 137/INT/R&D/JUL/L/17 dated 21/07/17 sample number 47 (SP 5 & 6 Afd III) - Foliar Analysis report Ref. No. 137/INT/R&D/JUL/L/17 dated 21/07/17 sample number 47 (SP 7 & 8 Afd IV) - Foliar Analysis report Ref. No. 137/INT/R&D/JUL/L/17 dated 21/07/17 sample number 47 (SP 9 & 10 Afd V) - Foliar Analysis report Ref. No. 137/INT/R&D/JUL/L/17 dated 21/07/17 sample number 47 (SP 8 & 9 Afd VI) <p>Soil sampling analysis conducted regularly each 6 year. Latest soil analysis conducted on 20 March 2015 in KUD Kebun Sawit Harapan, KUD Mitra Usaha, KUD Makarti Sawit with number of sample was 31 by Research and Development PT Inti Indosawit Subur. Report of soil analysis was available and can be demonstrated in "Soil Analysis Report No. 011/RD-INT/S/MEI/15".</p>	
4.2.4	<p>A nutrient recycling strategy is recorded, including use of Empty Fruit Bunches (EFB), land application, and palm residues after replanting.</p> <p>- Minor compliance -</p>	<p>Buatan Estate:</p> <p>The company has nutrient recycling strategy with applied EFB, solid and POME to increase the soil fertility.</p> <p>Company has obtained permit for land application to use the waste water from mill as organic fertilizer for palm oil plantation. Permit based on "Keputusan Kepala Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu Kab. Tanjung Jabung Barat Nomor: 503.8/0/DPM-PTSP/2017. Company has permit for land application with area 266.35 ha.</p> <p>POME application was applied in Afdeling V. Total POME application from January – July 2017 in Buatan Estate Afdeling I & II was 17,885 m³ (98 ha). Application dosage of POME was 720 m³/ha/year with 4 rotation per year.</p> <p>EFB application from January – July 2018 Buatan Estate Afdeling IV, V, VI & VII was 33,188 ton. EFB dosage was 250 kg/palm/year for mature plantation and 180</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<p>kg/palm/year for immature plantation.</p> <p>Scheme Smallholder: KUD Tani Rukun, KUD Makarti Sawit, KUD Mulus Rahayu and KUD Bhirawa Bhakti Smallholder does not applied EFB and POME to oil palm blocks. Smallholder only relies on organic mater from decaying palm fronds.</p>	
<p>Criterion 4.3 Practices minimise and control erosion and degradation of soils.</p>			
4.3.1	<p>Maps of any fragile soils shall be available. - Major compliance -</p>	<p>Buatan Estate: Soil Analysis carried out in October – December 2008. Reported under “Laporan Survey Tanah Semidetil Area Perkebunan Kelapa Sawit PT Inti Indosawit Subur Kebun Buatan”. Based on the report, the physiographic location in plain with hilly tuffaceous sedimentary rocks. Lithology parent material is clay and sand. Topographic of the area is rolling to hilly. Natural fertility is low to medium. Soil map scale 1:20,000 available, from semi- detailed soil survey 2008 by R&D Asian Agri. The predominant soil type identified in Division IV, V and VI Buatan Estate composed of Typic dystrodepts (dominant), Typic kandiodults, Typic Endoaquults, Typic endoaquepts. Topographic map scale 1:20,000 available, from semi-detailed soil survey the slope between 0-8%, 8-15%, 15-30% and >30%. The data and field information from semi-detailed soil survey 2008 by R&D Asian Agri. Soil suitability: S2 2,656 Ha (47.2%) with limiting factor of low natural fertility; S3 2,050 Ha (36.4%) with limiting factor of topographic condition; N1 (not suitable) 925 Ha (16.4%) with limiting factor of slope more than 30% and sandy soil with rapid drainage.</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>Sheme Smallholder:</p> <p>The soil map for all individual member was available at Plasma Buatan office and KUD office with scale 1:50,000. There are 4 series of soil type defined by Research and Development Asian Agri based on soil survey on April 2014 and soil survey semi detail on June 1998:</p> <ol style="list-style-type: none"> 1. Typic Dystrudepts 2. Typic Endoaquepts 3. Typic Endoaquults 4. Typic Kandiudults <p>Soil map and soil survey result recorded in "Laporan Survei Tanah Tinjau Kebun Plasma Buatan".</p>	
<p>4.3.2</p>	<p>A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soiland climate specific).</p> <p>- Minor compliance -</p> <p>Buatan Estate:</p> <p>Management strategy for plantings on slopes has been implemented by organization. In procedure no. AA-SOP-OP-1100-05.R1 "Konservasi Tanah dan Air" has determined strategy control erosion particular in slope area, such as: 0 – 5° , 6 – 12° , 13 -20° , and more than 20°. The company has applied silt pit, L shape stacking frond and terracing in slope area to reduce erosion</p> <p>In the sloping area ≥ 13° company has made terracing before planting. Terracing made recorded in "Program dan realisasi harian replanting". Since 2016 - 2017, Buatan Estate Afdeling IV has made 299,397 m of terrace. During field visit indicated that company has made the terrace according to the procedure.</p> <p>Since 2016 - 2017, Buatan Estate Afdeling VI has made 358,576 m of terrace. During field visit indicated that company has made the terrace according to the procedure.</p> <p>Scheme Smallholder:</p> <p>All KUD followed PT Inti Indosawit Subur's procedure for land clearing stated that no</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance
		<p>land clearing should performed on area with slope >40%. The strategy implemented by smallholders are frond stacking and maintain natural vegetation as cover crop. Specific for low-laying area, the strategy is to maintain cover crop, drainage ditch and frond stacking.</p> <p>In replanting area of KUD Mulus Rahayu, KUD has implementing the terracing for slope more than 15%. Total terrace in replanting area KUD Mulus Rahayu was 62,593 m or 202 m/ha.</p>	
4.3.3	<p>A road maintenance program shall be in place. - Minor compliance –</p>	<p>Buatan Estate:</p> <p>Road maintenance program and progress was made and recorded in "Program dan Realisasi Prasarana Jalan Manual, Grading Jalan dan Pengerasan Jalan 2018".</p> <p>Realisation manual road maintenance Afd IV – VII since January – July 2018 was 49,946 m.</p> <p>Road Greading by Greader Afdeling IV – VII since January – July 2018 was 60,900 m.</p> <p>Road hardening has been performed by company, realization since January – July 2018 in Buatan Estate Afdeling IV – VII was 7,561 m.</p> <p>During field audit indicated that road condition is well maintained.</p> <p>Scheme Smallholder:</p> <p>The roads are maintained by Group Manager. The Plasma Buatan management established the maps for all farmers that clearly marks on FFB evacuation route and conducted the participatory meetings with members to established how road are maintained. During this assessment the roads have been established before and no new road was being developed.</p> <p>Road maintenance programme to maintained good road condition has been established by ICS management. Record of road maintenance presented in:</p> <ul style="list-style-type: none"> - "Laporan Monitoring Kondisi Jalan" Road condition by July 2018 : broken 	Comply

Criterion / Indicator		Assessment Findings	Compliance																
		<p>condition 0 m medium condition 80,469 m (13.99%) and good condition 494,855 (86.01%).</p> <p>- "Laporan Rencana dan Realisasi Perbaikan Jalan 2018". Sample verified: since January – July 2018 total road maintenance and repairing in KUD Tani Rukun was planed 18,647 m and has been realize 17,809 m; in KUD Makarti Sawit was planed 4,704 m and has been realize 2,050 m; in KUD Bhirawa Bakti was planed 12,369 m and has been realize 3,555 m. in KUD Mulus Rahayu, half of plantation was replanting and the rst will be replanting in 2019 so that there is no more road maintenance or repairing.</p>																	
4.3.4	<p>Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place.</p> <p>- Major compliance –</p>	<p>Buatan Estate:</p> <p>Based on map of soil type released by R&D Department in 2017, there is no peat soil existed in Buatan Estate.</p> <p>Map of soil type was available in scale 1 : 20,000. Soil type in Buatan Estate are as follows:</p> <table border="1"> <thead> <tr> <th>Soil Type</th> <th>Area (Ha)</th> </tr> </thead> <tbody> <tr> <td>Typic Distrudepts</td> <td>4,040</td> </tr> <tr> <td>Typic Endoaquents</td> <td>140</td> </tr> <tr> <td>Typic Endoaquepts</td> <td>515</td> </tr> <tr> <td>Typic Endoaquults</td> <td>290</td> </tr> <tr> <td>Typic Kandiudults</td> <td>621</td> </tr> <tr> <td>Typic Udipsaments</td> <td>25</td> </tr> <tr> <td>Total</td> <td>5,631</td> </tr> </tbody> </table> <p>Scheme Smallholder:</p>	Soil Type	Area (Ha)	Typic Distrudepts	4,040	Typic Endoaquents	140	Typic Endoaquepts	515	Typic Endoaquults	290	Typic Kandiudults	621	Typic Udipsaments	25	Total	5,631	Comply
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Criterion / Indicator		Assessment Findings	Compliance
		<p>Based on the semi-detailed soil analysis, there were peat soil haplosaprist (167 ha) and Haplohemist (733 ha) in smallholder area. The peat soil is categorized as saprik and hemic with dept less than 3 m.</p> <p>Subsidence of peat soil minimized and maintained by water management. Ground water level maintain in 40 – 60 cm under ground level.</p> <p>To monitor the subsidence of peat soil, plasma management has installed the subsidence pole in KT 191, 194, 197, 200, 217, 218 and 219. Subsidence level monitored each semester by field assistant. Evidence of monitoring can be demonstrated.</p> <p>Water level monitoring performed each weeks and recorded in “Water Level Monitoring Kebun Plasma Buatan”. Water level monitored in water gate KT 218. Latest monitoring on July 2018 shown that water level was 41 – 42 cm under ground level.</p> <p>Non conformity: Monitoring data were not valid, for example in KT 197, subsidence level monitoring in June 2017 was 1.9 cm, in December 2017 was 1.6 cm and in June 2018 was 0.9 cm. The level of subsidence seems decrease (increasing of ground level of peat soil).</p>	
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>Buatan Estate: Based on map of soil type released by R&D Department in 2017, there is no peat soil existed in Buatan Estate.</p> <p>Scheme Smallholder: Drainability assessment will performed 2 years before replanting in peat soil. Therefore the drainability assessment will be performed 2 years before replanting. Peat soil in SP 11 (KUD Makarti Sawit) and SP 12 (KUD Bina Mulia) and replanting will be performed in 2024.</p>	Comply
4.3.6	A management strategy shall be in place for other	Buatan Estate:	Comply

Criterion / Indicator		Assessment Findings	Compliance
	<p>fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils).</p> <p>- Minor compliance –</p>	<p>Based on soil analysis, there is no other fragile and problem soils in PT Inti Indosawit Subur Buatan Estate (e.g. sandy, low organic matter, acid sulphate soils).</p> <p>Scheme Smallholder:</p> <p>Management strategy in peat soil area in KUD Makarti Sawit and KUD Bina Mulia was apply by water management and subsidence monitoring. Ground level was maintained in level 40 – 60 cm under ground level.</p> <p>1. Each smallholder group/Kelompok Tani prepared a simple map indicating area with slope, low land and flat, all mineral soil with topography rolling to undulating. The strategy implemented by smallholders are frond stacking and maintain natural vegetation as cover crop. Specific for low-laying area, the strategy is to maintain cover crop, drainage ditch and frond stacking</p>	
<p>Criterion 4.4</p> <p>Practices maintain the quality and availability of surface and groundwater</p>			
4.4.1	<p>An implemented water management plan shall be in place.</p> <p>- Minor compliance -</p>	<p>Buatan Estate:</p> <p>The company has prepared the plan of water management plan as in “Master Plan Continuous Improvement Plan Kebun Buatan 2018” consist of management water supply for domestic, water consumption and measurement of water quality.</p> <p>Water Management Plan, indicating the water need, permit and licensing, monitoring of water quality, infrastructure maintenance and conservation.</p> <p>Data seen:</p> <ul style="list-style-type: none"> - “Keputusan Menteri Pekerjaan Umum dan Perumahan Rakyat nomor 14/KPTS/M/2018 tentang Pemberian izin Pengusahaan Sumber Daya Air kepada PT Inti Indosawit Subur untuk Usaha Industri di Sungai Laniago, Kabupaten Pelalawan dan Kabupaten Siak”, dated 5th January 2018. - SPPD (Surat Setoran Pajak Daerah) untuk Pajak Pengambilan dan Pemanfaatan Air Permukaan untuk period April – June 2018, dated 28th July 2018, IDR 	Comply

RSPO Public Summary Report
Revision 6 (December /2017)

Criterion / Indicator	Assessment Findings	Compliance																																																															
	<p>XX.578.100</p> <p>The company has conducted measurement of water quality regularly and consistent, the result shown that water quality is complies with national regulation.</p> <p>Water management plan for Mill is limited to water usage on FFB processing which sources from water treatment plant. This plan is describes within Mill Report or "Laporan Unit Pabrik". According to document verification "Laporan Unit Pabrik period Jan - Dec 2017", data showing as follow:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Unit</th> <th>Act 2017</th> <th>Budget 2017</th> </tr> </thead> <tbody> <tr> <td>Process Usage</td> <td>m³</td> <td>249,639</td> <td>252,391</td> </tr> <tr> <td>Domestic Usage</td> <td>m³</td> <td>10,7911</td> <td>91,056</td> </tr> <tr> <td>Water Usage</td> <td>m³</td> <td>357,550</td> <td>343,447</td> </tr> <tr> <td>Consumption Process</td> <td>m³/ton FFB</td> <td>0.79</td> <td>1.00</td> </tr> <tr> <td>Consumption Domestic</td> <td>m³/ton FFB</td> <td>0.34</td> <td>0.36</td> </tr> <tr> <td>Total Consumption</td> <td>m³/ton FFB</td> <td>1.14</td> <td>1.36</td> </tr> </tbody> </table> <p>Laporan Unit Pabrik periode Jan – Jul 2018:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Unit</th> <th>Act 2018 Year to Date (Jan-Jul)</th> <th>Budget 2018 Year to Date (Jan-Jul)</th> <th>Budget 2018 (Jan-Dec)</th> </tr> </thead> <tbody> <tr> <td>Process Usage</td> <td>m³</td> <td>160,262</td> <td>186,541</td> <td>319,785</td> </tr> <tr> <td>Domestic Usage</td> <td>m³</td> <td>71,348</td> <td>55,182</td> <td>94,598</td> </tr> <tr> <td>Water Usage</td> <td>m³</td> <td>231,610</td> <td>241,723</td> <td>414,383</td> </tr> <tr> <td>Consumption Process</td> <td>m³/ton FFB</td> <td>0.97</td> <td>1.12</td> <td>1.00</td> </tr> <tr> <td>Consumption Domestic</td> <td>m³/ton FFB</td> <td>0.43</td> <td>0.33</td> <td>0.30</td> </tr> <tr> <td>Total Consumption</td> <td>m³/ton FFB</td> <td>1.40</td> <td>1.45</td> <td>1.30</td> </tr> </tbody> </table> <p>Scheme smallholder:</p> <p>All of KUD has program on water management as in "Rencana dan Realisasi Penyusunan Pelapah Letter "U", frond stacking.</p>	Description	Unit	Act 2017	Budget 2017	Process Usage	m ³	249,639	252,391	Domestic Usage	m ³	10,7911	91,056	Water Usage	m ³	357,550	343,447	Consumption Process	m ³ /ton FFB	0.79	1.00	Consumption Domestic	m ³ /ton FFB	0.34	0.36	Total Consumption	m ³ /ton FFB	1.14	1.36	Description	Unit	Act 2018 Year to Date (Jan-Jul)	Budget 2018 Year to Date (Jan-Jul)	Budget 2018 (Jan-Dec)	Process Usage	m ³	160,262	186,541	319,785	Domestic Usage	m ³	71,348	55,182	94,598	Water Usage	m ³	231,610	241,723	414,383	Consumption Process	m ³ /ton FFB	0.97	1.12	1.00	Consumption Domestic	m ³ /ton FFB	0.43	0.33	0.30	Total Consumption	m ³ /ton FFB	1.40	1.45	1.30	
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RSPO Public Summary Report
Revision 6 (December /2017)

Criterion / Indicator	Assessment Findings	Compliance
	<p>“Rencana dan Realisasi Perawatan Teresan sebagai Sarana Konservasi Tanah dan Air serta Upaya Pencegahan Erosi”</p> <p>ICS Plasma Buatan also has a policy to prohibit chemical weeding activity and chemical fertilizer application near to the river or waterways in 3 m left and right side.</p> <p>Two (2) of eight (8) smallholders cooperative which supplied FFB's to Buatan II POM has few area with peatland. Where the peat area is scattered in several location with total peat area is 274 Ha, consist of 176 Ha (KUD Makarti Sawit) and 98 Ha (KUD Bina Mulya).</p> <p>Water management applied is by installing subsidence poles and Watergate monitoring.</p>	
4.4.2	<p>Protection of water courses and wetlands, including securing and maintaining appropriate riparian and other buffer zones, at the time of or prior to replanting shall be demonstrated.</p> <p>- Major compliance -</p> <p>Buatan Estate and Mill:</p> <p>Company has establish management plan to protect water courses and wetlands, including securing and maintaining appropriate riparian.</p> <ul style="list-style-type: none"> - Riparian restoration with forest vegetation plant/tree. During 2011 – 2013 company has planted in Sungai Benanak Vetiver 514 point, Angsana 50 tree, Sungkai 63 tree, Pokok roda 65 tree, Ketapang 31 tree. In Sungai Lampisi Vetiver 198 point, Angsana 15 tree, Sungkai 27 tree, Pokok roda 49 tree, Ketapang 53 tree. In Sungai Jitan Vetiver 1,000 point, Angsana 523 tree, Sungkai 295 tree, Pokok roda 12 tree, Ketapang 295 tree. - Establish zone for zero chemical. No spraying and fertilizing along riparian zone. Based on visit in riparian zone (Laniago Riparian dated 8th July 2018) in block BA90. - Conserve natural vegetation in riparian zone - Restricted to conducted replanting palm oil in riparian area. <p>During field visit, indicated that riparian area was conserved and the vegetation has been succession itself and enrichment in riparian zone was well growth.</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>The company has also prepared the procedure on protection of water courses under "SOP Pengendalian Riaprian" number AA-APM-OP-1100.21-R2, dated 25th February 2016.</p> <p>Scheme Smallholder:</p> <p>Based on field visit and interview with smallholder at KUD Bhakti Mandiri, KUD Sejahtera and KUD Jaya Makmur, audit team noted that there was no river/water body across the smallholder block. Further smallholder member explained that they prohibit the fertilizer applying worker to apply fertilizer near water body.</p> <p>ICS Plasma Buatan also has a policy to prohibit chemical weeding activity and chemical fertilizer application near to the river or waterways in 3 m left and right side.</p> <p>Riparian Map "Peta Jaringan Sungai di Kebun Buatan dan Plasma PT. IIS", Scale 1:31,000. Source: HCV Assessment Report, 2009. There is no river across or adjacent smallholder area.</p> <p>ording to HCV identification assessment in 2009, riparian and other watercourse does not exist within Smallholders area. During interview with sample smallholders in KUD Bhirawa Bhakti, Plot No: 1248, 1249 and 1250 it is confirmed that no watercourse and riparian surrounding the area. However, farmers/smallholders is aware how to protect watercourse properly.</p>	
<p>4.4.3</p>	<p>Records for monitoring of effluent especially BOD (Biochemical Oxygen Demand) and efforts to comply with legal requirements, shall be available (see criteria 2.1 and 5.6).</p> <p>- Minor compliance –</p> <p>Buatan I POM:</p> <p>For mill effluent treatmnet, Buatan II Palm Oil Mill (PBD) has 11 ponds in effluent treatment system (WWTP), which consists of Colling Pond, Primary Anaerobic pond, Secondary Anaerobic pond, Acidification pond, and Buffering pond. Procedure of WWTP operation available in Mill Policy Manual (MPM) dated February 1, 2013, chapter AA-MPM-OP-1400.13-R1.</p> <p>Effluent from Buatan II POM is not discharge to watercourse, but applied to Land Application at Estate. Monitoring quality of effluent conducted periodically in monthly</p>	<p>Comply</p>

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	<p>basis by testing with accredited laboratory “Lab. Penguji UPT Laboratorium Kesehatan dan Lingkungan, Dinas Kesehatan Pemprov Riau”.</p> <p>As required by LA permit, Mill conducts monthly check on discharged effluent in cooperation with accredited Laboratory (UPT Pengujian Material, Dinas Bina Marga Provinsi Riau). According to recent testing result, BOD level of applied effluent has met the applicable threshold of KepmenLH No.28/2003 regarding BOD limits of effluent discharge for land application. The level is maintained consistently less than 5,000 mg/L and debit <600 m³ per day.</p> <p>Buatan II POM is conducting a monitoring of effluent especially BOD (Biochemical Oxygen Demand) every month that carried out by Testing Laboratory (UPTLaboratorium Bahan Konstruksi LP-750-IDN). Based on result of monitoring August – December 2017 and January – June 2018 shown comply with legal requirement “PermenLHK No P.68/Setjen/Kum1/8/2016”.</p> <p>Period August – December 2018:</p> <table border="1" data-bbox="871 895 1872 1214"> <thead> <tr> <th rowspan="2">Parameter</th> <th rowspan="2">Unit</th> <th colspan="2">Threshold*</th> <th colspan="5">2017</th> </tr> <tr> <th>KepMen LH No. 28/2003</th> <th>Pergub No. 35/2007</th> <th>Aug</th> <th>Sep</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> </tr> </thead> <tbody> <tr> <td>pH</td> <td>-</td> <td>6 – 9</td> <td>6 – 9</td> <td>7.71</td> <td>8.04</td> <td>8.00</td> <td>7.79</td> <td>7.61</td> </tr> <tr> <td>BOD₅</td> <td>Mg/L</td> <td>< 5,000</td> <td>5,000</td> <td>2,249</td> <td>1,207</td> <td>1,384</td> <td>1,358</td> <td>1,182</td> </tr> <tr> <td>COD</td> <td>Mg/L</td> <td>-</td> <td>10,000</td> <td>5,559</td> <td>4,966</td> <td>2,639</td> <td>2,886</td> <td>5,015</td> </tr> <tr> <td>TSS</td> <td>Mg/L</td> <td>-</td> <td>12,500</td> <td>875</td> <td>3,775</td> <td>2,170</td> <td>5,900</td> <td>4,825</td> </tr> <tr> <td>Oil & Grease</td> <td>Mg/L</td> <td>-</td> <td>2,500</td> <td>4</td> <td>61</td> <td>21</td> <td>2</td> <td>133</td> </tr> </tbody> </table> <p>Period January – June 2018:</p> <table border="1" data-bbox="871 1302 1872 1398"> <thead> <tr> <th rowspan="2">Parameter</th> <th rowspan="2">Unit</th> <th colspan="2">Threshold*</th> <th colspan="6">2018</th> </tr> <tr> <th>KepMe nLH</th> <th>Pergub No.</th> <th>Jan</th> <th>Feb</th> <th>Mar</th> <th>Apr</th> <th>May</th> <th>Jun</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Parameter	Unit	Threshold*		2017					KepMen LH No. 28/2003	Pergub No. 35/2007	Aug	Sep	Oct	Nov	Dec	pH	-	6 – 9	6 – 9	7.71	8.04	8.00	7.79	7.61	BOD ₅	Mg/L	< 5,000	5,000	2,249	1,207	1,384	1,358	1,182	COD	Mg/L	-	10,000	5,559	4,966	2,639	2,886	5,015	TSS	Mg/L	-	12,500	875	3,775	2,170	5,900	4,825	Oil & Grease	Mg/L	-	2,500	4	61	21	2	133	Parameter	Unit	Threshold*		2018						KepMe nLH	Pergub No.	Jan	Feb	Mar	Apr	May	Jun											
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**RSPO Public Summary Report
Revision 6 (December /2017)**

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	pH	-	6 – 9	6 – 9	7.54	7.56	7.88	7.64	7.99	8.06			
	BOD ₅	Mg/L	< 5,000	5,000	711.7	2,818	1,389	578.8	875.8	1,721			
	COD	Mg/L	-	10,000	2,454	8,560	3,772	1,581	4,601	3,974			
	TSS	Mg/L	-	12,500	3,600	2,135	5,250	1,345	3,587	2,700			
	Oil & Grease	Mg/L	-	2,500	138	74	47	13	28	27			

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4.4.4	Monitoring of mill water use per ton of FFB shall be recorded. - Minor compliance –	<p>Buatan I POM:</p> <p>Buatan II POM has recorded the mill water use per tonne FFB, includes monitoring of water usage for mill processing and domestic usage. Result of water usage monitoring is recorded under “Laporan Unit Pabrik 2018” and “Mill Operation Summary 2018”. Review on record confirmed met with the approved budget for processing and domestic, e.g:</p> <p>According to document verification “Laporan Unit Pabrik period January - December 2017”, data showing as follow:</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Unit</th> <th>Act 2017</th> <th>Budget 2017</th> </tr> </thead> <tbody> <tr> <td>Process Usage</td> <td>m³</td> <td>249,639</td> <td>252,391</td> </tr> <tr> <td>Domestic Usage</td> <td>m³</td> <td>10,7911</td> <td>91,056</td> </tr> <tr> <td>Water Usage</td> <td>m³</td> <td>357,550</td> <td>343,447</td> </tr> <tr> <td>Consumption Process</td> <td>m³/ton FFB</td> <td>0.79</td> <td>1.00</td> </tr> <tr> <td>Consumption Domestic</td> <td>m³/ton FFB</td> <td>0.34</td> <td>0.36</td> </tr> <tr> <td>Total Consumption</td> <td>m³/ton FFB</td> <td>1.14</td> <td>1.36</td> </tr> </tbody> </table> <p>“Laporan Unit Pabrik” period January – July 2018:</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Unit</th> <th>Act 2018 Year to Date</th> <th>Budget 2018 Year to Date</th> <th>Budget 2018</th> </tr> </thead> <tbody> <tr> <td>Process Usage</td> <td>m³</td> <td>160,262</td> <td>186,541</td> <td>319,785</td> </tr> <tr> <td>Domestic Usage</td> <td>m³</td> <td>71,348</td> <td>55,182</td> <td>94,598</td> </tr> <tr> <td>Water Usage</td> <td>m³</td> <td>231,610</td> <td>241,723</td> <td>414,383</td> </tr> <tr> <td>Consumption Process</td> <td>m³/ton FFB</td> <td>0.97</td> <td>1.12</td> <td>1.00</td> </tr> <tr> <td>Consumption Domestic</td> <td>m³/ton FFB</td> <td>0.43</td> <td>0.33</td> <td>0.30</td> </tr> <tr> <td>Total Consumption</td> <td>m³/ton FFB</td> <td>1.40</td> <td>1.45</td> <td>1.30</td> </tr> </tbody> </table> <p>Water usage for FFB processing in Buatan II POM is appropriate with the budget and effectively implemented.</p>	Description	Unit	Act 2017	Budget 2017	Process Usage	m ³	249,639	252,391	Domestic Usage	m ³	10,7911	91,056	Water Usage	m ³	357,550	343,447	Consumption Process	m ³ /ton FFB	0.79	1.00	Consumption Domestic	m ³ /ton FFB	0.34	0.36	Total Consumption	m ³ /ton FFB	1.14	1.36	Description	Unit	Act 2018 Year to Date	Budget 2018 Year to Date	Budget 2018	Process Usage	m ³	160,262	186,541	319,785	Domestic Usage	m ³	71,348	55,182	94,598	Water Usage	m ³	231,610	241,723	414,383	Consumption Process	m ³ /ton FFB	0.97	1.12	1.00	Consumption Domestic	m ³ /ton FFB	0.43	0.33	0.30	Total Consumption	m ³ /ton FFB	1.40	1.45	1.30	Comply
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Criterion / Indicator	Assessment Findings	Compliance
(IPM) techniques.		
4.5.1	<p>Monitoring of Integrated Pest Management (IPM) plan implementation shall be available.</p> <p>- Major compliance -</p> <p>Buatan Estate:</p> <p>Company has establish monitoring of integrated pest management plan, below are the record of IPM monitoring:</p> <ul style="list-style-type: none"> - Barn Owl census, performed each 3 month by team PHT. Total Barn owl nest box in Afdeling IV was 8 unit, in Afdeling V was 36 unit, in Afdeling VI was 20 unit and in Afdeling VII was 37 unit. Ratio nest box is one box represent for 25 ha area plantation. Lates monitoring performed on July 2018, found 6 mature barn owl in Afdeling IV, 27 mature barn owl in Afdeling V, 6 mature barn owl in Afdeling VI and 32 mature barn owl in Afdeling VII. Imature barn owl identified 6 individual in Afdeling IV, 9 individual in Afdeling V, 22 individual in Afdeling VI and 43 individual in Afd VII and egg found 9 pcs in Afd V and 20 pcs in Afd VI and 15 pcs in Afdeling VII. - “Program dan realisasi penanaman hostplan 2018”. Company has planting beneficial plant as a nest of natural pest enemies, consist of Cassia tora and Turnera subulata. Total hostplan planted 19,699 m. The hostplan was planted along main road and collection road. - “Sensus serangan tikus dan Tirathaba” performed each 2 month in Mature area and once a month in immature area. Latest monitoring on July 2018 shown that in Afdeling IV rats attack was 6%, in Afdeling II rats attack was 5%; while Thirataba there is no attack. - “Sensus serangan UPDKS” Catterpillar census performed each month. Latest monitoring on July 2018 shown that there is no caterpillar attack in Afdeling IV – VII. Control only performed by natural enemies - “Rekapitulasi Hasil Sensus Hama Penyakit TBM Kebun Buatan Afdeling IV”. Pest and disease monitoring performed each month for immature plantation. Latest monitoring on July 2018 shown that there is no pest and disease attacked: No Catterpillar attack, No rats attack, No Molusca attack, No Oryctes attack, No 	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>Spodoptera attack, No Thyratoba attack, Spynote attack 5%.</p> <p>Scheme Smallholder:</p> <p>Group manager has been established a written procedure for Integrated Pest Management, presented in Pest and Disease Control procedure SOP AA-Plasma-PP-KS-02. Group manager has provide the IPM training for all member. Training programme was developed each year. For 2018, IPM training has been carried out on March 2018. Each member keep the records of their training on Logbook "Buku Pintar Petani Plasma".</p> <p>Each individual member also has a guidance book for IPM which provide by ICS and group management. During field audit, they have understood regarding IPM implementation in their plantation.</p> <p>Based on interview with smallholder at KUD Tani Rukun, KUD Makarti Sawit, KUD Bhirawa Bahkti and KUD Mulus Rahayu, it was noted that smallholder understand the natural predator for pest: planting Turnera in order to attract predator for nettle acterpillar and bagworm; installing barn owl box to control rat population.</p> <p>Management Plasma Buatan II has provide the barn owl nest in each KUD with proportion 2 nest in each KT (Hampan). Each nest barn owl covering 15 – 20 ha of plantation. Sample seen: in KUD Tani Rukun monitoring to dated July 2018 there was 24 nest barn owl and 21 of them was active and found th presence of barn owl; in KUD Makarti Sawit monitoring to dated July 2018 there was 15 nest barn owl and all of them was active and found the presence of barn owl.</p> <p>"Program dan realisasi penanaman hostplan 2018". Plasma Buatan has planting beneficial plant as a nest of natural pest enemies, consist of Cassia tora and Turnera subulata. The hostplan was planted along main road and collection road. During foeld visit can be demonstrated that Plasma Buatan has manage and maintain the host plan.</p> <p>Rekap Sensus Hama Pemakan Daun Kebun Plasma Buatan, monitoring on July 2018,</p>	

Criterion / Indicator		Assessment Findings	Compliance
		<p>in KUD Mulus Rahayu caterpillar attack was 2.04%, in KUD Bhirawa Bhakti Catterpillar attack was 0.10%, in KUD Tani Rukun Catterpillar attack was 0.63%, in KUD Makarti Sawit Catterpillar attack was 0.50%. The threshold of caterpillar attack was > 5%, therefore there is no chemical control of caterpillar attack and utilizing the natural enemy to control the caterpillar.</p> <p>Rekap Serangan Tikus, on period July 2018 shown that there was rats attack in KUD Bhirawa Bhakti 3.80%, in KUD Tani Rukun 4.01% and in KUD Makarti Sawit was 3.26%, No rats attack in KUD Mulus Rahayu. There is no chemical control if the attack was less than 20%.</p>	
4.5.2	<p>Training records of Integrated Pest Management (IPM) shall be available.</p> <p>- Minor compliance –</p>	<p>Buatan Estate:</p> <p>Company has been conducted integrated pest management to the workers and staff who in charge in IPM management and monitoring. Latest refreshment training conducted on 20 June 2018. Evidence of training and minutes of training was available and can be demonstrated.</p> <p>During interview with Mandor/foreman and workers in Afdeling IV, V, VI and VII who is in charge for integrated pest management such as for pest and disease detection and census as well as pest and disease control, indicated that the workers understand the IPM process and implementation.</p> <p>Scheme Smallholder:</p> <p>The training of Integrated Pest Management was conducted by Group management/ICS for representative of KT and member. Latest training conducted on 3 May 2018 in KUD Mulus Rahayu, 4 May 2018 in KUD Bhirawa Bhakti, 19 May 2018 in KUD Makarti Sawit and on 8 June 2018 in KUD Tani Rukun. Record of training can be demonstrated. Each member keep the records of their training on Logbook “Buku Pintar Petani Plasma”.</p> <p>Each individual member also has a guidance book for IPM which provide by ICS and group management. During field audit, they have understood regarding IPM</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
		implementation in their plantation.	
Criterion 4.6 Pesticides are used in ways that do not endanger health or the environment.			
4.6.1	<p>Documented evidence shall be available to show that pesticide used based on regulations and the use of pesticide is specific to target species with appropriate dosage which have minimal impact on non-target species.</p> <p>- Major compliance -</p>	<p>Buatan Estate:</p> <p>The use of pesticide is under strict requirement, only in the case of pest attack past the economic threshold.</p> <p>Inspection of records confirmed only chemicals that are registered and approved by the Department of Agriculture are used. Data on pesticides usage are recorded on the PT. Inti Indosawit Subur – Buatan Group Estate office. Justification for all pesticide used was recorded in “Rencana Kerja Kebun Buatan” 2018. There are specific target and activities used for selective products such as:</p> <ul style="list-style-type: none"> • <i>Glyphosate, Fluoroxypyr, Methyl Metsulfuron</i> and <i>Paraquat</i> are used for circle spraying. • <i>Glyphosate</i> and <i>Fluoroxypyr</i> used for FFB collection point spraying • <i>Glyphosate, Trichlophyr, Methyl Metsulfuron</i> are used for wooden weeds • <i>Methyl Metsulfuron, Paraquat</i> are used for wooden fern • <i>2,4-Diamine</i> and <i>Glyphosate</i> are used for soft wooden grass (<i>Asystasia</i> sp). <p>Visit to chemical store and record review shows company chemical product for specific target species (weed).</p> <p>Scheme smallholder:</p> <p>Document titled “Penggunaan Agrokimia Terdaftar” indicates the permitted pesticide (herbicide) allowed to be used on smallholder blocks. The herbicide programmed for weed control on circle and path spraying only. Herbicide use for Plasma Buatan are:</p> <ol style="list-style-type: none"> 1. Elang 480 SL (Isoprofil amina glifosat), register number in Pesticide Comission 	Comply

Criterion / Indicator		Assessment Findings	Compliance																				
		<p>RI.01030119941170 valid until 12 Des 2021</p> <p>2. Kenlon 480 EC (Triklpir Butoksil Etil Ester), register number in Pesticide Comission RI.01030120062433 valid until 12 Des 2021</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>Buatan Estate and Scheme Smallholder:</p> <p>Agrochemicals used are monitored each time it is used. Records includes active ingredients used, area treated, quantity applied per hectare, type of equipment used and number of applicators involve. Smallholder organization has a record of the herbicide use to control weed. The spraying activity was carried out by team TUS PT Inti Indosawit Subur.</p> <p>Records observed during the audit i.e. Estate Monthly Report, Daily Field Supervisor Book. Below are the chemical usage for Buatan Estate (Afdeling IV – VII) semester I 2018:</p> <table border="1"> <thead> <tr> <th>Chemical</th> <th>Application to July 2018</th> <th>Active Ingredients Used</th> <th>Active Ingredients per ha applied</th> <th>Active Ingredients per ton FFB</th> </tr> </thead> <tbody> <tr> <td>Metsulindo (Metil metsulfuron 20%)</td> <td>134 litre</td> <td>46.90 kg</td> <td>0.014 kg/ha</td> <td>0. 34 kg/ton FFB</td> </tr> <tr> <td>Gramoxone (Paraquat diklorida)</td> <td>425 litre</td> <td>212.5 kg</td> <td>0.16 kg/ha</td> <td>1.54 kg/ton FFB</td> </tr> <tr> <td>Elang (Isopropyl amina glifosat)</td> <td>2,810 litre</td> <td>1,362.85 kg</td> <td>0.29 kg/ha</td> <td>9.9 kg/ton FFB</td> </tr> </tbody> </table>	Chemical	Application to July 2018	Active Ingredients Used	Active Ingredients per ha applied	Active Ingredients per ton FFB	Metsulindo (Metil metsulfuron 20%)	134 litre	46.90 kg	0.014 kg/ha	0. 34 kg/ton FFB	Gramoxone (Paraquat diklorida)	425 litre	212.5 kg	0.16 kg/ha	1.54 kg/ton FFB	Elang (Isopropyl amina glifosat)	2,810 litre	1,362.85 kg	0.29 kg/ha	9.9 kg/ton FFB	Comply
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Criterion / Indicator		Assessment Findings					Compliance						
		Starane (Fluoroksipir)	171 litre	54.72 kg	0.019 kg/ha	0.39 kg/ton FFB							
		Kenlon (Triklorir Butoksi Etil Ester)	134 litre	47.70 kg	0.04 kg/ha	0.34 kg/ton FFB							
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 -	Buatan Estate and Scheme Smallholders: PT. Inti Indosawit Subur – Buatan and scheme smallholder control weeds through identification to select appropriate control to be applied. Identification record of weeds comes under “Identifikasi Gulma Dominan”. The record is identifying the target of weeds, the location, and active ingredient. Dosage used for herbicide application refers to Agricultural Policy Manual AA-APM-OP-1100.08-R1. There is no use of prophylactic use of pesticides.					Comply						
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 -	Buatan Estate: The company has demonstrated to reduce using paraquat and no using pesticides as categorized Class IA or 1B. Paraquat is still used in the Estates. Data of Paraquat used has been provided since 2010. Budget of Paraquat is decreased every year. It was observed that Paraquat used was under the target. To reduce Paraquat use, Estates implement Selective Spraying and Site Specific which agrochemical is only used in targeted weeds, no spraying in riparian buffer zones. Company also has a policy of paraquat usage No. 001/HP/INT/IX/2009 dated 1 September 2009 regarding reducing of usage herbicide containing paraquat. Below are the paraquat usage by Buatan Estate (Division IV – VII) for last 4 years: <table border="1" data-bbox="869 1257 1451 1388"> <thead> <tr> <th>Year</th> <th>Paraquat usage (litre)</th> <th>Budget (litre)</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>383</td> <td>600</td> </tr> </tbody> </table>					Year	Paraquat usage (litre)	Budget (litre)	2015	383	600	Comply
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Criterion / Indicator		Assessment Findings			Compliance
		2016	882	900	
		2017	962	1,000	
		2018 todate July	403	500	
		<p>The usage in 2016 and 2017 was increasing because of the replanting activity, which shall be use paraquat to control the weeds particularly stenoclaena and hard weeds according to the Asian Agri Agronomy Best Management Practises.</p> <p>Scheme Smallholders: There was no pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat – used by smallholder. Smallholder chemical weeds control performed by TUS team PT Inti Indosawit Subur, using Kenlon 480 EC (Triklpir Butoksil Ester) and BELang 480 SL (Isopropyl amina glifosat).</p>			
4.6.5	<p>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>Buatan Estate and Scheme smallholder: PT. Inti Indosawit Subur – Buatan has ensured that applicators are trained; all personnel handling agrochemical was trained for the use of limited pesticide in collaboration with Manpower office of Batanghari regency. Record of training for spraying operators is kept in estate office. Field visit to Buatan estate chemical's storage showed the pesticide stores continued to be well maintained and the chemicals were labelled clearly and stored within spill containment. Observation of spray-mix preparation and spraying showed that the workers were wearing PPE correctly and they were working safely and in accordance with the chemical manufacturer's recommendations.</p>			Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>MSDS available in Buatan Estate's chemical store. Chemical storekeeper understood the critical control based on MSDS. The Personal Protective Equipment was provided in accordance to MSDS information.</p> <p>Sprayer that perform herbicide spraying in Buatan estate also perform spraying activity in smallholder plantation. Sprayer team has been trained with pesticide handling training, agrochemical application training and limited pesticide training. Spraying team only handles herbicide to control the weed. Sprayers understood the type of chemical for each weed type, the hazard, the application and appropriate PPE to wear.</p> <p>Record seen:</p> <ul style="list-style-type: none"> - Mr Mawardian, training limited pesticide on 22nd October 2012 certificate No.539/Set-KP3/I/2013. Certificate valid until 5 years. - Mrs Sumarni training limited pesticide on 15th December 2014 certificate No.213/Set-KP3/I/2014. Certificate valid until 5 years. - Mrs Yanna training limited pesticide on 15th December 2014 certificate No.218/Set-KP3/I/2014. Certificate valid until 5 years. - Mrs Supriati training limited pesticide on 15th December 2014 certificate No.216/Set-KP3/I/2014. Certificate valid until 5 years. - Mrs Doriani Siagian training limited pesticide on 15th December 2014 certificate No.214/Set-KP3/I/2014. Certificate valid until 5 years. 	
4.6.6	<p>Storage of pesticides shall be according to recognised best practices. All pesticides containers shall be properly managed according to the existing regulations and or instructions enclosed on the containers (see criterion 5.3).</p> <p>- Major compliance -</p> <p>Buatan Estate and Scheme smallholder:</p> <p>The company has a SOP of waste pesticide management which is SOP of hazardous waste management No. AA-KL-06-EFP.</p> <p>The company already had a Pesticides warehouse and pesticide containers washing and bathing places for the sprayers. Based on a field visit to the Pesticides Warehouse, it was found that:</p> <ul style="list-style-type: none"> - Permanent Buildings, 	Comply

Criterion / Indicator	Assessment Findings	Compliance	
	<ul style="list-style-type: none"> - A good ventilation, - Permanent floor is cemented, the floor of the mixing of pesticides using ceramics, and equipped with a "spillage trap", - eye wash shower, first aid box, PPE and Fire extinguisher are provided. - PPE room <p>Operation control:</p> <ul style="list-style-type: none"> - MSDS are available for all types of existing pesticides - The pesticide management and safety instructions are available - A package management/ used pesticide package is available - Water wash of pesticides containers collected in "spillage trap" - The flow of waste water is channeled and stored so that it is not discharged into the environment. The water used is used for its dilution. <p>A package management / used pesticide package:</p> <ul style="list-style-type: none"> - Pesticide packages were clean washed in a wash basin, then, it was dried in a provided place. - Dried packages were stored in temporary warehouse before being taken / sent by a third party who has a license. <p>The company disposed their hazardous waste, included empty container pesticides to the approval company PT. Indostar Cargo Lestari (see 4.6.10 and 5.3.3).</p> <p>Smallholder Plasma Buatan doesn't have a storage of pesticide. All activity related to chemical usage was performed by PT Inti Indosawit Subur.</p>		
4.6.7	<p>Application of pesticides shall be by proven methods that minimize risk and negative impacts.</p> <ul style="list-style-type: none"> - Minor compliance - 	<p>Buatan Estate and Scheme smallholder:</p> <p>Based on field visit to Buatan Estate and Smallholder Buatan, spraying team using sign board indicating spraying/herbicide application is in progress for a block. Spraying supervisor was pre- mixing the herbicide in the chemical warehouse, transport the mixed chemical via truck, using cone and spill tray on the field to</p>	Comply

RSPO Public Summary Report
Revision 6 (December /2017)

Criterion / Indicator		Assessment Findings	Compliance
		<p>minimize spillage. The type and dosage of herbicide are carefully measured and prepared for targeted weed control; circle and path spray or selective weeding (wooden, bracken, or VOP).</p> <p>Nozzle calibration conducted regularly and recorded – evident.</p> <p>Sprayers and spraying supervisor are trained with limited pesticide training, best management practice for weed control, spraying techniques, using PPE and received regular medical check up. Clean water and soap on the field are provided for sprayer. Supervisor was equipped with first aid kit.</p>	
4.6.8	<p>Pesticides may only be applied aerially where there is a documented justification. Surrounding communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.</p> <p>- Major compliance -</p>	<p>Buatan Estate and Scheme smallholder:</p> <p>There is no aerial application of pesticide throughout the company plantation.</p>	N/A
4.6.9	<p>Evidence of training on handling pesticide for workers and scheme smallholder (if any) shall be available.</p> <p>- Minor compliance -</p>	<p>Buatan Estate and Scheme smallholder:</p> <p>Company provides limited pesticide training for sprayers. Latest training on limited pesticide use “Pelatihan Pestisida Terbatas” conducted on 05/02/2018 cooperation with PT. Syngenta Indonesia. For example Mr Mawardian (TUS foreman), Doriani siagian, Yanna, Supriati has follow the training, certificate can be demonstrated. Material Data Safety Sheets (MSDS) are evident for all chemicals used and are available at the storage and areas of mixing. TUS team (sprayer workers team) are covering for plasma Buatan/Scheme smallholder.</p>	Comply
4.6.10	<p>Proof that pesticide waste has been handled as per legal regulations and understood by worker and manager, shall be demonstrated.</p> <p>- Minor compliance -</p>	<p>Buatan Estate and Scheme smallholder:</p> <p>Pesticide Waste has been identified and documented under the “Evaluasi Aspek-Dampak Lingkungan” (Environmental Aspect Impacts). PT Inti Indosawit Subur has a waste management plan, identifying type and source of waste and the disposal</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>plan. PT Inti Indosawit Subur prepared a procedure to handle hazardous waste titled "Prosedur Penanganan Limbah B3" No.AA-KL-06-EFP explains methods to collecting the waste, recording in balance and disposal through licensed third party transporter.</p> <p>The temporary hazardous waste storage has a valid permit based on "Surat Keputusan Badan Penanaman Modal dan Pelayanan Perijinan Terpadu nomor: KPTS.503/BPMP2T-PLY/13/2016, dated 23 December 2015 valid until 5 years.</p> <p>PT Inti Indosawit Subur – Buatan II POM has also been an agreement in transporting the hazardous waste to contractor PT Indo Star Cargo (recommendation letter from Ministry of Environment No. B-5055/Dep.IV/LH/PDAL/05/2014 dated 6 May 2014 regarding recommendation of hazardous waste transporting for PT Indo Star Cargo valid for 5 years)</p> <p>Based on interview with workers who are handling of pesticides that they understood of disposed empty containers pesticides, such as: Empty chemical containers re-used only for mixing purposes, unusable are triple rinsed, punctured and disposed to the approval collector.</p> <p>Documentation on handling of hazardous waste was recorded in Catatan Serah-Terima Limbah B3 (AA-KL-602-FM). Records of empty containers pesticides stock and disposal were available in "Neraca Limbah B3" and "Manifest Limbah B3". During audit, indicated that company can be demonstrated the proper disposal of empty containers pesticides. Each quarter the waste management of empty containers pesticides also reported to local Environmental Agency of Pelalawan Regency Riau Province.</p>	
4.6.11	<p>Annual medical records of pesticide operators, and follow-up treatment of medical results, shall be available.</p> <p>- Major compliance -</p>	<p>Buatan Estate Scheme smallholders:</p> <p>PT Inti Indosawit Subur – Buatan II POM has shown the record of medical check up for pesticide operator every six months and for fertilizing operator (annually). Special MCU has conducted by Lab Fokus – Pekanbaru.</p>

Criterion / Indicator		Assessment Findings	Compliance
		<p>Sample seen:</p> <p>"Rekapitulasi Hasil Medical Check Up for spayer operator and fertilizer applicator dated 29th January 2018 conducted by Lab Fokus Pekanbaru. The result shown OK and has been communicated to all employees. Special MCU consist of: HEMA test, Cholinesterase, Spirometri, Kretain, ureum, SGPT, urine and thorax rontgen.</p>	
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>Buatan Estate and Scheme smallholders:</p> <p>PT. Inti Indosawit Subur – Buatan Group prohibits pregnant or breast-feeding women to perform chemical spraying. In order to mitigate, estate performed monthly pregnancy test.</p> <p>PT Inti Indosawit Subur – Buatan I 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 then the workers to mutation in workplace that not</p> <p>Data verified:</p> <p>Report on pregnant test for spraying applicator (monly) under "Daftar Nama Nama Karyawati Mengikuti Tes Kehamilan", in January – July 2018 there result negative indicated on pregnant, e.g: Ms Sumarni, Ms Yanna, Ms Ginem, Ms Dorian Siagin, Ms Supriati, Ms Endang Tumorang, Ms Suriana Hutapea, Ms Elija, Ms Rasti Manulu, Ms Meniati Halawa, MsRista and Ms Purnama Sihoang.</p>	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 monitored.</p> <p>- Major compliance -</p>	<p>Buatan POM and Estate:</p> <p>There were no changed related to OHS Policy from previous assessment.</p> <p>PT Inti Indosawit Subur – Buatan I has been established a health and safety policy under "Kebijakan Perusahaan", updated 1st December 2014, was signed by Managing Director. In point 3, Committed to implement and maintain occupational</p>	Comply

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

Criterion / Indicator	Assessment Findings	Compliance
	<p>health and safety management system in compliance with national and international applicable regulation. Point 5. Integrating social, environmental, food security, occupational health and safety issues into operational activities, adopting best technology available, and maintain trained manpower, with skills, and motivated to improve performance through continuous improvement program.</p> <p>The policy was also displayed at in public board in Buatan I POM, in each Division Office (in Division 1, 2 and 3) and Buatan Estate Office</p> <p>The policy has communicated to all employees, e.g: Attendance list on socialization of OHS policy dated 7th January 2018, location in Buatan I POM was attended by 42 workers.</p> <p>The organization has also prepared the procedure related to OHS, e.g:</p> <ul style="list-style-type: none"> - "Standard Operating Procedure Alat Pelindung Diri" on personal protective equipment No.AA-SOP-OP-101.3-R0 dated 14/08/2013 - "Prosedur Pengendalian Kebakaran di Pabrik, Kantor dan Perumahan" for fire mitigation No.AA-KL-15-EP dated 01/12/2010 - "Standard Operational Procedure – Identifikasi Bahaya, Penilaian Risiko dan Penentuan Pengendalian" No AA-SMK3-02-RO, dated 3rd August 2017. - "Standard Operational Procedure – Keselamatan di Perbengkelan", No AA-KL-09-EFP, revision 01, dated 1st Dewcember 2010. - PT Initi Indosawit Subur has revised the accident investigation form under procedure no: SOP AA-OP-SMK3-07-FM Accident Investigation SOP, August 3, 2017. In the accident investigation form include: the accident data, details of injuries/sections exposure, photographs/sketches, evidence of investigation (witnesses, positions, equipment, documents), sequence of events (pre-contact, contact, post-contact), type of incident, cause of accident (unsafe, unsafe) accidents (personal and work factors), corrective and preventive actions, investigative team. During audit verification, found that the accident form was complete and adequate. 	

Criterion / Indicator	Assessment Findings	Compliance
	<p>The document of OHS Program available under “Program Manajemen K3 PMKS Buatan I PT Inti Indosawit Subur Tahun 2018” was prepared on 10th January 2018, such as:</p> <ul style="list-style-type: none"> – Established the document of hazard identification, risk assesement and its control -> – Meeting on safety committee (P2K3) -> monthly – Report of OHS committee (P2K3) -> 3 months bases – Training of emergency response and preparedeness -> annually – Safety briefing -> daily – Providing the PPE for all employees – Inspection on PPE usage -> daily – Training for operator in POM and workshop <p>The record of implementation the OHS Program available in indicator 4.7.2-4.7.7 below.</p> <p>Scheme Smallholders:</p> <p>All KUD has established and implemented the OHS policy as in “Kebijakan Manager Group ICS”, dated 2nd January 2017. In point 3 mentioned: “Memperhatikan dan menerapkan budaya kesehatan dan keselamatan kerja (K3), memakai Alat Pelindung Diri jika diperlukan dalam melaksanakan tugas sehari-hari dengan memperhatikan tempat dan kondisi kerja” – to pay attention and implementing health and safety culture, using personnel protective equipment, if necessary, in performing daily work and to maintain the work premises.</p> <p>The Policy was displayed in public board in KUD Bhirawa Bhakti, KUD Makarti Sawit, KUD Mulus Rahayu and KUD Tabi Rukun.</p> <p>OHS Policy has demonstrated under “Program Manajemen K3 Kebun Plasma PT Inti Indosawit Subur tahun 2018”, was updated on 10th January 2018. The OHS program</p>	

Criterion / Indicator		Assessment Findings	Compliance
		<p>such as:</p> <ul style="list-style-type: none"> - Inspection and monitoring on using of PPE for harvester – daily - Training on emergency and preparedness – once a year - Training of first aider and monitoring of first aid kit - Refresh training of OHS including risk assessment 	
4.7.2	<p>A documented risk assessment shall be available and its implementation shall be recorded.</p> <p>- Major compliance -</p>	<p>Buatan I POM, Buatan Estate and Scheme Smallholders:</p> <p>PT Inti Indosawit Subur – Buatan II POM has established the procedure of risk assessment under Procedure of Hazard identification and Risk assessment – “Identifikasi Bahaya, Penilaian Risiko dan Penentuan Pengendalian” No AA-SMK3-02-RO, dated 3rd August 2017.</p> <p>Risk assessment for plantation operation in Buatan Estate have been reviewed and updated. The latest review and revision on HIRADC dated 3 January 2018. Risk assessment has identified hazard and risk from office activities, infrastructure construction activities, warehouse and workshop related activities, harvesting and FFB loading activities, fertilizer and spraying activities.</p> <p>Risk assessment has been defined at Buatan II Palm Oil Mill. Last updated on 1st February 2018. Significant impact has been identified covering for all activities such as for activities in weighright, grading of FFB, sterilizer station, thresher/trippler, pressing, nut kernel, clarification station, boiler station, warehouse, chemical storage, hazardous waste storage, laboratorium, office, biogas plant.</p> <p>Based on field visit in Buatan II POM, confirmed all workers who exposed in high risk job were provided with proper PPE, for instance: earplug for boiler operators, safety helmet and shoes for all workers, gloves for sterilizer and workshop, welding PPE for welder, etc.</p> <p>Scheme Smallholder:</p> <p>All KUDs has prepared the risk assessment as in form of “Prosedur Kesehatan dan</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	Keselamatan Kerja" including the risk assessment for harvesting, fertilizer application, plantation block upkeep (including spraying). Each KUD has prepared the document of risk assessment under "HIRADC ICS PT Inti Indosawit Subun – Kebun Plasma Buatan" year 2018. Risk assessment has identified hazard and risk from office activities, infrastructure maintenance activities, harvesting and FFB loading activities, FFB transportation, fertilizer and spraying activities.	
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 Inti Indosawit Subur – Buatan II POM has demonstrated the record of implementation of OHS program, such as:</p> <ul style="list-style-type: none"> - Training on risk assessment, dated 25th November 2017 was attended by 22 workers - Fire drill simulation, dated 6th April 2018 was attended by 30 workers - Record of handover of PPE for operators in Buatan II POM, e.g: dated 9th August 2018 for gloves (10 pcs) to boiler operator, dated 6th July 2018 for helmet (1 pcs) to tripler mechanic in workshop, dated 5th September 2017 for ear muff (1 pcs) to operator in Kernel station. - Rekapitulasi Hasil Medical Check Up in Buatan II POM, dated 31 January 2018 was attended by 30 operators in each station, covering for Hema tst, SGOT test, Ureum test, Kreatinin test, Choilinetrase test, Thorax rongten, Audiometri. MCU has conducted by Focus Clinical Laboratory in Pekanbaru. The result has been communication to all operators. - Checklist of PPE usage (daily) e.g: Mr Effendi P (in tripler station), Mr Suryanto (workshop), Mr Armand (loading ramp) -> result were OK. - Checklist Inspection of first aid kit (every three months), last inspection on 10th June 2018 -> result is OK (comply with Permenaker No 15 year 2008) - Kartu Periksa Kondisi APAR (every three months) -> reported OK - Rekap of emergency response in Buatan II POM consist of: First aid kit (9 units), Hydrant (6 units) and fire extinguisher (23 units). 	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Based on visit in Buatan II POM, there operational control of OHS has been implemented <p>Based on observation in Buatan I POM (date 6th August 2018) the OHS control were implemented effectively, e.g: all operators have used appropriate PPE according to HIRADC</p> <p>Buatan Estate:</p> <ul style="list-style-type: none"> - PPE has provided for all workers in Buatan Estate as per result of risk assessment - Bases on field observation at several area such as chemical storage, fertilizer warehouse, fuel station the operational control related to OHS has consistans implemented - Annual management review year 2017 for OHS performance dated 30th December 2017, the agenda input: review on implementation of Risk Assessment and its control, review on accidents report year 2017 including near miss, training related to OHS - Laporan Pencegahan Pencemaran dan atau Kerusakan Lingkungan Hidup yang berkaitan dengan Kebakaran Lahan for 2nd Semester year 2017 - List of Emergency Response Facilities, updated in July 2018 <p>Scheme Smallholders:</p> <p>The record on implementation of OHS program available as evidents, such as:</p> <ul style="list-style-type: none"> - Checklist on monitorifng of PPE using of harvesters (daily) - Notulen Penyuluhan Basic Fire, K3 dan HCV dated 6th February 2018 was attended by 67 smalholders member - Checklist of Monitoring on PPE usage for harvester in KUD Tani Rukun month June and July 2018, harvester team consist of Mr Eyan, Mr Wajiyen, Mr Darma, 	

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

Criterion / Indicator	Assessment Findings	Compliance
	<p>Mr Agus, Mr Ali -> result is OK (PPE consist of: helmet, boot shoes, eyeglasses,</p> <ul style="list-style-type: none"> - Checklist of Monitoring on PPE usage for harvester in KUD Tani Rukun month June and July 2018, harvester team consist of Mr Eyan, Mr Wajiyon, Mr Darma, Mr Agus, Mr Ali -> result is OK (PPE consist of: helmet, boot shoes, eyeglasses, - Monitoring of billboard in July 2018, e.g: PPE billboard, FFB criterions, HCV, baillboard on zero burning, mechanism on hazardous waste handling. 	
<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> <ul style="list-style-type: none"> - Major compliance - <p>Buatan II POM:</p> <p>PT Inti Indosawit Subur – Buatan I POM has appointed the person who has responsible for implementation of OHS's policy and program as per "Surat Keputusan Menteri Ketenagakerjaan Republik Indonesia Nomor KEP.13650/NAKER-BINWASK3/III/2018 tentang Penunjukan Ahli Keselamatan dan Kesehatan Kerja Umum namely Mr Sona Evan (Staff of Administration in Buatan 2 POM), dated 5th March 2018.</p> <p>The organization has established the OHS committee under as per "Surat Keputusan Kepala Dinas Tenaga Kerja dan Transigrasi Propinsi Riau No. Kep. 158/Disnakertrans-PK/SK-P2K3/VII/2018 Tentang Revisi Panitia Pembinaan Keselamatan dan Kesehatan Kerja (P2K3) Tingkat Propinsi Pada PT Inti Indosawit Subur – PMKS Buatan II, dated 31 July 2018.</p> <p>P2K3 conduct a meeting of OHS (monthly), last meeting was conducted on 20th June 2018, location in Meeting Room Buatan II POM, agenda meeting e.g: review on progress monitoring of result of previous OHS meeting, review of incident report, review of result of OHS inspection and preparation on ISPO audit.</p> <p>P2K3 has submitted the report of OHS performance (three months base) to Manpower Agency in Riau Province, last report e.g: Laporan Kegiatan Panitia Pembina Keselamatan dan Kesehatan Kerja for period April – June 2018 to Dinas Tenaga Kerj dan Transmigrasi Provinsi Riau, dated 17th July 2018 was received by Ms Eermila Roza (staff in DISNAKERTRANS RIAU).</p>	<p>Comply</p>

RSPO Public Summary Report
Revision 6 (December /2017)

Criterion / Indicator	Assessment Findings	Compliance
	<p>Buatan Estate:</p> <ul style="list-style-type: none"> - Safety committee has defined under "Surat Keputusan Kepala Dinas Tenaga Kerja dan Transmigrasi Propinsi Riau nomor Kep.221/Disnakertrans-PK/SK-P2K3/X/2017 tentang Pengesahan Panitia Pembina Keselamatan dan Kesehatan Kerja (P2K3) PT Inti Indosawit Subur – Kebun Buatan, updated on 27 October 2017 - The company has also assigned the person who responsible on OHS expert (AK3- Umum), namely Mr Riohot Abadi Sagala with license number: No.Reg 10383/PK3/AJ/14/2018/P1 dated 25th May 2018 valid until 3 years. - Record of monthly meeting (P2K3), dated 12th June 2018, agenda meeting: review on previous OHS meeting, review of inspection of PPE usage, review on accidents report. - Three months report on OHS performance for period April – June 2018 was sent to Manpower Agency in Riau Province (dated 1st August 2018). <p>Scheme smallholders:</p> <p>Each KUD has established a team who has been responsible on implementation and implementation the OHS program, e.g: in KUD Bhirawa Bhakti, KUD Mulus rahayu and KUD Tani Rukun has shown the structure of emergency response year 2018.</p>	
4.7.5	<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>Buatan II POM, Buatan Estate and Scheme Smallholders:</p> <p>PT Inti Indosawit Subur – Buatan II POM has defined the procedure for emergency response under Standar Operatonal Procedure – Environmental Field Procedure, such as:</p> <ul style="list-style-type: none"> - Nomor AA-KL-11-EFP tentang Penangan Tumpahan di Laboratorium - Nomor AA-KL-14s-EFP tentang Pengendalian Kebakaran Lahan - Nomor AA-KL-16-EFP tentang Pengendalian Tumpahan B3 dan Limbah B3 	Comply

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

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Nomor AA-KL-17-EFP tentang Pengendalian Ledakan Boiler, Tabung Gas dan Lainnya - Nomor AA-KL-18-EFP tentang Pengendalian Gempa Bumi, Banjir dan Tanah Longsor - Nomor AA-KL-19-EFP tentang Tanggap Darurat Kabut Asap <p>The company has also prepared the procedure on work accident under "Standard Operasioanl Prosedur – Investigasi Kecelakaan Kerja nomor AA-SMK3-18001.02-R0", revision 0 dated 1st April 2018.</p> <p>The company has also appointed the workers whos have attended first aids training namely Mr Murdha Ningsih, license number No.Lisensi 569/DTKT-WAS/LC/P3K/103 dated 1st July 2016 (valid until 3 years).</p> <p>Based on record of Harversting in Scheme Smallholder (Jadwal Rotasi Panen dan Angkutan TBS Plasma, (Periode 21 May – 20 June 2018 and Period 21 July – 20 August 2018), the Mandor who as PIC of first aider has covered area 100-120 Ha per day (three hamparan per day). e.g: in KUD Tani Rukun dated 8 August 2018 total of area panen is 120 Ha in Hamparan 209, 212 and 126.</p> <p>Plasma Buatan II (Scheme smallholder) has established the mechanism on providing the first aid kit, such as:</p> <ul style="list-style-type: none"> - Works Instruction P3K in Plasma dated 1st September 2017 in point 2 mentioned "PIC for firsrt aider in Plasma consisting of Mandor, Krani/KTU Plasma and Krani KUD. Bila lokasi kerja di lapangan jangkauan nya lebih dari 4 hamparan atau jumlah pekerja lebih dari 100 orang maka Kerani KUD dapat diperbantukan. - Mekanisme Penanganan Pertolongan Pertama Pada Kecelakaan (P3K) di KUD, dated 1st September 2017. - Notulen Pelatihan Pertolongan Pertama Gawat Darurat (PPGD) untuk Mandor, dated 18th July 2018 was attended by 14 Mandor, eg: Mr Teguh M (SP-3), Mr Hernu (SP-3), Mr Herman (SP-6), Mr Rancis (SP-5) 	

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.6 All workers shall be provided with medical care, and covered by accident insurance (see criterion 6.5.3). - Minor compliance –</p>	<p>Buatan II POM, Buatan Estate and Scheme Smallholders: PT Inti Indosawit Subur – Buatan II POM has been provided insurance to all workers including non-permanent worker. Insurance covered by BPJS (Ketenagakerjaan and Kesehatan), as mandated by government regulation. Medical checkup provided for all workers (not only for high-risk worker). The company has also been provided clinic (Klinik Asian Agri Sehat) for all workers. Record payment of BPJS Ketenagakerjaan/Kesehatan in “Bukti Transfer Bank”. Record seen: - Billing statement, amount due to be pay paid IRD xx,249,262 number of employees 119 workers (number of dependent 406 workers) - Bukti Bayar Iuran Badan Penyelenggaraan Jaminan Sosial Kesehatan ID transaction 86F4299150A5A5, dated 6th July 2018 - Formulir Jamsostek (BPJS Ketenagakerjaan) month June 2018, IDR xx,482,283 (for SKU – permanent employee) and IDR x,076,411 (for BHL)</p>	<p>Comply</p>
<p>4.7.7 Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics. - Minor compliance</p>	<p>Buatan II POM, Buatan Estate: PT Inti Indosawit Subur – Buatan I POM has been kept the recprd of occupational injuries using LTA metrics under “Data Laporan Kecelakaan Kerja”. Sample seen: - In Buatan Estate – the occupational injuries reported 36 cases (1 case is fatality, 1 case is medium and the other is low grade). Lost time injuries is 61 man-days. - Rekaman Kecelakaan Kerja, dated 23 February 2018, namely Mr SDS and has reported to Disnaker. - “Penetapan Jaminan Kecelakaan Kerja” nomor JKKDOOO52018KL18032602588024, namely Mr SDS dated 24th May 2018. - Followed up on recommendation on result of investigation available as evidents. - In Buatan II POM year 2018 – the occupational injuries reported 6 cases. Lost</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance
		<p>time injuries is 4 man-days</p> <ul style="list-style-type: none"> - Rekaman Kecelakaan Kerja Tahap I dan Tahap II (Form BPJS Ketenagakerjaan) dated 12th February 2018, namely Mr Suyanto (operator in Buatan II POM). The correction and corrective action of investigation has been implemented and followed up. <p>Scheme Smallholders:</p> <p>The record of injuries has shown under document of "Monitoring Kecelakaan Kerja" that reported by "Puskesmas Makmur and Puskesmas Bukit Harapan", since 2018 there were no injuries cases (Nill).</p>	
<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> <ul style="list-style-type: none"> - Major compliance - 	<p>Buatan II POM and Buatan Estate:</p> <p>PT Inti Indosawit Subur – Buatan II POM has been kept the record of training program related to the aspects of RSPO PnC under "Program Pelatihan Environmental and Sustainability Tahun 2018. List of all employees and workers is kept by company in computerized database system. Responsible department to keep and update database is training department and Administration Head (KTU) in each unit. Training program is prepared by Learning and Development Department for all unit (Mill, Estate and Smallholders). Training program 2018 for Buatan Estate such as:</p> <ul style="list-style-type: none"> - Sosialization of replanting -> planned in January 2018 - Training of Self Development and Character Building -> planned in February 2018 - Training ISO 14001:2015 -> planned in April 2018 - Safety awareness training -> planned in March 2018 	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Refresh training on fertilizing -> planned in April 2018 - Training of technical and managerial -> planned in April 2018 <p>Traning program 2018 for Buatan II POM:</p> <ul style="list-style-type: none"> - Sustainability Awareness. Target participant: 40 mill workers. Training days: 40 days (1 day/worker). Planning: 9 March 2018. - Traceability and Awareness. Target participant: 5 mill workers. Training days: 5 days (1 day/worker). Planning: 8 November 2018. - HCV Awareness. Target participant: 40 mill workers. Training days: 40 days (1 day/worker). Planning: 12 March 2018. - Basic Fire. Target participant: 40 mill workers. Training days: 40 days (1 day/worker). Planning: 12 March 2018. - First Aider. Target participant: 40 mill workers. Training days: 40 days (1 day/worker). Planning: 25 July 2018. <p>Record of training implementation, e.g:</p> <ul style="list-style-type: none"> - List of attendance on training/socialization of replanting dated 24th January 2018 was attended by 27 workers - List of attendance on training of self development and character dated 26th February 2018 was attended by 25 workers - Sustainability Awareness on 9 March 2018, attended by 37 workers - Traceability and Awareness on 8 November 2018, attended by 5 workers. <p>Scheme Smallholders:</p> <p>Group Manager (Kantor Plasma) has prepared the document of training program under "Rencana Pelatihan Bulanan tahun 2018 Kebun Plasma Buatan", such as:</p> <ul style="list-style-type: none"> - Awareness training of RSPO PnC -> planned in January 2018 - Basic safety training -> planned in February 2018 	

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

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - Training of HCV -> planned in February 2018 - Training of first aider -> planned in August 2018 - Training on basic fire -> planned in February 2018 - Training of limited pesticide handling for operator sprayer (TUS) -> planned in September 2018 <p>Record of training implementation, e.g: Training of basic safety (PPE training), awareness of RSPO PnC, First Aider, HCV and AMDAL dated 8th February 2018 was attended by 69 smallholder member. Record of training can be demonstrated.</p>	
4.8.2	<p>Records of training for each employee shall be maintained.</p> <p>- Minor compliance –</p>	<p>Buatan II POM and Buatan Estate:</p> <p>Record of training for each employee has been maintained as in “Personal Data Training”, such as in Buatan Estate:</p> <ul style="list-style-type: none"> - Personal Data Training namely Mr Suroso (Pengawas / Ka gudang employee) e.g: training on handling of hazardous waste (3rd January 2016), Training on limited pesticide handling (26th September 2016), Refresh training on chemical/pesticides handling (18th May 2017) and Refresh training on chemical/pesticides handling (2nd June 2018) - Personal Data Training namely Mr Supriati (spraying applicator) e.g: Training on limited pesticide handling (26th September 2016), Refresh training on chemical/pesticides handling (18th May 2017) and Refresh training on chemical/pesticides handling (2nd June 2018) - Personal Data Training namely Mr Hariyadi (supervisor of harvesting), e.g: refresh training on harvesting (20th May 2013), training on self development of supervisor (dated 16th February 2016). <p>Record training collected based on sample during audit Buatan II POM as follow:</p> <p>1. Awareness training for HCV, conducted on 14 August 2017. Attended by 40</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<p>participants, with representative of Buatan II POM is 4 workers, among others: Amri S.M; M. Yusni; Abdul Rohim; Suprianto.</p> <p>2. Suwarno responsible person on Hazardous waste management at Buatan II Mill, conducted on 20 September 2017.</p> <p>3. Sona Evan, responsible person on SCC. Training for Traceability and Mass Balance conducted on 5 December 2017.</p> <p>Scheme Smallholders: Representative from KUD Bhirawa Bhakti, KUD Tani Rukun, KUD Mulus Rahayu and KUD Makarti Sawit attended training related RSPO PnC, First Aider, HCV and AMDAL dated 8th February 2018 was attended by 69 smallholder member. Based on document review against "Buku Panduan Petani", the training record for each smallholder listed in the book. Based on interview with smallholder at KUD explained the KUD or PT. Inti Indosawit Subur provides training for smallholder. Typ of training covering fertilizer application, FFB quality, health and safety for harvesting, etc.</p>	
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	Environmental impact assessment document(s) shall be available. - Major compliance -	<p>Buatan II POM, Buatan Estate and Scheme Smallholders: PT. Inti Indosawit Subur demonstrate Analisis Mengenai Dampak Lingkungan (AMDAL) consist of document ANDAL, RKL and RPL as approved through "Peretujuan Komisi Amdal Departemen Pertanian No. 013/ANDAL/BA/V/95, dated 3rd May 1995, tentang Studi Analisis Dampak Lingkungan (ANDAL) Perkebunan Kelapa Sawit Pola PIR-Transmigrasi dan Pabrik Minyak kelapa Sawit (PMKS) di Kab. Kampar, Indragiri Hulu dan Bengkalis, Propinsi Riau, mill capacity 30 tonnes</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>FFB/hours.</p> <p>Subsequently, company has prepared “Dokumen Pengelolaan dan Pemantauan Lingkungan” – Environmental Management and Monitoring Document, back in 2009; as an evaluation for a number of operational activity covering new palm oil mill unit and the supporting function, and development of tissue culture in PT. Inti Indosawit Subur – Buatan Group. The document has been approved by Governor of Riau through “Surat Keputusan Gubernur Riau No.Kpts.975/X/2009 tentang Penetapan Dokumen Pengelolaan dan Pemantauan Lingkungan Penambahan Kapasitas Produksi Pabrik Minyak Kelapa Sawit PT. Inti Indosawit Subur dan Kegiatan Pendukungnya, Sentral Workshop Buatan dan Pembuatan Laboratorium Kultur Jaringan Berlokasi di Kecamatan Pangkalan Kerinci dan Kecamatan Pelalawan, Kabupaten Pelalawan; Kecamatan Kerinci Kanan dan Kecamatan Dayun, Kabupaten Siak, Provinsi Riau” – dated 28th September 2009. Mill capacity 60 ton FFB/hour.</p> <p>The document was explaining the review and evaluation upon impact from operational activity that has been performed and activity that was going to be performed, such as:</p> <p>Evaluation upon impact from ongoing activity:</p> <ul style="list-style-type: none"> - Impact from main activities in oil palm plantation (spraying activity, natural vegetation conservation); - Impact from main activities in palm oil mill (utilization of palm oil mill manpower, FFB processing, palm oil mill effluent management, land application of palm oil mill effluent, application of empty fruit bunch, transport of crude palm oil, palm kernel and logistics, provision and use of clean water). - Impact from supporting activities (energy source operation, central workshop operation, temporary hazardous waste storage, landfill operation); <p>Review and evaluation upon future activity:</p> <ul style="list-style-type: none"> - Activity in tissue culture laboratory; - Replanting activity; Within the replanting activity review, team has identified type 	

Criterion / Indicator	Assessment Findings	Compliance
	<p>of impact such as: change in micro climate, air quality decrease, increase of noise, dynamics in quantity and quality of surface water, erosion and sedimentation, decrease in terrestrial flora and fauna, disturbance in aquatic life, effect on community health.</p> <ul style="list-style-type: none"> - The document has also completed with environmental management and monitoring plan, gives description type of impact, source of impact, impact parameter, management objective, management/monitoring plan, period of management/monitoring, PIC for management/monitoring. <p>The environmental impact assessment carried out by PT. Holistika Primagrahita with team consist of:</p> <p>Team leader: Ir.Nur Iskandar (Fisheries/AMDAL B); Physic/Chemical team: Azni Hamzah, S.Si (Chemical/AMDAL B); Biology team: Khairunnazmi, S.Pi (Aquatic biology/AMDAL B), Marualat Harahap (Agriculture/AMDAL B); Activity: Marualat Harahap (Agriculture/AMDAL B); Social team: Yandra Mufialdo, S.Sos (Social economy); Mapping: M.Irsyadul Anwar, S.Pi</p> <p>For Kernel Crushing Plant and Biogas Plant, EIA available under document "UKL-UPL (Environmental Management Effort / Environmental Monitoring Effort)" year 2012. Capacity of KCP 260 MT/day. UKL UPL has been approved by Local authorities through letter No.660/BLH-AM/2012/202 dated February 2012. Identified impacts: domestic solid waste, POME, hazardous waste, emission, dust, and noise from KC activities.</p> <p>KUD (cooperative) holds a set of copy of latest AMDAL documents in the Cooperative office, similar to company.</p> <p>EIA of scheme small holder has been covered by the "Dokumen Pengelolaan dan Pemantauan Lingkungan", for mill with capacity 60 tonnes FFB/hour , Own Estate 5,781 hectares, and Plasma 12,000 hectares. The EIA (DPPL) has met the applicable requirement and has been approved on 2009 through Governor Decree number Kpts.975/X/2009 dated 28th October 2009.</p>	

Criterion / Indicator		Assessment Findings	Compliance
		<p>All significant impacts have been identified i.e. reduction of soil and water quality, reduction of air quality, impact to socioeconomic of local community, etc. Plan to monitor and manage of each identified environment impact have been provided and documented. The EIA document contained evidence of involvement of surrounding community during study and public consultation with relevant stakeholder.</p> <p>Based on interview with smallholder at LUD Bhakti mandiri, KUD Sejahtera and KUD Jaya Makmur, explained the type of environmental impact from their oil palm plantation such as: water pollution, soil erosion, degradation on wildlife; dead fish from chemical application/fertilizer application.</p>	
5.1.2	<p>Environment management plan document to prevent negative impacts, its implementation report and revision (if the identification of impact requires changes in current company's practices) shall be available. The company's management shall appoint the responsible person(s) for the implementation of the document.</p> <p>- Minor compliance -</p>	<p>Buatan II POM, Buatan Estate:</p> <p>There is an environmental management and monitoring plan in term of "Rencana Pengelolaan dan Pemantauan Lingkungan" under Section IV of EIA document. Plan has covered all significant impacts with detail activities programme, relevant regulation, person in charge, and time table. Review of record and field inspection found all activities plan have been implemented and reported in "Laporan RKL RPL", it was reported regularly to the government, e.g. RKL – RPL report semester I 2018 (period January – June 2018), the evidence of acceptance RKL RPL report by government is available in place., e.g. acceptance by Environmental Agency in Pelalawan Regency (DLH Pelalawan) on 6th March 2018 (received by Sahrial – staff in DLH Pelalawan), and acceptance by Environmental Agency in Riau Province (DLH Riau) on 7th February 2018 (received by Ms Putri – staff in DLH Riau).</p> <p>Summary of management plans for Buatan POM and Estate:</p> <ul style="list-style-type: none"> - Air quality and noise, to be managed by emission and transportation arrangement. Has been implemented through periodic maintenance of machinery, traffic sign, safety briefing to workers, etc. - Odour from waste, to be managed by good WWTP management. Has been implemented by WWTP construction, SOP of WWTP management. - Ground water quality, to be managed by WWTP and monitoring wells. Has been 	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>implemented by WWTP construction and monitoring wells construction.</p> <ul style="list-style-type: none"> - Surface water quality, managed by good WWTP management, drainage, etc. Has been implemented. - Employment and bussines opportunities, managed by local manpower absorption and coordination. Has been implemented by employment for local people as seen in labor register. <p>The organization has appointed the responsible person for the implementation and monitoring of EIA document is Manager (Mill, Estate and Plasma) as explained in Job Profile Manual for Manager, point 2 mentioned "Responsible on implementation of environmental permit document and monitoring each six months"</p> <p>Scheme smallholders:</p> <p>Environmental management plan of scheme smallholder available Section IV of EIA document. The plan has covered all significant impacts with detail activities programme, relevant regulation, person in charge, and time table. Summary of management plan are:</p> <p>Ground water quality, managed by Land Application and monitoring wells</p> <ul style="list-style-type: none"> - Surface water quality, managed by land application of POME, safe chemical use, integrated pest management, etc. - Erosion and sedimentation, managed by soil conservation procedures, river buffer zone and steep soil protection, etc. - Flora and fauna composition change, managed by conservation area, signboard of fauna protection, river buffer zone protection, - Employment and bussines opportunities, managed by local manpower absorption and coordination - Social jealousy, managed by prioritizing local manpower and partisipatory - Community's health and hygiene 	

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - Soil quality changes, managed by natural vegetation conservation and Land Application <p>Based on interview with smallholder at KUD Bhakti Mandiri, KUD Sejahtera and KUD Jaya Makmur, explained the type of environmental impact from their oil palm plantation such as: water pollution -> control the spraying and fertilizer application, avoid spryaing near water body; soil erosion -> no blanket spraying, frond stacking, degradaton on wildlife -> no hunting;</p>	
5.1.3	<p>Environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) shall be available. This plan is reviewed on two-yearly basis.</p> <ul style="list-style-type: none"> - Minor compliance – 	<p>Buatan II POM, Buatan Estate and Scheme Smallholders:</p> <p>In 2009, company has prepared a supplementation document, “Dokumen Pengelolaan dan Pemantauan Lingkungan (DPPL) as evaluation upon new activity, covering construction of new palm oil mill and supporting facilities, as well as construction of tissue culture laboratory in PT. Inti Indosawit Buatan Group. The environmental management and monitoring document has been approved through “Surat Keputusan Gubernur Riau No.Kpts.975/X/2009 tentang Penetapan Dokumen Pengelolaan dan Pemantauan Lingkungan (DPPL) Penambahan Kapasitas Produksi PMKS PT. Inti Indosawit Subur dan Kegiatan Pendukungnya, Sentral Workshop Buatan dan Pembuatan Kultur Jaringan berlokasi di Kecamatan Pangkalan Kerinci dan Kecamatan Pelalawan, Kabupaten Pelalawan; Kecamatan Kerinci Kanan dan Kecamatan Dayun, Kabupaten Siak, Provinsi Riau. The environmental document has explained evaluation upon operational activity, as well as the impact.</p> <p>Impact evaluation upon ongoing activities:</p> <ul style="list-style-type: none"> - Impact from main activities in oil palm plantation (spraying team operation, natural vegetation conservation; - Impact from main activities in palm oil mill: use of manpower within palm oil mill, material processing, palm oil mill effluent processing, land application, empty fruit bunch application, transportation of CPO, PK and logistic, clean water utilization; - Impact from supporting activities: operational of energy source, operation of 	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<p>central workshop, temporary storage of hazardous waste, activity related to waste disposal/landfill area;</p> <p>Impact evaluation from upcoming activities:</p> <ul style="list-style-type: none"> - Tissue Culture Laboratory activities; - Replanting activities; <p>The impact assessment for replanting has identified impacts such as: changes in micro climate, a decrease in air quality, increase in noise level, quantity and quality of surface water, soil erosion and sedimentation, loss of flora and fauna, disturbance to aquatic biota, community health and surrounding environment health.</p> <p>The document has also completed with environmental management and monitoring plan. The plans were explaining type of impact, source of impact, impact parameter, management purpose, management and monitoring plan, management/monitoring location, management/monitoring timeframe, etc.</p>	
<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>			
5.2.1	<p>Record(s) on the results of High Conservation Value (HCV assessment) that includes both the planted area and the relevant wider landscape-level considerations (such as wildlife corridors) shall be available.</p> <p>- Major compliance -</p>	<p>Buatan Estate and Scheme Smallholder:</p> <p>Company has conducted the HCV identification in coordination with “Fakultas Kehutanan Institut Pertanian Bogor” on March –April 2009, under “Laporan Final Kajian Penuh Identifikasi dan Analisis Keberadaan High Conservation Value di Areal PT Inti Indosawit Subur, Kebun Buatan Provinsi Riau”. The HCV assessment conducted based on “Panduan Kawasan Bernilai Konservasi Tinggi di Indonesia”, issued by Konsorsium Revisi HCV Toolkit Indonesia dated 12/07/2008.</p> <p>Based on HCV identification total HCV area identified was 55.56 ha in Buatan Estate. Buatan Estate is divided in two supply base: Division I, II and III as supply base Buatan I POM and Division IV, V and VI as supply base Buatan II POM. So that the HCV area in Division I, II and III as supply base Buatan I POM was 27.78 ha.</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>HCV identified in Buatan I consist of:</p> <ul style="list-style-type: none"> - HCV 1.1, 1.2 and 4.1: Riparian zone Kerinci Besar River (38.9 Ha); - HCV 1.1, 1.2 and 4.1: Riparian zone Laniago River (4.50 Ha); - HCV 1.2 and HCV 6: Conservation forest for Manggeris trees (Pohon Madu): 10.5 Ha; - HCV 1.2 and HCV 6: Conservation forest for Manggeris trees (Pohon Madu): 3.60 Ha; - HCV 6: ancient graveyard: 0.66 Ha; <p>HCV identification was consulted to the relevant stakeholder and HCV map is available in place. HCV assessment also including Smallholder Buatan area and used in scheme smallholder operation.</p> <p>The HCV identification document has explained the general condition of landscape surrounding company's plantation: there is no protected forest/ecosystem that feasible for wildlife to maintain its viability. Therefore no recommendation for wildlife corridor.</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>Buatan Estate and Scheme Smallholder:</p> <p>Based on HCV Identification assessment, it was found that there are 8 mammals species and 10 birds species according to national regulation (PP No.7 tahun 1999, CITES and IUCN). It was found RTEs during HCV identification, such as:</p> <ul style="list-style-type: none"> - 8 mammals species: Rusa Sambar (<i>Cervus unicolor</i>), Kucing Hutan (<i>Felis bengalensis</i>), Owa (<i>Hylobates agilis</i>), Monyet Ekor Panjang (<i>Macaca fascicularis</i>), Trenggiling (<i>Manis javanica</i>), Musang luwak (Paradoxurus hermaphrodites), Lutung Dada Putih (Presbytis femoralis) and Kancil (<i>Tragulus javanica</i>); - 10 birds species: Burung Madu Sepah Raja (<i>Aethopyga siparaja</i>), Raja Udang Meninting (<i>Alcedo meninting</i>), Baza Hitam (<i>Aviceda leuphotes</i>), Rangkong Badak (<i>Buceros rhinoceros</i>), Tokhtor Sunda (<i>Carpococcyx radiceus</i>), Beo (<i>Gracula religiosa</i>), Cekakak cina/belukar (<i>Halcyon pileata</i>), Cekakak Batu (<i>Lacedo</i>

Criterion / Indicator	Assessment Findings	Compliance
	<p><i>pulchella</i>), Betet Ekor Panjang (<i>Psittacula langicauda</i>) and Elang Ular Bido (<i>Spilomis cheela</i>);</p> <p>Based on field visit, PT. Inti Indosawit Subur – Buatan demonstrate efforts to protect rare species and its habitat through planting of wooden tree, HCV area patrol, flora and fauna monitoring. The Estates have maintained notice-boards at the entrance to the properties and next to buffer zones or worker housing to prohibit the capture or hunting of fauna and disturbance of vegetation.</p> <p>PT. Inti Indosawit Subur – Buatan created posters listing all protected flora and fauna, endangered and threatened species and placed on location accessible to public such as Estate offices, worker housing, village offices as well as entrance way to plantation area.</p> <p>The company conducted monitoring of HCV and RTEs regularly (every six month), the last monitoring was conducted in July 2017 for period January – June 2017.</p> <p>Group manager Smallholder Buatan has determined HCV management and monitoring plan as recommend in HCV Assessment report. Management plan to conserve RTE species for such as highlights members adjacent to protected areas/natural waterways/potential HCVs including as part of the regular field checks to ensure compliance, i.e clear boundaries and no encroachments, monitoring of RTE species. List of HCVS and RTEs findings display on the notice board is available during onsite audit.</p>	
5.2.3	<p>Program(s) to socialize the status of protected, rare, threatened or endangered (RTE) to all workers shall be available, including records of appropriate sanction disciplinary measures to any individual working for the company who is found to capture, harm, collect or kill these species.</p> <p>- Minor compliance –</p> <p>Buatan Estate and Scheme Smallholder:</p> <p>PT Inti Indosawit Subur has a program to socialize the status of protected, rare, threatened or endangered (RTE) to all workers. Socialization has conducted through muster morning in each division by field assistant, latest refreshment to workers conducted on 16 June 2018. Company also provided signboard regarding HCV protection and RTE species protection in the strategic place as a campaign to awareness the workers/people. Socialization to surrounding community also performed by company to enhance awareness of natural conservation, latest</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>socialization conducted on 15 January 2018.</p> <p>Company also has implemented appropriate sanction disciplinary measures to any individual working for the company who is found to capture, harm, collect or kill these species. Sanction and process based on UU No. 5 tahun 1990. Based on interview with worker representative and field workers – workers have understand protection of plant and animal. The workers also aware of company policy prohibits hunting, raising and killing protected animal.</p> <p>Refreshment and awareness regarding HCV and wildlife protection performed by company through muster morning in each division/afdeling PT Inti Indosawit Subur – Buatan Estate and POM. Refreshment and awareness to smallholder scheme (KUD, WKAK and smallholder member) has also conducted by ICS management on 6 February 2018.</p>	
<p>5.2.4</p>	<p>Once the management plan is prepared, continuous monitoring documentation and report regarding the status of the RTE and HCVs are affected by the operations of the plantation and palm oil mill shall be available, and the results of monitoring are to be used to follow-up on the improvement of the management plan.</p> <p>- Minor compliance –</p> <p>Buatan Estate:</p> <p>Continous monitoring documentation and report regarding the status of RTE species and HCV presented in “laporan Monitoring tumbuhan dan Satwaliar PT Inti Indosawit Subur, Kebun Buatan” Periode Juli – December 2017.</p> <p>Monitoring documentation such as: “Daftar Temuan Satwa liar di Areal kebun” contain information regarding result of wildlife and RTE species monitoring, “tabel Monirtoring Kerusakan kawasan lindung” contain information regarding result of HCV area monitoring and HCV condition monitoring such as illegal hunting, HCV area disturbance, and HCV condition. Latest monitoring both RTE species and HCV area conducted on July 2018. Sample seen: Wildlife monitoring in Afdeling II July 2018, found presence of animal such as: <i>Varanus salvator</i>, <i>Halcyon chloris</i>, <i>Gallus gallus</i>, <i>Naja sumatrana</i>, <i>Callosciurus notatus</i>.</p> <p>Evaluation the effectiveness of management and monitoring plan implementation reported each semester in “laporan Monitoring tumbuhan dan Satwaliar PT Inti Indosawit Subur, Kebun Buatan”. Evaluation result and recommendation of management and monitoring contain in the report. This recommendation give the</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance
		<p>feedback and improvement to conservation management plan.</p> <p>Scheme Smallholder: The responsibilities of group members smallholder is covered in "SOP Konflik Dengan Satwa Dilindungi No. 015/DOK/SOP/PT.KLB-AA/2016" dated 2 December 2016. All member shall be observe and identified the presence of RTE species in their kavling/plantation and noted in the logbook and report to ICS "Petugas Penyuluhan"; the report will be submitted to Group Manager. Group manager, ICS and member together involving to conserve the HCV and RTE species.</p> <p>Plasma Buatan can be demonstrated the result of RTE species and HCV monitoring on "Formulir Daftar Temuan Satwa Liar". Logbook with details of threats to HCV (including sightings of RTE) available at the site office. According to the procedure, all member has responsible to report the presence of RTE species, animal conflict, and threats to HCVs in their kavling. They report to ICS or KT and forward to Group Manager ICS.</p>	
5.2.5	<p>Where HCV areas overlapped with an identified local community's land, there shall be evidence of a negotiated agreement that optimally safeguard their HCVs and the local community's rights.</p> <p>- Minor compliance -</p>	<p>Buatan Estate and Scheme Smallholder: All HCV and conservation areas within the company areas. Based on document verification, field visit and interview with stakeholders, there was no HCV area under existing rights of local community.</p>	Comply
<p>Criterion 5.3 Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>			
5.3.1	<p>A documented identified source of all waste and pollution, shall be available.</p> <p>- Major compliance -</p>	<p>Buatan Estate and Buatan II POM: PT Inti Indosawit Subur – Buatan II POM has identified sources of all waste and pollution as in document of Environmental Aspect-Impacts (Evaluasi Aspek-Dampak Lingkungan) year 2018. The document covered all operation in mill, estate and its smallholders.</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>PT Inti Indosawit Subur – Buatan II POM and estate have a plan on waste management, identifying type and source of waste and the disposal plan. List of source of waste and pollutant such as: ex fertilizer sack and innerbag, domestic waste in housing area (organic and inorganic), empty chemical containers.</p> <p>PT Inti Indosawit Subur – Buatan II POM has been stored the hazardous waste in temporary storage with permit. The temporary hazardous waste storage has a valid permit based on “Surat Keputusan Badan Penanaman Modal dan Pelayanan Perijinan Terpadu nomor: KPTS.503/BPMP2T-PLY/14/2016, dated 18 March 2016, the license valid until 5 year 2021.The hazardous waste is sent to the registered collector/transporter which approved by Environmental Ministry, namely PT Indostar Cargo</p> <p>Scheme Smallholder:</p> <p>Plasma Buatan can be demonstrated “Identifikasi Sumber Polusi di Perkebunan Petani Kebun Plasma Buatan PT Inti Indosawit Subur 2018”. List of source of waste and pollutant such as: ex fertilizer sack and innerbag, domestic waste in housing area, etc.</p> <p>ICS Group Plasma Buatan has defined the procedure “Pengelolaan Kemasan Ex (Bekas) Pupuk di Kebun” No. 035/DOK/SOP/PT.IIS KLB-AA/2016 dated 2 December 2016. All ex fertilizer sack was prohibit to dispose in plantation and housing area. All the ex fertilizer sack usage must be identified and reported to Group Manager ICS. Ex fertilizer sacks were rinsed and reused as loosefruit sack and the innerbag plastic is delivered to the collector. Group manager also has develop the mechanism of domestic waste management. The mechanism has disseminated to all KUD and KT member. Domestic waste management performed by segregating the organic and inorganic waste. Organic waste used as composting and anorganic waste was select by type of waste such as: paper and plastic waste collected and deliver to collector, Glass and steel was collected and deliver to PT Inti Indosawit Subur waste storage and other inorganic waste deliver to final sanitary landfill.</p>	

Criterion / Indicator	Assessment Findings	Compliance
<p>5.3.2</p> <p>There shall be evidence that all chemicals and their empty containers are disposed of responsibly.</p> <p>- Major compliance -</p>	<p>Buatan Estate and Buatan II POM:</p> <p>PT Inti Indosawit Subur – Buatan II POM and Estate collects all hazardous waste from estates and mill into temporary hazardous waste storage in central workshop compound. The temporary hazardous waste storage has a valid permit based on “Surat Keputusan Badan Penanaman Modal dan Pelayanan Perijinan Terpadu nomor: KPTS.503/BPMP2T-PLY/13/2016, dated 23 December 2015, the license valid until 5 year 2020.</p> <p>PT Inti Indosawit Subur – Buatan II POM has prepared a procedure to handle hazardous waste titled “Prosedur Penanganan Limbah B3” No.AA-KL-06-EFP explains methods to collecting the waste, recording in balance and disposal through licensed third party transporter.</p> <p>PT Inti Indosawit Subur has an agreement in transporting the hazardous waste to contractor: PT Indo Star Cargo. The type of hazardous waste to be transported: used oil, old battery, waste oil, old lamps, used chemical container, contaminated waste and used filter. The contractor holds valid permit based on Recommendation letter from Ministry of Environment No. B-5055/Dep.IV/LH/PDAL/05/2014 dated 6 May 2014 regarding recommendation of hazardous waste transporting for PT Indo Star Cargo valid for 5 years.</p> <p>There are record of transfer from estate to mill, as Catatan Serah-Terima Limbah B3 (AA-KL-602-FM).</p> <p>Company has manifest of hazardous waste transaction to legal collector PT Indo Star Cargo. The last shipment to collector is: Buatan II POM.</p> <p>Records of hazardous waste balance “Lembar Neraca Limbah Bahan Berbahaya dan Beracun” period August 2017 were evident and updated; identifying incoming and outgoing hazardous waste in store.</p> <p>Data verified:</p> <ul style="list-style-type: none"> - Neraca of Hazardous Waste in August 2018 for item oil used, on 3rd August 2018 (75 Kg) and on 7th August 2018 (15 kg). 	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Manifest nomor 0022658, item solid hazardous waste (0.009 ton) dated 22th April 2018 sent to PT Indostar Cargo - Manifest nomor 0022657, item solid hazardous oil used (0.009 ton) dated 22th April 2018 sent to PT Indostar Cargo - Report on performance of hazardous waste management (three months bases) to Environment Agency in Riau Province for period April – June 2018, was sent on 17th July 2018. <p>Scheme Smallholder:</p> <p>Group manager Smallholder Buatan has a policy and mechanism to manage the waste from ex fertilizer sack according to procedure of “Pengelolaan Kemasan Ex (Bekas) Pupuk di Kebun No. 035/DOK/SOP/PT.IIS KLB-AA/2016” dated 2 December 2016. The ex fertilizer sack must be handled by triple rinse and use as loosefruit sack, the innerbag of fertilizer was delivered to collector. During site visit and interview with smallholder member in KUD Bhirawa Bhakti, KUD Mulus Rahayu, KUD Makarti Sawit and KUD Tani Rukun, they were well aware of the mechanism.</p> <p>Group manager has monitored the usage of ex fertilizer sack in Plasma Buatan each month. The monitoring record were evident in “Monitoring Penggunaan Bekas Karung Pupuk untuk Tempat Brondolan”.</p> <p>Based on interview with smallholder at KUD Bhirawa Bhakti, KUD Mulus Rahayu, KUD Makarti Sawit and KUD Tani Rukun explained the bag from fertilizer re-use for loose fruit collection; the inner plastic from fertilizer bag was collected by mandor and sent for scheduled waste. They also understood that chemical spraying was only done by TUS, and cannot be done by farmers.</p>	
5.3.3	<p>A documented waste management plan to avoid or reduce pollution and its implementation shall be available.</p>	<p>Buatan II POM and Estate:</p> <p>A documented waste management plan to avoid or reduce pollution and its implementation shall available under document of Enviromental Aspect-Impacts (Evaluasi Aspek-Dampak Lingkungan) year 2018. The document covered all</p>

Criterion / Indicator		Assessment Findings	Compliance
	- Minor compliance –	<p>operation in mill, estate and its smallholders. Hazardous and medical waste is disposed to the register collector, while domestic waste disposed to the landfill, organic and inorganic waste is separated in linesite, organic waste to the landfill and some of inorganic waste is collected for re-cycle.</p> <p>Scheme Smallholder: Individual member Plasma Buatan have a documented waste management in “Buku Pintar Petani Plasma”. All the ex fertilizer sack number and usage were recorded in the book.</p> <p>All member was use the ex fertilizer sack as a loosefruit bag and the innerbag plastic is deliver to collector. All the member has implementing the procedure of “Pengelolaan Kemasan Ex (Bekas) Pupuk di Kebun” No. 035/DOK/SOP/PT.IIS KLB-AA/2016 dated 2 December 2016.</p> <p>During site visit and interview with smallholder member in KUD Bhirawa Bhakti, KUD Mulus Rahayu, KUD Makarti Sawit and KUD Tani Rukun, they have aware and implement the mechanism and procedure of waste disposal.</p>	
<p>Criterion 5.4 Efficiency of fossil fuel use and the use of renewable energy is optimized.</p>			
5.4.1	<p>A plan for improving efficiency of the use of fossil fuels and to optimize renewable energy shall be in place and monitored.</p> <p>- Minor compliance –</p>	<p>Buatan II POM and Estate: PT Inti Indosawit Subur – Buatan II POM has prepared the program for improving efficiency of the use of fossil fuels and to optimize renewable energy under “Rencana Manajemen Lingkungan” year 2018. In point 2 stated to improving efficiency of the use of fossil fuels such monitoring on use of fossil fuels</p> <p>Fossil fuel records are maintained and the trends shown. Energy use records include accurate measurements of renewable energy use per ton of FFB processed. All the shell and fiber are consumed internally as boiler fuel. Fossil fuel usage is recorded for operational purpose, including the efficiency analysis. Fossil fuel records are</p>	Comply

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

Criterion / Indicator	Assessment Findings	Compliance																																																																																																																																																																																													
	<p>maintained and the trends shown. Energy use records include accurate measurements of renewable energy use per ton of FFB processed. Company already maximize the renewable energy use. All the shell and fiber are consumed internally as boiler fuel. Fossil fuel usage is recorded for operational purpose, including the efficiency analysis.</p> <p>Based on Mill Report 2018 (Jan-Jul), fossil fuel consumption is presented below:</p> <table border="1" data-bbox="869 638 1865 946"> <thead> <tr> <th>Description</th> <th>Unit</th> <th>Jan</th> <th>Feb</th> <th>Mar</th> <th>Apr</th> <th>May</th> <th>Jun</th> <th>Jul</th> <th>Actual</th> <th>Annual budget</th> </tr> </thead> <tbody> <tr> <td>CPO produce</td> <td>MT</td> <td>4,109.89</td> <td>4,364.36</td> <td>3,726.33</td> <td>3,818.03</td> <td>4,634.52</td> <td>4,130.16</td> <td>6,115.52</td> <td>30,898.81</td> <td>61,045.53</td> </tr> <tr> <td>Diesel Genset</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Hours</td> <td>hm</td> <td>370.83</td> <td>185.20</td> <td>394.10</td> <td>350.40</td> <td>297.80</td> <td>222.00</td> <td>105.20</td> <td>1,925.53</td> <td>4,250.30</td> </tr> <tr> <td>KWH</td> <td>KWH</td> <td>45,683.00</td> <td>21,408.00</td> <td>46,816.00</td> <td>41,792.00</td> <td>26,256.00</td> <td>19,904.00</td> <td>9,520.00</td> <td>211,379.00</td> <td>295,458.00</td> </tr> <tr> <td>Avr.</td> <td>KW</td> <td>123.19</td> <td>115.59</td> <td>118.79</td> <td>119.27</td> <td>88.17</td> <td>89.66</td> <td>90.49</td> <td>109.78</td> <td>69.51</td> </tr> <tr> <td>Steam turbine</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Hours</td> <td>hm</td> <td>483.00</td> <td>525.00</td> <td>424.00</td> <td>414.00</td> <td>481.00</td> <td>446.00</td> <td>672.00</td> <td>3,445.00</td> <td>4,803.00</td> </tr> <tr> <td>KWH</td> <td>KWH</td> <td>468,100.00</td> <td>516,650.00</td> <td>418,100.00</td> <td>414,000.00</td> <td>478,850.00</td> <td>416,600.00</td> <td>637,500.00</td> <td>3,349,800.00</td> <td>4,824,847.00</td> </tr> <tr> <td>avr.</td> <td>KW</td> <td>969.15</td> <td>984.10</td> <td>986.08</td> <td>1,000.00</td> <td>995.53</td> <td>934.08</td> <td>948.66</td> <td>972.37</td> <td>1,004.55</td> </tr> <tr> <td>Diesel Use for Genset</td> <td>L</td> <td>13,650.00</td> <td>7,692.00</td> <td>13,361.00</td> <td>13,723.00</td> <td>8,992.00</td> <td>7,165.00</td> <td>3,775.00</td> <td>68,358.00</td> <td>148,762.00</td> </tr> <tr> <td>Avr. Genset fuel consumption</td> <td>L/hm</td> <td>36.81</td> <td>41.53</td> <td>33.90</td> <td>39.16</td> <td>30.19</td> <td>32.27</td> <td>35.88</td> <td>35.50</td> <td>35.00</td> </tr> <tr> <td>diesel use per CPO prod</td> <td>L/MT</td> <td>3.32</td> <td>1.76</td> <td>3.59</td> <td>3.59</td> <td>1.94</td> <td>1.73</td> <td>0.62</td> <td>2.21</td> <td>2.44</td> </tr> <tr> <td>KWH per CPO Prod Diesel</td> <td>KWH/MT</td> <td>11.12</td> <td>4.91</td> <td>12.56</td> <td>10.95</td> <td>5.67</td> <td>4.82</td> <td>1.56</td> <td>6.84</td> <td>4.84</td> </tr> <tr> <td>KWH per CPO Prod Turbine</td> <td>KWH/MT</td> <td>113.90</td> <td>118.38</td> <td>112.20</td> <td>108.43</td> <td>103.32</td> <td>100.87</td> <td>104.24</td> <td>108.41</td> <td>79.04</td> </tr> </tbody> </table> <p>Buatan II POM using steam turbine to produce CPO and PK, it is efficient rather than diesel use.</p> <p>Buatan Estate:</p> <table border="1" data-bbox="869 1091 1848 1370"> <thead> <tr> <th>Program</th> <th>Unit</th> <th>2017 (km/liter)</th> <th>2018 (km/liter)</th> </tr> </thead> <tbody> <tr> <td rowspan="5">Preventive maintenance (services of starter of dynamo)</td> <td>Dum truck 08</td> <td>4.3 km/liter</td> <td>5.7 km/liter</td> </tr> <tr> <td>Dum truck 12</td> <td>2.9 km/liter</td> <td>3.1 km/liter</td> </tr> <tr> <td>Dum truck 14</td> <td>3.1 km/liter</td> <td>3.2 km/liter</td> </tr> <tr> <td>Dum truck 20</td> <td>3.8 km/liter</td> <td>4.2 km/liter</td> </tr> <tr> <td>Dum truck 37</td> <td>3.3 km/liter</td> <td>3.7 km/liter</td> </tr> <tr> <td>FIP Calibration</td> <td>Dum truck 12</td> <td>2.9 km/liter</td> <td>3.1 km/liter</td> </tr> </tbody> </table>	Description	Unit	Jan	Feb	Mar	Apr	May	Jun	Jul	Actual	Annual budget	CPO produce	MT	4,109.89	4,364.36	3,726.33	3,818.03	4,634.52	4,130.16	6,115.52	30,898.81	61,045.53	Diesel Genset											Hours	hm	370.83	185.20	394.10	350.40	297.80	222.00	105.20	1,925.53	4,250.30	KWH	KWH	45,683.00	21,408.00	46,816.00	41,792.00	26,256.00	19,904.00	9,520.00	211,379.00	295,458.00	Avr.	KW	123.19	115.59	118.79	119.27	88.17	89.66	90.49	109.78	69.51	Steam turbine											Hours	hm	483.00	525.00	424.00	414.00	481.00	446.00	672.00	3,445.00	4,803.00	KWH	KWH	468,100.00	516,650.00	418,100.00	414,000.00	478,850.00	416,600.00	637,500.00	3,349,800.00	4,824,847.00	avr.	KW	969.15	984.10	986.08	1,000.00	995.53	934.08	948.66	972.37	1,004.55	Diesel Use for Genset	L	13,650.00	7,692.00	13,361.00	13,723.00	8,992.00	7,165.00	3,775.00	68,358.00	148,762.00	Avr. 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Criterion / Indicator		Assessment Findings				Compliance
		Enginee OH	Dum truck 12	2.3 km/liter	3.1 km.liter	
		<p>The table shown the fossil fuels use in 2018 is more efficiency than previous year (Km/Liter).</p> <p>Scheme Smallholder:</p> <p>Smallholders did not monitor the usage of fossil fuel which mainly for the transportation of the FFB. Farmers: Engage casual workers for the activities in the farm such as spraying and harvesting.</p> <p>Group manager has developed the management plan to reduce pollutants and emissions, presented in "Pedoman Pemanfaatan Efisiensi Sumber Energi" last review on 5th February 2018.</p> <ul style="list-style-type: none"> - Optimize FFB transportation, not to return to Kavling - Penataan TPH along the collection road to become one way to ease the FFB transportation - Reducing the use of grass cutting machine for weeds control and cooperate with TUS team to handle the weeds control in farmer kavling - Convert the generator usage to become PLN electric usage to reduce the emission. 				
<p>Criterion 5.5</p> <p>Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.</p>						
5.5.1	<p>Records of land clearing with zero burning shall be available, referring to the ASEAN Policy on Zero Burning (2003) or other recognised techniques based on the existing regulations.</p> <p>- Major compliance -</p>	<p>Buatan II POM and Estate:</p> <p>No open burning was noted during field visit and interviewed with local communities and workers.</p>				Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>Scheme Smallholder:</p> <p>Based on interview with smallholder in KUD Bhirawa Bhakti, KUD Mulus Rahayu, KUD Makarti Sawit and KUD Tani Rukun, stated no fire in smallholder’s oil palm plantation.</p> <p>Based on field observation on Smallholders area KUD Mulus Rahayu at Plot No: 284 (Edi Jubaedi); 287 (Sukari) and 291 (Sodin), these areas already replanted in 2016. It is confirmed that no fire use during replanting area.</p> <p>Also, the Certificate Holder developing to empowering communities for monitor land fires issue through Community Based for Land Fire Monitoring and Preventive Programme (Masyarakat Peduli Api). This programme constructed aims to involve the participation of communities to monitor, controlling and immediate response if any case of fires occure surrounding plantation and villages territory.</p>	
<p>5.5.2</p>	<p>Where fire has been used for eradication of pest during replanting, the records of the analysis of the use of fire and permit from the authorised agency shall be available.</p> <p>- Minor compliance -</p> <p>Buatan II POM and Estate:</p> <p>PT Inti Indosawit Subur – Buatan Estate has developed an early warning system, to monitor the risk of fire. The system “Sistem Peringkat Bahaya Kebakaran 1 & 2”. The monitoring system calculating the field condition, ignition risk, potential drought and smoke, fire handling, fire fighting difficulty and weather index. Patrol report indicating any fire incident.</p> <p>Visit to replanting area 2018, the land preparation is using mechanical method. No any open burning was noted for land preparation.</p> <p>Scheme Smallholder:</p> <p>No any open burning was noted for land preparation and any activity in KUD Bhakti Mandiri, KUD Jaya Makmur, KUD Sumber Rezeki and KUD Sejahtera. Replanting plan has been drawn up in the near future. The replanting plan was available under “Schedule Pelaksanaan Replanting Kebun Plasma Buatan”. For instance KUD Bhakti Mandiri: 2017 for 872 Ha (planting year 1989 and 1990); 2019 for 108 Ha (planting year 1991 and 1992); changed into 562 Ha in 2017 for planting year 1989 and 1990</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance
		and 418 Ha for 2019 (planting year 1991 and 1992). KUD Bhakti Mandiri demonstrated “Deklarasi Replanting” dated 17 th May 2016 by 9 smallholder groups which start replanting in 2017.	
Criterion 5.6			
Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			
5.6.1	Document(s) assessing pollution and emission sources, including gaseous, particles, soot emissions and effluent, shall be available. (see Criterion 4.4) - Major compliance -	<p>Buatan II POM and Estate:</p> <p>PT Inti Indosawit Subur – Buatan II POM has identified the emission sources and pollution under document of “Environmental Aspect-Impacts (Evaluasi Aspek-Dampak Lingkungan) year 2018”.</p> <p>Identification of greenhouse gas (GHG) emissions sources both of Mill, Estate and Smallholders consist of emission from boiler and generator, effluent from mill waste water, particulate from boiler stack, noise, fertilizer application, fossil fuels usage, transport of FFB</p> <p>The assessment of pollution activities was documented in “Mitigasi Has Rumah Kaca”. 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> <p>Scheme Smallholder:</p> <p>Group manager has prepared the list significant pollutants and identify sources of emissions, presented in “Identifikasi Sumber Polusi di Perkebunan Petani Kebun Plasma Buatan PT Inti Indosawit Subur 2018”. List of significant pollutant such as: emission from FFB transportation, water pollutant from fertilizing and spraying activity, emission from generator usage.</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance																											
<p>5.6.2 Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plan to reduce or minimize them implemented. - Major compliance -</p>	<p>Buatan II POM, Estate and Sheme Smallholder:</p> <p>Based on Significant pollution and GHG emission was identified, for estates comes from using of pesticides, action plan to reducing pesticide was made such as program of integrated pest control where minimize to use chemical/pesticides, . Graph of emission and pollutant were provided to monitor trend of them in monthly basis.</p> <ol style="list-style-type: none"> 1. Using EFB as organic fertilizer. 2. Planting beneficial plant 3. Efficiency of fossil fuel. 4. Using fibre and shell for boiler 5. Capturing methane gas from POME 6. Increasing renewable energy usage as electricity from methane capture facility <p>The company also has minimized pollutant and GHG through using EFB as organic fertilizer, implementing IPM to reduce pesticides usage, using fiber and shell for boiler, and capturing POME by Biogas Plant by Kubota with Thermophilic anaerobic process.</p> <p>Monitoring of air emissions and ambient air quality conducted every semester. Report of Air Quality "Laporan Pemantauan Kualitas Udara Semester II Tahun 2017" has submitted and reported to Environmental Agency Pelalawan Regency dated 29 January 2018. Testing is conducted by accredited laboratory and taken on 26 October 2017</p> <p>Boiler Buatan II POM:</p> <table border="1" data-bbox="871 1219 1798 1391"> <thead> <tr> <th rowspan="2">Parameter</th> <th rowspan="2">Unit</th> <th rowspan="2">Threshold</th> <th colspan="3">Result</th> </tr> <tr> <th>Boiler 1</th> <th>Boiler 2</th> <th>Boiler 3</th> </tr> </thead> <tbody> <tr> <td>Particulate</td> <td>mg/Nm³</td> <td>300</td> <td>150</td> <td>130</td> <td>127</td> </tr> <tr> <td>Opacity</td> <td>%</td> <td>30</td> <td>20</td> <td>20</td> <td>20</td> </tr> <tr> <td>SO₂</td> <td>Ppm</td> <td>600</td> <td>27</td> <td>12.8</td> <td>< 1</td> </tr> </tbody> </table>	Parameter	Unit	Threshold	Result			Boiler 1	Boiler 2	Boiler 3	Particulate	mg/Nm ³	300	150	130	127	Opacity	%	30	20	20	20	SO ₂	Ppm	600	27	12.8	< 1	<p>Comply</p>
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Criterion / Indicator		Assessment Findings					Compliance		
		NO ₂	Mg/m ³	800	624.8	611.3	544.4		
		Cl ₂	Mg/m ³	5	< 0.05	< 0.05	< 0.05		
		HF	Mg/m ³	8	< 0.08	< 0.08	< 0.08		
		Genset							
		Parameter	Unit	Threshold	Result				
					Genset 1	Genset 2			
		Particulate	mg/Nm ³	150	61	57			
		CO	%	600	145.9	147.6			
		SO ₂	Ppm	800	37.8	19.5			
		NO ₂	Mg/m ³	1,000	1,239.6	429.20			
		Air Ambient							
		Parameter	Threshold (µg/Nm ³)	Result					
				Workers housing	Employee housing				
		SO ₂	365	22.2	18.8				
		CO	10,000	229	115				
NO ₂	150	34.2	30.4						
O ₃	235	< 19	< 19						
HC	160	< 7	< 7						
Particle	230	44.8	34.1						
Noise	70 dB(A)	48.4	47.0						
5.6.3	A monitoring plan and results of regular reporting on emission and pollutants from estate and mill operations using appropriate methods, shall be available. - Minor compliance –	Buatan II POM, Estate and Sheme Smallholder: Emission monitoring system by using "RSPO PalmGHG" system calculation. Emission from estate, smallholder and mill operation was calculated and monitored, emission reduction achieved. 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					Comply		

Criterion / Indicator	Assessment Findings	Compliance
	<p>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,</p> <p>e.g. air quality ambient for boiler and Genset, water quality test for river (upstream and downstream), effluent water quality, noise, etc.</p> <p>Regular monitoring and calculation of polluting and emission from estate and mill available using Palm GHG Calculator V.3.0.1 .</p> <p>The result of GHG calculating availabe in Appendix I.1a shown that emission analysis result was complied with regulation.</p>	

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>Buatan II POM, Estate and Scheme smallholders:</p> <p>Social Impact Assessment was conducted as documented in "Social Impact Assessment PT Inti Indosawit Subur Kebun Buatan di Kabupaten Siak dan Kabupaten Pelalawan Propinsi Riau, on 2009 by Fakultas Kehutanan Institut Pertanian Bogor.</p> <p>Assessment of aspects of social impacts is done by several methods, including:</p> <ul style="list-style-type: none"> - Focus Group Discussion (FGD) - Deep interview - Structured Interviews <p>Field observation during the preparation for Social Impact assessment team and company management have involved communities through interviews and meetings with village peoples, farmers, village officials and regency officials. Record of meeting with affected parties and stakeholder are available and can be demonstrated. Evidence of participation with affected parties is to use a questionnaire conducted on 13- 19 April 2009, questionnaires can be demonstrated at the time of the audit.</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>Buatan II POM, Estate and Scheme smallholders:</p> <p>During the preparation for Social Impact assessment team and company management have involved communities through interviews and meetings with village peoples, farmers, village officials and regency officials.</p> <p>Record of meeting with affected parties and stakeholder are available and can be demonstrated. Participation with affected parties is by interview directly and use a</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
		questionnaire conducted on 13- 19 April 2009, questionnaires can be demonstrated at the time of the audit.	
6.1.3	Plans for management and monitoring of social impacts to avoid or reduce negative impacts and promote positive ones, based on social impact assessment, through consultation with the affected parties, shall be available, documented and timetabled, including responsibilities for implementation. - Major compliance -	<p>Buatan II POM, Estate and Scheme smallholders:</p> <p>Plans for management and monitoring of social impacts to avoid or reduce negative impacts and promote positive ones presented in “Rencana Kelola Dampak Sosial dan Rencana Pemantauan Dampak Sosial” such as:</p> <ul style="list-style-type: none"> - Farmers still lack understanding regarding internal control system (ICS) - level of understanding is about 75%, management plans: conducting training programs related to understanding the ICS and RSPO. - Misunderstanding of Sorting FFB at fruit collection sites (TPH) between farmers and Mill, management plan: Socialization to farmers related to regulation of Permentan no. 14/2013 concerning the “Pelaksanaan sortasi”. - Impact of dust on the dry season caused by FFB transport activities to the mill, management: the company performs scheduled watering every day in the morning and evening. - Scheme smallholder PIR Plasma faces constraints in income generation in the face of replanting, management: In 2018 training has been conducted in Yogyakarta regarding alternative income, such as: jambu madu cultivation, cultivation of catfish and goats. <p>Based on the results of consultations with affected communities on 5-10 October 2017 that there are still some impacts that still need to be updated, through the 2015-2017 SIA review program has been re-established/management plans and monitoring aspects of social impacts.</p>	Comply
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	<p>Buatan II POM, Estate and Scheme smallholders:</p> <p>Company has reviewed social impact assessment and the latest review conducted on November 2017 for period 2015 - 2017, the company publishes the effectiveness management and monitoring of SIA and recorded in the report "Tabel dan</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
<p>affected parties. - Minor compliance –</p>	<p>Permasalahan Upaya Pengelolaan Yang Telah Dilakukan Terhadap Aspek Sosial di PT Inti Indosawit Subur – Group Kebun Buatan Tahun 2015 - 2017”.</p> <p>The review was carried out based on consultation with affected communities related to the management of the impact of social aspects on 5-10 October 2017. Based on the SIA review for the 2015-2017 period, there are still a number of issues that are still not efficient in its management, for example:</p> <ul style="list-style-type: none"> - Farmers still lack understanding regarding internal control system (ICS) - level of understanding is about 75%, management plans: conducting training programs related to understanding the ICS and RSPO. - Misunderstanding of Sorting FFB at fruit collection sites (TPH) between farmers and Mill, management plan: Socialization to farmers related to regulation of Permentan no. 14/2013 concerning the “Pelaksanaan sortasi”. - Impact of dust on the dry season caused by FFB transport activities to the mill, management: the company performs scheduled watering every day in the morning and evening. - There is social jealousy in terms of employment, management plan: providing information on recruitment of workers to all villages around the plantation, in 2017 the company has recruited employees from the local community as much as 40% of the program from the number of people recruited. - There is still a lack of indigenous people working on PT IIS plantations, the management of which has been carried out by providing information to villages around the plantations related to employee hiring and also the recruitment program for plasma farmers' children. 	
<p>6.1.5 - Minor compliance –</p>	<p>Buatan II POM, Estate and Scheme smallholders: Social Impact Assessment was conducted as documented in “Social Impact Assessment PT Inti Indosawit Subur Kebun Buatan di Kabupaten Siak dan Kabupaten Pelalawan Propinsi Riau, on 2009 by Fakultas Kehutanan Institut Pertanian Bogor. Evidence of participation with affected parties is to use a</p>	<p>Comply</p>

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

Criterion / Indicator		Assessment Findings	Compliance
		<p>questionnaire conducted on 13- 19 April 2009, questionnaires can be demonstrated at the time of the audit.</p> <p>Social impact assessment has included the smallholder area and pay attention to the impacts of smallholder schemes.</p>	
<p>Criterion 6.2 There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.</p>			
6.2.1	<p>Communication and consultation procedures shall be documented.</p> <p>- Major compliance -</p>	<p>Buatan Estate and Buatan II POM:</p> <p>Company has developed a communication procedure under “Mekanisme Penanganan Permintaan Informasi Stakeholder “(No. SOP; AA-GL-5008.1-R1) dated 22nd August 2011, which explains the company responses against all information request sent by stakeholders including response time of 14 working days after information request accepted. In addition, record related to information request and company response kept and maintained for three (3) years.</p> <p>Based on public stakeholder consultation with KUD/cooperative chairman, local contractor, NGO and public official, it was revealed that company has communication in good manner. Company also provide response to information request in accordance to authority and the communication and consultation has considered differential access to information for male/female, workers, villager’s representative both old and new villagers including ethnics. 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, it verified during public consultation with stakeholders on 31 July 2017.</p> <p>Stage of communication and consultation with public was described in the procedure and it has been communicated to stakeholder on 14-16 November 2017 in Buatan Estate attended by 65 workers, 12 March 2018 in Buatan II POM attended by 32</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>workers.</p> <p>Scheme smallholders:</p> <p>All KUDs has a consultation and communication procedures as documented in “Mekanisme Komunikasi, konsultasi dan keluhan, dated 3rd January 2011. The procedure covers mechanism to receive information request, receive complaint, request for consultation; handle information/consultation request and handle complaint; provide response to such requests in timely manner. The procedure also completed with flowchart for ease of use in farmer level.</p> <p>Based on interview with smallholder in KUD Bhirawa Bhakti, KUD Tani Rukun, KUD Mulus Rahayu, KUD Makarti Sawit, explained the method of communication and consultation through KUD, subsequently through KT and then cascaded to smallholder.</p>	
6.2.2	<p>The company shall have official(s) who is responsible for consultation and communications with parties.</p> <p>- Minor compliance -</p> <p>Buatan Estate and mill:</p> <p>The company has appointed officers responsible to carried out communication and consultation with local communities is Public Relations Department – Mr. Lindu Simatupang, the Public relation officer in PT. Inti Indosawit Subur – Buatan Group. The appointment was through appointment letter from Head HR No. 226/HRD/AA/TL/XI/2014 dated 7th November 2014 and “Memorandum Group Manager PT. Inti Indosawit Subur - Buatan No.388/ES-KBN/Memo/06/2015 perihal Tugas dan Tanggungjawab Humas Kebun Buatan” dated 1st June 2015. The letter explicitly mentioned the roles is to consulting and communicating with community and follow up the result of consultation and communication.</p> <p>The public relation officer is reporting directly to Estate Manager.</p> <p>Scheme smallholders:</p> <p>KUD has appointed each KUD Head as the responsible officer to communicating and</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	consulting with stakeholder as per KUD Appointment letter e.g KUD Makarti Sawit letter No.60/Kpts/KUD-MS/VII/2016, dated 10 th January 2016 tentang Penunjukan/Pengangkatan Petugas Komunikasi dan Konsultasi KUD Makarti Sawit".	
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 stakeholders.</p> <p>- Minor compliance -</p> <p>Buatan II POM, Estate and Scheme smallholders:</p> <p>Company has a list of stakeholder which update on annual basis in "Updated Daftar Stakeholders PT. Inti Indosawit Subur – Buatan Group", latest update was on July 2018. From the document, it was known that company is consulting and communicating with 28 parties from government authorities: government in village-level, district-level, regency-level, and agencies such as Badan Pertanahan Nasional/BPN (national land body), Badan Konservasi Sumber Daya Alam/BKSDA (natural resources conservation agency); 32 parties from community-level: cooperative staff, community figures, mass media, etc.;</p> <p>28 parties from contractors: outside FFB suppliers, FFB-collectors, school bus transport contractors, employee housing repair contractor, heavy machinery contractors, etc.;</p> <p>4 Non-governmental Organizations: WWF, Scale Up, LSM Penjarah, LSM Lembaga Cegah Kejahatan Indonesia.</p> <p>Record seen:</p> <p>The company has recorded the stakeholders communication as Log Book, in January until July 2018 there are 18 requests information, e.g:</p> <ul style="list-style-type: none"> - Dated 20 November 2017 comunication with Chairman of Asosiasi BMB information related condutcting leaf sampling unit for fertilizer recomedation period 2018 and has been responded on 23 November 2017 - Dated 18 January 2018 informastion request from DLH Pelalawan Regency concerning Hasil Kunjungan DLH Pelalawan Regency on November 2018 and has been responded on 18 January 2018 by sending Corrective action dated 30 May 2018 	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - Dated 16 April 2018 information request from Badan Pusat Statistik Kabupaten Pelalawan, concerning survey conducting in PT IIS – Buatan Estate and has been responded on 16 April 2018. - Dated 5 June 2018 communication with KUD Mitra Usaha-SP X related harvesting schedule change cause ther are governor elaction, has been responded on 26 June 2018. <p>All KUD has prepared a list of stakeholder 2018 which consist of 32 stakeholders such as village head, Cooperative agency in Siak Regency, all other Koperasi Unit Desa/KUD (smallholder cooperatives), local supplier, PT. Inti Indosawit Subur - Buatan, bank and other financial agencies, etc.; Consultation and communication recorded in “Rekaman Komunikasi dan Aspirasi Anggota dan Masyarakat”.</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, as long as that information is supported with adequate initial evidence.</p> <p>- Major compliance -</p>	<p>Buatan Estate and Mill</p> <p>Company has established a mechanism to handle complaint from external party, as written in “Mekanisme Penanganan Keluhan” – complaint handling mechanism (Doc. No. SOP AA-GL-5005-RO-01) while complaint from internal regulated under “Mekanisme Penyampaian Keluhan dan Penyelesaian Keluhan Karyawan” – Employee’ complaint and resolution mechanism (Doc. No. SOP-AA-HR-3008-RO 05). These mechanisms has been communicated to external parties and disseminated to PT IIS employees. Based on interview with local communities, Gender committee leader and worker union leader; they understood the procedure and mechanism to communicating complaint and/or grievance to company.</p> <p>Scheme smallholders:</p> <p>The scheme smallholders has a mechanism of consultation and communication in “Mekanisme Komunikasi, Konsultasi dan Keluhan”, dated 3rd January 2011. The</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<p>procedure has been communicated to all member on 10 January 2017 and also recorded into the "Buku Pintar" for each of farmer.</p> <p>Based on interview with smallholder in KUD Bhirawa Bhakti, KUD Makarti Sawit, KUD Tani Rukun and KUD Mulus Rahayu explained the mechanism for complaint and grievance settlement has been explained, as described in "Buku Panduan Petani".</p> <p>However, there is no complaint and/or grievance from another party received so far.</p>	
6.3.2	<p>There shall be records of process and outcome of dispute resolution.</p> <p>- Major compliance -</p>	<p>Buatan Estate and Buatan II POM:</p> <p>Workers and stakeholder grievance recorded in the log book "Monitoring Keluhan Karyawan". Grievance and complaint from employees are most related to damage of housing and infrastructure, sample seen: on 13 June 2018 complaint from Azhadi related atap seng rumah bocor and has been responded on 13 June 2018; on 13 July 2018 complaint from H. Purnomo, related lacks of the water storage in the bathroom and has been responded on 13 June 2018</p> <p>Scheme smallholders:</p> <p>The scheme smallholders have a mechanism of consultation and communication in "Mekanisme Komunikasi, Konsultasi dan Keluhan", dated 3rd January 2011. The procedure has been communicated to all members on 10 January 2017 and also recorded into the "Buku Pintar" for each of farmer. Based on log book of record there is no complaint was received 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>			
6.4.1	<p>A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be available, referring to decision of the Constitution Court.</p>	<p>Estate and Scheme smallholders:</p> <p>There is mechanism for land dispute resolution, SOP AA-GL-5003.1-R1 related to "Penanganan Konflik Lahan" endorsed by management on December 5th, 2009 and has been revised on August 22nd, 2011. In 2015 the company again revised the</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
<p>- Major compliance –</p>	<p>mechanism of conflict handling as outlined in Standard Operating Procedure (SOP) No. AA-GL-5003.1-R2 on Land Conflict Management endorsed by management on May 8th, 2015.</p> <p>The mechanism has adapted to FPIC Guide for RSPO Member 2015 wherein the SOP has arranged the submission of Information, Negotiation, Joint Measurement of boundaries etc. including involvement of other related parties, and parties whose land is adjacent to the conflicted land.</p> <p>The procedure covers land dispute handling mechanism, negotiation process, and verification upon legal ownership evidence up to land compensation. Should negotiation process fails, any land dispute will be processed through legal/litigation mechanism. During the process, a complete record is maintained.</p> <p>Based on mechanism, public relation officer will receive information of any complaint, grievance and land dispute/claims and records under the logbook.</p> <p>PT IIS-Buatan II POM & Estate have 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>There is no negotiation/compensation payment currently for both estate and scheme smallholders. The land has settled now, no any complaint was received in the last few years. In Scheme smallholder's area, it was settled since the "PIR Project" started due to this project from Central Government, where the land status is "Clean and Clear".</p> <p>Based on the results of interviews with the Environment Agency (Dinas Lingkungan Hidup) and Plantation Agency (Dinas Perkebunan) of Pelalawan Regency, there is no land dispute between PT IIS – Buatan and the ownership of the surrounding community.</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Scheme smallholders:</p> <p>The Smallholder Area of PT IIS – Buatan Group is included in the PIR-Trans government program that in accordance with Minister of Transmigration Decree Kep.90/MEN/1990 dated 29 July 1991 on Izin Pelaksanaan Transmigrasi PIR-Trans kepada PT Inti Indosawit Subur I dengan komoditas kelapa sawit di Lokasi Pangkalan Kuras, Kabupaten Kampar dan Pasir Penyau, Kabupaten Indragiri Hulu, Provinsi Riau.</p> <p>This background shows that all Smallholder farmers of PT Inti Indosawit Subur – Buatan Smallholder land ownership rights derived from the government through the PIR-TRANS program, so that not through the process of land compensation to the previous traditional land owners, because the whole land is a state-owned land.</p> <p>Currently all members of the Smallholder farmers have obtained evidence of land tenure from the National Land Agency (BPN) in the form of Land Title (SHM).</p> <p>Based on the results of interviews with the surrounding village apparatus, the farmers' group leader, farmers and related agencies (Dinas Perkebunan of Pelalawan Regency) stated that there has never been a case of land dispute between the members of the smallholder farmers with other parties, however there is a mechanism of conflict handling of Smallholder area dated 1 August 2014, where in the mechanism explains the flow chart of land conflict resolution if it occurs, by involving the company and village government and related institutions.</p> <p>For handling of other conflicts, Smallholder Management already has a Communication, Consultation and Complaints mechanism which describes the flowchart of the process of delivering information from stakeholders including complaints handling and dispute resolution.</p>	
6.4.2	<p>Buatan Estate:</p> <p>PT. Inti Indosawit Subur – Buatan has prepared a mechanism to identify and calculate fair compensation or loss of legal or customary rights to land set out in the standard operating procedure (SOP) “Prosedur Penyelesaian Sengketa Lahan No.AA-</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
	<p>evaluation.</p> <p>- Minor compliance –</p>	<p>GL-5003-1-R2”, dated 8th May 2015. The mechanism has taken into account FPIC Guide for RSPO Member 2015, whereby the procedure regulated information convey, negotiation, participative boundary measurement, involvement of other party and neighboring parties – in the boundary of the conflicted area (if any).</p> <p>Scheme Smallholders:</p> <p>Based on interview with smallholder member at KUD Bhirawa Bhakti, KUD Makarti Sawit, KUD Tani Rukun and KUD Mulus Rahayu and relevant authority, Dinas Perkebunan Kabupaten Pelalawan (plantation agency); there was no case of land conflict between smallholder member and/or conflict with other party related to land status or boundary.</p> <p>Cooperatives have a conflicts resolution mechanism in “Mekanisme Penanganan Konflik” dated 1st August 2014. The mechanism explaining flow process to resolution on land conflict, with involvement of company, village government and all related agencies.</p> <p>For the handling of other conflicts, Plasma Management already has a Communication, Consultation and Complaints mechanism which describes the flowchart of the process of delivering information from stakeholders including complaints handling and dispute resolution.</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>Buatan Estate:</p> <p>Based on stakeholder consultation, there is no expansion plan in business plan. There is no land conflict between PT. Inti Indosawit Subur – Buatan with other party including with surrounding village.</p> <p>Scheme smallholder:</p> <p>The scheme smallholder area of PT. Inti Indosawit Subur – Buatan falls in government program for “Perkebunan Inti Rakyat – Transmigrasi/PIR-Trans” as per</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<p>“Keputusan menteri Transmigrasi No.Kep.90/MEN/1990 tentang Izin Pelaksanaan Transmigrasi PIR-Trans kepada PT. Inti Indosawit Subur I dengan Komoditas Kelapa Sawit di Lokasi Pangkalan Kuras, Kabupaten Kampar dan Pasir Penyau, Kabupaten Indragiri Hulu, Provinsi Riau” dated 29th July 1991.</p> <p>From this background, it was understood the scheme smallholder obtained the land ownership through government program PIR-Trans. Therefore it was not gone through compensation process to previous traditional landowners because the land was state land, free from ownership right. Currently, all scheme smallholder members have been granted with “Sertifikat Hak Milik/SHM” (land title) from “Badan Pertanahan Nasional /BPN”.</p>	
<p>Criterion 6.5</p> <p>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>Buatan Estate and Mill:</p> <p>The company determines minimum wages based on the Government regulation every year. The minimum wages in 2018 as regulated in SK Gubernur Riau no. 373/V/2018; regarding “Upah minimum sector pertanian/Perkebunan karet, Kelapa, kelapa sawit dan Pabrik Prov. Riau tahun 2018, dated 15 May 2018 determined as Rp 2.617.500,- apply starting form 1 January 2018.</p> <p>Memorandum from company to all unit No.012/HR-AAS/MEMO/05/18, dated 4 May 2018, regarding “Petunjuk kenaikan upah tahun 2018”.</p> <p>Sample has been taken:</p> <p>Buatan I POM:</p> <ul style="list-style-type: none"> - On Behalf of Lmh#S (BHL) – 20 working days, details: basic salary as Rp 2,095,200.-, over time Rp 2,911,118,-, deductions Rp 77,924 (BPJS-Kesehatan and BPJS Ketenagakerjaan), take home pay as Rp 4,928,394,-. - Onq Behalf of Ag### (BHL) 16 working days, details: basic salary as Rp 	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>1,676,160.-, over time Rp 581,088.-, deductions Rp 77,924 (BPJS-Kesehatan and BPJS Ketenagakerjaan), take home pay as Rp 2,179,324.-.</p> <p>Basic Salary above excluded rice allowance: 15 kg/employees, wife 9 kg, children 7.5 kg/each for 3 children (rice price; Rp 9.200/kg in June 2018)</p> <p>Based on review of payments slip, there is no worker paid below minimum wages.</p> <p>Scheme Smallholder:</p> <p>Payment for employee in scheme smallholder PT IIS – Buatan II is based on Decree of Governors Prov. Riau no. Kpts.1058/XI/2016, dated 31 October 2016; regarding “Upah Minimum Kabupaten/Kota Se Provinsi Riau tahun 2017, Siak Regency, determined as Rp 2,392,249.23 per month.</p> <p>Based on interview with smallholder No.1732, 1731 from KT100, and smalholder</p> <p>Based on interview with smallholder group farmers/KT 106 in KUD Sejahtera kavling No. 2330, 2332, from KT 51 KUD Bhakti Mandiri kavling No.2614 and 2620 from KT116, there is an agreement between workers and smallholder/KUD on pay rate per tonne and payment period (monthly basis). The payment rate is relevant according to regulation.</p> <ul style="list-style-type: none"> - Kavling No.284: pay rate Rp.150,000/ton FFB, harvesting cycle 3 times/month, payment on monthly basis; - Kavling No.291: pay rate Rp.150,000/ton FFB, harvesting cycle 3 times/month, payment on monthly basis, work time 08.00 – 11.00AM; - Kavling No.5024: pay rate Rp.130,000/ton FFB, harvesting round 3 times/month, payment on monthly basis after FFB price paid; - Kavling No.5022: pay rate Rp.130,000/ton FFB, harvesting round 3 times/month, payment on monthly basis; - Kavling No.1069: pay rate Rp.150,000/ton FFB, harvesting round 3 times/month, payment on monthly basis – after block owners paid for the FFB 	

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

Criterion / Indicator	Assessment Findings	Compliance																																							
	<p>sales;</p> <ul style="list-style-type: none"> - Kavling No.1066: pay rate Rp.150,000/ton FFB, harvesting round 3 times/month, payment on monthly basis – after block owners paid for the FFB sales; - Kavling No.1248: pay rate Rp.150,000/ton FFB, harvesting round 3 times/month, payment on monthly basis – after block owners paid for the FFB sales; <p>Based on interviews and verification of payroll data of several employees July 2018 from KUD who were sampled, for example:</p> <table border="1" data-bbox="871 735 1783 1161"> <thead> <tr> <th>Workers</th> <th>Wages</th> <th>Wages per Day</th> </tr> </thead> <tbody> <tr> <td colspan="3">KUD Tani Rukun</td> </tr> <tr> <td>Ayu Novita Sari</td> <td>Rp 2.650.000</td> <td>Rp 106.000</td> </tr> <tr> <td>Rustini</td> <td>Rp 2.650.000</td> <td>Rp 106.000</td> </tr> <tr> <td colspan="3">KUD Mulus Rahayu</td> </tr> <tr> <td>Dewi Sartika</td> <td>Rp 2.800.000</td> <td>Rp 112.000</td> </tr> <tr> <td>Sumarsih</td> <td>Rp 2.800.000</td> <td>Rp 112.000</td> </tr> <tr> <td colspan="3">KUD Makarti Sawit</td> </tr> <tr> <td>Poniati</td> <td>Rp 2.700.000</td> <td>Rp 108.000</td> </tr> <tr> <td colspan="3">KUD Birawa Bhakti</td> </tr> <tr> <td>ZainalArifin</td> <td>Rp 2.700.000</td> <td>Rp 108.000</td> </tr> <tr> <td>Untung</td> <td>Rp 2.625.000</td> <td>Rp 105.000</td> </tr> <tr> <td>Sujak</td> <td>Rp 2.625.000</td> <td>Rp 105.000</td> </tr> </tbody> </table> <p>Based on table above, that payment of wages is comply with the local regulation, where the wages per day are no less than the Governor's Decree (UMK) as many Rp 104.700 per day.</p>	Workers	Wages	Wages per Day	KUD Tani Rukun			Ayu Novita Sari	Rp 2.650.000	Rp 106.000	Rustini	Rp 2.650.000	Rp 106.000	KUD Mulus Rahayu			Dewi Sartika	Rp 2.800.000	Rp 112.000	Sumarsih	Rp 2.800.000	Rp 112.000	KUD Makarti Sawit			Poniati	Rp 2.700.000	Rp 108.000	KUD Birawa Bhakti			ZainalArifin	Rp 2.700.000	Rp 108.000	Untung	Rp 2.625.000	Rp 105.000	Sujak	Rp 2.625.000	Rp 105.000	
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6.5.2	<p>Collective Labor Agreement/Company Regulation, in accordance with the manpower regulations, shall be available in understandable language;</p>	<p>Buatan II POM and Estate: Worker Agreement (PKB) between company and labour union is referred in working regulation, Worker Agreement was registered by Dirjen Pembinaan Hubungan</p>	Comply																																						

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

Criterion / Indicator	Assessment Findings	Compliance
<p>and explained by the management or Labor Union to the workers.</p> <p>- Major compliance -</p>	<p>Industrial dan Jaminan Sosial Tenaga Kerja No. Kep.88/PHIJSK-PKKAD/PKB/VI/2015, dated 18th June 2015 (Valid 21st April 2015 - 20th April 2017). Based on document review, it was noted that the term and condition, such as: working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc, are covered in PKB and contracts which have been signed by labor union.</p> <p>Based on a Letter from the Private Plantation Cooperation Agency (BKS-PPS) no. 49 /BKS-PPS/2018, dated June 25, 2018, concerning: Follow-up meeting between BKS-PPS and PP.FSP.PP.SPSI discussing the implementation of PKB renewal for 2015-2017, that PKB BKS PPS period 2017-2019 is still in progress in discuses between BKP-PPS and PP.FSP.PP-SPSI.</p> <p>All employees also has signed a contract with detail term and condition, included temporary workers, e.g:</p> <ul style="list-style-type: none"> - Perjanjian Kerja Harian Lepas no. 026/PBD/PKHL/97/2018, dated 1 July 2018 on behalf of Mr. Agustiar valid until 30 September 2018. Based on employee data that entered work as of January 11, 2014 - Perjanjian Kerja Harian Lepas no. 022/PBD/PKHL/06/2018, dated 17 June 2018 on behalf of Mr. Sawaluddin valid until 16 September 2018. Based on employee data that entered work as of 1 June 2015 - Perjanjian Kerja Harian Lepas no. 025/PBD/PKHL/07/2018, dated 1 July 2018 on behalf of Mr. Lamhot Sinaga valid until 30 September 2018. Based on employee data that entered work as of 11 January 2014 <p>In addition, payment and employment condition for temporary daily has been regulated in work contract between worker an company. All contracts are prepared in Indonesia Language as understood language and signed by both parties.</p> <p>Scheme Smallholders: Contract workers are available in KUD e.g:</p>	

Criterion / Indicator	Assessment Findings			Compliance						
	<table border="1"> <thead> <tr> <th data-bbox="853 411 1196 475">Name</th> <th colspan="2" data-bbox="1196 411 1834 443">Employment contract</th> </tr> <tr> <td></td> <th data-bbox="1196 443 1547 475">Contract No.</th> <th data-bbox="1547 443 1834 475">Dated</th> </tr> </thead> </table>	Name	Employment contract			Contract No.	Dated			
Name	Employment contract									
	Contract No.	Dated								
	KUD Tani Rukun									
	Ayu Novita Sari	004/SK/KUD-TR/I/2015	06-Jan-13 / 6 Jan 2015							
	Rustini	005/SK/KUD-TR/I/2015	06-Jan-13							
	KUD Mulus Rahayu									
	Dewi Sartika	##/SPK/KUD-MR/I/2018	10-Jan-18							
	Sumarsih	##/SPK/KUD-MR/I/2018	10-Jan-18							
	KUD Birawa Bhakti									
	ZainalArifin	##/SPK/KUD-BB/I/2018	10-Jan-18							
	Untung	##/SPK/KUD-BB/I/2018	10-Jan-18							
	Sujak	01/SPK/KUD-BB/I/2018	10-Jan-18							
	KUD Tani Rukun									
	Ayu Novita Sari	004/SK/KUD-TR/I/2015	06-Jan-13							
	Rustini	005/SK/KUD-TR/I/2015	06-Jan-13							
	KUD Makarti Sawit									
	Poniati	##/SPK/KUD-MS/I/2017	10-Jan-17							
	<p>The work agreement covers rights and obligations for both parties: salary, work hour, leave, overtime, agreement time-frame; available in Bahasa Indonesia and signed by both parties.</p> <p>Plasma also has a work agreement with the sparying team (TUS: Team Unit Semprot), for example:</p> <ul style="list-style-type: none"> - Perjanjian Kerjasama Pengadaan TUS (Tim Unit Semprot) Buatan II Plasma Plantation with KUD Makarti Sawit no. 21/SPK/KLB/I/ 2018 dated January 5, 2018. - Perjanjian Kerjasama Pengadaan TUS (Tim Unit Semprot) Buatan II Plasma Plantation with KUD Bhirawa Bhakti no. 12/ SPK/KLB/I/2018 dated 5 January 2018. - Perjanjian Kerjasama Pengadaan TUS (Tim Unit Semprot) Buatan II Plasma 									

Criterion / Indicator	Assessment Findings	Compliance
	<p>Plantation with KUD Tani Rukun no. 17/SPK/ KLB/I/2018 dated January 5, 2018.</p> <ul style="list-style-type: none"> - Spraying activities for Kulus Mulus Rahayu KUD since 2016 were carried out by KVB (Kebun Konversi Buatan) directly under the Buatan II Inti Estate. 	
<p>6.5.3</p>	<p>Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where such public facilities are unavailable or inaccessible.</p> <ul style="list-style-type: none"> - Minor compliance – 	<p>Buatan II POM and Estate:</p> <p>Buatan II POM has prepared facilities for their workers, such as: Housing Mess (1 unit), type B (4 units), Type D (17 units), Type D1 (20 units), Type D2 (24 units), Type E (486 units), polyclinic (2 units), mosque (2 units), church (1 unit), community hall (1 unit), sport facilities, school bus (5 units), kindergarden (1 units), electricity, water supply, etc.</p> <p>Buatan Estate has prepared facilities for their workers, such as:</p> <ul style="list-style-type: none"> - Housing complex (399 units) - Elementary (1 unit) and kindergarden (1 units) - Polyclinic (1 unit) - Mosque (2 units) - Church (1 unit) - Creche (1 units) - School bus (2 units) - Ambulance (1 unit) - Sport facilities - Etc. <p>Company performed regular water quality test, whereby the source from worker housing's well.</p> <p>The Company also has a Budget for employee housing improvements every year, based on the 2018 employee home improvement budget. The budget has been distributed based on cash flow / detailing every month for a year, for example:</p>

Criterion / Indicator		Assessment Findings				Compliance																										
		<table border="1"> <thead> <tr> <th rowspan="2">Employee Housing</th> <th colspan="3">Housing Renovation Year 2018</th> </tr> <tr> <th>Plan (Units)</th> <th>Realization (Units)</th> <th>Rp</th> </tr> </thead> <tbody> <tr> <td>Housing for Staff</td> <td>2</td> <td>2</td> <td>Rp 4.000.000</td> </tr> <tr> <td>Type B.1</td> <td>3</td> <td>4</td> <td>Rp 6.800.000</td> </tr> <tr> <td>Type B.2</td> <td>8</td> <td>9</td> <td>Rp 20.500.000</td> </tr> <tr> <td>Type B.3</td> <td>3</td> <td>2</td> <td>Rp 5.750.000</td> </tr> <tr> <td>Total</td> <td>16</td> <td>17</td> <td>Rp 37.050.000</td> </tr> </tbody> </table> <p>Scheme smallholders: All workers in Plasma has own house with water and electricity supplies from government (PLN). Based on interview with smallholder in KUD Tani Rukun, KUD Makarti Sawit, KUD Bhirawa Bhakti and KUD Mulus Rahayu explained that the worker has their own house in the village.</p>	Employee Housing	Housing Renovation Year 2018			Plan (Units)	Realization (Units)	Rp	Housing for Staff	2	2	Rp 4.000.000	Type B.1	3	4	Rp 6.800.000	Type B.2	8	9	Rp 20.500.000	Type B.3	3	2	Rp 5.750.000	Total	16	17	Rp 37.050.000			
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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>Buatan II POM and Estate: The company has minimarket which managed by the cooperative and traditional market is nearby surrounding company area, mostly goods needed by employees is provided by the minimarket. Price in minimarket was affordable and cheaper than traditional market nearby company area. Price control by cooperative and all member including workers and company management.</p> <p>Scheme smallholders: There is a market in the village which smallholder workers stay. Access road and the availability of foods and other basic needs was easy to found with competitive price/affordable. Price determined by the market and control by government.</p>			Comply																											
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																														

Criterion / Indicator	Assessment Findings	Compliance
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>Buatan II POM and Estate: Freedom of association policy documented in “Kebijakan perusahaan, dated 01 December 2014” which state that: “Menghormati hak setiap karyawan untuk membentuk atau menjadi anggota serikat pekerja sesuai dengan keinginannya dan untuk melakukan tawar menawar secara kolektif”. Freedom of association policy is written in Bahasa Indonesia, so that all employees can understand. This policy has been informed to all employees and being placed into notice board in public area. The last socialization on January 2018 to all employees of Buatan Estate and Buatan II POM. Sampled worker: Mr. Amirudin (bookkeeping clerk), admitted he is aware of the policy.</p> <p>Scheme Smallholders: The Internal Control System of PT. Inti Indosawit Subur, have “Kebijakan Manager Grup ICS” dated 2 January 2017 – point 12 stated to respect right to establish and/or be member of organization and to uphold whistleblower anonymity. KUD Tani Rukun has “Kebijakan Koperasi Unit Desa Tani Rukun” dated 1 March 2014, which recognizing the freedom of association. Communication on policies for smallholder member KUD Tani Rukun: Mr. Thourip, Mr. Satria, Mr. Nurdiansyah, Mr. Syahril Agung – dated 6 February 2018. KUD Makarti Sawit has “Kebijakan Koperasi Unit Desa Makarti Sawit” dated 3 January 2018, which recognizing the freedom of association. Communication on policies for smallholder member KUD Makarti Sawit: Mr. Setiyadi, Mr. Suyanto – dated 6 February 2018. KUD Mulus Rahayu has “Kebijakan Koperasi Unit Desa Mulus Rahayu” dated January 2014, which recognizing the freedom of association. Communication on policy for smallholder member KUD Mulus Rahayu: Mr. Komar,</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>Mr. Juna – dated 6 February 2018.</p> <p>KUD Bhirawa Bhakti has “Kebijakan Koperasi Unit Desa Bhirawa Bhakti” dated January 2014, which recognizing the freedom of association.</p> <p>Communication on policy for smallholder member KUD Bhirawa Bhakti: Mr. Junadi and Mr. Sunarto – dated 6 February 2018. Based on interview with smallholder in KUD Tani Rukun, KUD Makarti Sawit, KUD Bhirawa Bhakti and KUD Mulus Rahayu explained that the freedom of association is recognized because they’re organizing in form of Kelompok Tani/KT, Koperasi Unit Desa/KUD and was free to speak their mind during Rapat Anggota Tahunan.</p> <p>Smallholder explained they are part of larger organization such as Kelompok Tani (KT) and Koperasi Unit Desa (KUD).</p>	
6.6.2	<p>Records of meetings with labor unions or workers representatives shall be available.</p> <p>- Minor compliance –</p> <p>Buatan II POM, Estate and Scheme smallholders:</p> <p>Buatan II Estate has formed an employee organization in the form of a LKS Bipartite based on a Letter from Disnakertrans Office of Pelalawan Regency no. 130/ES-IIS/Ext/VII/2018, on July 30, 2018 and has been recorded with number of Registration Notification no. 255/ DTK-PEN/LKS-B/2018/08 on 31 July 2018, this LKS Bipartite is chaired by Br. Jenni Gunanti.</p> <p>The company has also provided opportunities for employees to organize in the form of trade unions, the formation of trade unions based on the Decree of the Pengurus Daerah Federasi Serikat pekrja Pertanian dan Perkebunan Serikat Pekerja Seluruh Indonesia Propinsi Riau SK no. Kep 041-A/PD-FSP.PP/SPSI/R/01/2017 concerning “Pengesahan/Pengukuhan Komposisi dan personalia Pengurus Kerja Serikat Pekerja Pertanian dan Perkebunan PT Inti Indosawit Subur”, chaired by Bro. Siswanto. This union was also recorded in the Dinas Tenaga Kerja dan Transmigrasi of Pelalawan Regency on 9 January 2012 and the registration number: 800/DTKT-PEN/SP-SB/2012/001.</p> <p>The Company already has trade union officials, based on Decree of the Dewan Pengurus Cabang Serikat Pekerja Indonesia Branch of Pelalawan district (SP.</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<p>PPSPSI), and proof registration in Disnakertrans dated 20 May 2014. SPSI/Bipartit meeting, such as : on 30 July 2018, related Pembentukan LKS Bipartit attended by 22 workers and management.</p> <p>“Daftar Hadir Rapat Pelaksanaan Bipartit” dated 30 July 2018, attended by 22 worker union representative and workers. The meeting called “Pembentukan dan Susunan Pengurus LKS Bipartit PT. Inti Indosawit Subur Group Kebun Buatan”.</p> <p>“Tanda Bukti Pencatatan Dinas Tenaga Kerja Kabupaten Pelalawan No.255/DTK-PEN/LKS-B/2018/08 atas Lembaga Kerjasama Bipartit PT. Inti Indosawit Subur Kebun Buatan” dated 31 July 2018.</p>	
<p>Criterion 6.7 Children are not employed or exploited.</p>			
6.7.1	<p>There shall be documented evidence that minimum age requirements are met.</p> <p>- Major compliance –</p>	<p>Buatan Estate:</p> <p>The company has own policed signed by management on 1st December 2014 that stated that: It is not allowed all children to work in every activities/processes in company. Based on document review of list of workers “Data Karyawan” Kebun Buatan, update July 2018, interview with workers and obervation during field visit, it was no found workers hired under 18 years.</p> <p>Buatan Estate: the youngest worker is worker is Mr. David M (birth: 28/11/1997, joined in the company on 10/07/2016 – 18 year and 2 month).</p> <p>Buatan II POM:</p> <p>In Buatan II POM, communication of company policy to prohibit child worker (under 18 years old), as written in “Kebijakan Perusahaan” carried out on 8 February 2018. Sampled worker: Mr. Amirudin (bookkeeping clerk), admitted he is aware of the policy and confirmed none of his workmate is under 18 years old.</p> <p>Audit team made verification from interview against record review: Buatan II POM employee list “Database Karyawan Bulan Juli 2018”, consist of 45 “SKU-Bulanan”, 53 “SKU-Harian” – permanent worker; and 10 “PHL/Pekerja Harian Lepas” – temporay</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>worker. It was found youngest worker under name Mr. Piter Silitonga-grading, born 12 June 1998 and work started 1 November 2017 (19 years); Mr. Rio Mangkudi-grading, born 6 November 1996 and work started 1 August 2015 (19 years); Mr. Hermanto Saraan-sample boy, born 16 February 1994 and work started 1 July 2013 (19 years).</p> <p>Scheme smallholders:</p> <p>Management of ICS has policy, “Kebijakan Koperasi” dated 1st March 2015, which stated “Melarang anak-anak bekerja dalam setiap kegiatan KUD” – to prohibit all children to work in any activities in the cooperative operation.</p> <p>Policy to prohibit child worker KUD Tani Rukun has “Kebijakan Koperasi Unit Desa Tani Rukun” dated 1 March 2014, point 9 prohibit child worker in KUD activity.</p> <p>Communication on policies for smallholder member KUD Tani Rukun: Mr. Thourip, Mr. Satria, Mr. Nurdiansyah, Mr. Syahril Agung – dated 6 February 2018.</p> <p>KUD Makarti Sawit has “Kebijakan Koperasi Unit Desa Makarti Sawit” dated 3 January 2018, point 9 prohibit child worker in KUD activity.</p> <p>Communication on policies for smallholder member KUD Makarti Sawit: Mr. Setiyadi, Mr. Suyanto – dated 6 February 2018.</p> <p>KUD Mulus Rahayu has “Kebijakan Koperasi Unit Desa Mulus Rahayu” dated January 2014, point 5 prohibit to recruit worker under 18 years old.</p> <p>Socialization on no child worker policy for smallholder member KUD Mulus Rahayu: Mr. Komar, Mr. Juna – dated 6 February 2018.</p> <p>KUD Bhirawa Bhakti has “Kebijakan Koperasi Unit Desa Bhirawa Bhakti” dated January 2014, point 5 prohibit to recruit worker under 18 years old.</p> <p>Socialization on no child worker policy for smallholder member KUD Bhirawa Bhakti: Mr. Junadi and Mr. Sunarto – dated 6 February 2018.</p> <p>In KUD Makarti Sawit, the employee – Mrs. Poniati born 16 April 2015, work as per</p>	

Criterion / Indicator		Assessment Findings	Compliance
		<p>agreement on 10 January 2017 (32 years).</p> <p>In KUD Mulus Rahayu, the employee – Mrs. Dewi Sartika born 12 December 1989, work as agreement on 10 January 2018 (29 years).</p> <p>In KUD Tani Rukun, the employee Mr. Ayu Novita Sari born 12 January 1993 started work as per agreement on 6 January 2015 (22 years).</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>			
6.8.1	<p>A company's policy on equal opportunity and treatment for work shall be available and documented.</p> <p>- Major compliance –</p>	<p>Buatan II POM and Estate:</p> <p>The company has Equal Opportunities policy as documented in “Kebijakan Perusahaan”, dated 1st December 2014: “Memperlakukan seluruh karyawan secara adil, baik dalam hal penerimaan, penilaian kondisi dan lingkungan kerja, serta keterwakilan tanpa memandang suku, kasta, asal Negara, agama/ kepercayaan, cacat, gender, orientasi seksual, keanggotaan serikat pekerja, afiliasi politik dan atau umur” - to treat all member of cooperative in fair manner, and respect human rights, and representative without any discrimination on tribe, race, caste, country of origin, religion/belief, disability, gender, sexual orientation, union affiliation, political affiliation or age.</p> <p>The company has communicated this policy, e.g., the last socialization was conducted on January 2017, attended 76 workers.</p> <p>In Buatan II POM, communication of company policy equal opportunity and treatment for work, as written in “Kebijakan Perusahaan” carried out on 8 February 2018. Sampled worker: Mrs. Friska (weighbridge operator), admitted she is aware of the policy.</p> <p>Scheme smallholders:</p> <p>Management ICS has had equal opportunities policy and also was available in all</p>	Comply

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

Criterion / Indicator	Assessment Findings	Compliance
	<p>KUD (Koperasi Unit Desa) “Kebijakan Koperasi”, dated 1st January 2017: “memperlakukan seluruh karyawan koperasi secara adil dan menghormati HAM, serta keterwakilan tanpa memandang suku, kasta, asal negara, agama/kepercayaan, cacat, jender, orientasi seksual, keanggotaan serikat pekerja, afiliasi politik dan atau umur” – to treat all member of cooperative in fair manner, and respect human rights, and representative without any discrimination on tribe, race, caste, country of origin, religion/belief, disability, gender, sexual orientation, union affiliation, political affiliation or age.</p> <p>The policy has been disseminated to smallholder member on 9-23 January 2017, list of attendants was available.</p> <p>KUD Makarti Sawit has “Kebijakan Koperasi Unit Desa Makarti Sawit” dated 3 January 2018, on point 8. To treat all in fair manner – irrespective of tribe, caste, nationality, religion, handicap, sexual orientation, political affiliation and/or age. Socialization for no discrimination policy for smallholder member KUD Makarti Sawit: Mr. Setiyadi, Mr. Suyanto – dated 6 February 2018.</p> <p>KUD Mulus Rahayu has “Kebijakan Koperasi Unit Desa Mulus Rahayu” dated January 2014, on point 4. To treat all in fair manner – irrespective of tribe, caste, nationality, religion, handicap, sexual orientation, political affiliation and/or age.</p> <p>Communication on policy for smallholder member KUD Mulus Rahayu: Mr. Komar, Mr. Pawito, Mr. Juna – dated 6 February 2018.</p> <p>KUD Bhirawa Bhakti has “Kebijakan Koperasi Unit Desa Bhirawa Bhakti” dated January 2014, on point 4. To treat all in fair manner – irrespective of tribe, caste, nationality, religion, handicap, sexual orientation, political affiliation and/or age.</p> <p>Communication on policy for smallholder member KUD Bhirawa Bhakti: Mr. Junadi and Mr. Sunarto – dated 6 February 2018.</p> <p>In KUD Tani Rukun has “Kebijakan Koperasi Unit Desa Tani Rukun” dated 1 March 2014, on point 8. To treat all in fair manner – irrespective of tribe, caste, nationality, religion, handicap, sexual orientation, political affiliation and/or age.</p>	

Criterion / Indicator		Assessment Findings	Compliance
		Communication on policies for smallholder member KUD Tani Rukun: Mr. Thourip, Mr. Satria, Mr. Nurdiansyah, Mr. Syahril Agung – dated 6 February 2018.	
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>Buatan II POM and Estate:</p> <p>Audit team made verification from interview against record review: Buatan II POM employee list “Database Karyawan Bulan Juli 2018”, consist of 45 “SKU-Bulanan”, 53 “SKU-Harian” – permanent worker; and 10 “PHL/Pekerja Harian Lepas” – temporary worker. The worker coming from different tribe: Jawa, Bugis, Minang, Tapanuli, Aceh, Karo, Dayak, Melayu; different religion: Christian and Islam.</p> <p>At the time of audit 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>Scheme smallholders:</p> <p>Buatan Smallholder has a policy of anti-discriminacy. This policy has been socialized on January 10 - February 10, 2017 which was attended by all plasma plant employees of 37 employees, consisting of 12 staff employees, 13 office employees and 12 TUS employees.</p> <p>Socialization of ICS Group policy:</p> <ul style="list-style-type: none"> - January 31, 2017; attended by KUD management, WKAK (inter-group communication forum), farmers group and farmer board and some community leaders including the local village head. - On 24 January 2017; attended by KUD management, WKAK (inter-group communication forum), farmers group and farmer board and some community leaders including the local village head. - January 11, 2017; attended by KUD management, WKAK (inter-group communication forum), farmers group and farmer board and some community 	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>leaders including the local village head, included attended by the Department of Agriculture</p> <p>At the time of audit performed interviews of male and female workers confirmed that the company anti-discrimination policy was strictly enforced.</p>	
<p>6.8.3</p> <p>Records of evidence that equal opportunity and treatment for work shall be available. – Minor compliance -</p>	<p>Buatan Estate and Mill:</p> <p>The company has had procedure hiring workers regulated that hiring and promotion of workers based on skill, work experiences, and job evaluation.</p> <p>The company is conduct performance evaluation of workers annually as documented in "Rekapitulasi Appraisal PB 2017, with scoring for Kualitas kerja (work quality), kuantitas kerja (work quantity), sikap kerja (behavior), kerjasama (team work), discipline, tanggung jawab (responsibility).</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 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</p>	<p>Comply</p>

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

Criterion / Indicator		Assessment Findings	Compliance
		<p>promotion of workers based on skill, work experiences, and job evaluation.</p> <p>Audit team made verification from interview against record review: Buatan II POM employee list "Database Karyawan Bulan Juli 2018", consist of 45 "SKU-Bulanan", 53 "SKU-Harian" – permanent worker; and 10 "PHL/Pekerja Harian Lepas" – temporary worker. The worker coming from different tribe: Jawa, Bugis, Minang, Tapanuli, Aceh, Karo, Dayak, Melayu; different religion: Christian and Islam.</p> <p>Scheme smallholder:</p> <p>ICS Group Manager's Policy related the equal opportunity for workers, dated January 2, 2017, points 9; "Menghormati hak asasi manusia dengan memperlakukan seluruh karyawan maupun petani secara adil, baik dalam hal penerimaan, penilaian, kondisi dan lingkungan kerja, serta keterwakilan tanpa memandang suku, kasta, asal Negara, agama/kepercayaan, cacat, jender, orientasi seksual, keanggotaan serikat pekerja, afiliasi politik dan/atau umur".</p> <p>Based on field observations and document verification, Plasma Buatan II has provided career opportunities to all employees, either at the ICS Group manager office or at the KUD Office.</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>Buatan II POM, Estate and Scheme smallholders:</p> <p>The company has a policy to prevent sexual and all other forms of harassment and violence as per "Kebijakan Perusahaan", that's signed by Managing Director, dated 01 December 2014, in pon 15. "To prevent any sexual or physical abuses happen to women as well as to protect their reproductive rights".</p> <p>The the company aslo has prepared Standard Operating Procedures no SOP-A-HR-309.01-R0," tentang penanganan dan pencegahan pelecehan seksual dengan tujuan untuk keseragaman ketentuan dan prosedudr berhubungan dengan penanganan</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<p>pelecehan seksual”</p> <p>The company has communicated this policy continuously, the last socialization was conducted on 8 March 2018 and 6 February 2018, attended by workers under document of notulen Rapat Komite Gender KBN dan Sosialisasi SOP pelecehan seksual.</p> <p>The policy is prominently displayed on notice boards at the Mills and the Estates muster areas. Interviews of female staff, workers and union representatives confirmed that the company implemented the sexual harassment policy.</p> <p>The cooperative has policy to prevent sexual harassment and violence against women in “Kebijakan KUD” dated 1st August 2013, Point 6 which stated “Mencegah pelecehan seksual dan berbagai bentuk kekerasan terhadap perempuan serta melindungi hak hak reproduksinya – <i>prevent sexual harassment and violence as well as protect reproductive rights for women</i>. The policy has been disseminated to smallholder members</p> <p>Based on interview with smallholder in KUD Tani Rukun, KUD Bhirawa Bhakti, KUD Mulus Rahayu and KUD Makarti Sawit explained that the smallholder has been provided with explanation on policy to prohibit sexual harassment.</p>	
6.9.2	<p>A policy to protect the reproductive rights, shall be documented, implemented and communicated to all levels of the workforce.</p> <p>- Major compliance –</p>	<p>Buatan II POM, Estate and Scheme smallholders:</p> <p>The company has a policy to prevent sexual and all other forms of harassment and violence as per “Kebijakan Perusahaan”, that’s signed by Managing Director, dated 01 December 2014, in point 15. “To prevent any sexual or physical abuses happen to women as well as to protect their reproductive rights”.</p> <p>The company has communicated this policy continuously, the last socialization was conducted on on 1 and 8 March 2018 at Buatan Estate and 6 March 2018 at Buatan II POM.</p> <p>There is a gender committee actively meets and discussing general agenda and other issue related to handling sexual harassment, dissemination of sexual harassment prevention. Based on interview with Gender Committee, company has</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>implemented the protection of women reproductive rights, in form of maternal leave, period leave, regular pregnancy check for female sprayers and strictly prohibit pregnant and/or breastfeeding female worker applying pesticides.</p> <p>The cooperative has policy to prevent sexual harassment and violence against women in "Kebijakan KUD" dated 1st August 2013, Point 6 which stated "Mencegah pelecehan seksual dan berbagai bentuk kekerasan terhadap perempuan serta melindungi hak hak reproduksinya – <i>prevent sexual harassment and violence as well as protect reproductive rights for women.</i> The policy has been disseminated to smallholder members</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>Buatan II POM and Estate:</p> <p>Company has established Standard Operating Procedure, No. SOP: XX-HR-308.5-RO; Revision: 0, Desember 11th 2009: Employees complaints: submission and settlement.</p> <p>Mechanism for complaints management where it needs to protect its confidentiality for complainer was found in company policy's draft as in one of points of this policies stated that: "To provide appropriate information for those who inquiry it and to protect its confidentiality for whistleblower cases in accordance to law regarding environmental and social issue, food safety, health and safety work, so that it enables them to more participate to the decision making processes for improving company's performance.</p> <p>Scheme Smallholders:</p> <p>Scheme smallholder is adopting company policy on the grievance mechanism which respects anonymity and protects complainants, stated in the Cooperative's Communication, Consultation, and Grievance.</p> <p>During the audit, there is no issue found and has been confirmed during stakeholder consultation with local community and workers.</p>

Criterion / Indicator		Assessment Findings	Compliance						
Criterion 6.10 Growers and millers deal fairly and transparently with smallholders and other local businesses.									
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB), shall be publicly available. - Minor compliance -	<p>PT Inti Indosawit Subur use FFB price structure which set in the meeting of FFB pricing working group of Riau Province, conducted weekly in Plantation Agency of Riau Province (Kantor Dinas Perkebunan Provinsi Riau) involving government representative, oil palm company and farmers. Guidelines of FFB price calculation is Minister of Agriculture regulation - Permentan No. 14/Permentan/OT.140/2/2013 regarding Guidelines of Pricing on FFB produced by farmer.</p> <p>The Formula of FFB pricing based on Permentan No. 14/Permentan/OT.140/2/2013 is as follow:</p> $\text{FFB Price} = K \{Hms \times Rms + His \times Ris\}$ <p>FFB Price : Price of FFB received by farmer at palm oil level, measured in IDR/kg; K : Proportion index that show part received by farmer, measured in %;</p> <p>Hms : Average price of crude palm oil (CPO) weighted export sales (FOB) and local of each company at previous period, measured in IDR/kg;</p> <p>Rms : Oil extraction rate (OER), measured in %;</p> <p>His : Average of palm kernel (PK) price weighted export sales (FOB) and local of each company at previous period, measured in IDR/kg;</p> <p>Ris : Kernel extraction rate (KER), measured in %.</p> <p>Current FFB price, dated 15 August 2018 as per "Berita Acara Hasil Rapat Penetapan Harga Pembelian TBS Kelapa Sawit Produksi Pekebun di Provinsi Riau No.33/TPH TBS-VIII/2018 periode 15-21 August 2018", prepared dated 14 August 2018.</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Price for Planting age 21-25</th> <th>Price for Planting age >25</th> </tr> </thead> <tbody> <tr> <td>15-21 August 2018 No.33/TPH TBS-VIII/2018</td> <td>Rp. 1,527.39</td> <td>Rp. 1,413.58</td> </tr> </tbody> </table>	Period	Price for Planting age 21-25	Price for Planting age >25	15-21 August 2018 No.33/TPH TBS-VIII/2018	Rp. 1,527.39	Rp. 1,413.58	Comply
Period	Price for Planting age 21-25	Price for Planting age >25							
15-21 August 2018 No.33/TPH TBS-VIII/2018	Rp. 1,527.39	Rp. 1,413.58							

Criterion / Indicator	Assessment Findings	Compliance
	<p>The FFB price available in Buatan II POM. The scheme manager, regularly communicating the FFB price to scheme smallholder.</p> <p>FFB from external (3rd party):</p> <p>The company has defined mechanism of external FFB pricing according to Memorandum No. 002/MM-FFB/Memo/2016 dated 9 January 2016. Components that influence the price are CPO/PK price, competitor rice, distance between FFB source to the mill, FFB quality, OER & KER ("K" Index), plantation agency (government) price. External FFB price are fluctuating according to change of price-forming factors. The price is always updated at Buatan II POM. Latest FFB price for third party dated 13 August determined as Rp. 1,320.</p> <p>FFB price information are publicly available for third party supplier and written in notice board in front of Buatan I POM.</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>Buatan II POM and Scheme Smallholders:</p> <p>The FFB price Buatan II POM refers to government gazetted FFB price to pays for scheme smallholder's FFB. This is mandated in the agreement between company and smallholder. For example "Perjanjian Kerjasama antara Petani Peserta PIR-Trans dengan PT. Inti Indosawit Subur No.18/SPK/KG/BT/XL/92" dated 1 November 1992, between PT. Inti Indosawit Subur and KT 01 Ngudi Rahayu. The agreement, in clause 5 FFB Purchase/Payment stated that the base for price calculation shall refer to government regulation.</p> <p>The practice in accordance to current applicable regulation "Peraturan Menteri Pertanian No.395 Tahun 2005 pasal 5 ayat 2". The pricing mechanism takes into account average CPO price, CPO extraction rate, average PK price, PK extraction rate and "Indeks K" (explains proportion of FFB supplied by smallholder to the mill). The FFB price sets at different level – refer to palm age.</p> <p>Smallholder manager disseminated the FFB price to cooperative/KUD once the "Surat Berita Acara Hasil Rapat Penetapan Harga Pembelian TBS Kelapa Sawit Produksi Pekebun di Provinsi Riau" being circulated by Provincial authority.</p>	Comply

RSPO Public Summary Report
Revision 6 (December /2017)

Criterion / Indicator	Assessment Findings	Compliance
	<p>The FFB price for non-certified was referring to “Standard Operating Procedure Pembelian TBS Luar No.AA-MM-506.1-R0” dated 1 January 2013. The price takes into consideration FFB purchase price from surrounding POM and collector. Owner estimate calculated by CPO price (as tendered) reduced with transport cost, and divided with 10% tax to get CPO ex mill price. PK price (as tendered) minus transport cost. Multiply CPO and PK price with OER and KER from daily production report. The multiplying result then minus mill cost.</p>	
<p>6.10.3</p>	<p>Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.</p> <p>- Minor compliance -</p> <p>Buatan Estate and Mill:</p> <p>Based on document review that agreement between company and local contractor is confirmed that contract is made fairly, legal and transparent, e.g.</p> <p>The agreement/contract documents between third party FFB supplier and organisation is sighted and presented in “Surat Perjanjian Jual Beli TBS” No. 001/SPJB/IIS/CV. KB Buatan/IX/2017 dated 3 January 2017 between PT Inti Indosawit Subur Buatan Group with Mr. Djon Rinaldi (Local FFB Supplier). The agreement described as follows:</p> <ol style="list-style-type: none"> a. FFB is coming from surrounding community with plantation area + 2.5 Ha. b. Article II (FFB handover) which mentioned that place of handover is at Buatan II POM weighbridge. FFB Supplier shall provide officer which completed with appointment letter to witness the truth about FFB weight and quality. FFB are sorted/graded with determined criteria, FFB which not comply to the criteria will be sent back to the supplier. Weighing performed twice, which is loaded and unloaded. c. Article III (FFB criteria), described criteria of ripe bunch is 1 loosefruit per kilogram FFB. Agreed sortation is based on FFB condition received at Mill. FFB quality that below criteria will be re-assessed by both party, and if there is a disagreement shall be written in minutes of FFB condition. d. Article IV (FFB price), described FFB price is based on evaluation of CPO and PK price that applied in international and local market. Every price change, PT Inti 	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>Indosawit Subur must make written announcement (SMS) to FFB supplier.</p> <p>e. Article V (Payment), described payment is done based on invoice which issued by FFB supplier. Payment will be transferred to bank account number written in invoice. Payment conducted at least 1 (one) week after invoice received by PT Inti Indosawit Subur.</p> <p>f. Article VI (Others), described that shell and empty fruit bunch will be regulated in separated provision. Settlement of dispute is done through deliberation, and if agreement is not reached it will be done through legal</p> <p>All contracts are acknowledged by all parties as part that contain of contract are well understood. The contract contains all relevant information such as payment method, work requirements, force majeure, contract period, cancellation of contract, etc. Contract documents are acknowledged by all parties. Based on document review that agreement between company and third party FFB supplier confirmed that contract is made fairly, legal and transparent.</p> <p>Scheme Smallholder:</p> <p>In KUD Makarti Sawit have work agreement with FFB transport contractor: Surat Perjanjian Kerja Angkutan TBS No.11/KUS-MS/2018 between KUD Makarti Sawit and Mr. Saker, dated 2 January 2018. The work agreement covers scope of work, timeframe and operational requirements, working fee, contractor's obligation, and force majeure.</p> <p>KUD Bhirawa Bhakti have work agreement with FFB transport contractor: Surat Perjanjian Kerja Angkutan TBS No.17/KUD-BB/XII/2016 between KUD Bhirawa Shakti and Mr. Sena, dated 30 December 2016. The work agreement covers scope of work, timeframe and operational requirements, working fee, payment, contractor's obligation, and force majeure.</p> <p>In KUD Mulus Rahayu have work agreement with FFB transport contractor: Surat Perjanjian Kerja Angkutan TBS No.15/KUD-MR/XII/2016 between KUD Mulus Rahayu</p>	

Criterion / Indicator		Assessment Findings	Compliance
		<p>and Mr. Sukidi, dated 30 December 2016. The work agreement covers scope of work, timeframe and operational requirements, working fee, contractor's obligation, and force majeure.</p> <p>In KUD Tani Rukun have work agreement with FFB transport contractor: Surat Perjanjian Kerja Angkutan TBS No.21/KUS-TR/XII/2017 between KUD Tani Rukun and Mr. Sujarno, dated 2 January 2018. The work agreement covers scope of work, field monitoring, timeframe and operational requirements, working fee (Rp. 53/kg FFB), payment, contractor's obligation, and force majeure.</p>	
6.10.4	<p>Agreed payments shall be made in a timely manner.</p> <p>- Minor compliance -</p>	<p>Buatan Estate and mill:</p> <p>Evidence of payment is reviewed and interview with local contractor confirmed that payment for contractor timely manner. A review to several payment records January - July 2018 demonstrated that the payment has been made via bank transfer. It was appropriate with the related MOU/Agreement. The payment was also been made periodically according to the contract agreement. Sample seen:</p> <ul style="list-style-type: none"> - FFB payment record according to the agreed price: - "Kwitansi Pembayaran TBS Plasma" KT 16 KUD Birawa Bhakti. Payment record was met with the price determined and agreed. FFB payment has made in timely manner (each month). - "Bank Account transfer" to Asosiasi Petani Berkah Makmur Bersama (CSV) A/C No. 156-20-00***, to CV Karya Bersama A/C No. 108-00-81828***, to CV Putra Kembar Sentosa A/C No. 108-000-811-****. <p>Payment to contractor sighted and verified: Payment made from KUD Tani Rukun to Mr. Sujarno as per receipt "Kontrak Armada TBS" period 21 June – 20 July 2018, worth 1,671,822 tons x Rp. 53 = Rp.88,606,566. Payment made on 3 August 2018.</p>	Comply
<p>Criterion 6.11 Growers and millers contribute to local sustainable development where appropriate.</p>			

Criterion / Indicator	Assessment Findings	Compliance
<p>6.11.1</p> <p>Records of contributions to local development based on the results of consultation with local communities shall be available.</p> <p>- Minor compliance -</p>	<p>Buatan II POM and Estate:</p> <p>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 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 made based on the results of consultation with local communities and recorded on Document Project:</p> <ul style="list-style-type: none"> - Educational program: Financial assistance to the Lestari Palm Oil School SMKN 1 Makmur. - Health: Free for health and ears examination - Economic sector: Assistance for the Jabang Tetuka SP5 Farmer Group business, assistance of shrub pepper seeds for SP6 Karang Taruna and land management business programs. - Infrastructure: Repair/renovation of Kualo Mosque, renovation of Al Mukmin mosque. - Social: funding assistance for Package Duafa, funding for Traditional Events (LAM) and religious activities. - Training of plasma farmers related to base management practices and entrepreneurship training to deal with replanting - Assistance to MPA (Community of Fire Care) - Environmental: Forest and plantation fire prevention programs. <p>Scheme smallholders:</p> <p>The policy to contribute to surrounding community available in each “Anggaran Dasar Koperasi Unit Desa”. The document stated cooperative 2.5% for social</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>activities and 2.5% for local development. KUD which is a partnership with PT IIS also has programs related to social responsibility, especially for the development of rural communities, for example:</p> <ul style="list-style-type: none"> - January 1, 2018 at KUD Mulus Rahayu provided financial assistance for village development in the amount of Rp. 574,000, - - July 22, 2018 at KUD Tani Rukun provided funding for MTQ activities at the district level for Rp. 500,000. - on the 31st at the Tani Rukun KUD to contribute to the Kerinci Kanan District children's forum - September 2017 at Makarti Sawit Village Cooperative Office provided financial assistance for village development in the amount of Rp 3,032,729 	
<p>6.11.2</p>	<p>Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve scheme smallholder productivity.</p> <p>- Minor compliance -</p>	<p>PT Inti Indosawit Subur and Scheme Smallholders:</p> <p>PT. Inti Indosawit Subur – Buatan Group have prepared a training programs aims for capacity building: “Training P&C RSPO Group Certification”, planned on January for 90 plasma assistant, implemented 4 January 2018; “Training and Communication for Weed Control”, planned on February-March-April 2018 with target audience 410 smallholders. The training carried out in 19&27 January 2018, 23-24 February 2018, 24&27 March 2018, 25-26 April 2018, 5&29 May 2018, 12-13 June 2018 – attended by 313 smallholder members.</p> <p>Scheme Manager assist the scheme smallholders, such as:</p> <ul style="list-style-type: none"> ▪ Company has communicated and trained oil palm plantation, health and safety and soil and water conservation; ▪ Company helps smallholder cooperative to conduct leaf analysis and soil analysis to prepare fertilizer recommendation; ▪ Company provide and guarantees the fertilizer supplies for smallholder cooperatives; ▪ Company supports the implementation of best management practices for weed

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

Criterion / Indicator		Assessment Findings	Compliance
		<p>control – in form of spraying team for smallholder plantation;</p> <ul style="list-style-type: none"> ▪ Technical support, such as training, cooperative management and provide permanent resources (Scheme Manager, Assistant and supervisor in each cooperative); ▪ Road maintenance. etc 	
<p>Criterion 6.12 No forms of forced or trafficked labor are used.</p>			
6.12.1	<p>There shall be evidence that no forms of forced or trafficked labor are used.</p> <p>- Major compliance -</p>	<p>Buatan II POM and Estate:</p> <p>Based on interview with worker union committee and gender committee, there was no indication of forced labour and/or human trafficking. All employees have had work agreement, regulating the rights and obligation of company and employee. The work agreement including working hour and salary payment.</p> <p>Based on document verification and salary payment, shows employee have been paid in accordance to minimum wage regulation.</p> <p>Scheme Smallholders:</p> <p>Similar to estate and mill, there is no forced and trafficked labour was noted during assessment.</p>	Comply
6.12.2	<p>It shall be demonstrated that no contract substitution has occurred.</p> <p>- Minor compliance -</p>	<p>Buatan II POM and Estate:</p> <p>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.</p> <p>Scheme Smallholders:</p> <p>All worker in cooperative have work agreement. All of them already appointed as</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
	<p>permanent worker.</p> <p>In KUD Bhirawa Bhakti, the cooperative and the employee have work agreement: "Surat Perjanjian Kerja No.01/SPK/KUD-BB/I/2018" for Mr. Sujak as "Karyawan Unit Simpan Pinjam", signed on 10 January 2018.</p> <p>In KUD Mulus Rahayu, the cooperative and the employee have work agreement: "Surat Perjanjian Kerja No.SPK/KUD-MR/I/2018" for Mrs. Dewi Sartika as "Karyawan Unit Simpan Pinjam", signed on 10 January 2018.</p> <p>In KUD Makarti Sawit, the cooperative and the employee have work agreement: "Surat Perjanjian Kerja No.SPK/KUD-MS/I/2017" for Mrs. Poniati as worker dated January 2017.</p> <p>In KUD Tani Rukun, the cooperative and the employee have work agreement: "Surat Perjanjian Kerja No.005/SPK/KUD-TR/I/2013 between KUD Tani Rukun and Mrs. Rustini, as "Kerani KUD", signed on 6 January 2013.</p> <p>In KUD Tani Rukun, the cooperative have work agreement with their employee: "Surat Perjanjian Kerja No.004/SK/KUD-TR/I/2015" under name Mrs.Ayu Novita Sari dated 6 January 2015.</p> <p>During visit to offices of KUD Bhirawa Bhakti, KUD Mulus Rahayu, KUD Tani Rukun, KUD Makarti Sawit – all of these workers are working as per their assignment.</p>	
<p>6.12.3</p>	<p>Where migrant/foreign/honorary workers are employed, a special worker policy and procedures and the evidence of implementation shall be available.</p> <p>- Major compliance -</p> <p>Buatan II POM and Estate:</p> <p>Based on interview with worker union committee and gender committee, as well as the employee it can be demonstrated that there is no use of migrant/foreign/honorary worker. During document review of employee data and list of employee shown that there is no migrant/foreign/honorary workers are employed by company.</p> <p>All employee including temporary workers have work agreement; regulating the scope of work, work agreement timeframe, working hour, salary payment, overtime and Jamsostek. Procedures against employee has been set by company in HR procedure regarding workers/employee. Company also has determined the policy to</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance
		<p>protect the employee presented in Company Policy that's signed by Managing Director, dated 01st December 2014.</p> <p>Scheme Smallholders:</p> <p>KUD has a policy related to use of migrant worker inside "Kebijakan Koperasi". Based on document verification and interview with worker shows no migrant worker used in cooperative.</p> <p>All worker in cooperative have work agreement. All of them already appointed as permanent worker. The working hour has been sets from 07.00-12.00AM, for 5 working days.</p>	
<p>Criterion 6.13 Growers and millers respect human rights.</p>			
6.13.1	<p>A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations.</p> <p>- Major compliance -</p>	<p>Buatan II POM and Estate:</p> <p>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.</p> <p>The policy contains such as :</p> <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 indigenious and local communities <p>This policy has been disseminated to all employees and the community around the plantation.</p> <p>In Buatan II POM, communication of company policy on respecting human rights, as</p>	Comply

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

Criterion / Indicator	Assessment Findings	Compliance
	<p>written in “Kebijakan Perusahaan” carried out on 8 February 2018. Sampled worker: Mrs. Friska (weighbridge operator), admitted she is aware of the policy.</p> <p>On 4 August 2018, the policy to uphold human right being disseminated to contractor, Mr. Sarkawi (from PT. ESPK).</p> <p>Scheme smallholders:</p> <p>ICS Group Manager’s Policy related the human right recorded on point 9; “Menghormati hak asasi manusia dengan memperlakukan seluruh karyawan KUD maupun petani secara adil, baik dalam hal penerimaan, penilaian, kondisi dan lingkungan kerja, serta keterwakilan tanpa memandang suku, kasta, asal Negara. Agama/kepercayaan, cacat, jender, orientasi seksual, keanggotaan serikat pekerja, afiliasi politik dan / atau umur”.</p> <p>This policy has been communicated or disseminated to all Plasma and KUD employees in January - February 2017.</p> <p>In KUD Tani Rukun, policy to respect human rights have been accommodated in “Kebijakan Koperasi Unit Desa Tani Rukun” dated 1 March 2014, on point 8. To respect through respecting all in fair manner – irrespective of tribe, caste, nationality, religion, handicap, sexual orientation, political affiliation and/or age.</p> <p>Communication on policies for smallholder member KUD Tani Rukun: Mr. Thourip, Mr. Satria, Mr. Nurdiansyah, Mr. Syahril Agung – dated 6 February 2018.</p> <p>KUD Makarti Sawit has “Kebijakan Koperasi Unit Desa Makarti Sawit” dated 3 January 2018, on point 8. To treat all in fair manner and respecting human rights – irrespective of tribe, caste, nationality, religion, handicap, sexual orientation, political affiliation and/or age.</p> <p>Communication on policies for smallholder member KUD Makarti Sawit: Mr. Setiyadi, Mr. Suyanto – dated 6 February 2018.</p> <p>KUD Mulus Rahayu has “Kebijakan Koperasi Unit Desa Mulus Rahayu” dated January 2014, on point 4. To treat all in fair manner and respecting human rights –</p>	

RSPO Public Summary Report
Revision 6 (December /2017)

Criterion / Indicator		Assessment Findings	Compliance
		<p>irrespective of tribe, caste, nationality, religion, handicap, sexual orientation, political affiliation and/or age.</p> <p>Communication on policy for smallholder member KUD Mulus Rahayu: Mr. Komar, Mr. Juna – dated 6 February 2018.</p> <p>KUD Bhirawa Bhakti has “Kebijakan Koperasi Unit Desa Bhirawa Bhakti” dated January 2014, on point 4. To treat all in fair manner – irrespective of tribe, caste, nationality, religion, handicap, sexual orientation, political affiliation and/or age.</p> <p>Communication on policy for smallholder member KUD Bhirawa Bhakti: Mr. Junadi and Mr. Sunarto – dated 6 February 2018.</p> <p>During this audit there is no any human rights violation was noted including in scheme smallholder area.</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	An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented. - Major compliance –	Note that there was no new planting in Buatan Estate. All of the immature area was for replanting, for oil palm with planting year 1988, 1989, 1990, 1991.	N/A
7.1.2	Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts. - Minor compliance -	Note that there was no new planting in Buatan Estate. All of the immature area was for replanting, for oil palm with planting year 1988, 1989, 1990, 1991.	N/A

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

Criterion / Indicator		Assessment Findings	Compliance
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 -	Note that there was no new planting in Buatan Estate. All of the immature area was for replanting, for oil palm with planting year 1988, 1989, 1990, 1991.	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-term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations. - Major compliance –	Note that there was no new planting in Buatan Estate. All of the immature area was for replanting, for oil palm with planting year 1988, 1989, 1990, 1991.	N/A
7.2.2	Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available. - Minor compliance -	Note that there was no new planting in Buatan Estate. All of the immature area was for replanting, for oil palm with planting year 1988, 1989, 1990, 1991.	N/A
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	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	Note that there was no new planting in Buatan Estate. All of the immature area was for replanting, for oil palm with planting year 1988, 1989, 1990, 1991.	N/A

Criterion / Indicator		Assessment Findings	Compliance
	5.2). - Major compliance –		
7.3.2	Reports of comprehensive HCV assessment, which involves stakeholder consultation and includes record of land-use change since November 2005, shall be available. This HCV assessment shall be conducted prior to any conversion or new planting. - Major compliance –	Note that there was no new planting in Buatán Estate. All of the immature area was for replanting, for oil palm with planting year 1988, 1989, 1990, 1991.	N/A
7.3.3	Records of land preparation and clearing dates shall be available. - Minor compliance –	Note that there was no new planting in Buatán Estate. All of the immature area was for replanting, for oil palm with planting year 1988, 1989, 1990, 1991.	N/A
7.3.4	An action plan shall be developed that describes operational actions consequent to the findings of the HCV assessment, and that references the grower’s relevant operational procedures. (see Criterion 5.2) - Major compliance –	Note that there was no new planting in Buatán Estate. All of the immature area was for replanting, for oil palm with planting year 1988, 1989, 1990, 1991.	N/A
7.3.5	Evidence of consultation with the affected community shall be available in order to identify the area required by such community to fulfill its basic needs, by considering the positive and negative changes to the livelihood as a result of plantation operations. Such matters shall be included in the HCV analysis and management plan (see Criteria 5.2). - Minor compliance –	Note that there was no new planting in Buatán Estate. All of the immature area was for replanting, for oil palm with planting year 1988, 1989, 1990, 1991.	N/A

Criterion / Indicator		Assessment Findings	Compliance
Criterion 7.4			
Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.			
7.4.1	Indicative maps showing marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided. - Major compliance –	Note that there was no new planting in Buatan Estate. All of the immature area was for replanting, for oil palm with planting year 1988, 1989, 1990, 1991.	N/A
7.4.2	Where limited planting on fragile and marginal soils, including peat, is proposed, a documented plan shall be developed and implemented to protect them without incurring adverse impacts. - Major compliance –	Note that there was no new planting in Buatan Estate. All of the immature area was for replanting, for oil palm with planting year 1988, 1989, 1990, 1991.	N/A
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 –	Note that there was no new planting in Buatan Estate. All of the immature area was for replanting, for oil palm with planting year 1988, 1989, 1990, 1991.	N/A

RSPO Public Summary Report
Revision 6 (December /2017)

Criterion / Indicator		Assessment Findings	Compliance
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 –	Note that there was no new planting in Buatn Estate. All of the immature area was for replanting, for oil palm with planting year 1988, 1989, 1990, 1991.	N/A
7.6.2	A procedure for identifying people entitled to compensation shall be available. - Major compliance –	Note that there was no new planting in Buatn Estate. All of the immature area was for replanting, for oil palm with planting year 1988, 1989, 1990, 1991.	N/A
7.6.3	Records of calculation system and distribution of fair compensation shall be available. - Major compliance –	Note that there was no new planting in Buatn Estate. All of the immature area was for replanting, for oil palm with planting year 1988, 1989, 1990, 1991.	N/A
7.6.4	Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development. - Minor compliance –	Note that there was no new planting in Buatn Estate. All of the immature area was for replanting, for oil palm with planting year 1988, 1989, 1990, 1991.	N/A
7.6.5	The process and outcome of any compensation claims shall be documented and made available to the affected communities and their representatives. - Minor compliance –	Note that there was no new planting in Buatn Estate. All of the immature area was for replanting, for oil palm with planting year 1988, 1989, 1990, 1991.	N/A
7.6.6	Evidence shall be available that the affected communities and rights holders have access to information and advice that is independent of the	Note that there was no new planting in Buatn Estate. All of the immature area was for replanting, for oil palm with planting year 1988, 1989, 1990, 1991.	N/A

Criterion / Indicator		Assessment Findings	Compliance
	<p>project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.</p> <p>- Minor compliance –</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>			
7.7.1	<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>Note that there was no new planting in Buatan Estate. All of the immature area was for replanting, for oil palm with planting year 1988, 1989, 1990, 1991.</p>	N/A
7.7.2	<p>In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN on Zero Burning' 2003, or comparable guidelines in other regions.</p> <p>- Minor compliance –</p>	<p>Note that there was no new planting in Buatan Estate. All of the immature area was for replanting, for oil palm with planting year 1988, 1989, 1990, 1991.</p>	N/A
<p>Criterion 7.8 New plantation developments are designed to minimize net greenhouse gas emissions.</p>			
7.8.1	<p>The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated.</p> <p>- Major compliance –</p>	<p>Note that there was no new planting in Buatan Estate. All of the immature area was for replanting, for oil palm with planting year 1988, 1989, 1990, 1991.</p>	N/A

Criterion / Indicator		Assessment Findings	Compliance
7.8.2	Records of a plan to minimize net GHG emissions shall be available. - Minor compliance –	Note that there was no new planting in Buatan Estate. All of the immature area was for replanting, for oil palm with planting year 1988, 1989, 1990, 1991.	N/A
Principle 8: Commitment to continuous improvement in key areas of activity			
Criterion 8.1			
Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			
8.1.1	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: <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) - Major compliance –	The action plan for monitoring and review of implementation actions plans for continual improvement has demonstrated in some evidents, e.g: <ul style="list-style-type: none"> - Internal audit Sustainability (Integration standard, e.g: RSPO, ISPO, ISCC and PP nomor 50 tahun 2012), there were reported 2 issues non conformity related to indicator 2.1 and 6.10. The recommendation has been followed up dan effective implemented, the staus of non conformities has been closed. - VE (visit engineer) Report dated 28th September – 1st October 2017 to Buatan II POM, no document PBD-VE-FULL01-17. The content of visist issues, such as: <ul style="list-style-type: none"> • Outstanding issues arising from previous visit • Mill key performance indicator • Main power statement • Production cost • Plant and machinery processing • Effulent treatment plant • Land application • Occupational safety and health • Security • Housekeeping 	Comply

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

Criterion / Indicator	Assessment Findings	Compliance
	The commendation of VE report has been followed up. The performances were effective and demonstrated good to continual improvement	

RSPO Public Summary Report
Revision 6 (December /2017)

Appendix B: Approved Time Bound Plan

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

RSPO Public Summary Report
Revision 6 (December /2017)

Ukui (Plasma)	Ukui & Lubuk Batu Jaya District, Pelalawan & Inhu Regency, Riau	Brought forward from 2012 to 2011	Certified on 11 th June 2012
Tungkal Ulu Estate	Pulau Pauh/Penyabungan/Merlung Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	2011	Certified on 15 th August 2012
Muara Bulian Estate	Singoan/Bukit Sari/ Bulian Jaya Village, Muara Bulian/Pemayung District, Batang Hari Regency, Jambi	2011	Certified on 28 August 2012
Buatan (KKPA)	Kerinci Kanan, Pangkalan Kerinci, Dayun District, Siak & Pelalawan Regency, Riau	2012	Certified on 17 th January 2013
Tungkal Ulu (Plasma)	Renah Mendalo, Merlung, Muara Papalik District, Tanjung Jabung Barat Regency, Jambi	2012	Certified on 11 th July 2013
Muara Bulian (Plasma)	Maro Sebo Ilir District, Batanghari Regency, Jambi	2012	Certified on 12 th July 2013
Muara Bulian (KKPA)	Maro Sebo Ilir District, Batanghari Regency, Jambi	2012	Certified on 12 th July 2013
Topaz & Seed Garden Estate	Petapahan Village, Tapung District, Kampar Regency, Riau	2013	Certified on 30 March 2015
Taman Raja & Badang Estate	Lubuk Bernai / Kampung Baru / Pelabuhan Dagang / Pematang Pauh Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	2013	Certified on 20 th February 2015
Segati Estate	Langkan / Penarikan / Tambak / Sotol Village, Langgam District, Pelalawan Regency, Riau	2014	Main Audit in December 2014 Re-Audit in 2017
Penarikan & Gondai Estate	Pangkalan Sarik / Baru Village, Langgam / Siak Hulu District, Pelalawan / Kampar Regency, Riau	2014	Main Audit in December 2014 Re-Audit in 2017
Penarikan (KKPA)	Pangkalan Sarik / Baru Village, Langgam / Siak Hulu District, Pelalawan / Kampar Regency, Riau	2018	Moved to 2019 NPP Pogress
Gunung Sahilan (KKPA)	Gunung Sahilan Village, Lipat Kain District, Pelalawan Regency, Riau	2018	Moved to 2019 NPP progress
Bahilang Estate	Bahilang Village, Tebing Tinggi District, Serdang Bedagai Regency, North Sumatra	Brought Forward from 2015 to 2013	Certified 18 th May 2015
Tanah Datar Estate	Tanah Datar Petatal Village, Talawi District, Asahan Regency, North Sumatra	Brought Forward from 2015 to 2013	Certified 18 th May 2015
Aek Nabara Estate	S1-S3 / Sukadame Village, Bilah Hulu / Kota Pinang District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2015 to 2013	Certified on 6 th March 2015
Teluk Panjie Estate	Teluk Panjie Village, Kampung Rakyat District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2015 to 2013	Certified on 21 st April 2015
Peranap Estate	Simelinyang / Pauh Ranap / Sengkilo Village, Peranap District, Indragiri Hulu Regency, Riau	Brought Forward from 2016 to 2013	Certified on 7 th January 2015
Bungo Tebo Estate	Tuo Sumai / Sungai Rambai Village, PWK Sumai / Tebo Ulu District, Bungo Tebo Regency, Jambi	Brought Forward from 2016 to 2014	Certified 3 rd December 2015
Peranap (Plasma)	Simelinyang / Pauh Ranap / Sengkilo Village, Peranap District, Indragiri Hulu Regency, Riau	2016	Certified 19 th August 2016
Bungo Tebo (Plasma)	Tuo Sumai / Sungai Rambai Village, PWK Sumai / Tebo Ulu District, Bungo Tebo Regency, Jambi	2016	Certified 7 th February 2017
Tanjung Selamat Estate	Kampung Padang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2017 to 2014	Certified 26 th May 2015
Pangkatan Estate	Sennah Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2017 to	Certified 26 th May 2015

RSP0 Public Summary Report
Revision 6 (December /2017)

		2014	
Sentral, Aek Tarum & Batu Anam Estate	Gonting Mahala Village, Bandar Pulau District, Asahan Regency, North Sumatra	Brought Forward from 2017 to 2014	Certified 8 th July 2015 Note: 645.5 ha from HGU area (10,414.33 ha) is occupied by surrounding community and exclude from certified area.
Pulau Maria Estate	Rahuning Village, Bandar Pulau District, Asahan Regency, North Sumatra	Brought Forward from 2017 to 2014	Certified 7 th September 2015
Negri Lama Estate	Negri Lama Seberang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2018 to 2013	Certified on 6 th April 2015
Aek Kuo Estate	Aek Korsik Village, Aek Natas District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2016 to 2013	Certified on 6 th April 2015

Appendix C: GHG Reporting Executive Summary

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

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

The summary of the Net GHG emitted in **2017** for **Buatan II POM** and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	0.61
PKO	0.61

Extraction	%
OER	18.85
KER	5.23

Production	t/yr
FFB Process	306,818
CPO Produced	57,842
PK Produced	16,037

Land Use	Ha
OP Planted Area	12,176
OP Planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	35.4
Total	

Summary of Field Emission and Sink

	Own Crop			Group			3 rd Party			Total		
	tCO ₂ e	tCO ₂ e /Ha	tCO ₂ e /FFB	tCO ₂ e	tCO ₂ e /Ha	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e /Ha	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e /Ha	tCO ₂ e / FFB
Emission												
Land Conversion	0	0	0	14716.18	1.7	0.1				0	0	0
CO ₂ Emission from fertilizer	3113.49	0.89	0.05	4613.59	0.53	0.03				3113.49	0.89	0.05
NO ₂ Emmission	4776.61	1.36	0.07	5084.91	0.59	0.03				4776.61	1.36	0.07
Fuel Consumption	582.88	0.17	0.01	266.14	0.03	0				582.88	0.17	0.01
Peat Oxidation	0	0	0	0	0	0				0	0	0
Sink												
Crop Sequestration	0	0	0	-3948.98	-1.61	-0.1						
Conservation Sequestration	0	0	0	0	0	0						
Total	8,472.98	2.42	0.13	10,731.84	1.24	0.07	6,479.41			25,684.23		

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	39,850.31	0.13
Fuel Consumption	572.41	0
Grid Electricity Utilisation	0	0
Credit		
Export of Grid Electricity	-588.13	0
Sales of PKS	-20,506.2	-0.07
Sales of EFB	0	0
Total	19328.39	0.06

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO ₂ e
PK from own mill	
PK from other source	
Fuel Consumptions	
Total Crusher emissions	N/A

*This mill has no kernel crusher operation.

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

POME Diverted to Anaerobic Digestion:	
Divert to anaerobic 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.	The General Chain of Custody requirements of the RSPO Supply Chain Standard is applicable for Buatan II Palm Oil Mill (POM). Buatan II POM physically process RSPO certified FFB from certified supply bases into certified CPO and PK (Mass Balance). No change in the supply chain module since last assessment.	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.	Buatan II POM is not a trader or distributors. This clause is not applicable for the certification unit. 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.	Buatan II POM is under of PT. Inti Indosawit Subur; a registered member of RSPO since 2006. The certification unit is able demonstrates the RSPO member number: No.1-0022-06-000-00 under PT. Inti Indosawit Subur (the parent company). PT. Inti Indosawit Subur became RSPO member since 6 February 2006.	Yes

		PT. Inti Indosawit Subur – Buatan II POM demonstrates registration to RSPO PalmTrace. PalmTrace member ID for PT. Inti Indosawit Subur – Buatan II POM: RSPO_PO1000000382..	
5.1.4	Processing aids do not need to be included within an organization's scope of certification.	PT Inti Indosawit Subur – Buatan II 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.	<p>Buatan II POM is certified against RSPO SCCS for CPO Mills Module E: Mass Balance. Buatan II POM received certified FFB from certified supply base and non-certified supply base.</p> <p>Certified supply base: Buatan Estate, KUD Mulus Rahayu, KUD Bhirawa Bhakti, KUD Tani Rukun, KUD Kebun Sawit Harapan, KUD Buatan Jaya, KUD Mitra Usaha, KUD Makarti Jaya, KUD Bina Mulia, KUD Delima Sakti (KKPA).</p> <p>Non-certified supply base: CV Karya Bersama, CV. Putra Kembar Sentosa, CV. Berkah Makmur Bersama.</p>	Yes
5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	Buatan II POM follows the rules of supply chain model, because receiving FFB from certified and non-certified supply base. The certificate holder using module C Mass Balance (MB).	Yes
5.3. Documented Procedures			
5.3.1	<p>The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ul style="list-style-type: none"> Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. 	<p>Buatan II POM demonstrates Standard Operating Procedures – Traceability AA-MPM-OP-1400.17.R6, 1 September 2017. The procedures cover traceability of CPO and PK began with receiving of FFB from certified supply base (and non-certified supply base). Processing and dispatch (sales) up to shipping of CPO and PK as well as Daily production report.</p> <p>The procedure also regulates the internal audit by environmental and sustainability head. Traceability records are to be kept for 10 years.</p> <p>Standard Operating Procedure – Book Keeping AA-MPM-OP-1400.18-R4. The</p>	Yes

		<p>procedure explains method to check only certified product received. The book keeping mass balance stated every 3 months: January-March, April-June, July-September, and October-December each year.</p> <p>Head of Environmental and Sustainability will inform to certification body in the case of projected overproduction.</p>	
	<ul style="list-style-type: none"> Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). 	<p>Buatan II POM is able to demonstrate complete and up-to-date records and report demonstrating compliance with the supply chain's general requirement and modular requirement.</p> <p>Training records are available – see Clause 5.8 Training.</p>	Yes
	<ul style="list-style-type: none"> Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the organization's procedures for the implementation of this standard. 	<p>As per Procedure Traceability AA-MPM-OP-1400.17-R4, the responsible person in charge to the supply chain system is Mill Manager and General Manager.</p> <p>Confirmed with the mill manager.</p> <p>The mill manager was able to demonstrate sufficient knowledge and understanding on RSPO supply chain implementation for CPO Mills.</p>	Yes
5.3.2	<p>The site shall have a written procedure to conduct annual internal audit to determine whether the organization;</p> <p>i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p>	<p>Buatan II POM refers to Standard Operating Procedures Audit Internal Sustainability No.AA-SOP-ES-6001-R4 dated 1 October 2017 for Internal audit and Management review. The internal audit and management review planned twice a year at minimum, considering the critical area.</p>	Yes
	<p>ii) effectively implements and maintains the standard requirements within its organization</p>	<p>Internal audit for Buatan II POM carried out by Mr. Welly Joel, on 30-31 July 2018. The internal audit process was conducted against RSPO Supply Chain Certification Standard, June 2017 – General Chain of Custody Requirements for the Supply Chain and Module E for CPO Mills: Mass Balance (MB). Finding/non-conformities based on the internal audit:</p> <ul style="list-style-type: none"> - Customer feedback: customer found that PK delivered have dirt >7%. 	Yes

		<p>Corrective action: monitor the kernel production by process assistant.</p> <ul style="list-style-type: none"> - Process performance: FFA in CPO from company-owned estate still >3%. Corrective action: to perform better FFB grading. - Improvement: to use condensation water for dillution, in order to reduce clean water use. Corrective action: monitoring the use of condensation water as dillution. 	
5.4. Purchasing and goods in			
5.4.1	<p>The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier in document form:</p> <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment/delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply Chain certificate number of the seller; • A unique identification number 	<p>Buatan II POM shows procedure Traceability AA-MPM-OP-1400.17-R6 – section 6.0 indicating the Acceptance of raw material accompanied with “Surat Pengantar Barang and Weighbridge card” from supplier. The documents must indicate the material category.</p> <p><u>April – June 2018:</u></p> <p>FFB received sustainable 81,775.35 MT; FFB received non-certified 13,873.05 MT; Total FFB received 65,648.40 MT;</p> <p>FFB process sustainable 51,284.37 MT; FFB process non-sustainable 13,775.89 MT; Total FFB process 65,060.27 MT;</p> <p>Stock CPO sustainable 667.47 MT; Stock CPO non-certified 246.22 MT; Total Stock CPO 913.70 MT;</p> <p>CPO production sustainable 9,988.87 MT; CPO production non-certified 2,593.83 MT; Total CPO production 12,582.71 MT;</p> <p>CPO delivery sustainable 9,600.40 MT; CPO delivery non-certified 2,216.58 MT; Total CPO delivery 11,816.98 MT;</p> <p>Balance CPO sustainable 1,055.94 MT; Balance CPO non-certified 2,216.68 MT; Balance Total CPO 1,679.43 MT;</p> <p>Stock PK sustainable 442.38 MT; Stock PK non-certified 234.39 MT; Total Stock PK 676.78 MT;</p> <p>PK production sustainable 2,585.71 MT; PK production non-certified 689.60 MT; Total PK production 3,275.31 MT;</p>	Yes

RSPO Public Summary Report
Revision 6 (December /2017)

		<p>PK delivery sustainable 2,483.06 MT; PK delivery non-certified 660.85 MT; Total PK delivery 3,143.91 MT;</p> <p>Balance PK sustainable 545.03 MT; Balance PK non-certified 263.14 MT; Balance Total PK 808.180 MT;</p> <p><u>Sampled record FFB Receiving (certified):</u></p> <ul style="list-style-type: none"> - Kartu Timbangan/Weighbridge ticket No.PBDA117110259; Supplier: Buatan Estate; Receiver: PMKS Buatan Dua (Buatan II POM); Receiving date: 14 September 2017; Commodity: FFB Certified; Supply Chain Model: Mass Balance; Quantity: 218 bunches – 5,740 kg; SPB No.RBNDT252017091405; Transport ID: BM8723TE; Supply Chain Certificate No.RSPO638947. - Kartu Timbangan/Weighbridge ticket No.PBDA217109149; Supplier: Plasma KT 154 Sisipan Sukses; Receiver: PMKS Buatan Dua (Buatan II POM); Receiving date: 5 September 2017; Commodity: FFB Certified; Supply Chain Model: Mass Balance; Quantity: 318 bunches – 7,906 kg; SPB No.0033; Transport ID: BM9599CG; Supply Chain Certificate No.RSPO638947. - Kartu Timbangan/Weighbridge ticket No.PBDA118107343; Supplier: Buatan Estate; Receiver: PMKS Buatan Dua (Buatan II POM); Receiving date: 24 July 2018; Commodity: FFB Certified; Supply Chain Model: Mass Balance; Quantity: 210 bunches – 5,800 kg; SPB No.RBNDT382018072404; Transport ID: BM9118TH; Supply Chain Certificate No.RSPO638947. - Kartu Timbangan/Weighbridge ticket No.PBDA218107320; Supplier: Plasma KT 95 Biram Dewa; Receiver: PMKS Buatan Dua (Buatan II POM); Receiving date: 24 July 2018; Commodity: FFB Certified; Supply Chain Model: Mass Balance; Quantity: 377 bunches – 10,442 kg; SPB No.0045; Transport ID: BM8089BD; Supply Chain Certificate No.RSPO638947. <p><u>Sampled record FFB Receiving (non-certified):</u></p> <ul style="list-style-type: none"> - Kartu Timbangan/Weighbridge ticket No.PBDA517106079; Supplier: CV Putra Kembar Sentosa; Receiver: PMKS Buatan Dua (Buatan II POM); Receiving date: 16 September 2017; Commodity: TBS Luar/FFB Non-certified; Supply Chain Model: Nil; Quantity: 664 bunches – 10,424 kg; SPB No.030; Transport ID: 	
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**RSPO Public Summary Report
Revision 6 (December /2017)**

		<p>BM(599CG. - Kartu Timbangan/Weighbridge ticket No.PBDA518104420; Supplier: CV Karya Bersama; Receiver: PMKS Buatan Dua (Buatan II POM); Receiving date: 24 July 2018; Commodity: TBS Luar/FFB Non-certified; Supply Chain Model: Nil; Quantity: 714 bunches – 13,036 kg; SPB No.0025; Transport ID: BM6290FO.</p>	
	<ul style="list-style-type: none"> Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation). 	<p>The details of information available in weighbridge ticket from supplier and the buyer (Buatan II POM):</p> <ul style="list-style-type: none"> The name and address of the buyer: PT. Inti Indosawit Subur – Buatan II POM – Riau, Indonesia; The name and address of the seller: PT. Inti Indosawit Subur – Buatan Estate – Riau, Indonesia; The loading or shipment/delivery date: 24 July 2018; The date on which the documents were issued: 24 July 2018; A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations): Fresh Fruit Bunch (FFB) certified RSPO – Mass Balaance; The quantity of the products delivered: 210 bunches – 5,800 kg; Any related transport documentation: Vehicle number BM9118TH; Supply Chain certificate number of the seller: RSPO638947; <p>A unique identification number: SPB No.RBNDT382018072404;</p>	<p>Yes</p>
	<ul style="list-style-type: none"> The site receiving RSPO certified oil palm products shall ensure that the products are verified as being RSPO certified. For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements/Announcements and Confirmations on the RSPO IT platform per shipment or group shipments. Refer to section 5.7.1 of this document 	<p>Buatan II POM receiving FFB certified and FFB non-certified. Mill Manager checks the RSPO P&C certificate validity. Selection of certified supply base recorded in weighbridge system. Thus, only certified supply base – as stated in RSPO P&C certificate No.RSPO638947.</p> <p>Certified supply base: Buatan Estate, KUD Mulus Rahayu, KUD Bhirawa Bhakti, KUD Tani Rukun, KUD Kebun Sawit Harapan, KUD Buatan Jaya, KUD Mitra Usaha, KUD Makarti Jaya, KUD</p>	<p>Yes</p>

	for further guidance.	Bina Mulia, KUD Delima Sakti (KKPA). Non-certified supply base: CV Karya Bersama, CV. Putra Kembar Sentosa, CV. Berkah Makmur Bersama. No shipping announcement on PalmTrace for FFB delivered from certified supply base.	
	<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 certified FFB sourced from certified supply base. Buatan II POM holds valid RSPO P&C Certificate No.RSPO 638947, date of original registration 16 September 2010; date of latest issue 14 December 2015; expiry date 15 September 2020.	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. 	There is no certified FFB from trader and/or distributors. There are a number of collector for non-certified FFB. Not applicable.	N/A
5.4.2	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.	<p>Buatan II POM monitors the status of supplied FFB from Buatan Estate and scheme smallholder cooperatives through book keeping system and 3-monthly balance.</p> <p>In the case on non-conforming raw material entering the process, Buatan II POM have the mechanism to handle non-conforming material and/or document. Buatan II POM demonstrated the simulation on recall of non-conforming material.</p> <p>There has been no case of non-conforming material and/or documents entering the process.</p> <p>There has been no case of short selling (using proportion of non-certified FFB) of certified CPO and PK.</p>	Yes
5.5. Outsourcing activities			

<p>5.5.1</p>	<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 mil cannot outsource processing activities like refining or crushing.</p> <p>This requirement is not applicable to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the certified organization (not the tank farm manager).</p>	<p>PT. Inti Indosawit Subur – Buatan II POM using the service for transporter from independent third party. In all agreement with independent third party:</p> <ul style="list-style-type: none"> - PT. Inti Indosawit Subur owns the product; - The control over product movement is within PT. Inti Indosawit Subur; - The independent third party physically handles the RSPO-certified palm products; <p>This clause is applicable to scope of certification.</p>	<p>Yes</p>
<p>5.5.2</p>	<p>Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <p>a. The site has legal ownership of all input material to be included in outsourced processes;</p> <p>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>PT. Inti Indosawit Subur – Buatan II POM using the service for transporter from independent third party. In all agreement with independent third party states clearly that ownership of product is within PT. Inti Indosawit Subur.</p> <p>PT. Inti Indosawit Subur have contract/agreement with all the independent third party transporters. Agreement between PT. Inti Indosawit Subur with transporters:</p> <ul style="list-style-type: none"> - “Surat Perintah Kerja No.07002/SPK/IIS-PKU/CPO/18 Pengangkutan CPKO in Bulk CV Jasa Bersama dan PT. Inti Indosawit Subur – PMKS Buatan II” dated 5 July 2018. - “Surat Perintah Kerja No.07003/SPK/IIS-PKU/CPO/18 Pengangkuyan palm Kernel RSPO PT. Buana Jaya Bersama dan PT. Inti Indosawit Subur – PMKS Buatan II” dated 5 July 2018. <p>PT. Buana Jaya Bersama issued a statement letter “Surat Pernyataan No.571/BJB-</p>	<p>Yes</p>

		VIII/2018" dated 10 August 2018, signed by Mr. Eltono - Director. The statement "PT. Buana Jaya Bersama menyatakan comply terhadap standar sertifikat RSPO dan bersedia dilakukan audit sewaktu-waktu" – PT. Buana Jaya Bersama is following requirement from RSPO certification, and PT. Buana Jaya Bersama available for audit if needed by certification body.	
c.	The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.	<p>The control over outsources transportation contractor regulated under "SOP Internal Control Pengiriman CPO/PK Certified No.AA-MPM-OP-1400.19 R0" dated 2 March 2016. The procedures regulates that all shipping/delivery of CPO and PK shall be completed with shipping document contains:</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; • Vehicle details; • Supply Chain certificate number of the seller; <p>A unique identification number</p>	Yes
d.	The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance.	<p>PT. Inti Indosawit Subur have contract/agreement with all the independent third party transporters. Agreement between PT. Inti Indosawit Subur with transporters:</p> <ul style="list-style-type: none"> - "Surat Perintah Kerja No.07002/SPK/IIS-PKU/CPO/18 Pengangkutan CPKO in Bulk CV Jasa Bersama dan PT. Inti Indosawit Subur – PMKS Buatan II" dated 5 July 2018. - "Surat Perintah Kerja No.07003/SPK/IIS-PKU/CPO/18 Pengangkutan palm Kernel RSPO PT. Buana Jaya Bersama dan PT. Inti Indosawit Subur – PMKS Buatan II" dated 5 July 2018. 	N/A

RSPO Public Summary Report
Revision 6 (December /2017)

		PT. Buana Jaya Bersama issued a statement letter “Surat Pernyataan No.571/BJB-VIII/2018” dated 10 August 2018, signed by Mr. Eltono - Director. The statement “PT. Buana Jaya Bersama menyatakan comply terhadap standar sertifikat RSPO dan bersedia dilakukan audit sewaktu-waktu” – PT. Buana Jaya Bersama is following requirement from RSPO certification, and PT. Buana Jaya Bersama available for audit if needed by certification body.	
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.	PT. Inti Indosawit Subur – Buatan II POM have a list of independent third party: - PT. Buana Jaya Bersama (transporter), address: Jalan Arengka II, Pekanbaru, Riau Province, Indonesia. Contact: Mr. Eltono. Telephone: +6282170430740; - CV Jasa Bersama (transporter), address: Jalan Sambusai, Kompleks Super Blok F-85 RT004/RW010 Labuh Baru Timur, Pekanbaru, Riau Province, Indonesia. Contact: Mrs. Lesi. Telephone: +628127512799.	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.	PT. Inti Indosawit Subur – Buatan II POM have a list of independent third party: - PT. Buana Jaya Bersama (transporter), address: Jalan Arengka II, Pekanbaru, Riau Province, Indonesia. Contact: Mr. Eltono. Telephone: +6282170430740; - CV Jasa Bersama (transporter), address: Jalan Sambusai, Kompleks Super Blok F-85 RT004/RW010 Labuh Baru Timur, Pekanbaru, Riau Province, Indonesia. Contact: Mrs. Lesi. Telephone: +628127512799. The list updated on August 2018.	N/A
5.6. Sales and goods out			
5.6.1	The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form. <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; 	Buatan II POM shows SOP Traceability AA-MPM-OP-1400.7.R4, section 6.2 indicating the Marketing manager creates Delivery Order (DO) with information: name and address of production unit, name and address of buyer, contract number, type of product transportation (air, land, sea), type of product certified or non-certified, quantity of product sold, volume certified or non-certified in MT, date of shipping, product quality specification CPO or PK (FFA, water content, dirt content, etc.), Supply chain model (Mass Balance). Delivery Order indicates name and address of seller, name and address of buyer,	Yes

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

<ul style="list-style-type: none"> • 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>loading date. Supply chain certificate number (from Buatan I POM) and unique identification number.</p> <p>Sampled Delivery Order/DO:</p> <p>On August 2018:</p> <table border="1" data-bbox="884 515 1852 616"> <thead> <tr> <th>DO identity</th> <th>Date</th> <th>Quantity</th> <th>Product</th> <th>Buyer</th> </tr> </thead> <tbody> <tr> <td>09018/DC10/02/2017</td> <td>25 Sept 2017</td> <td>265.39 MT</td> <td>CPO RSPO MB</td> <td>PT. Sari Dumai Sejati</td> </tr> </tbody> </table> <p>On October 2017:</p> <p>- Transaction TR-93548a2a-ce97 dated 1 October 2017 for 444.44 MT PK RSPO. The PK was based from delivery of contract:</p> <table border="1" data-bbox="884 766 1852 887"> <thead> <tr> <th>DO identity</th> <th>Date</th> <th>Quantity</th> <th>Product</th> <th>Buyer</th> </tr> </thead> <tbody> <tr> <td>09306/DC10/13/17</td> <td>19 Sept 2017</td> <td>200 MT</td> <td>PK MB</td> <td>PT. Inti Indosawit Subur – Buatan I KCP</td> </tr> </tbody> </table> <p>for 444.44 MT Palm Kernel MB.</p> <p>Sampled CPO Delivery:</p> <p>There were 10 CPO deliveries that builds up DO No.09018/DC10/14/17 made between 25-30 September 2017:</p> <p>- Kartu Timbangan/Weighbridge ticket No.PBDC117101501; Seller: Buatan II POM – PT. Inti Indosawit Subur; Destination: PT. Sari Dumai Sejati; Delivery date: 30 September 2017; Commodity: CPO Certified RSPO; Supply Chain Model: Mass Balance; Quantity: 27,050 kg; DO:09018/DC10/02/17; Transport ID: 9895CB, CV. Jasa Bersama; Supply Chain Certificate No.RSPO638947; FFA: 3.3%; M&I: 0.24%;</p> <p>Sample PK Delivery:</p> <p>- Kartu Timbangan/Weighbridge ticket No.PBDC217100523; Seller: PT. Inti Indosawit Subur – Buatan I POM; Buyer: PT. Inti Indosawit Subur - Buatan 1 KCP; Destination: Buatan I KCP; Delivery date: 20 September 2017;</p>	DO identity	Date	Quantity	Product	Buyer	09018/DC10/02/2017	25 Sept 2017	265.39 MT	CPO RSPO MB	PT. Sari Dumai Sejati	DO identity	Date	Quantity	Product	Buyer	09306/DC10/13/17	19 Sept 2017	200 MT	PK MB	PT. Inti Indosawit Subur – Buatan I KCP	
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09306/DC10/13/17	19 Sept 2017	200 MT	PK MB	PT. Inti Indosawit Subur – Buatan I KCP																		

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

		<p>Commodity: PK Certified RSPO; Supply Chain Model: Mass Balance; Quantity: 20,500 kg; DO:09306/DC10/13/17; Transport ID: BM9543RC, PT. Buana Jaya Bersama; Supply Chain Certificate No.RSPO638947; Seal No.0294426-0294439.</p>											
	<ul style="list-style-type: none"> Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation). 	<p>All of the information available in various documents:</p> <ul style="list-style-type: none"> The name and address of the buyer: PT. Sari Dumai Sejati; The name and address of the seller: Buatan II POM; The loading or shipment/ delivery date: 30 September 2017 The date on which the documents were issued: 30 September 2017; A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations): CPO Certified RSPO – Mass Balance; The quantity of the products delivered: 27,050 kg Any related transport documentation: vehicle No.BM9895CB; Supply chain certificate number of the seller: RSPO 638947; A unique identification number: DO:09018/DC10/02/17 and Weighbridge ticket No.PBDC117101501; 	<p>Yes</p>										
	<ul style="list-style-type: none"> For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. Refer to section 5.7.1 of this document for further guidance. 	<p>PalmTrace announcement for CPO:</p> <ul style="list-style-type: none"> Transaction ID No. TR-0d8bba7d-33b0 dated 6 August 2018 for 229.12 MT was based from delivery of contract: <table border="1" data-bbox="913 1098 1868 1177"> <thead> <tr> <th>DO identity</th> <th>Date</th> <th>Quantity</th> <th>Product</th> <th>Buyer</th> </tr> </thead> <tbody> <tr> <td>09018/DC10/02/17</td> <td>25 Sept 2017</td> <td>265.39 MT</td> <td>CPO RSPO</td> <td>PT. Sari Dumai Sejati</td> </tr> </tbody> </table> <p>for 229.12 MT CSPO MB. The sales made for buyer PT. Sari Dumai Sejati, destination Dumai.</p> <p>Buatan II POM had completed 265.39 MT CPO shipment between 25-30 September 2017.</p> <p>Palm Kernel:</p>	DO identity	Date	Quantity	Product	Buyer	09018/DC10/02/17	25 Sept 2017	265.39 MT	CPO RSPO	PT. Sari Dumai Sejati	
DO identity	Date	Quantity	Product	Buyer									
09018/DC10/02/17	25 Sept 2017	265.39 MT	CPO RSPO	PT. Sari Dumai Sejati									

		<p>- Transaction TR-93548a2a-ce97 dated 1 October 2017 for 444.44 MT PK RSPO. The PK was based from delivery of contract:</p> <table border="1" data-bbox="913 432 1865 533"> <thead> <tr> <th>DO identity</th> <th>Date</th> <th>Quantity</th> <th>Product</th> <th>Buyer</th> </tr> </thead> <tbody> <tr> <td>09306/DC10/13/17</td> <td>19 Sept 2017</td> <td>200 MT</td> <td>PK MB</td> <td>PT. Inti Indosawit Subur – Buatan I KCP</td> </tr> </tbody> </table> <p>for 444.44 MT Palm Kernel MB.</p>	DO identity	Date	Quantity	Product	Buyer	09306/DC10/13/17	19 Sept 2017	200 MT	PK MB	PT. Inti Indosawit Subur – Buatan I KCP											
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09306/DC10/13/17	19 Sept 2017	200 MT	PK MB	PT. Inti Indosawit Subur – Buatan I KCP																			
<p>5.7. Registration of transactions</p>																							
<p>5.7.1</p>	<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. 	<p>PalmTrace announcement:</p> <p>- Transaction ID No. TR-0d8bba7d-33b0 dated 6 August 2018 for 229.12 MT was based from delivery of contract:</p> <table border="1" data-bbox="913 754 1850 855"> <thead> <tr> <th>DO identity</th> <th>Date</th> <th>Quantity</th> <th>Product</th> <th>Buyer</th> </tr> </thead> <tbody> <tr> <td>09018/DC10/02/17</td> <td>25 Sept 2017</td> <td>265.39 MT</td> <td>CPO RSPO MB</td> <td>PT. Sari Dumai Sejati</td> </tr> </tbody> </table> <p>for 229.12 MT CSPO MB. The sales made for buyer PT. Sari Dumai Sejati, destination Dumai.</p> <p>Buatan II POM had completed 265.39 MT CPO shipment between 25-30 September 2017.</p> <p>- Transaction TR-93548a2a-ce97 dated 1 October 2017 for 444.44 MT PK RSPO. The PK was based from delivery of contract:</p> <table border="1" data-bbox="913 1086 1865 1187"> <thead> <tr> <th>DO identity</th> <th>Date</th> <th>Quantity</th> <th>Product</th> <th>Buyer</th> </tr> </thead> <tbody> <tr> <td>09306/DC10/13/17</td> <td>19 Sept 2017</td> <td>200 MT</td> <td>PK RSPO MB</td> <td>PT. Inti Indosawit Subur – Buatan I KCP</td> </tr> </tbody> </table> <p>for 444.44 MT Palm Kernel MB</p>	DO identity	Date	Quantity	Product	Buyer	09018/DC10/02/17	25 Sept 2017	265.39 MT	CPO RSPO MB	PT. Sari Dumai Sejati	DO identity	Date	Quantity	Product	Buyer	09306/DC10/13/17	19 Sept 2017	200 MT	PK RSPO MB	PT. Inti Indosawit Subur – Buatan I KCP	<p>Yes</p>
DO identity	Date	Quantity	Product	Buyer																			
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<p>5.7.2</p>	<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 	<p>PalmTrace announcement for Buatan II POM:</p> <p>- Transaction ID No. TR-0d8bba7d-33b0 dated 6 August 2018 for 229.12 MT CPO RSPO. The sales made for buyer PT. Sari Dumai Sejati, destination Dumai. Buatan II POM completed the shipment between 25-30 September 2017.</p>	<p>Yes</p>																				

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

	<p>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>	<p>- Transaction TR-93548a2a-ce97 dated 1 October 2017 for 444.44 MT PK RSPO. The sales made for buyer PT. Inti Indosawit Subur –Buatan I KCP.</p>	
	<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>Buatan II POM are producing sustainable CPO and PK. The RSPO SCCS certification scope does not go beyond refinery. Not applicable.</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>Buatan II POM demonstrated removal of CSPO sold under ISCC scheme:</p> <ul style="list-style-type: none"> - CPO sold as ISCC 11,014.36 MT (period October – December 2017); - CPO sold as ISCC 17,761.60 MT (period January – July 2018); 	Yes
	<ul style="list-style-type: none"> Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements. 	<p>Buatan II POM did not purchase and confirming Shipping Announcements / Announcements on PalmTrace.</p>	N/A
5.8. Training			
5.8.1	<p>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.</p>	<p>Buatan II POM have prepared a training program for those involved in RSPO SCCS implementation. As per training program, “Kalender Pelatihan Tahun 2018 - Program pelatihan Environment dan Sustainability Asian Agri Learning Institute”, prepared 5 January 2018. Training for RSPO SCCS planned for 12 October 2018. Competence and records of competence was able to be demonstrated.</p>	Yes

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

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.	<p>Training SCCS RSPO dated 16 September 2017 attended by mill manager, administration assistant, processing assistant, book-keeping officer, weighbridge operators. Training module sighted.</p> <p>Sample training record seen:</p> <ul style="list-style-type: none"> - Mr.Friska (weighbridge operator) participated in training: "RSPO/Traceability" dated 10 February 2017; "Sustainability awareness/Traceability awareness" dated 25 November 2013; "RSPO SCCS" dated 16 September 2017; - Mr. Amirudin (Book-keeping officer) participated in training: "Sustainability awareness" dated 25 November 2013; "Training P2K3" dated 10 February 2018; "RSPO SCCS" dated 16 September 2017; 	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.	<p>Based on document and record review, Buatan II POM is able to demonstrate complete sets of records. Record seen:</p> <p><u>Sampled daily report:</u></p> <p>Laporan Harian Produksi/Daily Production Report dated 30 June 2018. Initial stock FFB 1,189.93 MT; Receiving FFB certified 622.57 MT; Receiving FFB non-certified 138.46 MT; Total FFB 1,972.64 MT;</p> <p>Total FFB Process 1,169.36 MT;</p> <p>Production CPO certified 153.63 MT; Production CPO non-certified 65.77 MT; Total Production CPO 219.40 MT;</p> <p>Production PK certified 36.29 MT; Production PK non-certified 16.15 MT; Total Production PK 52.45 MT;</p> <p>CPO certified stock 397.68 MT; CPO non-certified stock 556.47 MT;</p> <p>CPO certified delivery 0 MT; CPO non-certified delivery 136.94 MT; Total CPO delivery 136.94 MT;</p> <p>CPO certified balance 551.31 MT; CPO non-certified balance 485.31 MT;</p> <p>PK certified stock 164.35 MT; PK non-certified stock 105.79 MT;</p>	Yes

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

		<p>PK certified delivery 41.56 MT; PK non-certified delivery 0 MT; Total PK delivery 41.56 MT;</p> <p>PK certified balance 159.08 MT; PK non-certified balance 121.95 MT</p> <p><u>April – June 2018:</u></p> <p>FFB received sustainable 81,775.35 MT; FFB received non-certified 13,873.05 MT; Total FFB received 65,648.40 MT;</p> <p>FFB process sustainable 51,284.37 MT; FFB process non-sustainable 13,775.89 MT; Total FFB process 65,060.27 MT;</p> <p>Stock CPO sustainable 667.47 MT; Stock CPO non-certified 246.22 MT; Total Stock CPO 913.70 MT;</p> <p>CPO production sustainable 9,988.87 MT; CPO production non-certified 2,593.83 MT; Total CPO production 12,582.71 MT;</p> <p>CPO delivery sustainable 9,600.40 MT; CPO delivery non-certified 2,216.58 MT; Total CPO delivery 11,816.98 MT;</p> <p>Balance CPO sustainable 1,055.94 MT; Balance CPO non-certified 2,216.68 MT; Balance Total CPO 1,679.43 MT;</p> <p>Stock PK sustainable 442.38 MT; Stock PK non-certified 234.39 MT; Total Stock PK 676.78 MT;</p> <p>PK production sustainable 2,585.71 MT; PK production non-certified 689.60 MT; Total PK production 3,275.31 MT;</p> <p>PK delivery sustainable 2,483.06 MT; PK delivery non-certified 660.85 MT; Total PK delivery 3,143.91 MT;</p> <p>Balance PK sustainable 545.03 MT; Balance PK non-certified 263.14 MT; Balance Total PK 808.180 MT;</p> <p><u>Sampled record FFB Receiving (certified):</u></p> <p>- Kartu Timbangan/Weighbridge ticket No.PBDA117110259; Supplier: Buatan Estate; Receiver: PMKS Buatan Dua (Buatan II POM); Receiving date: 14 September 2017; Commodity: FFB Certified; Supply Chain Model: Mass Balance;</p>	
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RSPO Public Summary Report
Revision 6 (December /2017)

		<p>Quantity: 218 bunches – 5,740 kg; SPB No.RBNDT252017091405; Transport ID: BM8723TE; Supply Chain Certificate No.RSPO638947.</p> <ul style="list-style-type: none"> - Kartu Timbangan/Weighbridge ticket No.PBDA217109149; Supplier: Plasma KT 154 Sisipan Sukses; Receiver: PMKS Buatan Dua (Buatan II POM); Receiving date: 5 September 2017; Commodity: FFB Certified; Supply Chain Model: Mass Balance; Quantity: 318 bunches – 7,906 kg; SPB No.0033; Transport ID: BM9599CG; Supply Chain Certificate No.RSPO638947. - Kartu Timbangan/Weighbridge ticket No.PBDA118107343; Supplier: Buatan Estate; Receiver: PMKS Buatan Dua (Buatan II POM); Receiving date: 24 July 2018; Commodity: FFB Certified; Supply Chain Model: Mass Balance; Quantity: 210 bunches – 5,800 kg; SPB No.RBNDT382018072404; Transport ID: BM9118TH; Supply Chain Certificate No.RSPO638947. - Kartu Timbangan/Weighbridge ticket No.PBDA218107320; Supplier: Plasma KT 95 Biram Dewa; Receiver: PMKS Buatan Dua (Buatan II POM); Receiving date: 24 July 2018; Commodity: FFB Certified; Supply Chain Model: Mass Balance; Quantity: 377 bunches – 10,442 kg; SPB No.0045; Transport ID: BM8089BD; Supply Chain Certificate No.RSPO638947. <p><u>Sampled record PK Receiving (non-certified):</u></p> <ul style="list-style-type: none"> - Kartu Timbangan/Weighbridge ticket No.PBDA517106079; Supplier: CV Putra Kembar Sentosa; Receiver: PMKS Buatan Dua (Buatan II POM); Receiving date: 16 September 2017; Commodity: TBS Luar/FFB Non-certified; Supply Chain Model: Nil; Quantity: 664 bunches – 10,424 kg; SPB No.030; Transport ID: BM(599CG. - Kartu Timbangan/Weighbridge ticket No.PBDA518104420; Supplier: CV Karya Bersama; Receiver: PMKS Buatan Dua (Buatan II POM); Receiving date: 24 July 2018; Commodity: TBS Luar/FFB Non-certified; Supply Chain Model: Nil; Quantity: 714 bunches – 13,036 kg; SPB No.0025; Transport ID: BM6290FO. <p><u>Sampled CPO Delivery:</u></p> <ul style="list-style-type: none"> - Kartu Timbangan/Weighbridge ticket No.PBDC117101501; Seller: Buatan II POM – PT. Inti Indosawit Subur; Destination: PT. Sari Dumai Sejati; Delivery date: 30 	
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RSPO Public Summary Report
Revision 6 (December /2017)

		<p>September 2017; Commodity: CPO Certified RSPO; Supply Chain Model: Mass Balance; Quantity: 27,050 kg; DO:09018/DC10/02/17; Transport ID: 9895CB, CV. Jasa Bersama; Supply Chain Certificate No.RSPO638947; FFA: 3.3%; M&I: 0.24%;</p> <p><u>Sample PK Delivery:</u></p> <ul style="list-style-type: none"> • Kartu Timbangan/Weighbridge ticket No.PBDC217100523; Seller: PT. Inti Indosawit Subur – Buatan I POM; Buyer: PT. Inti Indosawit Subur - Buatan 1 KCP; Destination: Buatan I KCP; Delivery date: 20 September 2017; Commodity: PK Certified RSPO; Supply Chain Model: Mass Balance; Quantity: 20,500 kg; DO:09306/DC10/13/17; Transport ID: BM9543RC, PT. Buana Jaya Bersama; Supply Chain Certificate No.RSPO638947; Seal No.0294426-0294439. 	
5.9.2	Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.	The procedure requires that all records and reports related to traceability and book keeping are retained for a period of 10 years. Record verification confirms 2016 records still maintained.	Yes
5.9.3	The organization shall be able to provide the estimate volume of palm oil/palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	<p>PalmTrace transaction data shows for period September 2017 up to August 2018, the sales of CSPO on RSPO PalmTrace platform is 229.12 MT (as audited on 14 August 2018).</p> <p>PalmTrace transaction data shows for period September 2017 up to August 2018, the sales of CSPK on RSPO PalmTrace platform is 9,573.16 MT (as audited on 14 August 2018).</p> <p>The forecast as recorded in public summary report for period September 2017 – August 2018:</p> <p>FFB certified Buatan Estate 47,346 MT;</p> <p>FFB certified Buatan KKPA 29,400 MT;</p> <p>FFB certified Buatan Plasma (scheme smallholders) 123,989 MT;</p> <p>CPO certified 39,733 MT;</p>	Yes

		PK certified 10,534 MT;	
5.10. Conversion factors			
5.10.1	Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org); RSPO Rules for Physical Transition of Oleochemicals and its Derivaties. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries.	For 2018 (Sept 2017 – Aug 2018), the budget for conversion from FFB into CPO at 19.79%; budget for conversion from FFB into PK at 5.25%. The actual conversion ratio is monitored on daily basis through sounding result and production report. Buatan II POM was able to demonstrate the work instruction for analysis of oil content.	Yes
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	For 2018 (Sept 2017 – Aug 2018), the budget for conversion from FFB into CPO at 19.79%; budget for conversion from FFB into PK at 5.25%. The actual conversion ratio is monitored on regular basis through sounding result and production report. Buatan II POM is able to demonstrate the work instruction for analysis of oil content. Sampled record seen: Bunch Analysis Buatan II POM period September 2017: Plasma/scheme smallholder OER 21.52% - KER 0.8%; Buatan Estate OER 22.76% - KER 4.59%; KKPA OER 20.27% - KER 6.18%; CV Karya Bersama OER 22.08% - KER 5.68%; CV Berkah Maju Bersama OER 11.06% - KER 4.84%; Bunch Analysis Buatan II POM period July 2018: Plasma/scheme smallholder OER 20.33% - KER 5.69%; Buatan Estate OER 13.56% - KER 3.19%; KKPA OER 18.14% - KER 5.43%; CV Putra Kembar Sentosa OER 17.58% - KER 5.41%; CV Berkah Maju Bersama OER 18.37% - KER 5.41%;	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.	Buatan II POM does not use any RSPO Corporate Logo and/or RSPO Trademark. Compliance with RSPO Rules on Marketing Communications and Claims.	
5.12. Complaints			
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	Based on document review, there has been no complaint from customer related with certified CPO and PK delivered from Buatan II POM. In the case of any complaint, Buatan II POM provided procedure AA-GL-5.08-R1 related to information request from any stakeholders to resolving stakeholder complaints.	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.	Buatan II POM refers to Standard Operating Procedures AA-SOP-ES-6001-R1 for Internal audit and Management review. The management review planned once a year at minimum, after internal audit.	Yes
5.13.2	The input to management review shall include information on: <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard. • Customer feedback. • Status of preventive and corrective actions. • Follow-up actions from management reviews. • Changes that could affect the management system. • Recommendations for improvement. 	Buatan II POM demonstrates minutes of management review meeting and attendance list, dated 2 August 2018. The management review inputs include information on: <ul style="list-style-type: none"> - The result of audits: based on result from internal audit on 30-31 July 2018 and external audit on September 2017 by BSI; - Customer feedback: found PK with dirt > 7%; - Process performance and product conformity: FFA from CPO company owned estate >3%; - Status of corrective and preventive action – consistent implementation of bookkeeping; - Changes that could affect the management system – no changes; 	Yes

		- Recommendation for improvement: to use condensation water as dillution.	
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>Buatan II POM demonstrates minutes of management review meeting and attendance list, dated 2 August 2018. The management review output indicates decision and actions related to:</p> <ul style="list-style-type: none"> - Improvement of the effectiveness of the management system and its processes: No suggestion; - Resource needs: No suggestion. 	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. Inti Indosawit Subur – Buatan II POM holds current RSPO P&C Certificate No.RSPO 638947. In the current certificate, PT. Inti Indosawit Subur – Buatan II POM implemented Mass Balance supply chain system.</p> <p>PT. Inti Indosawit Subur only claimed the FFB proportion from certified supply bases which comprise of company-own estate, KKPA and scheme smallholder cooperatives. The other supply base, were come from third party contractors/collectors as non-certified FFB source.</p>
E.2 Explanation	
<p>E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill 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>PT. Inti Indosawit Subur - Buatan II POM demonstrates the estimate of certified CPO and PK products. BSI verifies the estimate of CPO and PK products during each assessment. The estimated tonnage of CPO and PK products has been recorded in the public summary of the RSPO 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. ASA1: Estimated CPO: 49,132 MT, PK: 12,211 MT 2. ASA2: Estimated CPO: 47,515 MT, PK: 12,597 MT 3. ASA3: Estimated CPO: 39,733 MT, PK: 10,534 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: 34,772 MT, Actual PK: 8,781 MT 2. ASA2: Actual CPO: 44,436 MT, Actual PK: 12,041 MT 3. ASA3: Actual CPO: 35,798.93 MT; Actual PK: 9,630.08 MT

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

<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>Marketing Department is responsible for registration and reporting of certified product transaction. PalmTrace announcement:</p> <ul style="list-style-type: none"> - Transaction ID No. TR-0d8bba7d-33b0 dated 6 August 2018 for 229.12 MT was based from delivery of contract: <table border="1" data-bbox="1048 515 2063 596"> <thead> <tr> <th>DO identity</th> <th>Date</th> <th>Quantity</th> <th>Product</th> <th>Buyer</th> </tr> </thead> <tbody> <tr> <td>09018/DC10/02/17</td> <td>25 Sept 2017</td> <td>265.39 MT</td> <td>CPO RSPO MB</td> <td>PT. Sari Dumai Sejati</td> </tr> </tbody> </table> <p>for 229.12 MT CSPO MB. The sales made for buyer PT. Sari Dumai Sejati, destination Dumai.</p> <p>Buatan II POM had completed 265.39 MT CPO shipment between 25-30 September 2017.</p> <ul style="list-style-type: none"> - Transaction TR-93548a2a-ce97 dated 1 October 2017 for 444.44 MT PK RSPO. The PK was based from delivery of contract: <table border="1" data-bbox="1048 826 2074 946"> <thead> <tr> <th>DO identity</th> <th>Date</th> <th>Quantity</th> <th>Product</th> <th>Buyer</th> </tr> </thead> <tbody> <tr> <td>09306/DC10/13/17</td> <td>19 Sept 2017</td> <td>200 MT</td> <td>PK RSPO MB</td> <td>PT. Inti Indosawit Subur – Buatan I KCP</td> </tr> </tbody> </table> <p>for 444.44 MT Palm Kernel MB.</p>	DO identity	Date	Quantity	Product	Buyer	09018/DC10/02/17	25 Sept 2017	265.39 MT	CPO RSPO MB	PT. Sari Dumai Sejati	DO identity	Date	Quantity	Product	Buyer	09306/DC10/13/17	19 Sept 2017	200 MT	PK RSPO MB	PT. Inti Indosawit Subur – Buatan I KCP
DO identity	Date	Quantity	Product	Buyer																	
09018/DC10/02/17	25 Sept 2017	265.39 MT	CPO RSPO MB	PT. Sari Dumai Sejati																	
DO identity	Date	Quantity	Product	Buyer																	
09306/DC10/13/17	19 Sept 2017	200 MT	PK RSPO MB	PT. Inti Indosawit Subur – Buatan I KCP																	
<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:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p>	<p>PT Inti Indosawit Subur – Buatan II POM can demonstrates:</p> <ol style="list-style-type: none"> 1. Standard Operating Procedures – Traceability (AA-MPM-OP-1400.17.R6) dated 1 Sept 2017. The procedures cover traceability of CPO and PK, since FFB receiving from Tanjung Selamat and Pangkatan Estate, processing up to shipping of CPO and PK as well as daily production report. The procedure also regulates the internal audit by Sustainability Internal Audit Manager. Traceability records are to be kept for 10 years. 2. Standard Operating Procedure – Book Keeping (AA-MPM-OP-1400.18-R4). The procedure explains method to check only certified product received. The book keeping 																				

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

mass balance stated every 3 months: January-March, April-June, July-September, and October-December each year. Head of Environment and Sustainability will inform to Certification Body in the case of projected overproduction.

3. SOP of Palm Oil Mill operation:
 - a. SOP AA-MPM-OP-1400.02.R2, dated 1 September 2011, Stasiun Penerimaan (FFB Receiving Station)
 - b. SOP AA-MPM-OP-1400.03.R1, dated 1 February 2009, Stasiun Rebusan (Sterilizer)
 - c. SOP AA-MPM-OP-1400.04.R1, dated 1 February 2009, Stasiun Pemisahan Berondolan (Loose Fruit Separation)
 - d. SOP AA-MPM-OP-1400.05-R1, dated 1 February 2009, Stasiun Pengadukan dan Pengempaan (Pressing Station)
 - e. SOP AA-MPM-OP-1400.06-R1, dated 1 February 2009, Stasiun Pemurnian (Clarification)
 - f. SOP AA-MPM-OP-1400.07-R1, dated 1 February 2009, Stasiun Pemisahan Nut dan Fiber (Nut and Fiber separation)
 - g. SOP AA-MPM-OP-1400.08-R1, dated 1 February 2009, Stasiun Kernel (Kernel Station)
 - h. SOP AA-MPM-OP-1400.09-R1, dated 1 February 2009, Stasiun Boiler
 - i. SOP AA-MPM-OP-1400.10-R1, dated 1 February 2009, Stasiun Engine Room
 - j. SOP AA-MPM-OP-1400.11-R1, dated 1 February 2009, Stasiun Water Treatment
 - k. SOP AA-MPM-OP-1400.12-R1, dated 1 February 2009, Laboratorium
 - l. SOP AA-MPM-OP-1400.13-R1, dated 1 February 2009, Stasiun Pengelolaan Limbah (Palm Oil Mill Effluent Treatment)
 - m. SOP AA-MPM-OP-1400.14-R2, dated 1 September 2011, Stasiun Penimbunan dan Pengiriman CPO dan Kernel (CPO and PK Storage and Despatch)
 - n. SOP AA-MPM-OP-1400.15-R1, dated 1 February 2009, Perawatan (Preventive Maintenance and Repair)

<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>Based on the procedure, the Mill Manager in Buatan II POM; Mr. Ismail, responsible for implementation of RSPO Supply Chain in CPO Mills. "Kerani Pembukuan" – Administration supervisor is responsible for mass balance/book-keeping.</p>
<p>E.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBS.</p>	<p>Buatan II POM is implementing RSPO SCCS for CPO Mills - Module E: Mass Balance. Buatan II POM is implementing fixed inventory period, by recording mass balance report in book-keeping. Based on three-monthly book-keeping, there is no short selling.</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>Buatan II POM verifies the incoming FFB source through "Surat Pengiriman Buah/SPB" and compare against list of certified supply base. Sampled record FFB Receiving (certified):</p> <ul style="list-style-type: none"> - Kartu Timbangan/Weighbridge ticket No.PBDA117110259; Supplier: Buatan Estate; Receiver: PMKS Buatan Dua (Buatan II POM); Receiving date: 14 September 2017; Commodity: FFB Certified; Supply Chain Model: Mass Balance; Quantity: 218 bunches – 5,740 kg; SPB No.RBNDT252017091405; Transport ID: BM8723TE; Supply Chain Certificate No.RSPO638947. - Kartu Timbangan/Weighbridge ticket No.PBDA217109149; Supplier: Plasma KT 154 Sisipan Sukses; Receiver: PMKS Buatan Dua (Buatan II POM); Receiving date: 5 September 2017; Commodity: FFB Certified; Supply Chain Model: Mass Balance; Quantity: 318 bunches – 7,906 kg; SPB No.0033; Transport ID: BM9599CG; Supply Chain Certificate No.RSPO638947. <p>Sampled record FFB Receiving (non-certified):</p> <ul style="list-style-type: none"> - Kartu Timbangan/Weighbridge ticket No.PBDA517106079; Supplier: CV Putra Kembar Sentosa; Receiver: PMKS Buatan Dua (Buatan II POM); Receiving date: 16 September 2017; Commodity: TBS Luar/FFB Non-certified; Supply Chain Model: Nil; Quantity: 664 bunches – 10,424 kg; SPB No.030; Transport ID: BM(599CG).
<p>E.4.2 The site shall inform the CB immediately if there is a projected</p>	<p>Head of Sustainability is the on responsible for reporting projected overproduction to CB;</p>

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

overproduction.	as per procedure. There is no projected overproduction between September 2017 – August 2018.
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.	PT. Inti Indosawit Subur – Buatan II POM has recorded and mass balancing all receipts of RSPO certified FFB on a three-monthly basis. The site has also recorded and made balancing of all produced and delivered RSPO certified CPO and PK on a three-monthly basis. The entire amount or volume of CPO and PK have being deducted from the material (FFB) accounting system according to OER and KER defining on average of each process whereby clearly divided certified and non-certified.
(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.	PT. Inti Indosawit Subur delivers certified CPO to PT. Sari Dumai Sejati (Lubuk Gaung – Dumai), and deliver PK to PT. Inti Indosawit Subur - Buatan I KCP. The certificate holder have delivered the certified products from positive stocks. PT. Sari Dumai Sejati (Lubuk Gaung – Dumai) which has been RSPO SC certified model IP, SG and MB based on certificate number CU-RSPO SCC 821960 by Control Union, expired until 29 August 2022.
c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)	The site has never practiced short selling, for period September 2017 – July 2018.
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	No outsourcing

RSPO Public Summary Report
Revision 6 (December /2017)

Supply Chain Declaration *(Applicable For Appendix E)*

A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply bases (MT)	Volume of FFB from uncertified supply bases (MT)	Total FFB/Month (mt)
1	September 2017	17,655	13,728	31,383
2	October 2017	17,942	12,322	30,264
3	November 2017	19,655	12,023	31,678
4	December 2017	18,781	8,074	26,855
5	January 2018	19,493	6,296	25,789
6	February 2018	15,487	9,087	24,574
7	March 2018	13,389	5,886	19,275
8	Apr 2018	13,518	3,064	16,582
9	May 2018	16,517	5,842	22,359
10	June 2018	18,266	4,966	23,232
11	July 2018	16,993	12,693	29,686
TOTAL		187,696	93,981	281,677

B. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (MT)	Certified PK (MT)
1	September 2017	3,352.62	902.10
2	October 2017	3,419.45	955.03
3	November 2017	3,772.45	1,029.16
4	December 2017	3,305.50	987.72
5	January 2018	2,952.73	835.64
6	February 2018	2,642.82	692.78
7	March 2018	2,614.11	684.68
8	Apr 2018	3,246.20	858.59
9	May 2018	3,531.03	923.53
10	June 2018	3,211.64	803.59
11	July 2018	3,750.38	957.26
	TOTAL	35,798.93	9,630.08

RSPO Public Summary Report
Revision 6 (December /2017)

C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the last audit (if any)				
No.	Buyers Name	Palmtrace Trading No	Certified CPO Sold (MT)	Certified PK Sold (MT)
1.	PT. Inti Indosawit Subur – Buatan I KCP	TR-caacf678-b219 dated 5 October 2017	-	774.71
2.	PT. Inti Indosawit Subur – Buatan I KCP	TR-93548a2a-ce97 dated 5 October 2017	-	444.44
3.	PT. Inti Indosawit Subur – Buatan I KCP	TR-4a75d0c1-14fe dated 6 October 2017	-	503.84
4.	PT. Sari Dumai Sejati	TR-27d2e93c-32f7 dated 6 October 2017	-	6.5
5.	PT. Inti Indosawit Subur – Buatan I KCP	TR-267e4d36-54b5 dated 7 November 2017	-	36.64
6.	PT. Sari Dumai Sejati	TR-1f622d75-8adb dated 16 November 2017	-	330.56
7.	PT. Inti Indosawit Subur – Buatan I KCP	TR-221dfbc8-00d9 dated 30 November 2017	-	718.38
8.	PT. Inti Indosawit Subur – Buatan I KCP	TRe39caee9-e893 dated 30 November 2017	-	666.67
9.	PT. Inti Indosawit Subur – Buatan I KCP	TR-f3a99cc7-fece dated 30 November 2017	-	861.62
10.	PT. Inti Indosawit Subur – Buatan I KCP	TR-31a53cd1-532d dated 8 March 2018	-	851.89
11.	PT. Inti Indosawit Subur – Buatan I KCP	TR-110bfb24-fed6 dated 8 March 2018	-	677.19
12.	PT. Inti Indosawit Subur – Buatan I KCP	TR-9a2d5e67-6e6a dated 8 May 2018	-	726.1
13.	PT. Inti Indosawit Subur – Buatan I KCP	TR-696cc70c-b7f9 dated 16 May 2018	-	779.3
14.	PT. Inti Indosawit Subur – Buatan I KCP	TR-758487e6-312c dated 16 May 2018	-	310.93
15.	PT. Inti Indosawit Subur – Buatan I KCP	TR-83384b49-1e39 dated 19 July 2018	-	376.08
16.	PT. Inti Indosawit Subur – Buatan I KCP	TR-07896ebb-68e3 dated 19 July 2018	-	768.24
17.	PT. Inti Indosawit Subur – Buatan I KCP	TR-232ba0d0-99db dated 26 July 2018	-	740.07
18.	PT. Sari Dumai Sejati	TR-0d8bba7d-33b0 dated 6 August 2018	229.12	
TOTAL			229.12	9,573.16

D. Records of CPO & PK Sold under other schemes to Buyers since the last audit (Sept 2017 – July 2018)				
No.	Buyers Name	Scheme Name	CPO Sold (MT)	PK Sold (MT)
1	Classified	ISCC	33,606.91	0

E. Records of CPO & PK Sold as conventional to Buyers since the last audit (Sept 2017 – July 2018)			
No.	Buyers Name	CPO Sold (MT)	PK Sold (MT)
	n/a	-	

RSPO Public Summary Report
Revision 6 (December /2017)

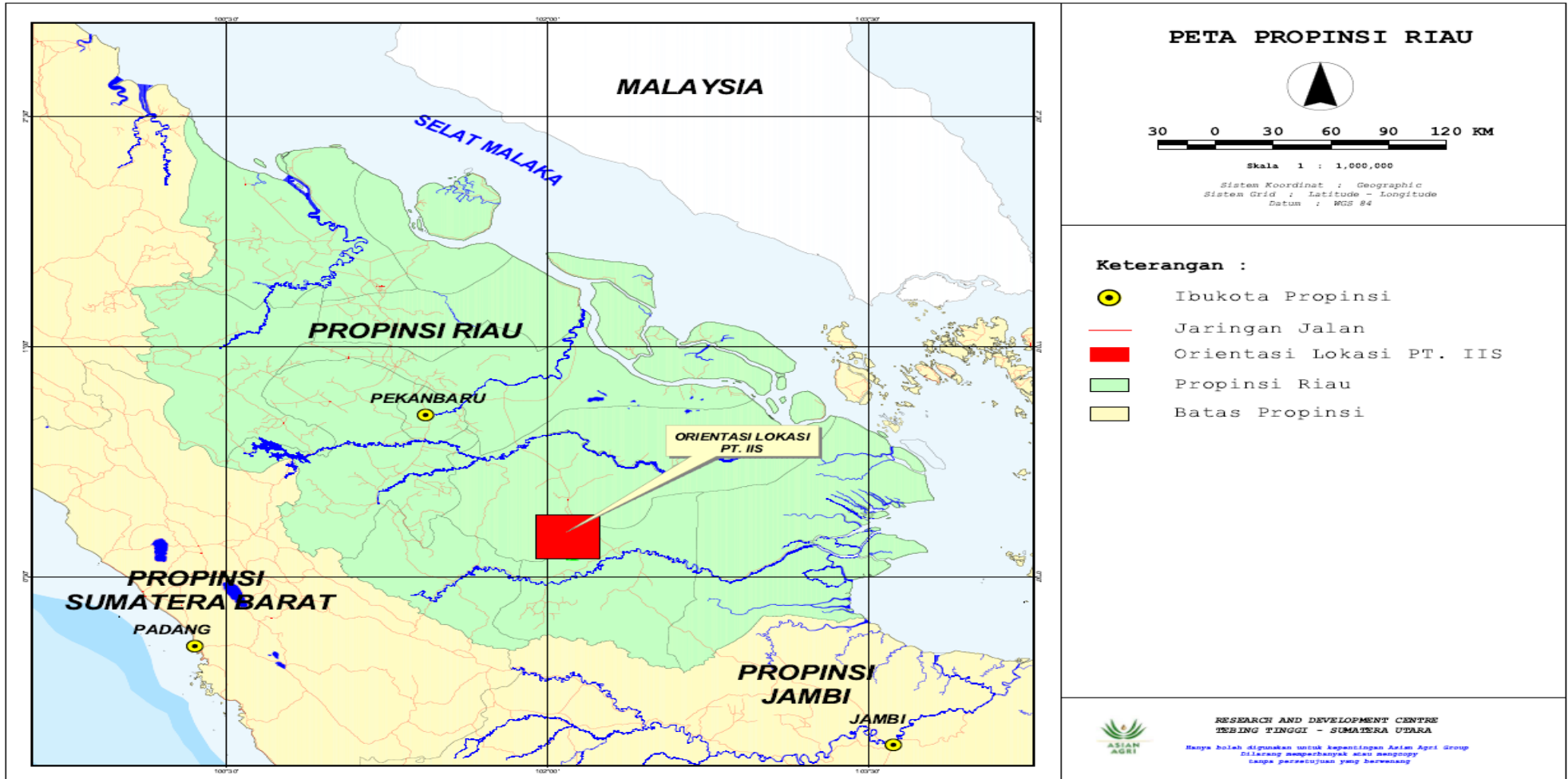
F. Records of Certified CPO Sold under RSPO Credits to Buyers since the last audit (September 2017 – July 2018)			
No.	Buyers Name	PalmTrace Trading No	RSPO Credits of Certified CPO Sold (MT)
		n/a	

Appendix F: Location Map of Certification Unit and Supply bases

Map 1. Location of PT. Inti indosawit Subur – Buatan II POM in Indonesia

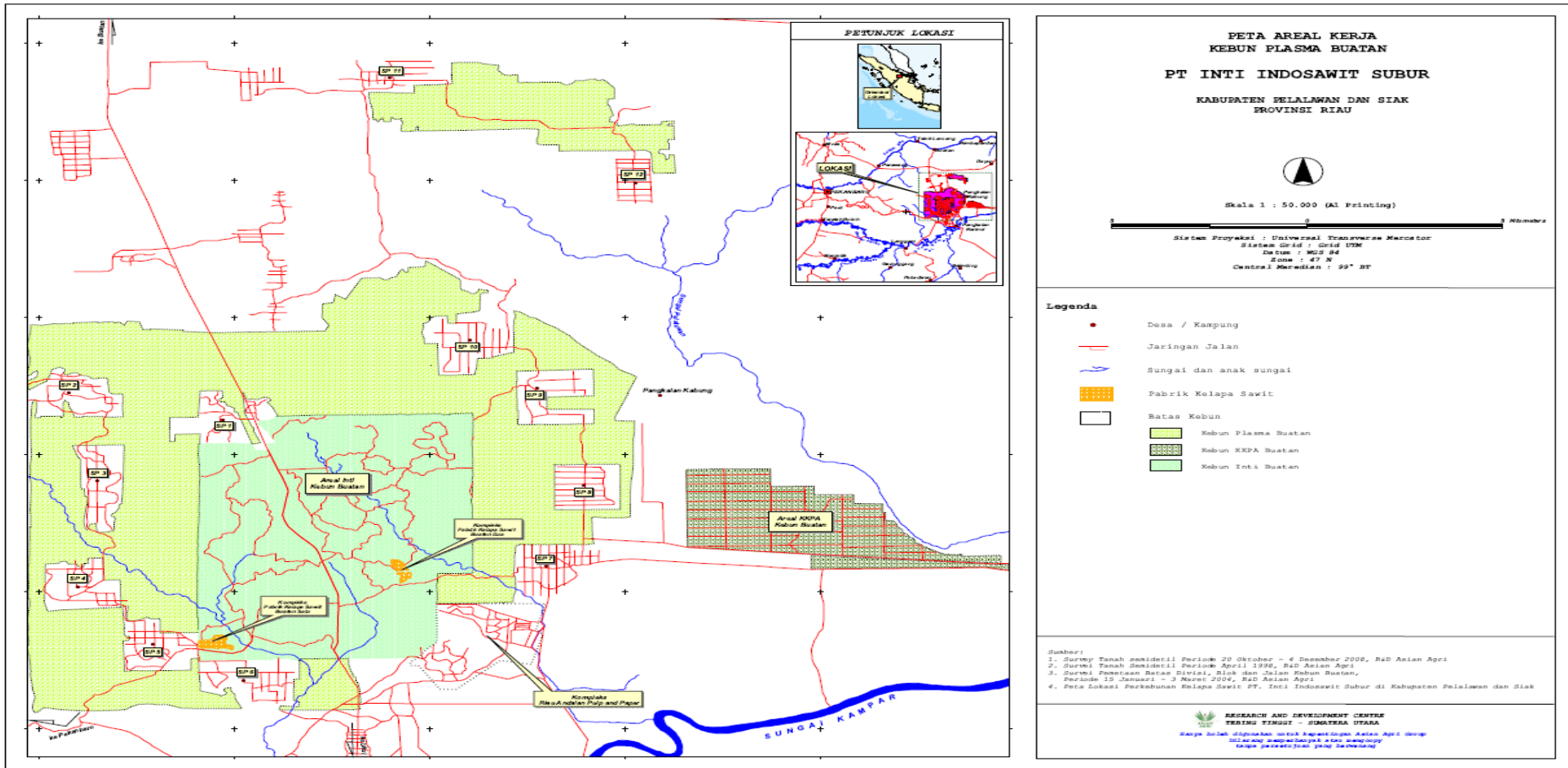


Map 2. Location of PT. Inti indosawit Subur – Buatan II POM in North Sumatera Province, Indonesia.



Appendix G: Estate Field Map

Map 3. Location of PT. Inti Indosawit Subur – Buatan II POM and neighbouring entities



Appendix H: List of Smallholder Sampled

 Total Smallholder member was 2,072. Smallholder sampled: $0.8\sqrt{2,072} \times 1.4 = 51$ sample.

Location	KUD	HAMPARAN (KT)	Name of Smallholder	No. Kavling/Block
SP7	Tani Rukun	120	Imam Nuryadi	4608
			Sudirjo	4402
		125	Osbin Samosir	4346
			204	Sukinah
		Maryanto		4376
		A. Musahab S.		4379
		Rohim		4427
		124	Trianto	4353
		206	Asi N.	4652
			Sapin	4333
Blawor	4295			
Bakrun	4653			
SP11	Makarti Sawit	187	Misno	5141
			Pardi	5140
			Fauzin	5138
		190	Bejo Suwiryo	5024
			Sularno	5025
		192	Suyanto	5032
		215	Martu/Setiyadi	4700
			Jais	4708
			Ramli	4724
			F.Juntak	4707
SP1	Mulus Rahayu	7	Pawito	140
			Slamet	142
		6	Darsono	134
		9	Dedi Hendri Yanto	217
		11	Saparudin	202
		13	Ruslan Jamil	234
			Kurnia	233
		14	Sodin	291
			Edi Jubaedi	284
			Sukarto	280
21	Arnedi/Imam S	402		
	Jailani/Jamingan	405		
SP2	Bhirawa Bakti	16	Pujianto	365
			H. Syamsir	366
			Junaedi	343
		17	Zainal Arifin	315
		18	Poniran	383
			Rubiyanto/Junaedi B. D	382

**RSP0 Public Summary Report
Revision 6 (December /2017)**

		Shihabudin	422
	46	Warsa/Rahima	1201
		Paryadi	1232
		Ija/Junaedi B. D	1199
	49	Artino	1248
		Budianto/Jianto	1256
		Suliono/Sriati	1250
	92	Surajio	1077
		Mirno	1066
		H. Manalu	1070
	94	O. Manulang	1084
		Tasar	1085
		Jahya	1052

Appendix I: List of Abbreviations

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